

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE
AGENDA
City Council Chambers, 21 SE Second Street, Chatfield, MN 55923
May 11, 2026, 4:30 P.M.

Notice is hereby given that some members may be participating in the meeting by interactive technology.

- A. Minutes
 - 1. [April 13th, 2026 Meeting Minutes](#)
Review minutes from the previous meeting.
- B. Financial Report
 - 1. [April Financial Report](#)
- C. Continued Business
 - 1. [Thurber Building Repairs](#)
Review recommendation for repairs, provide recommendation to share with Council.
- D. New Business
 - 1. [Resolution 2026-38 Amending the Park Department Budget](#)
Consider recommendation to approve the transfer of funds and budget amendment.
 - 2. [Seasonal Position Recommendation](#)
Review suggested, consider recommendation of approval to Council.
 - 3. [Police Department - Lexipol Policy Quote](#)
Review and consider providing recommendation for approval to Council.
 - 4. [Server Configuration & Cisco Licensing for Remote Access](#)
Consideration to recommend for approval
 - 5. [Municipal and Historical Funds History](#)
Review history of funds, provide recommendation for moving forward.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: May 11, 2026

Agenda Item: April 13th, 2026 Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review minutes from the previous meeting.

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:

[2026.04.13 Personnel Budget Meeting Notes.pdf](#)



CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE

City Council Chambers, 21 SE Second Street, Chatfield, MN 55923

April 13, 2026, 2:30 P.M.

Members Present: Councilors Mike Urban and Paul Novotny

Members Absent: None

Others Present: Brian Burkholder, Scott Keigley, Rocky Burnett, and Michele Peterson

A. **Minutes:** The committee reviewed and approved the minutes of the March 9, 2026, meeting.

B. **Financial Report:**

a. **March 2026 financial Report:** The report was reviewed with no questions noted.

C. **New Business**

a. **Ambulance – New Hire Recommendation:** Director Burnett noted that there were three applicants for the position, all would have been a good fit for the department. Burnett recommended that two part-time positions should be offered to Janoah Haugen and Sean Guingon. Committee members supported this option and will share a recommendation for approval to the Council this evening.

b. **Thurber Building Repairs:** A quote received from Benike Construction was reviewed for repairs to water damage, window replacement in both the upper and lower levels, window for the police office, and repairs to the exterior sign of the building. After discussing all the options, a suggestion was made to revise the quote to show replacement of all windows on the upper level, as well as check on the pricing difference for operational versus static windows. The revision will also include the necessary repairs for the water damage and repairs to the front sign on the building. Discussion will be continued.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: May 11, 2026

Agenda Item: April Financial Report

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:

[Finance Cash & Investment Report.2026 04.pdf](#)

