

**CITY OF CHATFIELD COMMON COUNCIL**  
**AGENDA**  
**March 13, 2023 7:00 P.M**

- I. Chatfield City Council – March 13, 2023 – 7:00 p.m. – City Council Chambers
  1. Consent Agenda:
    - A. Approval of minutes of prior meetings.
    - B. Approve payment of claims.
    - C. Approve letter of support re: Beth Carlson application to be elected Secretary of the Municipal Clerks and Finance Officers Association.
    - D. Approve use of City Park by Chatfield Alliance, Chatfield Brass Band, Chatfield Growers Market, Chatfield Center for the Arts and Chatfield Public Library for “Music in the Park & More” Thursdays from May - October 3:00 p.m. – 8:00 p.m.
    - E. Approve issuance of gambling license to Chatfield Youth Sports Association July 13, 2023 – Chatfield Softball Pavilion.
    - F. Approve amendment to Joy Ridge Event Center Liquor License.
  2. EDA Report – Chris Giesen:
    - A. Approve Tax Increment Finance fee agreement.
    - B. Approve supplemental agreement re: use of Enterprise Drive property.
  3. Ordinance 464, sale of property:
    - A. Second Consideration
    - B. Publication
  4. Ordinance 465 – Administrative Code Update – First Consideration
  5. City Engineer’s Report – Craig Britton:
    - A. Authorize Engineer to begin work on Haven Wall Landscaping Plan.
  6. S.C.S. Report – Brian Burkholder:
  7. Committee Reports:
    - A. Personnel-Budget Committee
      - a. Approve Terms of Employment
    - B. Public Works Committee
  8. Mayor’s Report:
  9. City Administrator’s Report:
    - A.
  10. Roundtable
  11. Adjourn.
  12. Meeting Notices:
    - A. Personnel/Budget Committee (Novotny & Urban) 4:30 p.m. Monday
    - B. Public Works Committee (Novotny & Urban) 5:30 p.m. Monday

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, February 27, 2023**

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The Common Council of the City of Chatfield met in regular session on Monday, February 27, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

**Members absent:** None.

**Others Present:** Karen Reisner, Shane Fox, Rocky Burnett, Chris Geisen, Brian Burkholder, Craig Britton, Lynda Karver, Fred Suhler, Joel Young, and Beth Carlson

### *Consent Agenda*

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

1. Approval of February 13th Meeting Minutes
2. Approve payment of claims
3. Approve Ag Lease with Schoenfelder Farms
4. Approve premises permit for the Chatfield Firefighters Activities Association to conduct charitable gambling at Joy Ridge Event Center
5. Approve Olmsted County Maintenance Agreement
6. Household Hazardous Waste Collection - September 12, 3:00 0 6:00 p.m.

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

**Nays:** None

**Motion carried.**

### *Ambulance Director's Report*

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#### *Annual Report*

Ambulance Director, Rocky Burnett, gave a quick overview of 2022 Ambulance activity including EMT classes, call volume, equipment updates, and membership numbers.

#### *Clinical Excellence Award*

In 2022 the Emergency Medical Services Regulatory Board, in consultation with the Medical Director Standing Advisory Committee, implemented nine different Clinical Advisory Performance Measures. The Chatfield Ambulance Service performed at a rate of 80% or higher on five or more of the Clinical Advisory Performance Measures for calendar year 2022 and is therefore award a Certificate of Excellence.

### *EDA Report*

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#### *Approve resolution to declare substandard building and a Development Agreement*

An apartment building located at 815 Grand Street SE was destroyed by fire in late November 2022. The owner wishes to clean up the site and eventually rebuild. Because of the complex scope of this project and the cost to rebuild, the owners intend to apply for tax increment financing (TIF) assistance at some point in the future before they start to rebuild.

The condition of the site today (with the burned-out structure on it) qualifies the property for a more flexible type of TIF – “redevelopment TIF”. This type of TIF district must be used to correct existing substandard issues with a property. The owners do not have a firm date to rebuild but want to clean up the site at this time. The city can take action to preserve this redevelopment TIF eligibility for up to three years in the future. Approving this resolution is a step to preserving that eligibility.

**Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater, to approve the RESOLUTION MAKING CERTAIN FINDINGS WITH RESPECT TO A SUBSTANDARD BUILDING**

WHEREAS, the City of Chatfield (the "City") intends to undertake a redevelopment project in the City (the "Redevelopment Project");

WHEREAS, a part of the Redevelopment Project involves the demolition and clearance of certain blighted buildings (the "Buildings") located on certain parcels identified on Exhibit A attached hereto (the "Parcels");

WHEREAS, the City intends to create a tax increment financing district including the Parcels as a "redevelopment district";

WHEREAS, the deteriorated condition of the Buildings creates a health and safety concern necessitating the demolition of one or more of the Buildings prior to the creation of a tax increment financing district;

WHEREAS, Minnesota Statutes, Sections 469.174 to 469.1794 (the "Tax Increment Act") provides that a City may create a tax increment financing district (a "TIF District") as a "redevelopment district" if the City finds by resolution that parcels consisting of 70% of the area of the TIF District are occupied by buildings, streets, paved or gravel parking lots or other similar structures, and more than 50% of the buildings, not including out buildings, are structurally substandard to a degree requiring substantial renovation or clearance;

WHEREAS, Minnesota Statutes, Section 469.174, subdivision 10(d), provides, among other things, that a parcel may be deemed to be occupied by a structurally substandard building if (1) the parcel was occupied by a substandard building within three years of the filing of the request for certification of the parcel as part of the TIF District with the county auditor; (2) the substandard building was demolished or removed by the City, the demolition or removal was financed by the City or was done by a developer under a development agreement with the City; and (3) the City found by resolution, before the demolition or removal, that the parcel was occupied by a structurally substandard building and that after demolition and clearance the City intended to include the parcel within the district.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chatfield, Minnesota, as follows:

1. At least 15% of the area of the Parcels is occupied by the Buildings or other buildings, streets, paved or gravel parking lots or other similar structures.

2. The Buildings are "structurally substandard" within the meaning of Minnesota Statutes, Section 469.174, subdivision 10. The reasons and supporting facts for this determination are on file with the staff of the City.

3. Main Street Properties LLP (the "Developer(s)") intends to demolish the Building and the City intends to subsequently include the Parcels in a redevelopment tax increment district established pursuant to Minnesota Statutes, Section 469.174, subdivision 10, which TIF District, if established, shall be established within three years of the date hereof.

4. The Mayor and Administrator are hereby authorized and directed to execute a Development Agreement with the Developer(s) in substantially the form submitted to the City Council to provide for the demolition of the Buildings.

5. Upon filing the request for certification of the tax capacity of the Parcels as part of the TIF District, the City will notify the county auditor that the original tax capacity of the Parcel must be adjusted as provided in Minnesota Statutes, Section 469.177, subdivision 1, paragraph (f).

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

**Nays:** None

**Motion carried.**

### *Approve sale of Lot 3, Block 2, Fingerson-Donahoe Subdivision*

Joshua Broadwater, LLC has submitted an offer to purchase Lot 3 on Enterprise Drive. The purchase price offered is \$63,616.00 which is the city's full asking price.

