

CITY OF CHATFIELD COMMITTEE OF THE WHOLE
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
February 24, 2025, 5:30 P.M.

- A. Minutes
 - 1. [October 28, 2024 Meeting Minutes](#)
- B. Discussion Items
 - 1. [Strategic Plan Review Presentation](#)



COMMITTEE OF THE WHOLE MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: October 28, 2024 Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2024.10.28 C.O.W. Notes.pdf](#)

Committee of the Whole Meeting Notes**October 28, 2024**

Council Members Present: Mayor John McBroom, Councilors Paul Novotny, Pam Bluhm, Mike Urban, Josh Broadwater, and Dave Frank.

Members Absent: None.

Others Present: Beth Carlson, Michele Peterson, Mike Bubany, Gretchen Lovejoy-Mensink, Kay Wangen, Shane Fox, Karen Riesner, Todd Kieffer, Mark Rynearson, and Brian Burkholder.

The Committee of the Whole met on Monday, October 28, 2024.

- a) **Notes from the August 26, 2024,** Committee of the Whole were reviewed.
- b) **Capital Financial Planning Update:** Financial Advisor Mike Bubany reviewed the current revenue stream, capital improvement cash balances and compared that with projected projects with financing needs and capital expenditures in order to understand the overall impact of those expenses. Bubany also shared how those decisions would then impact the tax rate, debt per capita, capital fund balances, as well as water and sewer rates. Finally, the Council reviewed the annual costs to a typical home accounting for inflation and 5,000 gallons of water usage. There is a recommendation of a 5% increase to water rates and a 3% increase to sewer rates for 2025.

Next Meeting: Monday, February 24, 2025, at 5:30 p.m.



COMMITTEE OF THE WHOLE MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Strategic Plan Review Presentation

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025 Strategic Plan Review.pdf](#)



Committee of the Whole

February 24, 2024



Reviewing priorities from the Strategic Plan Update

Strategic Planning Session Review



Improving and Empowering

Improving and Empowering Decision Making/Makers

- Twiford Street Redevelopment Areas has Vision/Feasibility Study
- Develop routine of interactive polls/surveys



Leveraging

Leveraging Technology

- Students helping with communications
- Understand Green Step Program benefits
- GIS interactive map



Developing

Developing Human Capacity

- Volunteer Fair/Gala
- Create job descriptions for volunteer positions
- Student members on all boards
- Onboarding process for all volunteers
- Group celebration of all volunteers

- The strategic directions, 2-year successes, and 1st year actions were recalibrated to adjust to the environment and set up focused work items for 2024

Strategic Directions	2- year successes	1 st year actions
Developing Human Capacity and Building Community Partnerships	<ul style="list-style-type: none"> • New Blood in volunteer roles – 3 volunteers on boards and commissions • Experimented with 2 new ideas this year • 10% of all board and commission members are under 40 • Increase participation in Community ED programs with City and School District • Strengthened relationships between City, School District and Foundation 	<ol style="list-style-type: none"> 1. Establish regular meeting schedule between City, Community Foundation, and School District 2. Hold a volunteer fair to help recruit and train volunteers 3. Develop volunteer recruitment program (mentorship, onboarding, job descriptions, etc.) 4. Develop incentive programs for students
Growing the City	<ul style="list-style-type: none"> • Larger and more diverse pool of housing options <ul style="list-style-type: none"> ○ Different prices ranges ○ Different types of housing 	<ol style="list-style-type: none"> 5. Create a “\$10K” new building incentive 6. Build a new development fund 7. Add parking to business area 8. (<i>Facilitators suggestion</i>: review and revise zoning regulations to allow for greater flexibility and options for housing and commercial development)
Leveraging Technology and Informing and Empowering Decision Making and Decision Makers	<ul style="list-style-type: none"> • Government is thinking like a Citizen, a business and future residents • Metrics defined and monitored • People know how to sign up for information • Board Briefs are more specific • Owners of information are defined with roles and methods of communication • Unified communication platform developed 	<ol style="list-style-type: none"> 9. Establish communication plan that coordinates communication activities with School, Alliance, CCA, and City <ol style="list-style-type: none"> a. Define specific material and outcomes for board briefs 10. Develop new communication pathways to citizens (SMS, Text) 11. Develop and implement community outreach so people know how to sign up for information