Monthly Finance Cash & Investment Report

	Apr-26	Apr-26	Apr-26	Apr-26	Apr-26	Apr-26	Apr-26	Apr-26	Mar-26
100 100 GENERAL FUND	\$ 1,245,011.59	\$ 31,723.57	\$ 167,110.77	\$ 1,109,624.39	39% Slightly Below 40-60% Range YE 50% NY GF Expense Budget or \$1million wchvr >				
211 211 LIBRARY	\$ 82,605.64	\$ 15,884.23	\$ 25,031.90	\$ 73,457.97	21% YE 20-40% NY expense bdtg.				
212 212 LIBRARY ENDOWMENT FUND	\$ 316,581.26	\$ 325.00	\$ 3,040.00	\$ 313,866.26					
220 220 FIRE - OPERATIONS FUND	\$ 93,684.85	\$ 1,210.38	\$ 13,102.25	\$ 81,792.98	52% YE 20-40% NY expense bdtg Annl Twshp High ? Xfer to Capital Goods				
221 221 FIRE - CAPITAL FUND	\$ 1,091,204.29	\$ 2,030.00	\$ -	\$ 1,093,234.29	Cash Balance = 64% of Capital Goods Collection Value				
230 230 AMBULANCE - OPERATIONS FUND	\$ 217,032.69	\$ 21,673.84	\$ 35,543.92	\$ 203,162.61	44% YE 20-40% NY expense bdtg Annl Twshp Slightly High Balance No Action				
231 231 AMBULANCE - CAPITAL FUND	\$ 114,368.32	\$ -	\$ -	\$ 114,368.32	Cash Balance = 79% of Capital Goods Collection Replacement Value				
240 240 COMMUNITY DEV - OPERATIONS	\$ 16,071.08	\$ 603.36	\$ 9,710.57	\$ 6,963.87	4% YE 20-40% NY expense bdtg Significantly Low < 10%				
242 242 COMMUNITY DEV - CPTL 358 DG OFFSE	\$ 566,927.30	\$ 9,003.63	\$ 5,288.25	\$ 570,642.68	358 Family Dollar Interfund Loan Offset				
250 250 CCA - OPERATIONS FUND	\$ 5,588.90	\$ -	\$ 3,262.13	\$ 2,326.77	3% YE 20-40% NY expense bdtg Significantly Low <10% \$25,000 transferred from Capital Goods				
251 251 CCA - CAPITAL FUND	\$ 74,668.53	\$ -	\$ -	\$ 74,668.53					
323 323 2023A GR&PR 623wtrDS 1MoRsv	\$ 57,097.81	\$ -	\$ -	\$ 57,097.81					
325 325 2025A 2026 STRT PRJCT	\$ -	\$ -	\$ -	\$ -					
332 332 2012A-WATER TOWER GO REF 200	\$ 48,412.00	\$ -	\$ -	\$ 48,412.00					
335 335 2016A REF10A&11A 20%GF 1MoR	\$ 149,823.07	\$ -	\$ -	\$ 149,823.07					
336 336 2016B (WTR) 425K GO REV 337SW	\$ 24,580.88	\$ -	\$ -	\$ 24,580.88					
339 339 2017B (WTR) GO UTIL REV (IND)	\$ 7,923.81	\$ -	\$ -	\$ 7,923.81					
340 340 2018A GO POOL BOND	\$ 115,852.36	\$ -	\$ -	\$ 115,852.36					
342 342 2019A GO TAX ABTMT. ST LIGHT	\$ 31,116.67	\$ -	\$ -	\$ 31,116.67					
343 343 2022A StrmGF 18% (wtr82%303)	\$ 81,128.39	\$ -	\$ -	\$ 81,128.39					
344 344 2022B TXGO CIP PWFAC	\$ 8,620.99	\$ -	\$ -	\$ 8,620.99					
355 355 TIF DIST 2-7 GJERE ADDITION	\$ (667.60)	\$ -	\$ -	\$ (667.60)					
356 356 TIF DIST 3-6 GRNDST APT RDV	\$ 136.46	\$ -	\$ -	\$ 136.46					
358 358 TIF DIST 2-5 FAMILY DLLR 242	\$ (295,862.53)	\$ -	\$ -	\$ (295,862.53)					
359 359 TIF DIST 2-6 CABIN COFFEE REDE	\$ 256.93	\$ -	\$ -	\$ 256.93					
360 360 REV LOAN FUND - FED/ORIG	\$ 139,244.98	\$ 3,244.40	\$ -	\$ 142,489.38					
361 361 REV LOAN FUND - STATE	\$ 97,091.99	\$ -	\$ -	\$ 97,091.99					
425 425 2025A 2026 STRT PRJCT-CLOSED 03/2026	\$ -	\$ -	\$ -	\$ -	Rsln 2026-23 Closed 03/2026				
456 456 WHDP GRND ST APT DVLPMNT	\$ -	\$ -	\$ -	\$ -	Rsln 2026-32 Close 04/27/2026				
601 601 WATER FUND	\$ 70,451.22	\$ 46,461.31	\$ 23,457.48	\$ 93,455.05	18% YE 20-40% NY expense bdtg Slightly Low Incl \$150,000 IFL frm 602 12/2024 Project #601WT				
602 602 SEWER FUND	\$ 221,636.81	\$ 86,666.21	\$ 36,742.13	\$ 271,560.89	25% YE 20-40% NY expense bdtg				
603 603 REFUSE (GARBAGE) FUND	\$ 40,834.02	\$ 24,896.94	\$ 21,557.92	\$ 44,173.04					
611 611 WATER-Cptl	\$ -	\$ 3,200.00	\$ -	\$ 3,200.00	Cash Balance = 0% of Capital Goods Collection Replacement Value				
612 612 WASTEWATER-Cptl	\$ -	\$ 5,200.00	\$ -	\$ 5,200.00	Cash Balance = 0% of Capital Goods Collection Replacement Value				
801 801 CAPITAL GOODS FUND	\$ 1,199,601.68	\$ 500.00	\$ 12,415.00	\$ 1,187,686.68					
803 803 ATV TRAIL	\$ -	\$ -	\$ -	\$ -					
807 807 SE MN TMO-III	\$ -	\$ -	\$ 2,682.75	\$ (2,682.75)	807 Added 09/2025				
900 900 MEMO FUND	\$ -	\$ 13,275.34	\$ -	\$ 13,275.34					
910 910 PAYROLL PASSTHROUGH	\$ (14,108.76)	\$ 102,383.00	\$ 104,264.11	\$ (15,989.87)					
BANYON Banyon Monthly Fund Cash Balance Combin	\$ 5,806,915.63	\$ 368,281.21	\$ 463,209.18	\$ 5,711,987.66					