- \$1,000 earnest money has been paid

- Buyer requests:

o City supplies electrical transformer to site if not already installed (a rough estimate of up to \$2,500 was given by MiEnergy, but is dependent on location of building).

- o City supplies 2” water hook up coupling for water main, buyer will install.
- o Building rebate incentive for this purchase can be transferred to Lot 2.
- In addition, the buyer has requested to be able to use the property prior to closing to assist with the staging and transition of the move of a prospective tenant. No work/digging or improvements would occur on the lot until after closing.

The public works committee and EDA have reviewed the offer and requests.

**Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank,** to approve B.

Approve sale of Lot 3, Block 2, Fingerson-Donahoe Subdivision.

**Ayes:** Councilors: Novotny, Urban, Frank, and Bluhm

**Nays:** None

**Abstained:** Councilor: Broadwater

**Motion carried.**

#### *Ordinance 464 – Firs Consideration*

**Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban,** to approve the first consideration of Ordinance 464 - an ordinance authorizing the sale of certain city owned lands situated in the State of Minnesota, County of Fillmore, City of Chatfield described as Block 2, Lot 3, Fingerson & Donahoe First Subdivision, to Joshua Broadwater, LLC.

**Ayes:** Councilors: Novotny, Urban, Frank, and Bluhm

**Nays:** None

**Abstained:** Councilor: Broadwater

**Motion carried.**

Proposed Ordinance 464 can be viewed in its entirety at the office of the City Clerk.

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

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##### *Increase snow hauling rates*

In order to keep competitive, staff is asking to increase the rate for hauling snow to \$105 per hour and that there would be a minimum of three hours paid when hauling snow on a scheduled event and a minimum of four hours paid when hauling snow on an unscheduled event.

**Councilor Pam Bluhm entered a motion, with a second by Councilor Paul Novotny,** to approve increasing snow hauling rates to \$105 per hour with a minimum of three hours paid when hauling snow on a scheduled event and a minimum of four hours paid when hauling snow on an unscheduled event.

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

**Nays:** None

**Motion carried.**

#### *City Engineer’s Report*

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##### *Pay Application #1 – 2022 Water Improvement Project*

Killmer Electric Co, Inc. has submitted pay application number 1 in the amount of \$20,502.90 for work completed on the Well #2 and Booster Pump Station generators. Work completed includes the pouring of the concrete pads for the generators.

**Councilor Mike Urban entered a motion, with a second by Councilor Josh Broadwater,** to approve Pay App #1 for Killmer Electric Co. for the 2022 Water Improvement Project.

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

**Nays:** None

**Motion carried.**

## Committee Reports

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### *Public Services Committee*

Councilors Pam Bluhm and Dave Frank were in attendance. Garbage Collection was the topic of discussion.

### *Park & Recreation - Recommendation to order pedestrian bridge for Groen Park*

The committee is recommending the city council authorize staff to order the bridge for Groen Park as quoted by CONTECH Engineered Solutions. There is a lead time of approximately one year for delivery and a grant completion date of June 30, 2024 so a timely order is important. In the event forces out of our control cause the project to be completed after June 30, 2023, an extension may be granted.

**Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater,** to approve the recommendation to order pedestrian bridge for Groen Park.

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

**Nays:** None

**Motion carried.**

### *Committee of the Whole*

Mayor McBroom and all council members were in attendance at the Committee of the Whole. Topics included a Strategic Plan Status Report, the future of camping availability within city parks, and Twiford Street Property Discussion.

### *Mayor's Report*

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Mayor McBroom congratulated Ambulance Director Rocky Burnett and the ambulance crew on the Clinical Excellence Award. He also congratulated Superintendent of City Services Brian Burkholder on getting the streets cleared of snow and ice.

### *City Administrator's Report*

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No report.

### *Roundtable*

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Good luck to the Wrestlers going to State.

### *Adjourn*

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**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm,** to adjourn at 7:30 p.m.

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

**Nays:** None

**Motion carried.**

/s/Beth M Carlson  
City Clerk



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: February 2023  
 2023 02ADM03

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor TASC</b>						
112156	299710	E 100-41500-310	City Clerk	Other Professional Servic	\$15.00	COBRA - ADMINISTRATION FEE
<b>Vendor TASC</b>					\$15.00	
<b>Vendor UNITED STATES POSTAL SERVICE</b>						
057664	531754	E 603-49500-322	Refuse/Garbage (	Postage	\$104.19	UB PSTG ALLCTN 19.24%
	531754	E 602-49450-322	Sewer (GENERAL)	Postage	\$328.03	UB PSTG ALLCTN 60.58%
	531754	E 601-49400-322	Water Utilities (GE	Postage	\$109.27	UB PSTG ALLCTN 20.18%
<b>Vendor UNITED STATES POSTAL SERVICE</b>					\$541.49	
Batch Name 2023 02ADM03					\$556.49	
					\$556.49	

((BatchID] in (18493))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: March 2023  
 2023 03ADM01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor MN REVENUE</b>						
112166	1-234-1	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$28.00	7316521 WTR TWR LEASE SALES
	1-234-1	E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$2.00	7316521 POLICE CHRGS
	1-234-1	E 603-49500-436	Refuse/Garbage (	Sales Tax	\$1,077.00	7316521 GARBAGE TAX
<b>Vendor MN REVENUE</b>					\$1,107.00	
<b>Vendor PRIORITY PAYMENT SYSTEMS</b>						
112167	3/2/202	E 100-45124-323	Swimming Pools -	Administration Expense	\$1.45	CC PROCESSING FEES
<b>Vendor PRIORITY PAYMENT SYSTEMS</b>					\$1.45	
<b>Vendor REVTRAK JETPAY</b>						
112165	FEB 20	E 220-42280-323	Fire Department *	Administration Expense	\$17.49	ADMIN FEE ALLOC
	FEB 20	E 230-42270-323	Ambulance	Administration Expense	\$26.16	ADMIN FEE ALLOC
	FEB 20	E 603-49500-323	Refuse/Garbage (	Administration Expense	\$284.22	2022 ADMIN FEE ALLOC 19.24%
	FEB 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$894.89	2022 ADMIN FEE ALLOC 60.58%
	FEB 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$298.10	2023 ADMIN FEE ALLOC 20.18%
<b>Vendor REVTRAK JETPAY</b>					\$1,520.86	
Batch Name 2023 03ADM01					\$2,629.31	
					\$2,629.31	