2023 Strategic Plan Update Priorities

Strategic Directions

- Developing Human Capacity and Building Community Partnerships

Developing Human Capacity and Building Community Partnerships

- Establish regular meeting schedule between City, Community Foundation, and School District
- Hold a volunteer fair to help recruit and train volunteers
- Develop volunteer recruitment program (mentorship, onboarding, job descriptions, etc.)
- Develop incentive programs for students

2023 Strategic Plan Update Priorities

Strategic Directions

- Growing the City

Developing Human Capacity and Building Community Partnerships

- Create a “\$10K” new building incentive
- Build a new development fund
- Add parking to business area
- Review and revise zoning regulations to allow for greater flexibility and options for housing and commercial development

2023 Strategic Plan Update Priorities

Strategic Directions

- Leveraging Technology and Informing and Empowering Decision Making and Decision Makers

Developing Human Capacity and Building Community Partnerships

- Establish communication plan that coordinates communication activities with School, Alliance, CCA, and City
- Define specific material and outcomes for board briefs
- Develop new communication pathways to citizens (SMS, Text)
- Develop and implement community outreach so people know how to sign up for information

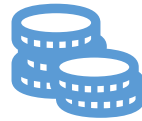


How do we
accomplish our goals?

Getting to the basics



Review of Code of Ordinances – to make sure that the code is current, and that they align with the current goals and policies. Consideration for adoption of new ordinances to ensure greater safety within the community.



Review expenditures and verify that we are using our resources in the most efficient manner.



Update of the Olmsted and Fillmore County Hazard Mitigation Plans.



Understanding what we have control over and working on those items to help achieve our goals.



Updates to the City Website, to be able to share information in the most clear and effective way.



Continue building our toolbox for Economic Development.

ACCOMPLISHMENTS

Dentist service brought back to town, partnering with community groups.

Increased on-call pay for current volunteers and created a part-time staffing position for the Ambulance.

Purchased old MNDOT site, next we will need to determine what the best use of the land is.

Sold a City owned lot with the requirement to build within 12 months with a minimum square footage of 1,000 and a maximum final sale price of \$350,000. Home is currently for sale, with 4 bedrooms and 2 bathrooms.

Created ordinances for Golf Carts and Special Vehicles to allow for permitting and use on City Streets.

Received grant for the Grand Street Apartments, building permit has been issued.

DEVELOPMENT OPPORTUNITIES



Increase in housing
opportunities

Burr Oak Extension / Co Rd
136

Co Road 10 – City owned
parcels

Division Street west of Mill
Creek Road

Twiford Street
Redevelopment

Our priorities include ensuring that growth makes the community better, not just bigger, as well as fostering sustainable economic development.