General Fund Key

YE FndCshBlncRvwKey
FndBlnc in Range 40-60%
SlightVnce <=10% (30-39% 61-70%)
SignfctVnce > 10% (<30% >70%)

SpecialRev|Ent Key

YE FndCshBlncRvwKey
FndBlnc in Range 20-40%
SlightVnce <=10% (10-19% 41-50%)
SignfctVnce > 10% (<10% >50%)

Cash & Money Fund Accts					Holdings Valuations Yields - Calculated BB accomodates balance changes due to deposits & withdrawals					
CD's Bonds #	Description	BB OrigVl	(+)	(-)	End Bal MV	Cash & MM Accts	*ClctBB based on EB Face Par Shares	Monthly Yield NAV	Int%	CurValue
10200	Petty Cash	\$ 400.00			\$ 400.00	Petty Cash	\$ 400.00			\$ 400.00
10100 4100078	RRSB CB STMTNT BLNC	\$ 608,993.33	\$ 250,481.86	\$ 378,723.18	\$ 480,752.01	RRSB CB STMTNT BLNC	\$ 479,954.51	APY Yield Earned %	2.02%	\$ 480,752.01
10101 4000008	F&M MM	\$ 148,672.94	\$ 146.64		\$ 148,819.58	F&M MM	\$ 148,671.65	APY Yield Earned %	1.21%	\$ 148,819.58
10102 76T-154947	Northland MM	\$ 435,943.75	\$ 3,113.57		\$ 439,057.32	Northland MM	\$ 437,773.19	30 Day Yield	3.52%	\$ 439,057.32
10104 35529-101	4M -Liquid 4M 4MP & LTD Class	\$ 3,316,501.87	\$ 9,138.94		\$ 3,325,640.81	4M	\$ 3,325,640.81			
	LTD Est. 02/2026 \$2,000,000 174034.11 shares @ \$11.492 Share					4MP	\$ 1,271,034.23	DNY Annl Dvd/CrrntPr Per Share	3.64%	\$ 1,317,287.17
						LTD-11.51 NAV	\$ 1,939,126.81	DNY Annl Dvd/CrrntPr Per Share	3.57%	\$ 2,008,353.64
Subtotal	Institution Liquid Cash Total	\$ 4,510,511.89	\$ 262,881.01	\$ 378,723.18	\$ 4,394,669.72					\$ 4,394,669.72