((BatchID] in (18527))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: March 2023  
 2023 03FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor ALLEGRA</b>						
19303		E 100-41500-210	City Clerk	Operating Supplies (GEN	\$119.84	AP ENVELOPES / GENERAL SUPPLIES
19705		E 603-49500-210	Refuse/Garbage (	Operating Supplies (GEN	\$144.71	19.24% UTILITY PERMIT 3 ENVE ALL
19705		E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$144.70	20.18% UTILITY PERMIT 3 ENVE ALL
19705		E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$144.70	60.58% UTILITY PERMIT 3 ENVELOPE
					\$553.95	
<b>Vendor ALLEGRA</b>						
<b>Vendor AMAZON CAPITAL SERVICES, INC.</b>						
1RFW-V		E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$26.99	GLASS CLEANER
1RFW-V		E 220-42280-240	Fire Department *	Small Tools and Minor E	\$59.94	FALL PRCTCT LANYRD
1RFW-V		E 100-41500-210	City Clerk	Operating Supplies (GEN	\$135.89	HP HIGH YIELD BLK TONER 312X
1RFW-V		E 100-41500-200	City Clerk	Office Supplies (GENERA	\$7.99	3 PACK REPLACEMENT CALCULATOR I
1RFW-V		E 100-41500-210	City Clerk	Operating Supplies (GEN	\$118.95	312A CYAN TONER CART,
1RFW-V		E 100-42110-200	Police Administrati	Office Supplies (GENERA	\$27.72	SMEAD FILE JACKET
1RFW-V		E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$51.60	TB CLEANER
1RFW-V		E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$55.15	TP
1VQL-D		E 230-42270-209	Ambulance	Training Institution	\$42.23	HDMI CABLE / CLICKER
1RFW-V		E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$52.48	BL Z TWLS
					\$578.94	
<b>Vendor AMAZON CAPITAL SERVICES, INC.</b>						
<b>Vendor ANDY OCONNOR</b>						
		E 614-49840-302	Cable TV (GENER	Contracted Help	\$775.00	BBB 2022-2023 P2OF2
#11		E 614-49840-302	Cable TV (GENER	Contracted Help	\$1,250.00	CCTV ADMIN CONTRACT - FEB 2023
					\$2,025.00	
<b>Vendor ANDY OCONNOR</b>						
<b>Vendor ARAMARK</b>						
256009		E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$282.67	RUG SERVICE
					\$282.67	
<b>Vendor ARAMARK</b>						
<b>Vendor BOUND TREE MEDICAL</b>						
848621		E 230-42270-210	Ambulance	Operating Supplies (GEN	\$114.00	STWTR IGEL
					\$114.00	
<b>Vendor BOUND TREE MEDICAL</b>						
<b>Vendor CENEX FLEET FUELING</b>						
258522		E 100-41500-212	City Clerk	Vehicle Operating Suppli	\$35.31	CITY CAR - CLERK
258522		E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$67.94	FIRE TANKER 5
258522		E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$74.89	POLICE SQUAD 1-CHIEF
258522		E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$329.68	POLICE SQUAD 2
258522		E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$270.47	POLICE SQUAD 3
258522		E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$400.86	STREET 1
258522		E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$403.53	STREET3
258522		E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$324.37	471A
258522		E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$368.86	STREET 4 - IRISH
258522		E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$162.57	WATER 1
258522		E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$94.87	WWTP 2 - IRISH
258522		E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$252.08	STREET 2
258522		E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$132.58	471B
258522		E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$96.96	PARK 1
					\$3,014.97	
<b>Vendor CENEX FLEET FUELING</b>						
<b>Vendor CENGAGE LEARNING</b>						
807633		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$15.39	ACCT 23762978
807210		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$15.39	ACCT 23762978
					\$30.78	
<b>Vendor CENGAGE LEARNING</b>						





**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: March 2023  
 2023 03FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor CENTER POINT LARGE PRINT</b>						
199358	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books		\$425.24	17 BOOKS
					\$425.24	
<b>Vendor CENTER POINT LARGE PRINT</b>						
<b>Vendor CENTURYLINK-TELE</b>						
MAR 1,	E 100-43100-321	Street Maintenanc	Telephone		\$130.25	612 E10-0825 1/5 NEW CIRCUIT
MAR 1,	E 100-41500-321	City Clerk	Telephone		\$130.24	612 E10-0825 1/5 NEW CIRCUIT
MAR 1,	E 601-49400-321	Water Utilities (GE	Telephone		\$130.24	612 E10-0825 1/5 NEW CIRCUIT
MAR 1,	E 100-42110-321	Police Administrati	Telephone		\$130.24	612 E10-0825 1/5 NEW CIRCUIT
MAR 1,	E 230-42270-321	Ambulance	Telephone		\$130.24	612 E10-0825 1/5 NEW CIRCUIT
					\$651.21	
<b>Vendor CENTURYLINK-TELE</b>						
<b>Vendor CHATFIELD ALLIANCE, INC</b>						
000000	E 240-46500-300	Economic Dev (GE	Promotional Expense		\$26,690.00	COMMUNITY PROMOTION - 2023
					\$26,690.00	
<b>Vendor CHATFIELD ALLIANCE, INC</b>						
<b>Vendor CHATFIELD CENTER FOR THE ARTS</b>						
MAR 20	E 250-46630-310	Community Dev -	Other Professional Servic		\$2,000.00	EDA & CCA AGREEMENT 09/2022
					\$2,000.00	
<b>Vendor CHATFIELD CENTER FOR THE ARTS</b>						
<b>Vendor CHATFIELD LUMBER OF EYOTA</b>						
115660	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN		\$137.74	2X4 8 SPF #2 PREMIUM, 4X10 OSB- N
115660	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$40.64	2X4-10 SPF #2 PREMIUM
					\$178.38	
<b>Vendor CHATFIELD LUMBER OF EYOTA</b>						
<b>Vendor CHATFIELD PARTS HOUSE</b>						
879956	E 220-42280-210	Fire Department *	Operating Supplies (GEN		\$9.98	BTTRY
878967	E 220-42280-210	Fire Department *	Operating Supplies (GEN		\$80.27	FIT FURN
879097	E 220-42280-210	Fire Department *	Operating Supplies (GEN		\$35.96	TGGLE 6A WRE
880504	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$251.80	REEL FTNGS CPLER
880495	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$63.98	NPT COUP
880477	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$19.66	FTNGS WHL
880161	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E		\$23.98	CLCLTR
879320	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN		\$0.99	TFLN TPE
879182	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN		\$9.98	CPLNG
879164	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN		\$11.47	TBNG FTTNG
879158	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN		\$1.00	HRDWR PT
878385	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$13.98	GS GPS ADHSVE
022823	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$5.00	SVC CHRG
879019	E 220-42280-210	Fire Department *	Operating Supplies (GEN		\$13.99	BATT AAA
					\$542.04	
<b>Vendor CHATFIELD PARTS HOUSE</b>						
<b>Vendor CITY OF CHATFIELD</b>						
03/20/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA		\$65.53	10-00000121-007 POOL
03/20/2	E 220-42280-380	Fire Department *	Utility Services (GENERA		\$95.63	10-00000051-009 FIRE HALL
03/20/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA		\$65.53	10-00000011-007PUBLIC LIBRARY
03/20/2	E 100-41940-380	Municipal Building	Utility Services (GENERA		\$300.95	10-00000001-00-4 THURBER BLDG GA
03/20/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA		\$635.45	10-00000031-00-3 WWTP
03/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$65.53	10-00002410-91-8 PUB.WRKS BUILD
03/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$109.22	10-00000101-01-4 PUB. WRKS BUILD
03/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$65.53	10-00000081-008 CITY SHOP
					\$1,403.37	
<b>Vendor CITY OF CHATFIELD</b>						
<b>Vendor DAVE VOELTZ</b>						
157224	E 100-43100-410	Street Maintenanc	Snow Removal		\$420.00	SNOW HAULING



