

**CITY OF CHATFIELD COMMON COUNCIL**

**AGENDA**

**February 22, 2021 7:00 P.M**

- I. Chatfield City Council – February 22, 2021 – 7:00 p.m. – City Council Chambers
  1. Consent Agenda:
    - A. Approval of minutes of prior meetings.
    - B. Approve payment of claims.
    - C. Approve Ag Lease
    - D. Approve Household Hazardous Waste Collection for Sept. 14
  2. Ambulance Director's Report – Rocky Burnett
    - A. Annual Report
    - B. Recommendation to hire EMS Support Position
  3. S.C.S. Report:
  4. Committee Reports:
    - A. Public Services Committee
    - B. Park & Recreation Committee
  5. Mayor's Report:
  6. Clerk's Report:
    - A. Approve resolution to submit park grant application
    - B. Authorize city attorney to draft ordinance regarding polling location.
    - C. Consider Health Officer Position
    - D. Approve strategic planning agreement.
    - E. Notice of Board of Appeal and Equalization – Olmsted County – April 14, 2021 9:00 a.m. – 10:00 a.m.
  7. Roundtable
  8. Adjourn.
  9. Meeting Notices:
    - A. Public Services Committee (Councilors Bluhm & McBroom) 4:30 p.m.
    - B. Committee of the Whole 5:30 p.m.

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, February 8, 2021**

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The Common Council of the City of Chatfield met in regular session on Monday, February 8, 2021. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

**Members Present:** Councilor Paul Novotny, Councilor Joshua Broadwater, Councilor Mike Urban, Mayor Russell Smith, Councilor John McBroom, and Councilor Pam Bluhm.

**Members absent:** None.

**Others Present:** James Fisher, Brian Burkholder, Karen Reisner, Gretchen Lovejoy-Mensink, Shane Fox, Fred Suhler Jr. and Joel Young.

#### Consent Agenda

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Councilor Urban asked that the payment to Bobcat of the Coulee Region be held back. There are some unresolved issues.

**Councilor John McBroom entered a motion, with a second by Councilor Paul Novotny,** to adopt the consent agenda which included the following items:

1. Approval of January 25, 2021 meeting minutes
2. Approve payment of claims - except the payment to Bobcat of the Coulee Region
3. Authorize advertisement for Pool Manager
4. Approve a one-step pay increase to Rocky Burnett to Grade 8, Step 2 effective on employment anniversary.

**Ayes:** Councilors: Novotny, Broadwater, Urban, McBroom, and Bluhm

**Nays:** None

**Motion carried.**

#### Ordinance #451 – Re-Zoning

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##### *Second Consideration*

**Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater,** to approve the second consideration of Ordinance #451

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ZONING; AMENDING THE PREVIOUSLY ADOPTED “ OFFICIAL ZONING MAP” OF THE CITY OF CHATFIELD BY CHANGING THE EXISTING ZONING DISTRICT DESIGNATION ESTABLISHED THEREIN FOR THE LANDS CONTAINED IN BLOCK 19, ORIGINAL PLAT OF THE TOWN (NOW CITY) OF CHATFIELD FROM R-1 (“LOW DENSITY RESIDENTIAL”) TO B-1 (“GENERAL COMMERCIAL”).

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA:

Section 1. The “Official Zoning Map” of the City of Chatfield, Minnesota, established by and described in

the provisions of the Chatfield Code, Subpart B, Chapter 113, Article III, Section 155, is amended by changing the existing zoning district designation set forth therein for the lands contained within Block 19, Original Plat of the Town (now City) of Chatfield from R-1 ("low density residential") to B-1 ("general commercial").

**Ayes:** Councilors: Novotny, Broadwater, Urban, McBroom, and Bluhm

**Nays:** None

**Motion carried.**

#### *Publication*

**Councilor Paul Novotny entered a motion, with a second by Councilor Pam Bluhm, to approve the publication of Ordinance #451**

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ZONING; AMENDING THE PREVIOUSLY ADOPTED " OFFICIAL ZONING MAP" OF THE CITY OF CHATFIELD BY CHANGING THE EXISTING ZONING DISTRICT DESIGNATION ESTABLISHED THEREIN FOR THE LANDS CONTAINED IN BLOCK 19, ORIGINAL PLAT OF THE TOWN (NOW CITY) OF CHATFIELD FROM R-1 ("LOW DENSITY RESIDENTIAL") TO B-1 ("GENERAL COMMERCIAL").

**Ayes:** Councilors: Novotny, Broadwater, Urban, McBroom, and Bluhm

**Nays:** None

**Motion carried.**

#### *S.C.S. Report*

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No Report

#### *Mayor's Report*

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No Report

#### *Clerk's Report*

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#### *Approve Municipal Advisor role for Mike Bubany of DDA*

David Drown Associates, Inc. is required to provide a written description of their advisory relationship and to make certain other disclosures. The engagement letter includes the role as a municipal advisor, disclosure of conflicts of interest, scope of service and compensation.

**Councilor John McBroom entered a motion, with a second by Councilor Mike Urban, to approve Mike Bubany of DDA as the city's municipal financial advisor.**

**Ayes:** Councilors: Novotny, Broadwater, Urban, McBroom, and Bluhm

**Nays:** None

**Motion carried.**

#### *Committee Reports*

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#### *Personnel Budget*

Topics of the Personnel Budget Committee included a possible to change the code for the official polling place and the health officer listed in the City Charter. Does this need to be amended? Finally, is there a need to hire an outside source for some strategic planning?

## Public Works

Public works topics included the agricultural lease between the City of Chatfield and Schoenfelder Farms, pick-up truck upgrades for public works and a program for new trucks with Lewiston Auto.

The program for new trucks from Lewiston Auto involves the purchase of a new truck, paying all costs including truck price, taxes, and title. At one year, that truck can be taken back to the dealership with 5,000 or under mileage, undamaged, in exchange for another new truck. The cost to the city for this new truck only includes the cost of taxes and title. This process repeats every year while the program is offered.

**Councilor Joshua Broadwater entered a motion, with a second by Councilor John McBroom,** to authorize city staff to start the process of an agreement with Lewiston Auto.

**Ayes:** Councilors: Novotny, Broadwater, Urban, McBroom, and Bluhm

**Nays:** None

**Motion carried.**

## Roundtable

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Councilor Novotny-	Chillfest activities seemed to have good attendance. The Bites & Barrels event sold out.
Councilor Broadwater-	Appreciates the groups that make events like Chillfest possible. This was the first time the new group Chatfield Alliance was in charge of Chillfest and they did a good job. Thanks for putting it together.
Councilor Urban-	Echoes Novotny's and Broadwater's statements about Chillfest. Kudos to those involved. A reminder to the public to remove vehicles from the street when it snows.
Councilor McBroom	Kudos to the Chatfield Alliance for putting on Chillfest. The city ordinance says that sidewalks need to get cleared of snow. Many people walk and need the sidewalks cleared. Cars need to be off the streets as well after snowfall. You will be mad if you get a ticket for leaving your car on the street when the plows need to come through.

## Adjourn

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**Councilor John McBroom entered a motion, with a second by Councilor Mike Urban,** to adjourn

**Ayes:** Councilors: Novotny, Broadwater, Urban, McBroom, and Bluhm

**Nays:** None

**Motion carried.**

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Russ Smith, Mayor

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Beth Carlson, Deputy Clerk



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2021

2021 02FA02

02/18/21 10:45 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor ADVANCED BUSINESS SYSTEMS, INC</b>						
96794		E 100-41500-210	City Clerk	Operating Supplies (GEN	\$186.25	INK CARTRIDGE POSTAGE MACHINE
					\$186.25	
<b>Vendor ADVANCED BUSINESS SYSTEMS, INC</b>						
<b>Vendor ADVANTAGE DIST. LLC</b>						
262899		E 602-49450-401	Sewer (GENERAL)	Repairs/Maint Buildings	\$1,710.37	MOBIL DURAGARD GREASE
					\$1,710.37	
<b>Vendor ADVANTAGE DIST. LLC</b>						
<b>Vendor AIRGAS</b>						
997684		E 230-42270-210	Ambulance	Operating Supplies (GEN	\$135.99	OXYGEN
					\$135.99	
<b>Vendor AIRGAS</b>						
<b>Vendor ALLIED 100</b>						
183783		E 230-42270-209	Ambulance	Training Institution	\$98.81	MASK ADAPTERS
					\$98.81	
<b>Vendor ALLIED 100</b>						
<b>Vendor AMAZON CAPITAL SERVICES, INC.</b>						
11FT-T		E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$16.54	SAFETY GLOVES
1GNF-N		E 230-42270-210	Ambulance	Operating Supplies (GEN	\$61.32	SPONGES KLEENEX
11FK7P		E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$51.31	SAFETY GLOVES
1X3H-4		E 230-42270-209	Ambulance	Training Institution	\$1,979.90	EMERGENCY CARE & WORKBOOK
1XW9-1		E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$57.99	TONER
					\$2,167.06	
<b>Vendor AMAZON CAPITAL SERVICES, INC.</b>						
<b>Vendor AT&amp;T MOBILITY</b>						
054657	JAN 25,	E 100-42110-218	Police Administrati	Confiscation/Forfeitures	\$38.23	507.513.5937 POLICE AIR CARD
	JAN 25,	E 100-42110-320	Police Administrati	Communications (GENER	\$38.23	507.513.5954 POLICE AIR CARD
	JAN 25,	E 230-42270-321	Ambulance	Telephone	\$49.93	507.513.5974 AMBULANCE
	JAN 25,	E 220-42280-321	Fire Department *	Telephone	\$49.93	507.884.4423 FIRE
	JAN 25,	E 100-42110-321	Police Administrati	Telephone	-\$2.84	ADJUSTMENT
	JAN 25,	E 100-42110-321	Police Administrati	Telephone	\$49.93	507.272.5506 POLICE CHIEF
	JAN 25,	E 100-42110-321	Police Administrati	Telephone	\$44.90	507.272.5386 POLICE 873
	JAN 25,	E 100-42110-321	Police Administrati	Telephone	\$44.90	507.272.5382 POLICE 872
	JAN 25,	E 230-42270-321	Ambulance	Telephone	\$49.93	507.513.5925 AMBULANCE
					\$363.14	
<b>Vendor AT&amp;T MOBILITY</b>						
<b>Vendor BAKER &amp; TAYLOR BOOKS</b>						
01/31/2		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$822.32	ACCOUNT L6248262
					\$822.32	
<b>Vendor BAKER &amp; TAYLOR BOOKS</b>						
<b>Vendor BLACKSTONE PUBLISHING</b>						
120342		E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$109.62	CUSTOMER ID 168011
120187		E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$53.88	CUSTOMER ID 168011
					\$163.50	
<b>Vendor BLACKSTONE PUBLISHING</b>						
<b>Vendor BOBCAT OF THE COULEE REGION</b>						
01-425		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$82.05	CP ALARM BACKUP
					\$82.05	
<b>Vendor BOBCAT OF THE COULEE REGION</b>						
<b>Vendor CENTURYLINK-TELE</b>						
054652	FEB 1,	E 100-43100-321	Street Maintenanc	Telephone	\$130.25	612 E10-0825 1/5 NEW CIRCUIT
	FEB 1,	E 230-42270-321	Ambulance	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	FEB 1,	E 100-42110-321	Police Administrati	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	FEB 1,	E 100-41500-321	City Clerk	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	FEB 10,	E 100-41500-321	City Clerk	Telephone	\$22.26	1500 1/5 CITY HALL DID LINES
054652	FEB 1,	E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2021

2021 02FA02

02/18/21 10:45 AM

Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	FEB 10,	E 100-46630-321	Community Dev -	Telephone	\$151.52	3966 TOUR CENTER
	FEB 10,	E 211-45500-321	Libraries (GENERA	Telephone	\$75.68	3480 LIBRARY
	FEB 10,	E 100-43100-321	Street Maintenanc	Telephone	\$22.28	1500 1/5 CITY HALL DID LINES
	FEB 10,	E 230-42270-321	Ambulance	Telephone	\$22.26	1500 1/5 CITY HALL DID LINES
	FEB 10,	E 601-49400-321	Water Utilities (GE	Telephone	\$22.26	1500 1/5 CITY HALL DID LINES
	FEB 10,	E 100-42110-321	Police Administrati	Telephone	\$22.26	1500 1/5 CITY HALL DID LINES
	FEB 10,	E 211-45500-321	Libraries (GENERA	Telephone	\$83.41	2911 LIBRARY ELEVATOR
<b>Vendor CENTURYLINK-TELE</b>					\$1,073.14	
<b>Vendor CHATFIELD BODY SHOP</b>						
	8508	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$67.70	FLAT TIRE REPAIR
	8446	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$260.70	TIREMOUNT
	8542	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$46.50	PD LOF 2017 EXPLORER
<b>Vendor CHATFIELD BODY SHOP</b>					\$374.90	
<b>Vendor CHATFIELD PARTS HOUSE</b>						
	792466	E 220-42280-401	Fire Department *	Repairs/Maint Buildings	\$29.99	MTG ROOM POWER STRIP
	792141	E 220-42280-401	Fire Department *	Repairs/Maint Buildings	\$9.18	SHELF
<b>Vendor CHATFIELD PARTS HOUSE</b>					\$39.17	
<b>Vendor COMPUTER DANAMICS</b>						
	34116	E 100-42110-240	Police Administrati	Small Tools and Minor E	\$18.17	FLASH DRIVE
<b>Vendor COMPUTER DANAMICS</b>					\$18.17	
<b>Vendor COZY LOCKSMITH</b>						
	406517	E 100-41940-240	Municipal Building	Small Tools and Minor E	\$16.53	GS DOOR KEY
<b>Vendor COZY LOCKSMITH</b>					\$16.53	
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>						
	INV900	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$7.81	#56246 NETWORK L9124 MP C4503
	INV900	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$2.22	#56246 NETWORK L9124 MP C4503
	INV900	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$2.23	#56246 NETWORK L9124 MP C4503
	INV900	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment	\$4.09	#56246 NETWORK L9124 MP C4503
	INV900	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$4.09	#56246 NETWORK L9124 MP C4503
	INV900	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$4.09	#56246 NETWORK L9124 MP C4503
	INV900	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$4.09	#56246 NETWORK L9124 MP C4503
	INV900	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$25.78	#46719-01 POLICE L7545
	INV900	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$8.55	#56246 NETWORK L9124 MP C4503
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>					\$62.95	
<b>Vendor EXPERT T BILLING</b>						
	8166	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$930.00	TRANSPORTS BILLED - JAN
<b>Vendor EXPERT T BILLING</b>					\$930.00	
<b>Vendor FILLMORE COUNTY JOURNAL</b>						
	118260	E 100-41100-350	Legislative	Print/Binding (GENERAL)	\$11.49	MTG MINUTES
	118242	E 230-42270-350	Ambulance	Print/Binding (GENERAL)	\$26.10	HELP WANTED AD EMS SUPPORT
	118235	E 230-42270-350	Ambulance	Print/Binding (GENERAL)	\$26.10	HELP WANTED AD EMS SUPPORT
<b>Vendor FILLMORE COUNTY JOURNAL</b>					\$63.69	
<b>Vendor FIRE SAFETY USA, INC</b>						
	142320	E 221-42280-550	Fire Department *	Cap. Outlay-Vehicles/Equ	\$10,005.57	BRUSH TRUCK - FORESTRY MONITOR
	143531	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$199.00	OXYGEN TANK ALARM
	143841	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$349.95	TURNOUT GEAR - LEATHER BOOT
	143781	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$193.50	OXYGEN TANK ALARM
<b>Vendor FIRE SAFETY USA, INC</b>					\$10,748.02	







# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2021

2021 02FA02

02/18/21 10:45 AM

Page 4

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	2/2/202	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$2,697.00	QTRLY FEES 1,110
<b>Vendor MN DEPARTMENT OF HEALTH</b>					\$2,697.00	
<b>Vendor MN DEPARTMENT OF PUBLIC SAFETY</b>						
	2020 M	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$100.00	23500015 WELL#2
	2020 M	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$100.00	230500017 WELL#3
<b>Vendor MN DEPARTMENT OF PUBLIC SAFETY</b>					\$200.00	
<b>Vendor MN RURAL WATER ASSOCIATION</b>						
	2/10/21	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$800.00	VALVE EXERCISER 09/22-09/28
<b>Vendor MN RURAL WATER ASSOCIATION</b>					\$800.00	
<b>Vendor PAVEMAN DESIGNS LLC</b>						
	327	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$8,615.50	NEW FD OFFICE FLOORING
<b>Vendor PAVEMAN DESIGNS LLC</b>					\$8,615.50	
<b>Vendor PEOPLES ENERGY COOPERATIVE</b>						
054658	02/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$733.46	3011700 BLUFF ST WELL
	02/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$260.38	2410200 MAIN ST-CITY PARK
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$34.88	2447300 UNION ST NE - XING
	02/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$165.00	2438500 MILL CREEK PARK
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$96.90	2410100 1/4 FIRE HALL
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$46.48	2436500 CR 2 HWY S
	02/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$30.00	2432400 400 3RD ST SW
	02/05/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$64.36	242390 MILL CREEK PK - LIFT ST
	02/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$49.03	2428000 MILL CREEK PARK
	02/05/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$2,772.70	2430200 126 LIBRARY LN WWTP
	02/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$43.38	2367400 TOURIST PARK
054655	02/05/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$287.67	2407900 1/3 21 2ND ST SE
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$184.00	7823600 MEYERS AND TERMAR
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$172.32	3265100 20 2ND ST SE - LIGHTS
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$68.39	3260100 301 TH 52 - TRAFFIC SI
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$161.51	3260000 52 3RD ST SW - STL MTR
	02/05/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$271.69	3237701 107 UNION ST NE
	02/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$32.94	3211800 250 OLD TERRITORIAL RD
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$1,787.00	3011800 STREET LIGHTS
	02/05/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$287.67	2407900 1/3 21 2ND ST SE
054658	02/05/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$290.69	2410100 3/4 FIRE HALL
054655	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$45.00	2182100 SIREN - 10210 HILLSIDE
	02/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$260.37	2154400 10208 HILLSIDE DRIVE
054658	02/05/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$115.91	2410000 318 S MAIN ST-WHISTLE
	02/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$34.00	2432200 CHATFIELD SIGN
	02/05/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$356.16	2402500 CHATFIELD LIBRARY
054655	02/05/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$287.66	2407900 1/3 21 2ND ST SE
<b>Vendor PEOPLES ENERGY COOPERATIVE</b>					\$8,939.55	
<b>Vendor PERA</b>						
		E 220-42280-121	Fire Department *	PERA	\$7,000.00	SVF 3840-00 VOL CONTRIB
<b>Vendor PERA</b>					\$7,000.00	
<b>Vendor PRAXAIR</b>						
	616083	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$47.83	HIGH PRESSURE
<b>Vendor PRAXAIR</b>					\$47.83	
<b>Vendor QUADIENT - POSTAGE ALLOCATION</b>						
	054653	02/01/2	E 100-42110-322	Police Administrati	\$52.50	POSTAGE ALLOCATION





# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2021

2021 02FA02

02/18/21 10:45 AM

Page 5

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
054653	02/01/2	E 614-49840-322	Cable TV (GENER	Postage	\$17.50	POSTAGE ALLOCATION
	02/01/2	E 220-42280-322	Fire Department *	Postage	\$17.50	POSTAGE ALLOCATION
	02/01/2	E 601-49400-322	Water Utilities (GE	Postage	\$35.00	POSTAGE ALLOCATION
	02/01/2	E 602-49450-322	Sewer (GENERAL)	Postage	\$35.00	POSTAGE ALLOCATION
	02/01/2	E 100-41910-322	Planning and Zoni	Postage	\$35.00	POSTAGE ALLOCATION
	02/01/2	E 100-43100-322	Street Maintenanc	Postage	\$35.00	POSTAGE ALLOCATION
	02/01/2	E 230-42270-322	Ambulance	Postage	\$35.00	POSTAGE ALLOCATION
	02/01/2	E 211-45500-322	Libraries (GENERA	Postage	\$17.50	POSTAGE ALLOCATION
	02/01/2	E 240-46500-322	Economic Dev (GE	Postage	\$17.50	POSTAGE ALLOCATION
	02/01/2	E 100-41500-322	City Clerk	Postage	\$52.50	POSTAGE ALLOCATION
Vendor QUADIENT - POSTAGE ALLOCATION					\$350.00	
Vendor RDO EQUIPMENT CO.						
	P01535	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$31.60	WEARBAR SPACER
	P01442	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$2,940.20	CUTTING PLADE REPL
Vendor RDO EQUIPMENT CO.					\$2,971.80	
Vendor ROCHESTER MOTOR CARS						
054659	02/05/2	E 221-42280-550	Fire Department *	Cap. Outlay-Vehicles/Equ	\$43,204.00	FD BRUSH TRUCK 2021 FORD SDTY F
Vendor ROCHESTER MOTOR CARS					\$43,204.00	
Vendor SCHUMACHER ELEVATOR CO						
	905153	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$188.75	MUNI ELEV MAINT
	905147	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$155.49	LIB ELEV MAINT
Vendor SCHUMACHER ELEVATOR CO					\$344.24	
Vendor SELCO						
	048546	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$150.00	PUBLIC PC MANAGEMENT - 2021 PHA
	048606	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$3,980.00	PC LEASING 2021
Vendor SELCO					\$4,130.00	
Vendor SOUTHERN MINNESOTA INSPECTION						
	17141	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$429.42	HOIST INSPECTIONS
	17141	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$279.42	HOIST INSPECTIONS
Vendor SOUTHERN MINNESOTA INSPECTION					\$708.84	
Vendor STREICHER S						
	I14815	E 100-42110-153	Police Administrati	Uniform Allowance	\$122.98	INSOLE JACKET BELT
	I14837	E 100-42110-153	Police Administrati	Uniform Allowance	\$29.99	BELT
Vendor STREICHER S					\$152.97	
Vendor WIT BOYZ INC.						
	8145	E 221-42280-550	Fire Department *	Cap. Outlay-Vehicles/Equ	\$1,200.00	LED LIGHT BAR - BRUSH TRUCK
	8160	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$25.00	STOP LEAK
	8147	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$82.05	PAPER SHREDDER
	8146	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$475.00	DUMBELL SET
Vendor WIT BOYZ INC.					\$1,782.05	
Vendor ZEP MANUFACTURING						
	900592	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$395.73	TWL BLU SKY METER MIST
	900592	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$151.41	TWL
Vendor ZEP MANUFACTURING					\$547.14	
Batch Name 2021 02FA02					\$109,597.55	



City of Chatfield

Batch Listing - Unposted Summary

Current Period: February 2021

2021 02FA02

02/18/21 10:45 AM

Page 6

Check		Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Nbr							
						\$109,597.55	

[BatchID]=15568





# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2021

2021 02FPR01

02/05/21 3:27 PM

Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor MN DEPART. OF REV./WH TAX</b>						
111475	0-105-4	G 910-21702			\$2,031.61	STATE TAX WH
<b>Vendor MN DEPART. OF REV./WH TAX</b>					\$2,031.61	
<b>Vendor NCPERS GROUP LIFE INSURANCE</b>						
		G 910-21707			\$16.00	LIFE INSURANCE - IRISH
		G 910-21707			\$16.00	LIFE INSURANCE - YOUNG
		G 910-21707			\$16.00	LIFE INSURANCE - COE
		G 910-21707			\$16.00	LIFE INSURANCE - MILIANDER
		G 910-21707			\$16.00	LIFE INSURANCE - CARLSON
<b>Vendor NCPERS GROUP LIFE INSURANCE</b>					\$80.00	
<b>Vendor PERA</b>						
111476	SOMPE	G 910-21705			\$4,301.79	PERA - POLICE
	SOMPE	G 910-21704			\$4,600.78	PERA - CITY COORDINATED
<b>Vendor PERA</b>					\$8,902.57	
<b>Vendor TASC</b>						
111477	02/04/2	G 910-21714			\$114.58	FSA MEDICAL - EmpE SCHMIEDEBERG
<b>Vendor TASC</b>					\$114.58	
Batch Name 2021 02FPR01					\$27,419.44	
					\$27,419.44	

[BatchID]=15571



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2021

2021 02RT

02/04/21 9:25 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor REVTRAK JETPAY</b>						
111470	JANUAR	E 601-49400-323	Water Utilities (GE	Administration Expense	\$3.50	ADMIN FEE ALLOC
	JANUAR	E 100-42110-323	Police Administrati	Administration Expense	\$6.83	ADMIN FEE ALLOC
	JANUAR	E 100-42400-323	Building Inspectio	Administration Expense	\$5.78	ADMIN FEE ALLOC
	JANUAR	E 603-49500-323	Refuse/Garbage (	Administration Expense	\$241.85	ADMIN FEE ALLOC 18.29
	JANUAR	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$875.08	ADMIN FEE ALLOC 66.18%
	JANUAR	E 601-49400-323	Water Utilities (GE	Administration Expense	\$205.35	ADMIN FEE ALLOC 15.53%
<b>Vendor REVTRAK JETPAY</b>					\$1,338.39	
Batch Name 2021 02RT					\$1,338.39	
					\$1,338.39	

[BatchID]=15563

## AGRICULTURAL LEASE

This agreement entered into this 1st day of January, 2021, by and between the City of Chatfield, a Minnesota municipal corporation ("City") and Schoenfelder Farms a partnership organized under the laws of the State of Minnesota ("Schoenfelder"),

It is agreed between the parties as follows:

1. **Term.** For the annual payment by Schoenfelder to City of the sum of \$175 per acre, or \$7,000.00 per year, City demises and leases to Schoenfelder the property for the term of January 1, 2020 to December 31, 2020. Payment is due April 1, 2021.
2. In order to properly maintain the newly created storm water structures, no tillage will take place closer than ten (10) feet from the front of the structures and a thirty (30) foot clear radius will be maintained around the drain pipes on both retention ponds.
2. **Use.** During the period that this lease, or any extension thereof is in effect, Schoenfelder, or its agents or assigns, shall be permitted to use the property for agricultural purposes, or a use consistent with agricultural pursuits. Schoenfelder shall be required during the term of this lease to use and maintain the property in a manner that minimizes the uncontrolled drainage of surface water, erosion of soil and the growth of noxious weeds, and is consistent with good agricultural practices..
3. **Termination Prior to December 31 of a Given Year.** Notwithstanding the provisions of ¶ 1 herein, City may terminate this lease at any time prior to the end of its term by giving Schoenfelder 30 days written prior notice of termination. Provided, that if City does so subsequent to October 1, of a given year and Schoenfelder has invested labor and other inputs in preparation for cultivating a crop on the property during the remainder of or a renewed term of the lease, City shall reimburse Schoenfelder the reasonable value of such labor and other inputs expended. Provided further, if such early termination of the lease occurs at a time when a crop is under cultivation (but not yet harvested) on the property by Schoenfelder, City, at its option may: (a) permit Schoenfelder to harvest said crop within a reasonable period of time, notwithstanding termination of the lease; or, (b) pay to Schoenfelder the reasonable value of the crop that would have been harvested but for the termination of the early termination of the lease.

Schoenfelder Farms

City of Chatfield

By

By

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Mayor

By

Attest:

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(Title)

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City Clerk



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**INTEROFFICE MEMORANDUM**

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**TO:** MAYOR AND CITY COUNCIL  
**FROM:** ROCKY BURNETT  
**SUBJECT:** 2020 YEAR END UPDATE  
**DATE:** 2/16/2021  
**CC:**

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I thought I would give an update on how 2020 ended for the ambulance department. We welcomed four new members and said good-bye to seven members. We continue to have twenty EMT's on our roster. We had two EMT's with over 2,000 hours of on call time and two more with over 1,000 hours of call time and eight EMT, s with over 500 hours of call time last year.

We started an EMT class in February with twelve members and then COVID hit and we had to push pause on the training for a couple of months. We resumed the class with eight people in it in August and this time were able to finish the class in the middle of December. So far, all five that have attempted the national registry test have passed on the first attempt. Unfortunately, Chatfield did not have any students in this class.

We saw our normal call volume of three hundred sixty-two calls three hundred eight of which were billable. In an unheard-of year, we had both ambulances out thirty-two times, in an average year this happens ten to twelve times.

We were able to end the year with a positive budget balance. We will be evaluating the need to increase rates to insurance and also per capita rates this year to make sure we can continue to move in a positive direction. We continued to also have electrical issues with our newer truck, as of this memo I am very hopeful those issues have been resolved and am working towards getting coverage for the repair costs.

As we prepare for 2021, we are looking to celebrate our 50<sup>th</sup> anniversary and excited about on boarding a new staff person. As always, I appreciate your support. Please always feel free to reach out if you have any questions or would like any further updates.

**A RESOLUTION TO AUTHORIZE THE SUBMISSION OF A GRANT  
TO IMPROVE LONE STONE PARK**

BE IT RESOLVED that the City of Chatfield act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on March 23, 2021 and that City Clerk Joel Young is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Chatfield.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and, upon discovery, certifies it will report to the State any actual, potential, or perceived individual or organizational conflicts of interest to the application or grant award.

BE IT FURTHER RESOLVED that City of Chatfield has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Chatfield has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Chatfield has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, City of Chatfield may enter into an agreement with the State for the above-referenced project, and that City of Chatfield certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that THE CITY CLERK is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council, of the City of Chatfield on March 22, 2021.

SIGNED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

WITNESSED:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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**MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** JOEL YOUNG, CITY CLERK  
**SUBJECT:** POLLING PLACE LOCATION  
**DATE:** 02/11/21  
**CC:**

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**Request:** Authorize the City Attorney to draft an ordinance to change the location of the City Polling Place from the Thurber Community Building to the Chatfield Center for the Arts.

**Background:** The City's Administrative Code states that the Chatfield City Hall shall be the polling place for city elections. Due to the pandemic this year, the polling place was moved to Potter Auditorium, which worked really well. The auditorium has more room for the voting activity, has more adequate parking than does the Thurber Building, and the hallways allow for people to spread out while waiting in line. In short, conducting an election in Potter Auditorium is much more convenient to everyone involved than is an election conducted in the Thurber Building.

In 2019, the State of Minnesota enacted a new law that requires local governments to pass a resolution each year to designate the location of polling places for the following year. I would recommend that we develop more flexible language for the City's Administrative Code to allow for elections to be conducted wherever it is most effective to do so.

"The City Council shall adopt a resolution each year to designate the City's polling place for the ensuing year. The location should be maintained as consistently as possible, changing only after deliberate consideration."

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**MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** JOEL YOUNG, CITY CLERK  
**SUBJECT:** CITY HEALTH OFFICER  
**DATE:** 02/11/21  
**CC:**

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**Request:** Determine if the City Council should develop a recommendation that the City Charter Commission consider the elimination of requiring the appointment of a City Health Officer, or that the Charter more clearly delineate the qualifications and responsibilities associated with the position.

**Background:** At the most recent meeting of the Personnel-Budget Committee, the committee discussed the fact that the City has not appointed anyone to the post of Health Officer for several years. After experiencing the impact of a pandemic this past year, the committee noted that such a position might have been helpful at one time, however, we have also realized that there are a lot of resources available to the City, including the county health departments, the State of MN and the Centers for Disease control. The committee determined that the City Charter should either eliminate the position or provide more clarity in terms of the qualifications of the health officer and the responsibilities associated with the position.

The City Charter includes the following clause, which calls for the appointment of a Health Officer:

***Sec. 21. - Health officer.***

*The city council shall appoint a health officer for a term of two years commencing on the first day of February in each odd-numbered year, who shall perform the duties imposed upon health officers by law or pursuant to the provisions of the city's Charter or administrative code.*

Unfortunately, there is no other reference to this position in the Charter or the Administrative Code so there is no other guidance in terms of the qualifications of the individual to be appointed or the duties and responsibilities of the position. The Minnesota Department of Health does provide information relative to the public health powers and

duties on local government but there is little specific information regarding this particular position.

According to our records, this position has not been filled since 2009. Prior to that point, it was common to appoint a local medical doctor to that position, although I don't recall that person ever being activated in any particular fashion.

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**MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** JOEL YOUNG, CITY CLERK  
**SUBJECT:** STRATEGIC PLANNING  
**DATE:** 02/11/21  
**CC:**

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**Action Requested:** Approve the recommendation to retain the services of HueLife to lead the City through a strategic planning process.

**Background:** Recently, both the Personnel-Budget Committee and the City's department leaders have discussed the concept of developing a strategic plan for the city and both of those groups have determined that it would be helpful if the City started a routine of intentionally identifying its mission and related goals. They also believe that it would be best to hire an outside firm to lead us through the process. These groups have reviewed a proposal and samples of the work done by HueLife, which is the firm recommended for this effort. The cost of this process will be paid for from a reserve fund that was established for this purpose a number of years ago.

*"The City should build a new swimming pool," someone once said. "The City should purchase 70 acres of land and develop a regional park. The City should put more money into its streets. The City should employ more, or fewer, people. The City should be engaging with community members on a regular basis. The City should purchase some land and develop it. The City should sell some of the land that it already owns. The City should build a new fire hall.....public works building, etc. The City should lower its taxes. The City should....." have a clear statement of its purpose, its mission, its values, its goals and objectives," I would say.*

As we all know, the public has a huge appetite and knowing how to respond appropriately isn't always so simple. While the adoption of a planning document will not cure all ills, it is likely that the City's decision-making and service delivery would be more effective if the City would develop a habit of formally identifying a set of commonly held goals and guiding principles, along with a measurable work plan.

Enclosed with this memo is a copy of the Strategic Plans of three different cities and one county, each of which was produced by either Richard or Irina Fursman, or one of their staff at HueLife. These plans are typically developed after a two-day retreat which is designed to set a 3 – 5 year vision for the community and to construct the work plans necessary to implement the vision and strategic direction of the city council.

The first day of the retreat would include the creation of a shared vision, the identification of any barriers or obstacles to achieving the vision and to identify strategic directions. The second day would identify success indicators, action steps, S.M.A.R.T. goals (Specific, Measurable, Achievable, Realistic, Timely), and a report.

Don't get me wrong, I think we have a history of being pretty effective, but I also know that it is really easy to get distracted by the shiny objects as they appear, and lose focus on what might be more important. Strategic planning would help us better understand if it is more important to work on extending Burr Oak Avenue, if it is more important to develop that regional park, or how to develop that land along County Road 10, and so forth. There is no doubt that the City will always be challenged with many demands for service but a formal plan can help propel the community forward.

## WHO IS HUELIFE?

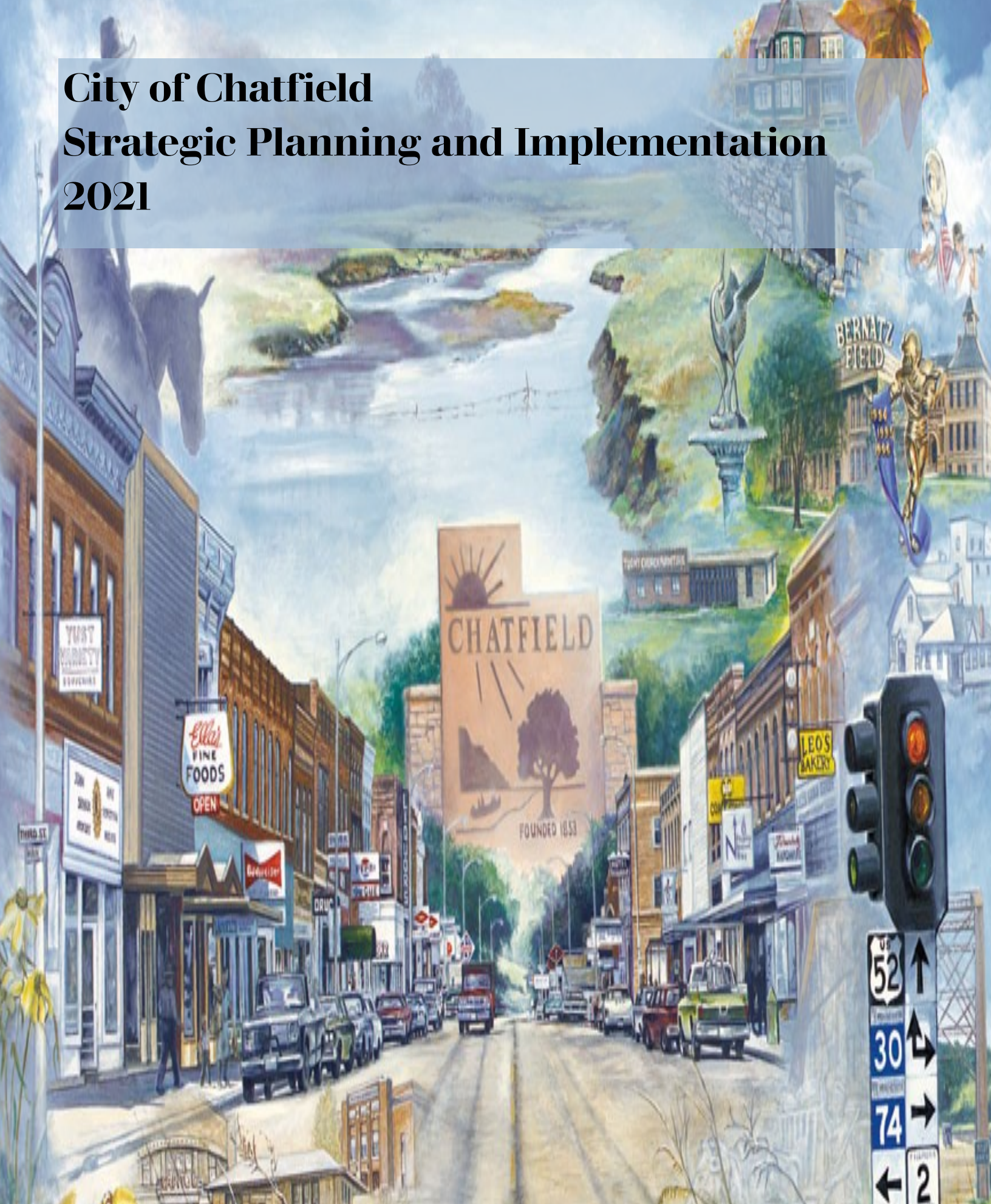
HueLife is a human understanding and engagement (Hue) consulting firm. We take ideas, aspirations and goals, and turn them into exciting realities that our clients are proud of. We work with public, private and government sectors in organization development, strategic planning, public and in-house facilitation training, consulting, executive search, community engagement, and leadership/team development.

Our clients and course participants leave with new tools and open minds that leads to increased efficiency in communicating, planning, implementing, reducing conflict, and problem-solving. Our success comes from developing people into leaders that can impact their organizations and communities positively, through their experience with HueLife.

You can check them out at [hue.life](http://hue.life).



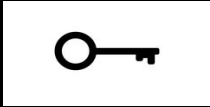
# City of Chatfield Strategic Planning and Implementation 2021





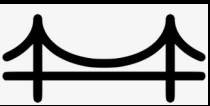
## HueLife Values

### INTEGRITY



Be worthy of trust.  
Take responsibility.  
Keep principles and  
values present.

### COURAGE



Be open.  
Take smart risks.  
Be a change agent.

### RELATIONSHIPS



Build strong ties.  
Develop and main-  
tain caring support  
systems.

### HUMILITY



Be a servant leader.  
Always be learning

## Thank you for the opportunity

Dear Joel

On behalf of our team at HueLife, I want to thank you for the opportunity to submit a proposal for conducting a Strategic Planning Retreat with the leadership team in Chatfield.

Working with teams to develop strategic plans and high-performance is at the heart of what we do.

We are truly looking forward to the opportunity to work with you!

Richard Fursman Ed.D.  
Co-Founder/Senior Consultant

HueLife  
Richard.fursman@hue.life  
651.338.2533

HueLife  
5775 Wayzata Blvd. #700  
St. Louis Park, MN 55416

[WWW.hue.life](http://WWW.hue.life)



# Proposal Overview

## Strategic Planning and Execution

### SUMMARY

The City of Chatfield would like to define it's future and vision, set expectations, and construct workplans through a strategic planning process. This will be the City's inaugural strategic planning event for the community that will set expectations for operating and decision-making.

### Scope and Outcomes A retreat will be conducted for the purposes of:

1. Setting a 3-5-year vision for the community
2. Constructing work plans to implement the Vision and Strategic Direction of the Council for the staff

### Process Points and Components

#### PART 1: Hold 2-Day retreat with Elected and Key Staff

- Day 1 Objectives
  - Create shared Vision
  - Identify underlying contradictions/obstacles/barriers to achieving the vision
  - Identify Strategic Directions
- Day 2 Objectives
  - Identify 2-year success indicators
  - Identify 1 year actions
  - Develop S.M.A.R.T. goals (Specific, Measurable, Achievable, Realistic, Timely)
  - Prepare report for Adoption

#### PART 4: HueLife write report

#### Fees:

- Prep, set-up, facilitation, report: \$6,500
- Mileage and Lodging: Reimbursed
- Materials: Copies and supplies: \$50



## HueLife Team Bios

### Team assigned to the Braham Leadership Training

#### Dr. Richard Fursman and Irina Fursman a.b.d.



**Irina Fursman** is an engagement consultant, trainer and facilitator, as well as HueLife's co-founder and President. She is a Certified ToP® Facilitator and Mentor Trainer specializing in organization and team development, adult learning, change management, conflict resolution and strategic planning. She trains individuals and groups in the art and science of human engagement and facilitation.



**Stephanie Ahles** is the VP of Training and Development. She has 20 plus years of leadership experience in local government as well as experience and expertise working with for profit and nonprofit organizations. She is a Certified ToP® Facilitator and Mentor Trainer, specializing in leadership and organizational development, change and project management, and strategic planning.



**Dr. Richard Fursman** is a co-founder of HueLife, he has worked with over 200 public sector and non-profit organizations recruiting and placing senior staff, developing strategic plans, and helping organizations take steps to become more effective and great places to work. As a former City Manager, he advises, mentors, develops and coaches leaders across the United States and abroad, helps executive teams create a shared purpose, strategic plans, and implementation. He teaches leadership at St. Thomas U.



**Megan Jacobson** is the Insights Discovery Coordinator/Practitioner for HueLife. She has recently completed the ToP Mastery program and is working towards facilitation certification. She is experienced in facilitating teams towards shared awareness and shared agreement. Megan has a passion for working on projects related to youth empowerment, employee well-being and community engagement. Her caring and empathetic style helps bridge differences and heal teams in conflict.



**Karie Terhark** is a Certified ToP Facilitator and Qualified Trainer who previously worked as the Director for Allies for Substance Abuse Prevention Coalition (A.S.A.P.). While at A.S.A.P., she facilitated a countywide coalition of volunteers to assess, plan, and implement environmental strategies to change the culture around underage drug and alcohol abuse.



**Jeremy Kautza** is a certified ToP® Facilitator and Mentor Trainer with over 20 years of facilitation experience. He brings in depth expertise in strategic planning, conflict resolution, organizational change management, and interest-based negotiation. He also continues to serve the University of Wisconsin-Madison, facilitating the employee groups as they work to build their capacity for organizational change and improvement within complex systems.



**Angie Asa-Lovstad** is a Certified ToP® Facilitator and Mentor Trainer. Prior to joining HueLife, she served as the director of a local non-profit drug prevention coalition for 19 years. In this role, she facilitated the efforts of local drug prevention coalitions across all of Iowa. Today, Angie continues to support and coach coalition leaders in their efforts to engage stakeholders and develop strategic plans that meet the desired outcomes of the grants they have received.



## Sampling of Strategic Planning and Organization Development Clients

- Polk County, MINNESOTA: Employee and Board Development
- Stearns County, MINNESOTA: Strategic Planning
- Carver County, MINNESOTA: Economic Development Strategy
- City of West Des Moines, IOWA: Strategic Planning
- Hennepin County, MINNESOTA: Medical Center, HR Department Formation
- Ramsey County, MINNESOTA: Health Department, Action Planning
- Ramsey County, MINNESOTA: County Board Leadership Development
- City of Bloomington, MINNESOTA: Strategic Planning: Board Development
- City of Eureka, CALIFORNIA: Strategic Planning
- City of St. Cloud, MINNESOTA: Strategic Planning
- City of Electra, TEXAS: Strategic Planning
- City of Canton, SOUTH DAKOTA: Strategic Planning
- City of Norfolk, NEBRASKA: Strategic Planning
- Hennepin County, MINNESOTA: Supervisory Training and Development
- Barron County, WISCONSIN: Countywide Visioning Process
- City of Shakopee, MINNESOTA: Strategic Planning and Governance
- City of Chaska, MINNESOTA: City Strategic Planning
- City of Eveleth, MINNESOTA, Economic Development Authority: Strategic Planning
- City of Falcon Heights, MINNESOTA: Strategic Planning
- City of Edina, MINNESOTA: Environmental Commission Strategic Planning
- City of Victoria, MINNESOTA: Strategic Planning
- City of Wyoming, MINNESOTA: Strategic Planning
- City of Worthington, MINNESOTA: Community Strategic Planning
- City of Montrose, MINNESOTA: Strategic Planning
- City of Robbinsdale, MINNESOTA: Strategic Planning, Board Development
- City of Oelwein, IOWA: Strategic Planning
- City of Cloquet, MINNESOTA: Strategic Planning and Governance
- City of Prairie City, IOWA: Strategic Planning and Governance
- City of St. Cloud, MINNESOTA: Economic Development Authority Strategic Planning,
- City of Champlin, MINNESOTA: Strategic Planning

# City of Victoria Strategic Plan

2019-2020



## Strategic Planning Overview

The City of Victoria engaged Richard Fursman of HueLife to conduct its strategic planning process. The process was inclusive and participatory with department heads (“city staff”) and all members of the City Council participating. The strategic planning session stretched over two days on April 25 and April 27, 2019. At a high level, participants discussed the current issues and future trends, as well as aspirations, organizational goals, priorities and objectives in an effort to establish clear, strategic direction for the community for the next two years.

## Strategic Planning Objectives

The primary objective of the strategic planning session was to establish clear, consensus-based direction for the city for the next two years and then actively pursue implementation of strategies to achieve that direction. It was important to establish clear goals given the many priorities facing the city and community.

City council and staff looked at current conditions and future trends in the community and discussed strategic priorities and objectives that have been compiled into a simple, focused and accountable plan that is easy to read and easy to understand and is oriented on producing variable results for the residents and businesses of our community.

The strategic plan is a tool for city leaders to identify priorities, program and services and assimilate them into common elements (strategies and goals) by organizing them into one document that serves a resource and guide for the future.

## Major Themes

Transforming ideas and concepts into goals and actions was accomplished by identifying major themes (subject matters) and then developing each theme into clear strategies. During the April strategic planning session, three major themes were expressed:

### **Life Style**

...attract local jobs

...explore opportunities for lifecycle housing

### **Quality of Life**

...market the city as a year-round recreation destination

...expand the city’s unique and vibrant downtown

### **Safe and Connected**

...ensure a well-planned, financially sound community with high quality services

...ensure a safe, connected, and pedestrian-friendly community

These ideas provided a foundation for developing measurable strategies, goals, and action steps for the city and community.



## Strategic Objectives

Strategic objectives are statements that identify and describe specific actions or activities to accomplish during a specific timeframe which aim to achieve a measurable outcome that considers the objective to be accomplished.

Four strategic objectives were identified: expand and enhance the local economy, adopt guiding principles, build infrastructure, and diversify housing. For each of the four strategic objectives, City Council and staff also identified desired outcomes or expectations. Individual objectives have been assigned to individuals responsible for or interested in the related discipline. Those individuals will determine the action steps necessary to achieve objectives as well as the necessary implementation timeline.

## Accountability

Success of the strategic plan depends on simple strategies, clear objectives and corresponding action plans that provide direction as to how the intended outcomes will be measured and accomplished.

The city manager will regularly monitor progress in accomplishment of the strategic objectives with city staff. The city manager will present to city council and the public a report on progress toward achieving the desired outcomes or expectations annually. This report will include any updates, observations or recommendations for council's consideration. The report will be made available to the public on the city's website.



## Implementation/Action

In order to achieve the desired strategic objective, substantial actions will need to occur over the two-year strategic plan period to move the city toward its vision.

### STRATEGIC OBJECTIVE #1

#### ***Expand and enhance our local economy***

While the city has owned a vacant 13.5-acre parcel west of downtown for ten years, the current city council (coming into the strategic planning session) has not yet had an opportunity to revisit the vision for the property and provide clear direction to staff for developing the property and connecting the 13.5-acre property to downtown. One of the challenges with the property is connecting the site to downtown physically and aesthetically. In discussing the current state of the local economy, city council and staff recognize there are also opportunities to continue to develop downtown on the east side as well as through the underdeveloped properties that currently exist in the downtown area. Marketing of the city (its amenities and attractions) has been lacking in financial capital dedicated to this effort. City council and staff also recognize that a lack of infrastructure in the city's growth area south and west have also been a barrier to attracting new businesses and diversifying the city's tax base.

To improve the current state and move the city toward achieving the its strategic objective to expand and enhance our local economy, city leaders will:

1. Develop the city-owned 13.5-acre parcel west of downtown.
2. Update the downtown master plan.
3. Increase economic activity.
4. Increase jobs and diversity of tax base.

At the end of the 2-year strategic plan period, this strategic plan envisions the following results:

- Development of the 13.5-acre city-owned property will be underway with streets built and at least one building complete.
- The downtown master plan will have been reviewed and updated and implementation of the updated vision will have started.
- The small area plan will have been completed and implementation of the plan will have started.
- Determine whether to hire, partner or contract on marketing and community engagement

*Table 1: Expand and Enhance our Local Economy Two-Year Actions*

Develop the city-owned 13.5-acres west of downtown	Update downtown master plan	Increase economic activity	Increase jobs and diversity of tax base
<ul style="list-style-type: none"> <li>Enter into development agreement for the 13.5 acres</li> </ul>	<ul style="list-style-type: none"> <li>Review and update the downtown master plan</li> <li>Develop downtown design guidelines</li> <li>Engage owners of underdeveloped properties</li> <li>Implement parking study recommendations</li> </ul>	<ul style="list-style-type: none"> <li>Complete installation of parking signs downtown</li> <li>Create calendar of events and engage the public</li> <li>Work with neighboring attractions to draw visitors to Victoria businesses and restaurants and create joint events</li> <li>Determine whether to hire, partner or contract for marketing and community engagement</li> <li>Identify marketing strategy and resources</li> <li>Explore partnerships to attract visitors to Victoria</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and adopt a small area plan for the south and west growth area</li> <li>Explore partnerships for south growth area</li> <li>Understand barriers to development, identify solution to resolve and attract Businesses</li> <li>Complete utilities to flex area (CR10/11)</li> </ul>

## STRATEGIC OBJECTIVE #2

### ***Adopt guiding principles***

The city council and staff recognize there is currently not an effective tool in place for understanding long-term decision-making and that decision-making is disconnected from strategic planning. There is no documented plan for public engagement and policies need to be updated and/or enhanced. City leaders also identified as being more of a reactionary body with a desire to be more strategic and proactive.

To improve the current state and move toward achieving the city's strategic objective to adopt guiding principles, city leaders will:

1. Develop a long-term financial management plan/strategy.
2. Increase public engagement.
3. Develop and apply new workflow to evaluate success of strategic vision/plan.
4. Develop and document shared vision for "Big Victoria" (the city's growth area south and west of the current boundaries).

At the end of the 2-year strategic plan period, this strategic plan envisions the following results:

- All city policies will have been reviewed and updated.
- City staff and elected officials will provide a consistent reaction/answer from anyone.
- Clear protocols for meetings will have been adopted.
- The public will have greater opportunities to be engaged and remain informed.
- City leaders will have increased public trust.

*Table 2: Adopt Guiding Principles Two-Year Actions*

<b>Develop a long-term financial plan/strategy</b>	<b>Increase public engagement</b>	<b>Develop new workflow to evaluate success of strategic vision/plan</b>	<b>Develop vision for "Big Victoria"</b>
<ul style="list-style-type: none"><li>• Determine desired debt and tax levels</li><li>• Develop a 5-10-year financial plan</li><li>• Update the CIP thru consensus of goals</li><li>• Establish a business subsidy policy</li><li>• Evaluate funds and ensure intent matches uses</li></ul>	<ul style="list-style-type: none"><li>• Create opportunities for public engagement</li><li>• Enhance public outreach through variety of communication mediums</li><li>• Create a plan for citizen engagement</li></ul>	<ul style="list-style-type: none"><li>• Reformat staff reports and templates</li><li>• Tie all decisions, projects, actions back to vision</li><li>• Develop policies related to reporting</li><li>• Workshops will take a "deep dive" on topics to set direction/policy</li><li>• Evaluate policies and correct deficiencies</li></ul>	<ul style="list-style-type: none"><li>• Develop "Big Victoria" vision</li><li>• Create infrastructure map</li><li>• Develop policies to execute shared vision</li><li>• Staff implement vision and monitor and report on progress</li></ul>

### STRATEGIC OBJECTIVE #3

#### ***Build infrastructure***

In some cases where plans for projects, initiatives or priorities have existed, funding has sometimes fallen short causing a delay in or refinement of the project, initiative or priority. For example, a funding plan has not yet been identified for the completion of Wassermann Park, and while trail gap connections is a priority for the city, adequate funding does not currently exist for the city to achieve its trail gap priorities. With Victoria a growing community, city facilities at Public Works and City Hall are either at or nearing capacity and investment in technology must continue and/or be enhanced in order to meet the expectations of the public and deliver services in the most efficient and effective manner possible.

To improve the current state and move toward achieving the city's strategic objective to build infrastructure, city leaders will:

1. Establish partnerships with school districts.
2. Develop 5-year park/trail plan.
3. Complete Wassermann Park and identify a funding plan.
4. Complete 1-2 trail connections.
5. Develop a city facility plan.

At the end of the 2-year strategic plan period, this strategic plan envisions the following results:

- Wassermann Park will be completed.
- At least one trail connection will be completed.
- 1-2 controlled intersections will have been built (in partnership with the County).
- A master facilities plan will have been developed identifying near-, mid-, and long-term needs.
- Marsh Lake Road improvement project will be completed.
- Land for new school(s) options will have been identified.

*Table 3: Build Infrastructure Two-Year Actions*

Establish partnerships with school districts	Develop 5-Year Park/Trail Plan	Develop city facility plan
<ul style="list-style-type: none"><li>• Work with ISD 112 for future school site(s) in Victoria and plan for it</li></ul>	<ul style="list-style-type: none"><li>• Complete Wassermann Park</li><li>• Complete Marsh Lake Road improvement project</li><li>• Complete 1-2 trail connections with one being Bavaria trail</li><li>• Complete 2+ controlled intersection crossings</li></ul>	<ul style="list-style-type: none"><li>• Complete space needs assessment for City Hall, Fire and Public Works</li><li>• Develop plan to address cold storage needs and build it</li><li>• Develop staffing plan to address growth of city in order to meet service demands/levels</li><li>• Explore yard waste options for residents and develop plan</li></ul>

## STRATEGIC OBJECTIVE #4

### ***Diversify housing***

There is currently a limited range of housing options in the community including senior, affordable and workforce housing. With the city on pace of reaching approximately 150+ new residential permits annually, city leaders want to ensure there is a diverse housing product available to attract and maintain residents at all stages of life.

To improve the current state and move toward achieving the city's strategic objective to diversify housing, city leaders will:

1. Develop a plan to welcome and support lifecycle housing.

At the end of the 2-year strategic plan period this strategic plan envisions the following results:

- 1-2 senior housing projects will be complete.
- Residential development will continue around the Marsh Lake Road area.
- Utilities will have been built south of Marsh Lake.

*Table 4: Diversify Housing Two-Year Actions*

<b><i>Develop plan to welcome and support lifecycle housing</i></b>
<ul style="list-style-type: none"><li>• Determine/evaluate the need for senior housing</li><li>• Build 1-2 senior housing developments</li><li>• Develop a plan to welcome and support lifecycle housing</li><li>• Explore residential development opportunities around Marsh Lake Road</li></ul>

## Two-Year Work Plan (2019-2020)

For each of the four strategic objectives, city leaders identified imperatives. These imperatives serve as the work plan (i.e. a “to do” list) for the City through the end of 2020 to address the Council focused guidance.

### STRATEGY 1

#### *Expand and enhance our local economy*

Action	Assigned Staff	Timeline
<b>Develop city-owned 13.5-acre parcel west of downtown</b>		
Enter into development agreement with a developer(s) to develop the 13.5 acres	Pat Smith	In Progress
<b>Update downtown master plan</b>		
Review and update the downtown master plan	Pat Smith	April 2020
Develop downtown design guidelines	Pat Smith	Sept. 2019
Engage property owners with underdeveloped properties in downtown area to understand their dreams, goals, visions for developing their properties	Pat Smith	June 2019
Implement parking study recommendations	Pat Smith	Dec. 2020
<b>Increase economic activity</b>		
Complete installation of parking signs in downtown area	Pat Smith	In Progress
Create calendar of events and engage public (e.g. social media, ads)	Gwen Campbell	Ongoing
Develop marketing materials to promote further investment in Victoria	TBD	March 2020
Work collaboratively with neighboring attractions to draw visitors to Victoria and create joint events	TBD	Ongoing
Determine whether to hire, partner, or contract for marketing and community engagement	Dana Hardie	Sept. 2020
Identify marketing strategy and resources	Dana Hardie	Dec. 2020
Explore partnerships to attract visitors to Victoria	TBD	Ongoing
<b>Increase jobs and diversity of tax base</b>		
Prepare and adopt small area plan for the commercial/industrial district near County Roads 10 and 11	Pat Smith	Nov. 2019
Explore partnerships for south growth area development	Pat Smith	Ongoing
Understand barriers to development, identify solution(s) to resolve and attract businesses	Pat Smith	Dec. 2019
Complete utilities to flex area (CR10/11)	Cara Geheren Pat Smith	Dec. 2020

## STRATEGY 2

### ***Adopt guiding principles***

Action	Assigned Staff	Timeline
<b>Develop long-term financial plan/strategy</b>		
Develop long-term financial plan/strategy	Trisha Pollock	Dec. 2019
Determine desired debt and tax levels	Trisha Pollock	Ongoing
Update CIP through consensus of goals	Dept. Heads	Ongoing
Establish a business subsidy policy	Pat Smith	Dec. 2019
Evaluate funds and ensure intent matches uses	Trisha Pollock	Ongoing
<b>Increase public engagement</b>		
Create opportunities for public engagement	Gwen Campbell	Ongoing
Enhance public outreach through variety of communication mediums	Gwen Campbell	Ongoing
Create a plan for citizen engagement	TBD	Dec. 2020
<b>Develop and apply new workflow to evaluate success of strategic plan/vision</b>		
Reformat staff reports and templates	Cindy Patnode	Sept. 2019
Tie all decisions, actions, projects back to vision (via reporting)	All	Sept. 2019
Develop policies related to reporting	Dana Hardie	Dec. 2019
Utilize workshops to take “Deep Dive” on individual topics to set direction and establish policy	All	Ongoing
Evaluate policies and correct deficiencies	Dept. Heads	Dec. 2019
<b>Establish and document a shared vision for “Big Victoria” (future growth area of city south and west of current city boundaries)</b>		
Develop “Big Victoria” Vision	Pat Smith	July 2020
Create infrastructure map identifying infrastructure needs and related locations in growth area	Cara Geheren	Dec. 2020
Develop policies to execute shared vision	Pat Smith	Sept. 2020
Staff implement vision and monitor and report on progress	Pat Smith	Dec. 2020



### STRATEGY 3

#### **Build infrastructure**

Action	Assigned Staff	Timeline
<b>Establish partnerships with school districts</b>		
Work with ISD 112 for future school site(s) in Victoria and plan for it	Pat Smith	Nov. 2019
<b>Develop 5-year park/trail plan</b>		
Identify grant opportunities and apply for grants	Ann Mahnke	Ongoing
Determine alignment and cost for trails	Ann Mahnke	In Progress
Begin construction of Wassermann Park	Ann Mahnke	March 2020
Complete 1-2 trail connections	Ann Mahnke	April 2020
Complete Wassermann Park	Ann Mahnke	Dec. 2020
Complete Marsh Lake Road improvement project	Cara Geheren	Dec. 2020
Complete 2+ controlled intersection crossings	Cara Geheren	Dec. 2020
<b>Develop city facility plan</b>		
Explore yard waste options for residents and develop plan	Ann Mahnke	Sept. 2019
Complete space needs assessment for Public Works, Fire and City Hall	Dana Hardie	April 2020
Develop a plan to address cold storage needs	Ann Mahnke	April 2020
Develop a staffing plan to address growth of city to meet service demands/levels	Dana Hardie	June 2020

### STRATEGY 4

#### **Diversify housing**

Action	Assigned Staff	Timeline
<b>Develop plan to welcome and support lifecycle housing</b>		
Determine/evaluate the need for senior housing	Pat Smith	Complete
Build 1-2 senior housing developments	Pat Smith	Dec. 2020
Develop a plan to welcome and support lifecycle housing	Pat Smith	May 2020
Explore residential development opportunities around Marsh Lake Road	Pat Smith	Ongoing

## Conclusion

As the City of Victoria continues to move forward and develop, it will be important for city leaders to maintain focus, prioritize, effectively communicate, and most importantly – work together to responsibly grow without losing the quality and character that make Victoria unique and desirable for residents. Constructive feedback and contributions are welcome and encouraged. Residents can always reach their council members by attending a city council workshop or meeting or reaching out directly via phone or email. Contact information for city council members and staff can be found on the city’s website at [www.ci.victoria.mn.us](http://www.ci.victoria.mn.us) or by calling city hall at 952-443-4210.

## **Important Information Regarding Property Assessment**

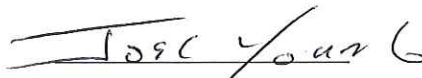
**This may affect your 2022 property taxes.**

The Open Book - Board of Appeal and \*Equalization meeting for the **City of Chatfield** will be held on **April 14, 2021** from **9:00 AM to 10:00 AM**, in a virtual format. The purpose of this meeting is to determine whether property in the jurisdiction has been properly valued and classified by the assessor.

If you believe the value or classification of your property is incorrect, please contact your assessor's office, at (507) 328.7717 or email [sapola.matthew@co.ilmsted.mn.us](mailto:sapola.matthew@co.ilmsted.mn.us), to discuss your concerns. If you disagree with the valuation or classification, after discussing it with your assessor's office, you may appear at the county board of appeal and equalization meeting. A review of your property, with your assessor's office, is encouraged prior to an appearance at the county board of appeal and equalization.

No complaint that another person is assessed too low will be acted upon until the person so assessed, or his agent, shall have been notified of such complaint.

Given under by hand this 17<sup>th</sup> day of February, 2021.

  
Clerk of the City of Chatfield

\*Applied only in cities whose charters provide for a Board of Appeal and Equalization.