CD's Bonds #	Description	BB OrigVl	(+)	(-)	End Bal OrigVl	CD's Bonds #	Mat Date	Market Value	Est Yld	Est Crrnt Vlue BsdOnFullMtrty
10401 702127	F&M CD 60Mo-Mtrd 03/03/2026	\$ -			\$ -	10401 702127	3/3/2026	\$ -		\$ -
10401 702128	F&M CD 60Mo-Mtrd 03/03/2026	\$ -			\$ -	10401 702128	3/3/2026	\$ -		\$ -
10402 300185-LM-5	EVGRN BK GRP OAK BOOK IL - 42Mo	\$ 140,000.00			\$ 140,000.00	10402 300185-LM-5	7/27/2026	\$ 140,000.00	3.85%	\$ 158,116
10402 564759-RS-9	MNFCTRS&TRDRS CO - 48Mo	\$ 245,000.00			\$ 245,000.00	10402 564759-RS-9	1/20/2027	\$ 245,134.75	4.00%	\$ 278,248
10402 T-FN-2	CPTL ONE BK USA NTL - 60Mo	\$ 100,000.00			\$ 100,000.00	10402 T-FN-2	4/20/2027	\$ 98,928.00	2.80%	\$ 111,714
10402 61768E-JR-5	MGRN STNLY PRVT BK NATL ASSN - 60Mo	\$ 113,000.00			\$ 113,000.00	10402 61768E-JR-5	5/19/2027	\$ 112,234.99	3.25%	\$ 128,098
10402 254673L38	DSCVR BK GRNWD - 60Mo	\$ 100,000.00			\$ 100,000.00	10402 254673L38	7/6/2027	\$ 99,402.00	3.40%	\$ 113,510
10402 3130ASN96	APY FDRL HM LN BKS - 84 Mo	\$ 200,000.00			\$ 200,000.00	10402 3130ASN96	7/27/2029	\$ 199,394.00	4.20%	\$ 233,343
10404 71768-1 33682	State Bank of India, 856288EQ4 -24MO	\$ 245,000.00			\$ 245,000.00	10404 71768-1 33682	3/9/2028	\$ 244,458.53	3.80%	\$ 245,582
10404 71767-1 33124	Goldman Sachs Bank USA - 36MO	\$ 245,000.00			\$ 245,000.00	10404 71767-1 33124	3/12/2029	\$ 243,638.27	3.75%	\$ 245,551
Subtotal	Institution Fixed Income Total	\$ 898,000.00	\$ -	\$ -	\$ 1,388,000.00	CDs Bonds EB/OrgVl	\$ 1,388,000.00	\$ 895,093.74	EstCVBsdFilMtrty	\$ 1,514,161.79
TOTAL	Institution Combined Cash Money Fund &	\$ 5,898,511.89	\$ 262,881.01	\$ 378,723.18	\$ 5,782,669.72					

Monthly Reconciliation	Beg	(+)	(-)	End Bal	CD BONDS MV Summary	EB Original \$	Market Value	MV + (-)	EstCurValue BsdOnFullMtrty
DEPOSITS IN TRANSIT (BEG.) +bb/+ex	\$ -		\$ -	\$ 0.00	RRSB-10400	\$ -	\$ -	\$ -	\$ -
DEPOSITS IN TRANSIT (END.) +rev/+eb		\$ -	\$ -	\$ 0.00	F&M 10401	\$ -	\$ -	\$ -	\$ -
OUTSTANDING CHECKS (BEG) -bb/-ex	\$ (91,596.26)		\$ (91,596.26)	\$ 0.00	Northland 10402	\$ 898,000.00	\$ 895,093.74	\$ (2,906.26)	\$ 1,023,028.98
OUTSTANDING CHECKS (END) -rev/-eb			\$ 70,682.06	\$ -70,682.06	4M Fixed Income 10404	\$ 490,000.00	\$ 488,096.80	\$ (1,903.20)	\$ 491,132.81
MONTHLY RECONCILIATION TOTALS	5,806,915.63	262,881.01	357,808.98	5,711,987.66	TOTAL MV INVSTMNTS	\$ 1,388,000.00	\$ 1,383,190.54	\$ (4,809.46)	\$ 1,514,161.79
OUT OF BALANCE AMOUNT	\$ -	\$ 105,400.20	\$ 105,400.20	\$ -					\$ 5,908,831.51
ACTL OpsCB BLNC nmm Blnc Gdln \$750,000 (3yr avg mnthly ops wd)			55%	410,069.95					