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: March 2023  
 2023 03FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor DAVE VOELTZ</b>					\$420.00	
<b>Vendor DEED</b>						
MAR 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE		\$1,855.54	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
MAR 20	E 361-46620-610	Revolving Loan Fu	Interest		\$116.97	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
MAR 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE		\$644.47	CDAP-18-0018-H-FY19 EZ FABIV
MAR 20	E 361-46620-610	Revolving Loan Fu	Interest		\$73.72	CDAP-18-0018-H-FY19 EZ FABIV
<b>Vendor DEED</b>					\$2,690.70	
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>						
INV129	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment		\$41.47	#56246 NETWORK L9124 MP C4503
INV129	E 230-42270-404	Ambulance	Repairs/Maint Equipment		\$79.17	#56246 NETWORK L9124 MP C4503
INV129	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$41.47	#56246 NETWORK L9124 MP C4503
INV129	E 100-41500-404	City Clerk	Repairs/Maint Equipment		\$86.71	#56246 NETWORK L9124 MP C4503
INV129	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment		\$41.47	#56246 NETWORK L9124 MP C4503
INV129	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment		\$22.62	#56246 NETWORK L9124 MP C4503
INV129	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment		\$22.62	#56246 NETWORK L9124 MP C4503
INV129	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$44.00	#46719-01 POLICE L7545
INV129	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$41.47	#56246 NETWORK L9124 MP C4503
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>					\$421.00	
<b>Vendor EXPERT BILLING, LLC</b>						
11065	E 230-42270-435	Ambulance	Licences, Permits and Fe		\$961.00	TRANSPORTS BILLED - JAN 2023
<b>Vendor EXPERT BILLING, LLC</b>					\$961.00	
<b>Vendor FIRST NETWORK SYSTEMS</b>						
1181	E 614-49840-302	Cable TV (GENER	Contracted Help		\$1,293.75	09/2022-08/2023 CCTV TECH COORD
<b>Vendor FIRST NETWORK SYSTEMS</b>					\$1,293.75	
<b>Vendor FREDERICK S. SUHLER, ATTY</b>						
FEB 20	E 100-41100-304	Legislative	Legal Fees		\$300.00	ADDITIONAL TASKS - FEB 2023
FEB 20	E 100-41100-304	Legislative	Legal Fees		\$600.00	MONTHLY RETAINER - FEB 2023
<b>Vendor FREDERICK S. SUHLER, ATTY</b>					\$900.00	
<b>Vendor GALLS</b>						
023451	E 100-42110-153	Police Administrati	Uniform Allowance		\$271.78	FL CARGO
023538	E 100-42110-153	Police Administrati	Uniform Allowance		\$97.99	TRSRS
<b>Vendor GALLS</b>					\$369.77	
<b>Vendor GOPHER STATE ONE CALL</b>						
302028	E 601-49400-310	Water Utilities (GE	Other Professional Servic		\$4.05	ACCOUNT #MN00240
<b>Vendor GOPHER STATE ONE CALL</b>					\$4.05	
<b>Vendor GRANICUS</b>						
162491	E 100-41500-438	City Clerk	Internet Expenses		\$287.16	OPEN PLATFORM SUITE
162491	E 100-41500-438	City Clerk	Internet Expenses		\$555.18	MEETING EFFICIENCY SUITE
162491	E 100-41500-438	City Clerk	Internet Expenses		\$127.63	ENCODING SOFTWARE
162491	E 100-41500-438	City Clerk	Internet Expenses		\$60.78	UPGRADE TO SDI 720P
162491	E 100-41500-438	City Clerk	Internet Expenses		\$561.56	GOV TRANSPARENCY SUITE
<b>Vendor GRANICUS</b>					\$1,592.31	
<b>Vendor HAMMELL EQUIPMENT</b>						
I15531	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$5.96	1 2X4 GR5
<b>Vendor HAMMELL EQUIPMENT</b>					\$5.96	
<b>Vendor HBC</b>						
WW03/	E 602-49450-321	Sewer (GENERAL)	Telephone		\$12.78	1439299 867-4321BASIC & TOLL



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	03/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$141.28	50% 1520399 3 INTERNET LOC
	WW03/	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$114.54	1439299 BUS VALUE PKG 120MBPS
	03/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$141.28	50% 1520399 3 INTERNET LOC
<b>Vendor HBC</b>					<u>\$409.88</u>	
<b>Vendor JACOB GARTNER TRUCKING</b>						
	1-23	E 100-43100-410	Street Maintenanc	Snow Removal	\$420.00	SNOW HAULING - 4 HRS 01/23
<b>Vendor JACOB GARTNER TRUCKING</b>					<u>\$420.00</u>	
<b>Vendor LHB, INC.</b>						
	200442	E 454-43200-310	Construction Fund	Other Professional Servic	\$3,976.09	PROJECT 200442.00 CCA - PHASE 2
<b>Vendor LHB, INC.</b>					<u>\$3,976.09</u>	
<b>Vendor LINDE</b>						
	345205	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$51.90	HIGH PRESSURE
<b>Vendor LINDE</b>					<u>\$51.90</u>	
<b>Vendor LOFFLER</b>						
	428837	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$17.40	CANON DXC3725I OVERAGE CHARGE
<b>Vendor LOFFLER</b>					<u>\$17.40</u>	
<b>Vendor LUMEN-LEVEL3 (WEBEX)</b>						
	629092	E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC
<b>Vendor LUMEN-LEVEL3 (WEBEX)</b>					<u>\$244.38</u>	
<b>Vendor MARCO TECHNOLOGIES LLC.</b>						
	INV108	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$9.50	1 EDA EXCHANGE ON LINE + ACTIVE
	INV108	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$190.00	10 PD MS BUS PREM
	INV108	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$38.00	2 WW BUS PREM
	INV108	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$85.50	4 MS BUS PREM & 1 VM EXCH + ACTI
	INV108	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$19.00	1 MS BUS PREM
	INV108	E 100-41100-435	Legislative	Licences, Permits and Fe	\$57.00	6 LEG EXCHANGE ON LIN P1 & ACTIV
	INV108	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$9.50	1 POOL EXCHANGE ON LINE + ACTIVE
	INV108	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$19.00	1 WTR BUS PREM
	INV108	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$38.00	2 AMB BUS PREM
	INV108	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$19.00	1 FD BUS PREM
	INV108	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$19.00	1 PARKS BUS PREM
	INV108	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$9.50	1 PLNG DEPT EXCHANGE ON LINE + A
<b>Vendor MARCO TECHNOLOGIES LLC.</b>					<u>\$513.00</u>	
<b>Vendor MCFOA</b>						
	DS2023	E 100-41500-433	City Clerk	Dues and Subscriptions	\$50.00	MEMBERSHIP DUES - D SCHLICHTER
<b>Vendor MCFOA</b>					<u>\$50.00</u>	
<b>Vendor MEDIACOM</b>						
	FEB 26,	E 100-42110-438	Police Administrati	Internet Expenses	\$96.52	1/3 CITY HALL HSD & STATIC IPS
	FEB 26,	E 230-42270-438	Ambulance	Internet Expenses	\$96.81	1/3 CITY HALL HSD & STATIC IPS
	FEB 26,	E 100-41500-438	City Clerk	Internet Expenses	\$96.52	1/3 CITY HALL HSD & STATIC IPS
<b>Vendor MEDIACOM</b>					<u>\$289.85</u>	
<b>Vendor MINNESOTA ENERGY RESOURCES</b>						
	03/02/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$193.49	00002 FH 15% WATER
	03/02/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$646.72	00001 MUNI - AMB 1/3
	03/02/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$773.97	00002 FH 60% FIRE
	03/02/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.63	00006 CEMENT 389 SW 3RD ST
	03/02/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$1,828.46	00003 WWTP - LIBRARY LN
	03/02/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$322.49	00002 FH 25% STREET