DEVELOPMENT OPPORTUNITIES

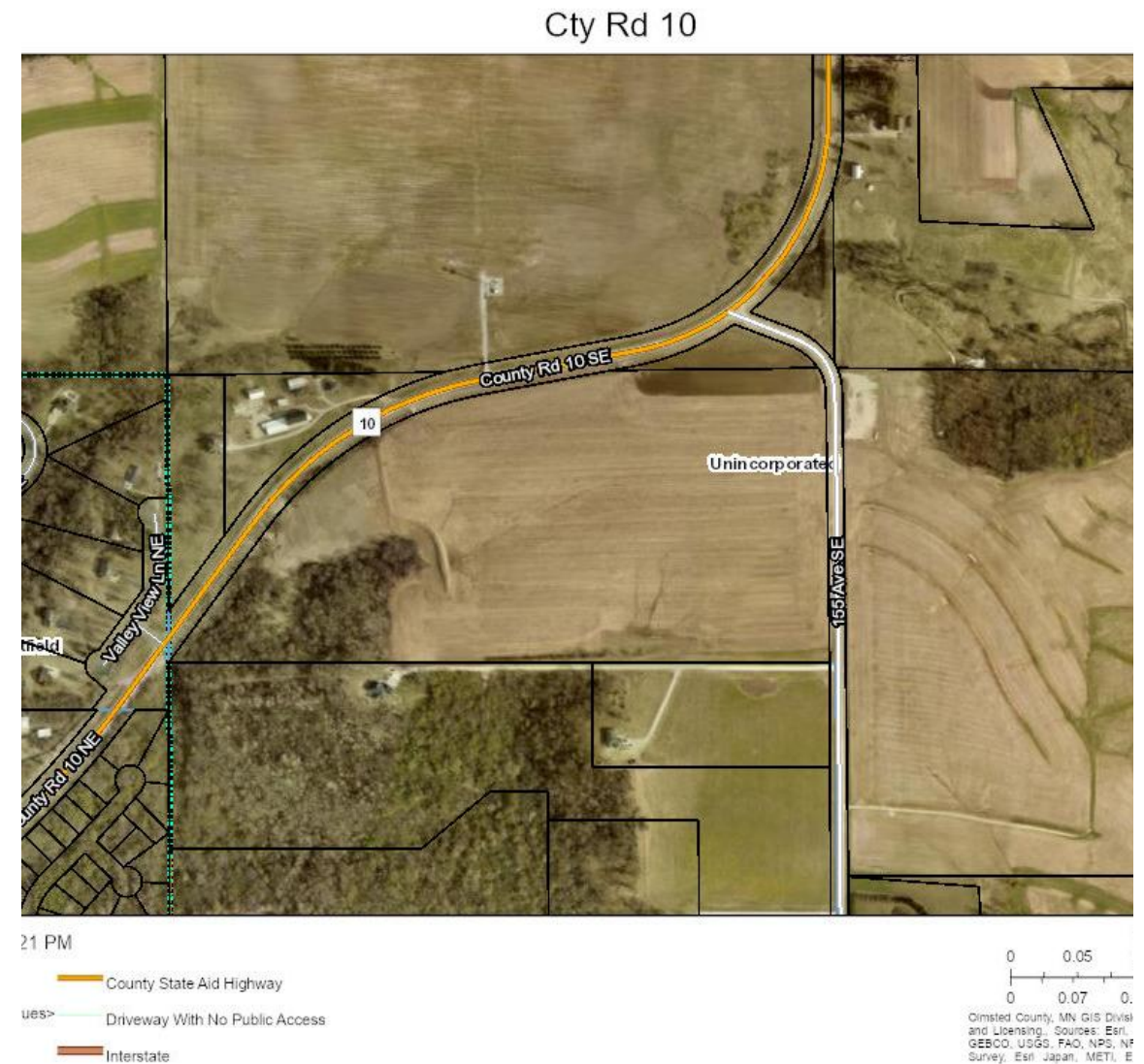
Burr Oak Extension / Co Rd 136



Olmsted County, MN is not responsible for omissions or errors contained herein. If discrepancies are found within this application, please notify the Olmsted

DEVELOPMENT OPPORTUNITIES

Co Road 10 – City owned parcels



Olmitz County, MN is not responsible for omissions or errors contained herein. If discrepancies are found within this application, please notify the

DEVELOPMENT OPPORTUNITIES

Division Street west of Mill Creek Road



Olmsted County, MN is not responsible for omissions or errors contained herein. If discrepancies are found within this application, please notify the Olmsted

DEVELOPMENT OPPORTUNITIES

Twiford Street Redevelopment



Olmsted County, MN is not responsible for omissions or errors contained herein. If discrepancies are found within this application, please notify the Olmsted

PARTNERSHIPS

- ❖ RAEDI: Assists local city team with large/traditional base business development. Allows Chatfield to be represented at the table for larger scale development and investment opportunities present within the region. RAEDI has various forms of equity investment available for qualified projects (generally larger base business type projects).
- *Involvement in the Communities Council also provides input into other local communities and the sharing of resources.
- ❖ SMIF: Provides technical assistance, grant funding, and gap financing opportunities. Chatfield has participated in/benefited from SMIF programs for many years and has several local entrepreneurs and entities that have utilized various programs.
- ❖ Olmsted County Planning Department: Provides building permit administration.
- ❖ SEMLM: Provides training and legislative advocacy to city elected officials and staff. Most recently they helped our Ambulance dept. lobby which helped secure \$24M in state funding support, providing additional training opportunities for our public works staff, and coordinated a regional economic impact study (with CEDA) studying the regional impacts of DMC.
- ❖ Bluff Country Collaborative: Works with Chatfield high school on career development/workforce development. Works with local businesses to help expose students to local career opportunities.
- ❖ LMC/MAOSC: Help with technical training, legal assistance, insurance, best practices, and coordination among cities for legislative action or issues facing cities.
- ❖ Olmsted HRA & Bluff Country HRA: Assistance with housing programs and efforts. Bluff Country HRA provides similar services as Olmsted but for the Fillmore side of Chatfield. First time home buyer programs, homeowner resources/training, and federal/state housing programs.
- ❖ SEMCAC: Housing assistance, utility assistance, transportation assistance.
- ❖ Journey to Growth/Southeastern MN Together : One of the key benefits has been to highlight Chatfield's role within the regional neighborhood and connect with regional recourses.
- ❖ Driftless Hiking : Developing a multi county hiking trail starting in Chatfield and ending at the Mississippi River.
- ❖ SMART: Regional trail organization to promote the use and development of bike and hiking trails.
- ❖ SEMAC: Regional state art board, has made numerous grants to Chatfield Center for the Arts.
- ❖ Rochester Area Foundation: Hosts our community fund (Chosen Valley Community Foundation) and provides housing funding. We currently have 5 homes in the First Home land trust program.
- ❖ Chatfield Center for the Arts: Help to promote Economic Growth within Chatfield.
- ❖ Chatfield Public Schools: Providing quality education.
- ❖ Alliance: Marketing to promote and help grow the community.

TRANSIT MANAGEMENT ORGANIZATION (TMO)PROJECT

Chatfield is acting as the fiscal host for a \$350k special state appropriation to assist Southeast MN Together. The project is studying the feasibility of a transit management organization for the 11-county area of SE MN, the project is underway with results expected this year.



Guiding Principles

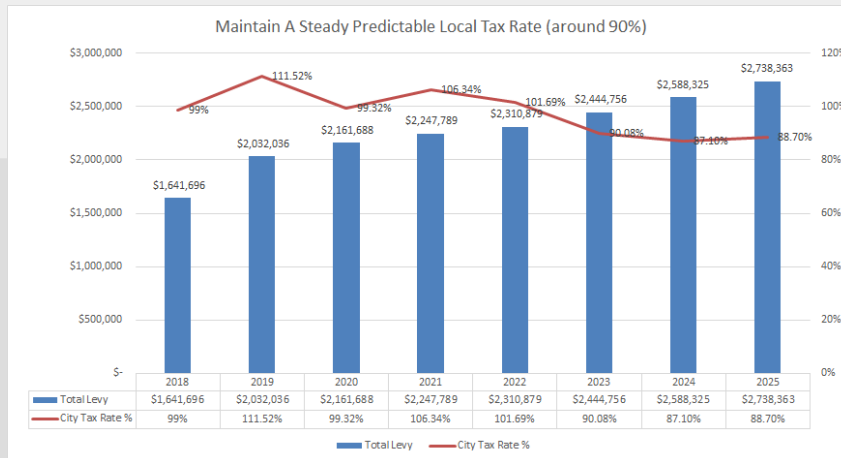
- Maintain a steady, predictable, local tax rate (~90%) - 2025 Final = 88.7%
*(w Preliminary Capacity) Pending Update.
- Reduce the City's current debt per capita to \$3,500 or less.—2025 Final \$3,738
- Maintain positive reserves in the City's Enterprise Funds.
- Budget based on specified needs & goals.
- Work plans are based on specific outcomes for results based budgeting.
- Maintain public safety and public works programming that reasonably assures the public of their safety, convenience, and maintenance of property value.
- Develop and maintain technology, communication and administrative services that allow all interested parties to be well informed while protecting the City's critical data and operating systems.
- Maintain the city's strong bond rating and financial position (AA).
* The City's AA bond rating ranks Chatfield among the upper tier of cities in the State relative to its credit rating.

Cost Drivers

- Escalating Equipment Prices.
- Technology Equipment | Security
- Insurance
- Inflation

Included In This Budget

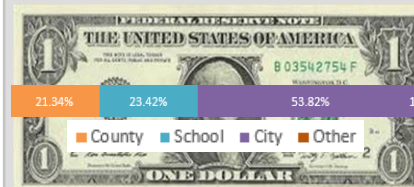
- 1 Time \$91,500 Street Dept | 2023A Construction Fund balance offset
- + .5 Admin for staff transition preparation
- + .5 Ambulance staff and increased on-call pay
- 2022B Bond first levy—PW Facility
- Increased Street & Pool capital goods funding
- 4% Salary grid adjustment
- PTO Conversion Funding