Prj# Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	Comment	% of Portfolio by Institution	EB Est. Crrnt Value
801CHP 43100	Chip Sealing 39214 Crckflng 801-43100-406	\$ 64,899.32			\$ 64,899.32		8% RRSB	\$ 481,152.01
801CLK 41500	Administration *use \$7,000 for MN DOT Prprty	\$ 50,190.58	\$ 500.00		\$ 50,690.58	31% CG Clctn RV	3% F&M	\$ 148,819.58
801HS 41200	Historical Society R 34030 frm 100-41200-450	\$ 30,006.77			\$ 30,006.77		25% Northland	\$ 1,462,086.30
801HT4 43100	Hilltop 4th Escrw R 32214 E 310	\$ (1,048.82)			\$ (1,048.82)		65% 4M	\$ 3,816,773.62
801IT 49950	IT Shared Tech 39204 435 500 (Server / Comp / L	\$ 86,137.99		\$ 2,815.00	\$ 83,322.99	36% CG Clctn RV	100% TTL Holdings	\$ 5,908,831.51
801MB 41940	Municipal Building 39220 (Inc SNR CTZNS RES 20	\$ 165,846.80			\$ 165,846.80	12% CG Clctn RV		
801OVR 43100	Overlay 39215 (Incl Small Cities Assist)	\$ 14,602.23			\$ 14,602.23			
801PD 42110	Police 39206 Vehcls & Cmptr Equip / Sftwr	\$ 181,285.34			\$ 181,285.34			
801PRK 45200	Park Imp & Ded. Fees 39219 37252 500 (inc BND	\$ 158,897.62		\$ 9,600.00	\$ 149,297.62	Mower		
801SEQ 43100	Street Equip 39221 550 / Signs 240 39260 / Trees	\$ 100,522.03			\$ 100,522.03	6% CG Clctn RV		
801SP 45124	Swimming Pool 39201 500	\$ 127,189.27			\$ 127,189.27			
801SS 43100	Storm Sewer 39227 408 763 765	\$ 42,308.49			\$ 42,308.49			
801SWK 43100	SDWLK 39213 SIDEWALK CROSSWALK	\$ 3,445.95			\$ 3,445.95			
801UND 41100	Legislative Undesignated 39201 500	\$ 99,708.18			\$ 99,708.18			
PBDRDG 45200	Pedestrian Bridge 45200	\$ 75,609.93			\$ 75,609.93			
801 CAPITAL GOODS FUND		\$ 1,199,601.68	\$ 500.00	\$ 12,415.00	\$ 1,187,686.68			

Portfolio Est Value Yield (Bsd on Fil Mtrty) Compared to 3 Mo Treasury Bill

Est BB Face Value	\$ 5,664,960.40
EB Est. Crrnt Value	\$ 5,908,831.51
Est Yield	4.30%
3Mo Dally Trsry Par Yield Curve Rate Monthly Avg	3.70%
Above	0.61%

<https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type>



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: May 11, 2026

Agenda Item: Thurber Building Repairs

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review recommendation for repairs, provide recommendation to share with Council.

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:



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: May 11, 2026

Agenda Item: Resolution 2026-38 Amending the Park Department Budget

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation to approve the transfer of funds and budget amendment.

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:

[2026-38 Authorizing a Budget Amendment.pdf](#)



Resolution 2026-38

A Resolution amending the 2026 Budget for the Parks Department

WHEREAS, the Chatfield City Council adopted the 2026 General Fund Budget; and

WHEREAS, the City Council has determined that it is necessary to amend the Parks Department budget to reallocate funds to better meet current operational and capital needs; and

WHEREAS, sufficient funds are available within the Parks Department Part-Time Wages expenditure line to support this amendment without increasing the overall Parks Department budget; and

WHEREAS, the City Council desires to transfer funds to Capital Account 801 for authorized capital purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA, as follows:

1. The 2026 Parks Department budget is hereby amended to reduce the Part-Time Wages (100-45200-103) expenditure by Nine Thousand Six Hundred Dollars (\$9,600).
2. The 2026 Parks Department budget is further amended to increase Capital Account (801-45200-500) by Nine Thousand Six Hundred Dollars (\$9,600).
3. This budget amendment results in no change to the total Parks Department budget previously adopted by the City Council.

BE IT FURTHER RESOLVED that the City Administrator and Finance Director are authorized to make the necessary accounting entries to carry out this budget amendment.

Adopted by the City Council of the City of Chatfield, Minnesota, this 26 day of May, 2026.

/s/Beth M Carlson
City Clerk
City of Chatfield



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: May 11, 2026

Agenda Item: Seasonal Position Recommendation

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review suggested, consider recommendation of approval to Council.

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:

[2026 5-6 Summer Help Recommendation for hire.doc](#)

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: SUMMER HELP RECOMMENDATION
DATE: 5/6/2026

Action Requested: Looking for your approval for the hiring for the 1 open summer help position.

Background: The interview committee interviewed 5 applicants for the 1 position. After completion of the interviews, the committee recommends Drew O'Connor for the position.

Thank you for your time,
Brian Burkholder



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: May 11, 2026

Agenda Item: Police Department - Lexipol Policy Quote

Subject | Summary: This is a quote from Lexipol to provide services for our Policy manual and procedure manual. This also provides daily testing for the Officers on policies and procedures. Right now, we have all our own manuals which as laws change must be updated. The benefit of Lexipol is that they provide real time changes as they occur at State level and provide training when this occurs.

Agenda Category: **Submitted By:** Michele Peterson

Recommended Motion: Review and consider providing recommendation for approval to Council.

