

CITY OF CHATFIELD PUBLIC SERVICES COMMITTEE

AGENDA

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

January 27, 2025, 4:30 P.M.

A. Minutes

1. [Meeting Minutes November 25, 2024](#)
Motion to approve as submitted.

B. New Business

1. [Commission Discussion](#)
Provide a recommendation to the City Council



PUBLIC SERVICES COMMITTEE MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: Meeting Minutes November 25, 2024

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve as submitted.

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:

[2024.11.25 Public Services Notes.pdf](#)

Public Services Committee**November 25, 2024**

The Public Services Committee met on Monday, November 25, 2024.

Members Present: Councilors Dave Frank and Pam Bluhm.

Members Absent: None

Others Present: Luke Thieke, Shane Fox, and Michele Peterson.

A. Minutes

1. **Notes from September 23, 2024**, were reviewed, no amendments were suggested.

B. Continued Business

1. **Police Department – Body Cameras:** Members reviewed the updated proposal presented by Chief Fox for the purchase of the new equipment utilizing the one-time Emergency Services funding. Members recommended approval of the purchase to be forwarded to the Council today.

C. New Business

1. Chief Luke Thieke presented a quote for the replacement of the SCBA's. The existing equipment is being discontinued, and therefore the purchase is needed. Members suggested sending the discussion to Council today with the recommendation to purchase the equipment.



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[Memorandum - HPC 2025.pdf](#)

Memorandum

To: Heritage Preservation, Public Services, Planning & Zoning, City Council

From: Michele Peterson

Date: December 30, 2024

Heritage Preservation Commission

The Heritage Preservation Commission governing ordinance notes that there should be seven members appointed. There are currently only four members appointed to the commission, with one of those resigning as of January 31, 2025. The last time there were seven members appointed was 2022.

Membership. The commission shall have seven members, all of whom shall be residents of the city. A member of the commission serving as of the effective date of this section who was appointed to a specific term by virtue of the provisions of Ordinance No. 333 shall continue to serve the remainder of that term. Thereafter, a new or re-appointed member of the commission shall be appointed by the mayor, subject to the approval of the council, to serve a term of three years commencing on February 1. The membership of the commission shall be drawn from persons having a demonstrated interest or expertise in the subject of historic preservation. One member of the commission shall be a member of the council. At least one member of the commission shall, as required by the provisions of Minn. Stats. § 471.193, subd. 5, also be a member of either the Fillmore or Olmsted County Historical Society.

The full ordinance can be found here: [Chapter 107 - Historical Preservation](#)

Minnesota [Statute 471.193](#) notes that commission members must reside within city limits and must demonstrate interest and expertise in historic preservation.

Since the resignation of our previous Heritage Preservation Planner, I have spoken with other planners, which noted a change in the industry as far as services that are generally available. They suggested that we have a staff member lead the commission, however contract with professional planners for special projects.

Potential Options:

1. Appoint three new commission members, and work with current staff for projects and meeting management moving forward.
2. Consider amending the ordinance, the goal would be to encompass requirements from state statute yet bring our commission into compliance. As a suggestion, reducing committee members to a total of three members. Update the language within the ordinance to align with the current [Sample Ordinance](#) from the State Historic Preservation Office (SHPO).
3. Consider amending the ordinance to allow the Planning & Zoning Commission to act as the Heritage Preservation Commission. Which would also require amendment of additional language and would therefore most likely not allow Chatfield to be considered a “Certified Local Government”, although the State would need to weigh in on that to be certain. There are other cities within the state that have a Historic Preservation Commission, that are not “Certified Local Governments”.
4. The final option would be to repeal the ordinance creating the commission. With this I would recommend that additional language be added to the Zoning ordinance to ensure the preservation of historic buildings.

It appears that any building that was previously noted as a Historic Landmark would retain that designation regardless of which option above is considered.

Action Requested: Consider the best option for moving forward, and therefore provide a recommendation to the City Council.