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	03/02/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$646.71	00001 MUNI - POLICE 1/3
	03/02/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$646.71	00001 MUNI 1/3
	03/02/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$427.04	00005 LIBRARY
<b>Vendor MINNESOTA ENERGY RESOURCES</b>					<u>\$5,550.22</u>	
<b>Vendor PEOPLES ENERGY COOPERATIVE</b>						
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$179.00	7823600 MEYERS AND TERMAR	
EM MA	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$315.66	2407900 1/3 21 2ND ST SE	
EM MA	E 230-42270-380	Ambulance	Utility Services (GENERA	\$315.66	2407900 1/3 21 2ND ST SE	
EM MA	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$375.96	2402500 LIBRARY 322 MAIN ST S	
EM MA	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$315.67	2407900 1/3 21 2ND ST SE	
EM MA	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$53.96	2428000 MILL CREEK PARK	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$251.28	2154400 10208 HILLSIDE DRIVE	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$10.00	2182100 SIREN - 10210 HILLSIDE	
EM MA	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$66.41	2367400 TOURIST PARK	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$299.31	2400202 PPLS 19 SCND ST SW	
EM MA	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$167.18	2410000 318 S MAIN ST-WHISTLE	
EM MA	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$246.05	2410100 3/4 FIRE HALL	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$82.02	2410100 1/4 FIRE HALL	
EM MA	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$119.33	242390 MILL CREEK PK - LIFT ST	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$60.85	3376900 EV CHARGER - 405 MAIN ST	
EM MA	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$3,047.45	2430200 126 LIBRARY LN WWTP	
EM MA	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$55.00	2432200 CHATFIELD SIGN	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$62.53	2436500 CR 2 HWY S	
EM MA	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$97.00	2438500 MILL CREEK PARK	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$56.82	2447300 UNION ST NE - XING	
EM MA	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$841.30	3011700 BLUFF ST WELL	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$2,097.00	3011800 STREET LIGHTS	
EM MA	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$56.87	3211800 250 OLD TERRITORIAL RD	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$164.60	3265100 20 2ND ST SE - LIGHTS	
EM MA	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$52.00	2432400 400 3RD ST SW	
EM MA	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$193.93	2410200 MAIN ST-CITY PARK	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$88.19	3260100 301 TH 52 - TRAFFIC SI	
EM MA	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$123.49	3237701 107 UNION ST NE	
EM MA	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$161.98	3260000 52 3RD ST SW - STL MTR	
<b>Vendor PEOPLES ENERGY COOPERATIVE</b>					<u>\$9,956.50</u>	
<b>Vendor PRESTON EQUIPMENT COMPANY</b>						
	01-139	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$377.50	JD RACK KIT
<b>Vendor PRESTON EQUIPMENT COMPANY</b>					<u>\$377.50</u>	
<b>Vendor QUILL.COM</b>						
	307875	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$129.59	312 - AMB TONER
	307875	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$3.85	MOUNTING PUTTY
	307875	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$129.59	312 - WWTP TONER
	307875	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$129.59	312 - CLERK TONER
	307875	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$17.35	POST-ITS
<b>Vendor QUILL.COM</b>					<u>\$409.97</u>	
<b>Vendor SCHUMACHER ELEVATOR CO</b>						
	905769	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$161.77	LIB ELEV MAINT
	905775	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$200.24	MUNI ELEV MAINT
<b>Vendor SCHUMACHER ELEVATOR CO</b>					<u>\$362.01</u>	
<b>Vendor SELCO</b>						



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	051000	E 211-45500-414	Libraries (GENERA	Automated Operations	\$14.50	PATRON CARDS
	051012	E 211-45500-414	Libraries (GENERA	Automated Operations	\$573.99	ILS PCKG   PC SPPRT - MTHLY
	051061	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$7.20	BOOKPAGE SUBSCRIPTION-2023
<b>Vendor SELCO</b>					\$595.69	
<b>Vendor SMITH SCHAFFER &amp; ASSOCIATES LTD</b>						
	15820	E 602-49450-301	Sewer (GENERAL)	Auditing and Acctg Servi	\$3,937.50	2ND PROGRESS BILLING - 2022AUD
	15820	E 601-49400-301	Water Utilities (GE	Auditing and Acctg Servi	\$3,937.50	2ND PROGRESS BILLING - 2022AUD
	15820	E 100-41500-301	City Clerk	Auditing and Acctg Servi	\$7,875.00	2ND PROGRESS BILLING - 2022AUD
<b>Vendor SMITH SCHAFFER &amp; ASSOCIATES LTD</b>					\$15,750.00	
<b>Vendor SOUTHEAST MECHANICAL</b>						
	31782	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$526.83	3 LKNG FCTS
	021520	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$99.77	THERMOSTAT
<b>Vendor SOUTHEAST MECHANICAL</b>					\$626.60	
<b>Vendor SOUTHERN MINNESOTA INSPECTION</b>						
	20896	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$221.06	BCKTTRK TRIPOD INSPECTIONS
	20896	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$216.07	WW HOIST INSPECTIONS
	20896	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$281.07	PW HOIST INSPECITONS
<b>Vendor SOUTHERN MINNESOTA INSPECTION</b>					\$718.20	
<b>Vendor STREICHER S</b>						
	I16182	E 100-42110-153	Police Administrati	Uniform Allowance	\$229.98	LIGHT BELT
<b>Vendor STREICHER S</b>					\$229.98	
<b>Vendor TRUCKIN AMERICA</b>						
	171491	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$49.59	SPRING
<b>Vendor TRUCKIN AMERICA</b>					\$49.59	
<b>Vendor UC LABORATORY</b>						
	115487	E 602-49450-217	Sewer (GENERAL)	Testing	\$628.12	WWTP LABS
<b>Vendor UC LABORATORY</b>					\$628.12	
<b>Vendor UNIVERSAL TRUCK EQUIPMENT, INC</b>						
	60267	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$46.50	SPRNG EXT
	60132	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$171.20	STUCCHI PARKING STATION FOR MO
<b>Vendor UNIVERSAL TRUCK EQUIPMENT, INC</b>					\$217.70	
<b>Vendor US BANK ONE CARD</b>						
	02-27-2	R 240-46500-3955	Economic Dev (GE		-\$2.05	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$104.00	PNR WMN PPLE
	02-27-2	R 100-41100-3955	Legislative		-\$15.67	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	R 100-41410-3955	Elections		-\$9.23	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	R 100-41940-3955	Municipal Building		-\$0.45	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	R 100-42110-3955	Police Administrati		-\$11.88	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	R 230-42270-3955	Ambulance		-\$29.65	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	R 211-45500-3955	Libraries (GENERA		-\$28.93	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	R 601-49400-3955	Water Utilities (GE		-\$4.12	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	R 100-43100-3955	Street Maintenanc		-\$16.08	REBATE ALLOC - OCT - NOV - DEC
	02-27-2	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$58.42	DVS - 2022 F350 PLATE
	02-27-2	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$29.81	AMZN - BOOK
	02-27-2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$72.86	FB - AMZN - SS - CHILLFEST
	02-27-2	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$44.97	QUICKEN
	02-27-2	E 100-45200-208	Parks (GENERAL)	Training and Instruction	\$160.00	MN SOC ARB - ARBORIST WS
	02-27-2	R 100-41500-3955	City Clerk		-\$7.13	REBATE ALLOC - OCT - NOV - DEC



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	02-27-2	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPLE.COM - STORAGE
	02-27-2	E 801-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$231.07	BENCH PLAQUE
	02-27-2	E 100-43100-208	Street Maintenanc	Training and Instruction	\$160.00	MN SOC ARB - ARBORIST WS
	02-27-2	E 100-42400-434	Building Inspectio	Surcharge Fee	\$540.48	MN DEPT L&I - 2022 QTRLY SRCHG
	02-27-2	E 100-42400-434	Building Inspectio	Surcharge Fee	\$2,030.16	MN DEPT L&I - 2021 QTRLY SRCHG
	02-27-2	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$10.00	CRAMERS CAR WASH
	02-27-2	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$76.89	TAR DVD AMZN DVDS
	02-27-2	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$300.00	AMRCN RC - LTC
	02-27-2	E 601-49400-152	Water Utilities (GE	Clothing	\$220.99	RED WING - BOOTS
	02-27-2	E 100-42110-322	Police Administrati	Postage	\$31.90	USPS PRTLND PSTG
	02-27-2	E 100-41100-212	Legislative	Vehicle Operating Suppli	\$47.21	CENEX - EO CONF - BLUHM
	02-27-2	E 100-41100-309	Legislative	Conference Expense	\$264.26	CROWN PLAZA - EO BLUHM
	02-27-2	E 100-41100-430	Legislative	Miscellaneous (GENERAL	\$21.61	POSTER FRAMES
	02-27-2	E 100-41500-309	City Clerk	Conference Expense	\$395.00	MCFOA - CONF & ATHENIAN CARLSON
	02-27-2	E 100-41500-309	City Clerk	Conference Expense	\$305.00	MCFOA - CONF WANGEN
	02-27-2	E 100-42110-153	Police Administrati	Uniform Allowance	\$270.46	DANNER THREADS NIKE
	02-27-2	E 100-42110-200	Police Administrati	Office Supplies (GENERA	\$57.69	ID CREATOR
	02-27-2	E 100-41100-309	Legislative	Conference Expense	\$143.04	COURTYARD - EO MCBROOM
<b>Vendor US BANK ONE CARD</b>					\$5,451.62	
<b>Vendor VAULT HEALTH</b>						
	FL0056	E 100-43100-310	Street Maintenanc	Other Professional Servic	\$59.38	DOT SCREEN
	FL0056	E 602-49450-310	Sewer (GENERAL)	Other Professional Servic	\$59.38	DOT SCREEN
	FL0056	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$59.38	DOT SCREEN
<b>Vendor VAULT HEALTH</b>					\$178.14	
<b>Vendor WINONA COUNTY</b>						
	2903	E 230-42270-209	Ambulance	Training Institution	\$235.00	BLS & HS ECARDS
<b>Vendor WINONA COUNTY</b>					\$235.00	
<b>Vendor WM HANSON WASTE REMOVAL</b>						
	34034	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$47.20	GARBAGE SERVICE - CITY HALL
	34034	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,092.16	GARBAGE SERVICE - OC ENVIRON FEE
	34034	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$15,298.50	GARBAGE SERVICE - 1,175 P/U @ 13.
	34034	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$1,877.37	GARBAGE SERVICE - FUEL SURCHARG
	34034	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$127.72	GARBAGE SERVICE - WWTP
	34034	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$123.55	GARBAGE SERVICE - FIRE HALL
<b>Vendor WM HANSON WASTE REMOVAL</b>					\$19,566.50	
<b>Vendor WSE ENGINEERING SERVICES, LTD</b>						
	804-23	E 100-42400-440	Building Inspectio	Building Inspections	\$218.52	INSPECTIONS
<b>Vendor WSE ENGINEERING SERVICES, LTD</b>					\$218.52	
Batch Name 2023 03FA01					\$114,243.45	
					\$114,243.45	

((BatchID] in (18496))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: March 2023  
 2023 0302VNDPRRL

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>						
112164	5	R 211-45500-3620	Libraries (GENERA		-\$125.00	EE SCRIP CARDS
	5	G 910-21728			\$125.00	EE SCRIP CARDS
					\$0.00	
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>						
<b>Vendor EFTPS</b>						
112158	845251	G 910-21709			\$1,530.86	MDCR WH
	845251	G 910-21703			\$4,539.42	SS WH
	845251	G 910-21701			\$4,917.08	FDRL WH
					\$10,987.36	
<b>Vendor EMPOWER   MNDP</b>						
112161	107115	G 910-21719			\$234.42	BURKHOLDER
	107115	G 910-21719			\$135.40	CARLSON
	107115	G 910-21719			\$50.00	HYKE
	107115	G 910-21719			\$129.19	IRISH
	107115	G 910-21719			\$93.07	PRIEBE
	107115	G 910-21719			\$125.00	SCHLICHTER
	107115	G 910-21719			\$50.00	WANGEN
					\$817.08	
<b>Vendor HEALTHEQUITY</b>						
112162	2023-0	G 910-21726			\$341.67	ERICKSON
	2023-0	G 910-21726			\$150.00	BURKHOLDER
	2023-0	G 910-21726			\$160.42	CARLSON
	2023-0	G 910-21726			\$125.00	SCHLICHTER S
	2023-0	G 910-21726			\$300.00	BURNETT
	2023-0	G 910-21726			\$150.00	WANGEN
	2023-0	G 910-21726			\$125.00	SCHLICHTER D
	2023-0	G 910-21726			\$125.00	PRIEBE
	2023-0	G 910-21726			\$250.00	LANDORF
	2023-0	G 910-21726			\$125.00	IRISH
	2023-0	G 910-21726			\$125.00	HYKE
	2023-0	G 910-21726			\$175.00	FUNK
	2023-0	G 910-21726			\$364.58	YOUNG
					\$2,516.67	
<b>Vendor LAW ENFORCEMENT LABOR SERVICES</b>						
	MAR 20	G 910-21717			\$67.50	Keigley, F. Scott Police Union Dues
	MAR 20	G 910-21717			\$67.50	Schmiedeberg, Steve Police Union Due
	MAR 20	G 910-21717			\$67.50	Landorf, Kevin Police Union Dues
					\$202.50	
<b>Vendor MN REVENUE</b>						
112159	1-408-5	G 910-21702			\$2,299.64	MN WH
					\$2,299.64	
<b>Vendor PERA</b>						
112160	SOMPE	G 910-21704			\$5,234.06	COORDINATED
	SOMPE	G 910-21705			\$5,106.90	POLICE
					\$10,340.96	
<b>Vendor TASC</b>						
112163	02/02/2	G 910-21714			\$222.91	S A F E benefits
					\$222.91	



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
Current Period: March 2023  
2023 0302VNDPRL

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
						\$27,387.12	
						\$27,387.12	

[[BatchID] in (18516))





# CITY OF CHATFIELD

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

March 13, 2023

RE: City support for Beth Carlson's application to be Secretary of the Municipal Clerks and Finance Officers Association of Minnesota

Dear MCFOA,

The City of Chatfield supports the application of Beth Carlson to the position of Secretary of the Municipal Clerks and Finance Officers Association. Beth is an extremely capable city clerk and is fully qualified to serve as your secretary. The City of Chatfield appreciates the personal and professional growth opportunities that this experience represents to Beth and is proud to support her in this effort. Please give Beth your strongest consideration.

Feel free to contact me directly if there are any questions regarding this letter of support or her application.

Respectfully,

Joel Young, City Administrator

City of Chatfield, MN

[jyoung@ci.chatfield.mn.us](mailto:jyoung@ci.chatfield.mn.us)

507-867-1518

## CITY PARK USE REQUEST

**Event:** *Music in the Park & More*

**Dates & Times:** Thursdays, June 8 - July 27,  
~3pm-8pm

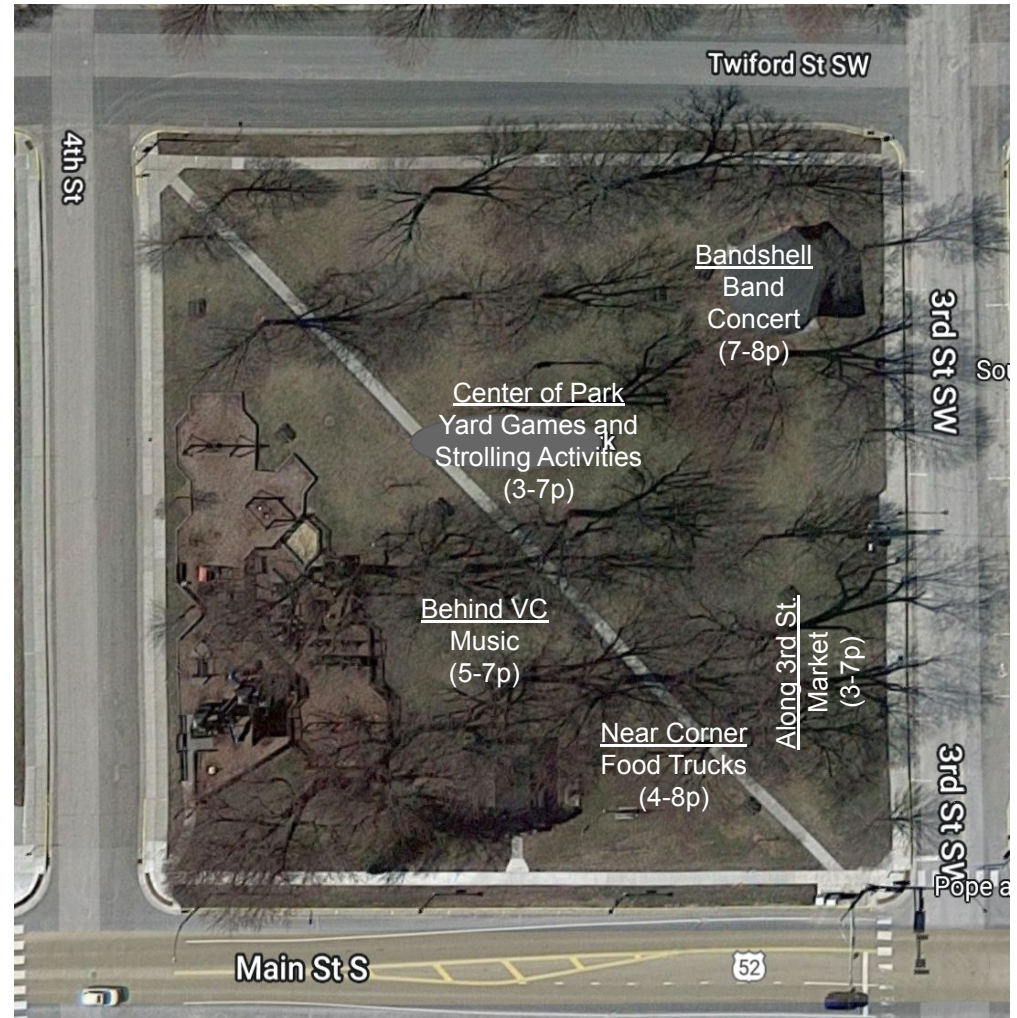
### **Organizations included in the request:**

- Chatfield Alliance (requesting organization)
- Chatfield Brass Band
- Chatfield Growers Market
- Chatfield Center for the Arts
- Chatfield Public Library

### **Proposed Park Activities:**

- Music/concerts organized by the Chatfield Brass Band and the Chatfield Center for the Arts
- Growers & Makers Market
- Pop-up stands featuring local non-profits.
- Food Trucks (2/week)
- All ages “Yard Games” such as giant jenga, corn hole, story trails, etc.
- Other possible “strolling” activities like sidewalk art, balloon artists, etc.

*See graphic for specific activity locations.*



MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_ Previous Gambling Permit Number: X- \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Name of Chief Executive Officer (CEO): \_\_\_\_\_

CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):  
 Fraternal       Religious       Veterans       Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- \_\_\_\_\_ **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103  
Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767
- \_\_\_\_\_ **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- \_\_\_\_\_ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted  
(for raffles, list the site where the drawing will take place): \_\_\_\_\_

Physical Address (do not use P.O. box): \_\_\_\_\_

Check one:  
\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
\_\_\_\_ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): \_\_\_\_\_

Check each type of gambling activity that your organization will conduct:  
 Bingo       Paddlewheels       Pull-Tabs       Tipboards       Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# LG220 Application for Exempt Permit

## LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

### CITY APPROVAL for a gambling premises located within city limits

The application is acknowledged with no waiting period.

\_\_\_\_\_ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

\_\_\_\_\_ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel:  
\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before submitting application to the Gambling Control Board.**

### COUNTY APPROVAL for a gambling premises located in a township

The application is acknowledged with no waiting period.

\_\_\_\_\_ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

\_\_\_\_\_ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel:  
\_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: \_\_\_\_\_

## REQUIREMENTS

### Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

### Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

\_\_\_\_\_ a copy of your proof of nonprofit status; and  
\_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

### Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

**Checklist for Exempt Raffle**

Organization Name:	Previous Gambling Permit #: <b>X-</b>	Date of Raffle Drawing:
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**INSTRUCTIONS:**

- The purpose of this form is to help your organization conduct exempt raffles in compliance with the requirements listed below. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the *Lawful Gambling Manual* chapter on raffles; 3) the online class, "*Conduct of Raffles*"; and 4) the *phone number and email address* of your county's Compliance Specialist.
- After reading each checklist item, mark "Yes" to indicate that you understand the requirement and agree to comply. After answering "Yes" to each applicable item, your organization's CEO must sign the acknowledgment below. Include the completed checklist as part of your application to conduct an exempt raffle.