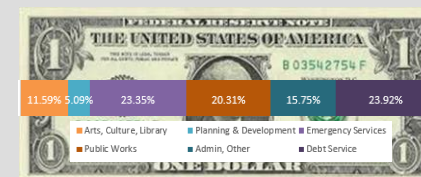
2025 Budget Based on Needs & Goals

- GENERAL FUND | ADMINISTRATION 100-41500**
Prepare staffing transition plan for personnel changes that are likely to occur in the next five years | Continue to evaluate and refresh business practices. | Focus on building stronger collaboration with internal and external stakeholders.
- GENERAL FUND | MUNICIPAL BLDNG. | 100-41940**
Switch elevator maintenance agreement to Otis state contract for cost reduction
- GENERAL FUND | POLICE DEPT. | 100-42110**
- GENERAL FUND | STREETS | 100-43100**
Prepare for 2026 major street overlay project | Replace street sweeper (capital plan 2024) | Replace John Deere front end loader 2025
- GENERAL FUND | SWIMMING POOL | 100-45124**
Pool Manager transition | Establish Capital Plan
- GENERAL FUND | PARKS | 100-45200**
Complete walking bridge installation | Remodel tourist center / City Park bathrooms | Upgrade Mill Creek Park walking path (partial replacement) | Change to natural CRP / wildflower coverage in Groen Park & Mill Creek Park
- LIBRARY | 211**
Upgrade website from WordPress to Streamline | Remodel | Seek opportunities to expand and enrich collection with nontraditional items and formats | Sustain and ideally enhance the increased level of programming established in 2024
- AMBULANCE | 230**
Review staffing model | compensation to enhance coverage
- EDA | 240**
Hotel | Housing | Redevelopment | Prospect / Existing Business Assistance
- WATER | 601**
Upgrade 3 hydrants - include concrete & bituminous repairs | Replace booster station VFD | Replace well 2 VFD (complete with water project)
- WASTE WATER | 602**
Land application of Biosolids | Keeping up with maintenance on aging facility | Identify all 6 inch sewers and damaged sewers / manholes | Sell 4" trash pump | Crack repair building

Averaged Property Tax Breakdown by Jurisdiction



Property Tax Breakdown by City Services Activity



WHAT'S UPCOMING

2025 Deputy Clerk Transition

- Review job description
- Review existing job duties with current team members
- Align processes and policies for the most efficient result
- Post, interview, offer position, training transition
- Goal: Training complete as of June 30, 2025

2026 Road Project

- Public Works Director Burkholder is currently working on defining this project, with the goal to bid out the project this fall, for work to begin as soon as weather allows in 2026.

2027 US HIGHWAY 52 PROJECT

Goals:

- Resurface the roadway
- Repair or replace culverts
- Identify Safety Improvements

In connection:

- Repairs to the Chatfield Historic Marker
 - Consider opportunities such as application to Community Roadside Landscape Partnership Program.

Working together to create greater opportunities, and therefore stronger more resilient communities.



****Did you know that each day approximately 8,000 vehicles pass through our Downtown Commercial District traveling on US Highway 52****

2027 Public Works Facility

- Discussions should begin to determine how we would like to proceed with this potential project.
 - Build a new facility on vacant land.
 - Design improvements to existing site.

On the horizon:

**Water Reservoir
Replacement
Project**

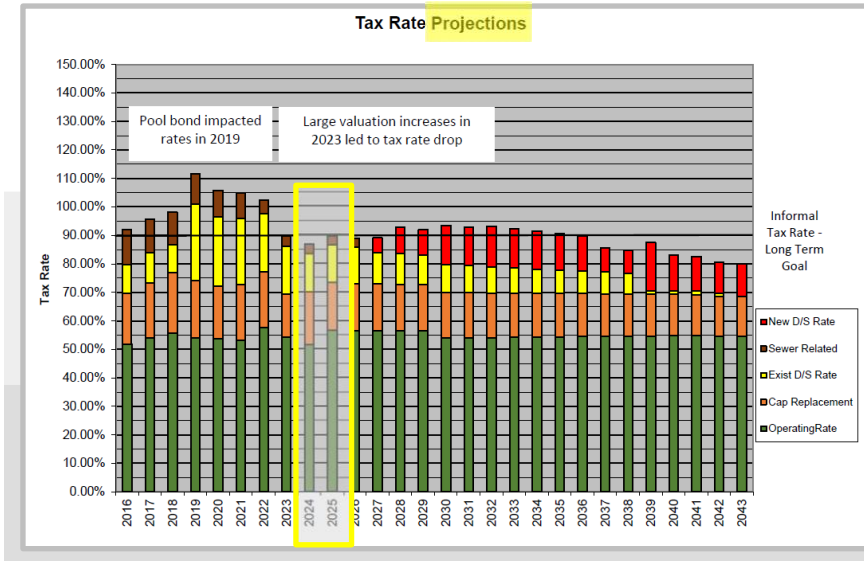
**Sewer Treatment
Facility Upgrade
Project**