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:



Meeting Date: May 11, 2026

Agenda Item: Server Configuration & Cisco Licensing for Remote Access

Subject | Summary: Request for authorization to approve \$12,987.90 for licensing and labor to;

- Secure Microsoft Server licenses to create an additional virtual server on existing hardware
- Change the Cisco licensing from AnyConnet VPN licenses to Secure Connect Complete Essentials Package

Agenda Category: New Business

Submitted By: Michele Peterson

Recommended Motion: Consideration to recommend for approval

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$12,987.90

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital): Recommend using funds from the shared component reserve funds. The 03/31/2026 balance in the reserve fund is \$86,139.77

Account Code:

Background:

Additional Details

- Rather than renew the current licenses, the recommendation is to update the type of licensing that supports a more secure remote connection to the server with both user and device validation and coordinate this with a server configuration update to minimize the labor cost impact as much as possible.
- The VPN license is a 3 year license vs an annual license in order to take advantage of cost savings. The current license renewal date is this September (09/2026).
- These licenses are what provide the functionality to access the server remotely either from meetings, conferences or while working from home.
- A contributing factor to this request is that we lost efficient remote functionality with the Banyon applications when hardware was updated in 2023. While minimizing the number of workstations by eliminating duplicate workstations (a desktop and a laptop configured with remote desktop connections) and going with a laptop set up only. We learned that eliminating the remote desktop connection negatively impacted the functionality of the Banyon applications.
- The recommendation from the Technical Consultant from Banyon and Marco is to configure and additional virtual server to our existing hardware and update they type of VPN licenses.
- This recommendation restores the remote functionality for the Banyon applications as well as

enhances the security for all users accessing the network remotely.

- Ideally this would have been budgeted as a project for the next budget cycle, however if it meets your approval to move forward with the update, this year it will eliminate a potential duplication of licensing costs as the existing licenses will need to be renewed to maintain the current VPN access, and if the virtual server project would be approved at a later date, the more secure licenses would be required to accommodate the Cisco Secure connect Essentials Package that would launch the remote desktop sessions to the server.

Attachments:

[2026 04 Request for Authorization to Approve Quote 217199 Remote Work Configuration.pdf](#)

To: Personnel Budget Committee
cc: Michele Peterson, Adam Maleska, Christina Welke
From: Kay Wangen
Subj: Virtual Server Configuration & Cisco Licensing for Remote Access
Date: April 24, 2026

In Summary:

This is a request for authorization to approve the quote \$12,987.90 for licensing and labor to;

- Secure Microsoft Server licenses to create an additional virtual server on our existing hardware.
- Change the Cisco licensing from AnyConnect VPN licenses to Secure Connect Complete Essentials Package

The recommendation is to use funds from the shared components reserve funds. The 03/31/2026 balance in the reserve fund is \$86,139.77.

Additional Details

- Rather than renew the current licenses, the recommendation is to update the type of licensing that supports a more secure remote connection to the server with both user and device validation and coordinate this with a server configuration update to minimize the labor cost impact as much as possible.
- The VPN license is a 3 year license vs an annual license in order to take advantage of cost savings. The current license renewal date is this September (09/2026).
- These licenses are what provide the functionality to access the server remotely either from meetings, conferences or while working from home.
- A contributing factor to this request is that we lost efficient remote functionality with the Banyon applications when hardware was updated in 2023. While minimizing the number of workstations by eliminating duplicate workstations (a desktop and a laptop configured with remote desktop connections) and going with a laptop set up only. We learned that eliminating the remote desktop connection negatively impacted the functionality of the Banyon applications.
- The recommendation from the Technical Consultant from Banyon and Marco is to configure an additional virtual server to our existing hardware and update the type of VPN licenses.
- This recommendation restores the remote functionality for the Banyon applications as well as enhances the security for all users accessing the network remotely.
- Ideally this would have been budgeted as a project for the next budget cycle, however if it meets your approval to move forward with the update, this year it will eliminate a potential duplication of licensing costs as the existing licenses will need to be renewed to maintain the current VPN access, and if the virtual server project would be approved at a later date, the more secure licenses would be required to accommodate the Cisco Secure connect Essentials Package that would launch the remote desktop sessions to the server.

Thank you for your consideration.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: May 11, 2026

Agenda Item: Municipal and Historical Funds History

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review history of funds, provide recommendation for moving forward.

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: