

**Personnel/Budget Committee  
Meeting Agenda  
City Council Chambers  
May 10, 2021 - 4:30 p.m.**

1. Personnel Budget Committee May 10, 2021 4:30 p.m.
2. Update regarding the hiring of summer help.
3. CCTV Staffing – Review potential position descriptions.

**Members Present:** Councilors Paul Novotny & Mike Urban

**Members Absent:** None

**Others Present:** Beth Carlson & Brian Burkholder. Damon Lueck.

**Update regarding the hiring of summer help:** Want ads were placed in the paper for summer help. The city has only received one applicant for summer help and two people are needed. It has been suggested to send the ad to the school like has been done when looking for lifeguards. It can also be placed on the Police FaceBook page. Tony Lammers has committed to return with limited hours. His plan is to mow two or three days per week.

**CCTV Staffing Proposal:** The committee talked about a proposal brought forth by Damon Lueck. They feel breaking the job up makes the most sense. As is, the job is too much to ask of one person with too wide of a variety of skills needed to fulfill the job. Mr. Lueck was present for a portion of the discussion. He feels most of the proposed “jobs” have prospects of being filled. Along with the proposed staffing change, he mentioned new software that has been purchased for use during sporting events. The committee had questions about the possibility of combining Facebook Live and CCTV and how advertising is done, is there a difference in advertising from a live feed vs. a playback of an event. After Mr. Lueck left, the committee talked a bit about employee vs. anon-employee, contracted individual.

**Strategic Planning:** The committee will discuss this next month.

## CONTRACT FOR CONSULTING SERVICES Chatfield Cable Television Administrator

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and \_\_\_\_\_, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for the administration of the cable television access board and the development and operations of the local access channel, CCTV. This includes the promotion of the CCTV Service, volunteer recruitment and support and developing and maintaining a sound financial and organizational structure of the Service. This position serves as the primary staff for the Cable Television Access Board.

This position works closely with the president of the Cable Television Access Board, the City Clerk, Mayor and City Council and communicates routinely with the Chatfield Public Schools, various volunteers and other interested parties.

2. The primary duties include but are not limited to:
  - a. Plan, organize and coordinate activities to ensure Cable TV Access Board-established goals and objectives are achieved.
  - b. Complete grant applications and develop recommendations regarding proposed projects.
  - c. Prepare and manage the annual budget of the Cable TV Access Board.
  - d. Prepare agendas and meeting packets, performing all necessary research for meetings of the Cable TV Access Board; maintain related files.
  - e. Attend meetings of the Cable TV Access Board; oversee the publication of meeting notices as required by law; prepare minutes of all proceedings and oversee maintenance of accurate and complete records of all actions.
  - f. Prepare all Cable TV Access Board related correspondence.
  - g. Represent Cable TV Access Board to City Council as appropriate.
  - h. Responsible for recruiting and retention of volunteers.
  - i. Develop and recommend cable tv related policies.
  - j. Maintain an accurate inventory of all assets of the Service.
  - k. Develop and maintain collaborative relationships with other appropriate entities, such as the local school district, the local cable television service providers, other local access channel boards, etc.
  - l. Maintain schedule of events for programming and publicize that schedule.
  - m. Represent the City at local, regional and statewide cable tv related organizations.
  - n. Solicit sponsorships and develop other funding sources to pursue.
3. Compensation for these services will be \$15,000 per year, payable in equal installments on a monthly basis. The first payment will be made within fifteen days of completion of the first month of services provided and each month thereafter.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain workers compensation insurance and motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set

forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on \_\_\_\_\_.

Agreed to between the parties hereto, the day and month set forth above.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Contractor

**CONTRACT FOR CONSULTING SERVICES**  
**Chatfield Cable Television Marketing Administrator**

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and \_\_\_\_\_, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for developing funding to maintain and grow the operations of the local access channel, CCTV. This includes the sales of sponsorships, identification of grant opportunities and other potential funding sources.

This position works closely with the Cable Television Administrator. .

2. The primary duties include but are not limited to:
  - a. Meet with businesses, organizations and individuals within the community to solicit sponsorships or donations.
  - b. Identify grant and other similar funding opportunities.
  - c. Develop new and alternative ways to solicit funds for CCTV.
3. Compensation for these services will be \$\_\_\_\_\_ per year, payable in equal installments on a monthly basis. The first payment will be made within fifteen days of completion of the first month of services provided and each month thereafter.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain workers compensation insurance and motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on \_\_\_\_\_.

Agreed to between the parties hereto, the day and month set forth above.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Contractor

**CONTRACT FOR CONSULTING SERVICES**  
**Chatfield Cable Television Seasonal Event Coordinator**

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and \_\_\_\_\_, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for coordinating the volunteers and activities necessary to film and broadcast Chatfield Public Schools Football (Volleyball / Boys Basketball / Girls Basketball / Wrestling / Cross Country and Track and Golf / Softball / Baseball / Music and Drama / Community Concerts and Parades and Events / City Council & School Board Meetings) during the 2021 - 2022 school year.

This position works closely with the Cable Television Administrator.

2. The primary duties include but are not limited to:
  - a. Recruit and coordinate volunteers for all events.
  - b. Set up, tear down and return equipment for each event.
  - c. Manage the operation of each event, insert the sd card int CCTV computer for the technical coordinator to process the footage..
3. Compensation for these services will be \$2000.00 per season, payable in equal installments on a monthly basis. The first payment will be made within fifteen days of completion of the first month of services provided and each month thereafter.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain workers compensation insurance and motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on \_\_\_\_\_.

Agreed to between the parties hereto, the day and month set forth above.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Contractor

**CONTRACT FOR CONSULTING SERVICES**  
**Chatfield Cable Television Technical Coordinator**

This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and \_\_\_\_\_, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for the technical aspects of the cable television access board and the operations of the local access channel, CCTV.
- 2.
3. This includes the promotion of the CCTV Service, volunteer recruitment and support and developing and maintaining a sound financial and organizational structure of the Service. This position serves as the primary staff for the Cable Television Access Board.

This position works closely with the Cable Television Administrator and volunteers.

4. The primary duties include but are not limited to:
  - a. Maintain an accurate inventory of all equipment, maintain the equipment and coordinate the use of that equipment.
  - b. Plan for equipment upgrades and replacement.
  - c. Troubleshoot technical issues during events.
  - d. Train volunteers to use the equipment.
  - e. Edit video and audio, and arrange for edited content to broadcast on the local television channel.
5. Compensation for these services will be \$15,000 per year, payable in equal installments on a monthly basis. The first payment will be made within fifteen days of completion of the first month of services provided and each month thereafter.
6. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
7. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain workers compensation insurance and motor vehicle insurance throughout the duration of the contract.
8. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on \_\_\_\_\_.

Agreed to between the parties hereto, the day and month set forth above.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Contractor