Current Debt Schedules - February 2025																				
Levy		Water			Sewer															
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	
Current Debt																				
2012A	Water Tower -Hillside																			
2016A	Refund																			
	2010 A & 2011A																			
2016B	Water																			
	Meters																			
2017B	Enterprise																			
	Drive																			
2018A	Swimming Pool																			
2019A	Hwy 52 Lights																			
2022A	Water &																			
	Storm Imp																			
2022B	People's Coop Site																			
2023A	Grand &																			
	Prospect St																			

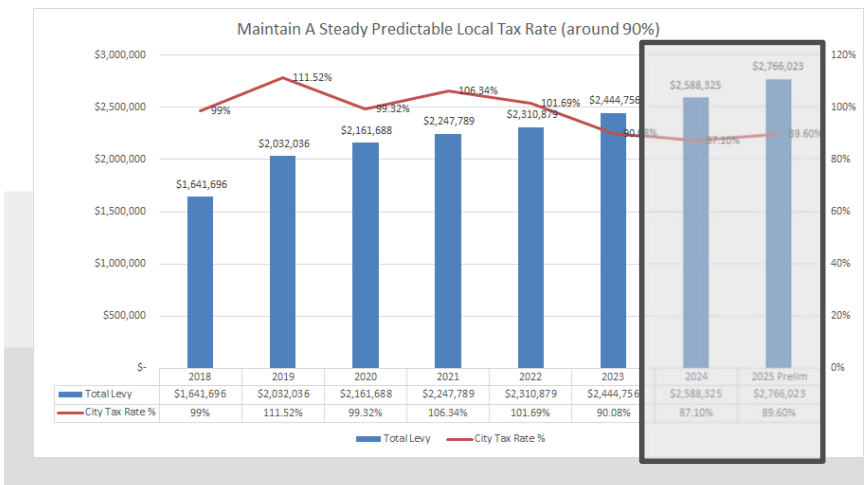
Current Levy Debt Schedules - February 2025																				
Levy		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043
2016A	Refund 2010A & 2011A																			
2019A	Hwy 52 Lights																			
2023A	Grand & Prospect Street																			
2018A	Swimming Pool																			
2022A	Water & Storm Improvements																			
2022B	People's Coop Site																			

2024 CFP Planning Tool | Tax Rate Projections

- Detailed by activity: Operations | Capital Goods | Existing Debt Service | Sewer Related Debt Service | New Debt for Projects on the Radar

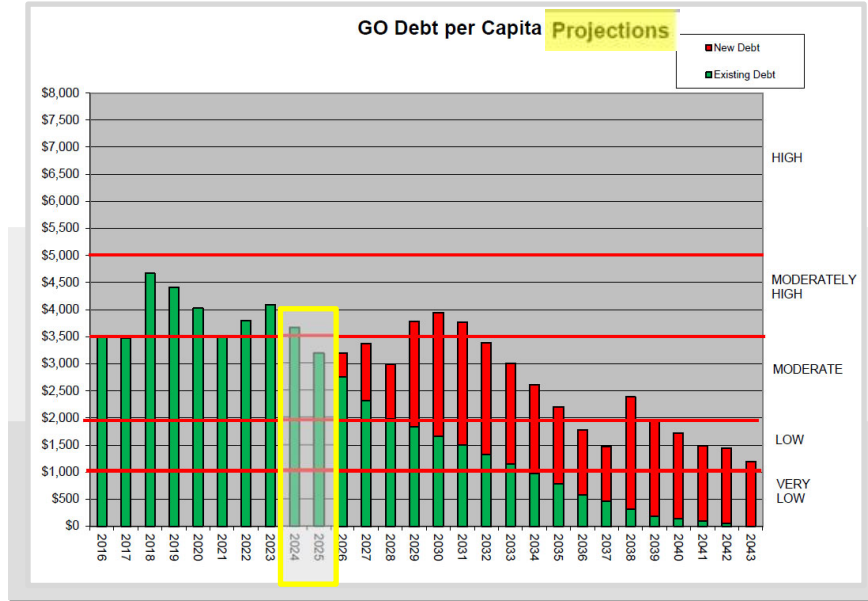


Tracking Results

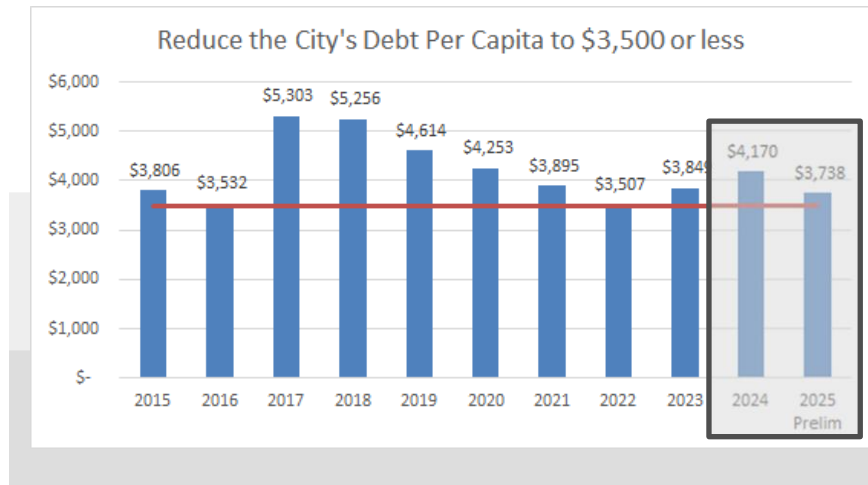


2024 CFP Planning Tool | Debt Per Capita Projections

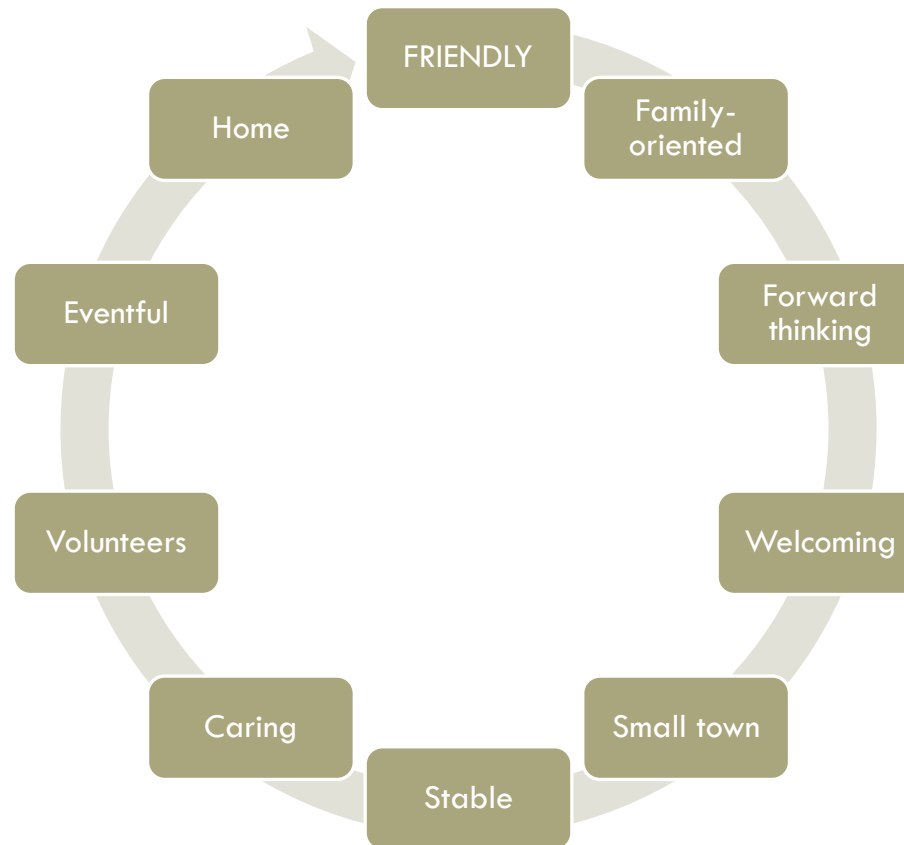
- Displaying Existing Debt & Projected New Debt for Projects on the Radar



Tracking Results



WHAT ONE WORD BEST DESCRIBES CHATFIELD?



THE GOAL

To work together to refresh, rejuvenate, and reinvigorate our community! Together with our community partners we can do even greater things.