			Yes	Conduct
Yes	N/A	<ul style="list-style-type: none"> <li>• If tickets will be sold prior to the event, mark "Yes" to item #1 and mark "N/A" to items #2 and #3.</li> <li>• If tickets are sold only at the event using theater tickets, mark "N/A" to item #1 and answer "Yes" to items #2 and #3.</li> </ul>		9. Only cash, personal checks, cashier's checks, money orders, travelers' check, and debit cards may be accepted ( <b>NO CREDIT CARDS</b> ). ( <i>349.2127</i> ) ( <i>7861.0260</i> )
		1. Tickets are printed in accordance with MN Rule <i>7861.0310</i> .		10. The method of selection cannot be manipulated or based on the outcome of an event not under the organization's control. ( <i>349.173</i> )
		2. Tickets contain the sequential number of the raffle ticket. ( <i>349.173</i> )		11. Persons are not required to be present at a raffle drawing to be eligible to win. ( <i>349.173</i> ) ( <i>7861.0310</i> )
		3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. ( <i>349.173</i> )		12. Raffle tickets are not sold to or won by persons under age 18. ( <i>349.181</i> ) ( <i>7861.0310</i> )
Yes	Prizes			
		4. The organization is the sole owner of all the real or personal property to be awarded. ( <i>7861.0260</i> )		13. Purchasers are not required to buy anything other than the ticket. ( <i>349.173</i> ) ( <i>7861.0310</i> )
		5. A merchandise certificate is used when a prize requiring registration or licensure ( <b>guns, cars, ATVs, etc.</b> ) is offered. ( <i>7861.0260</i> )	Yes	<b>House Rules</b>
		6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. ( <i>7861.0260</i> )	Yes	<b>Post Raffle Conduct</b>
		7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. ( <i>349.166</i> )		15. An exempt permit financial report ( <i>LG220A</i> ) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. ( <i>349.166</i> )
		8. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. ( <i>340A.707</i> )		16. Gambling funds may only be spent for allowable expenses and lawful purposes. ( <i>349.12 3a &amp; 25</i> )
				17. Gambling records must be kept for 3½ years. ( <i>7861.0310</i> )

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

**Noncompliant Activity:** I acknowledge by signing below that my organization must follow all raffle rules and that any gambling activity conducted by the organization at the event that is not in compliance with Minnesota Statute and Rule may subject the organization to citation or the inability to receive future permits to conduct gambling. I understand that my permit will not be issued until this form has been completed and submitted to the Minnesota Gambling Control Board.

Signature:	Date:	Print Name:
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<p><b>Data privacy notice:</b> The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application.</p>	<p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public</p>	<p>Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e., large print, braille) upon request.

*An equal opportunity employer*

<p style="text-align: center;"><b>How You May Spend Gambling Funds</b></p>	<p style="text-align: center;"><b>How You May Not Spend Gambling Funds</b></p>
<p><b>Allowable expenses</b> - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> <li>• gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games);</li> <li>• advertising;</li> <li>• printing raffle tickets; or</li> <li>• any services or goods that are directly related to the conduct of your gambling.</li> </ul> <p><b>Charitable contributions</b> - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> <li>• to or by 501(c)(3) organization and 501(c)(4) festival organizations;</li> <li>• relieving the effects of poverty, homelessness, or disability;</li> <li>• problem gambling programs approved by the Minnesota Department of Human Services;</li> <li>• public or private nonprofit school;</li> <li>• scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships);</li> <li>• church;</li> <li>• recognition of military service (open to public or active military personnel in need);</li> <li>• activities and facilities benefiting youth under age 21;</li> <li>• citizen monitoring of surface water quality, with data submitted to Minnesota PCA;</li> <li>• unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed);</li> <li>• wildlife management projects or activities that benefit the public-at-large, with DNR approval;</li> <li>• grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval;</li> <li>• supplies and materials for DNR training and educational programs;</li> <li>• nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled;</li> <li>• community arts organizations or programs;</li> <li>• humanitarian service recognizing volunteerism or philanthropy; and</li> <li>• acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Controlled contribution</b> - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund.</li> <li>2. <b>Financial gain</b> - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure.</li> <li>3. <b>Government</b> - An expenditure may not be made for: <ul style="list-style-type: none"> <li>• influencing the nomination or election of a candidate for public office;</li> <li>• promoting or defeating a ballot question; or</li> <li>• any activity intended to influence an election or a governmental decision-making process.</li> </ul> </li> <li>4. <b>Law enforcement</b> - A direct contribution may not be made to a law enforcement or prosecutorial agency.</li> <li>5. <b>Pension</b> - A contribution may not be made to a government pension or retirement fund, such as a fire relief association.</li> <li>6. <b>Conflict of interest</b> - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255.</li> <li>7. <b>Alcohol</b> - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages.</li> <li>8. <b>Fundraising</b> - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund.</li> <li>9. <b>Other organizations</b> - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization.</li> <li>10. <b>Other contributions</b> - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.</li> </ol>

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**MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** BETH CARLSON, CITY CLERK  
**SUBJECT:** JOY RIDGE ON-SALE LIQUOR – LICENSED PREMISES  
**DATE:** 03/08/2023  
**CC:**

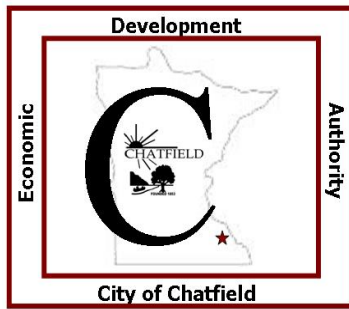
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**Action Requested:** Develop a recommendation regarding the request of Joy Ridge to expand the description of their licensed premises to include the entire parcel 51.31.32.058933 so they may host outdoor events. No alcohol will be allowed to be sold or consumed on any driving or parking surface unless that area is designated to prohibit motor vehicles in those areas during the event. The Joy Ridge facility is located at 273 Mill Creek Road NW.

**Background:** The owners of Joy Ridge would like to be able to host outdoor events on the Joy Ridge Property. Currently, their liquor license only covers the space within the building. They would like to include the entire parcel for simplicity. They understand parking areas cannot be part of a licensed premises. Therefore, it must be known, when cars are present in the parking area, alcohol is off limits. People with alcoholic beverages cannot be standing anywhere in the parking area, between vehicles, leaning up against vehicles, or sitting in or on vehicles. It would be beneficial to have some sort of sign system in place letting patrons know when and where alcohol is allowed in the outside area.



*Figure 1| Joy Ridge Parcel 51.31.32.058933*



Chatfield Economic Development Authority  
Thurber Community Center - Chatfield Municipal Building  
21 Second Street SE  
Chatfield, MN 55923  
Voice 507.867.1523 Fax 507.867.9093  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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March 13, 2023

MEMO

To: Chatfield City Council  
From: Chris Giesen, EDA Coordinator  
RE: TIF District 3-5 Relief Request

**Issue**

While the applicants of the athletic club TIF district understood they would be responsible for the cost of setting up the TIF district they requested, they did not realize that they had authorized the city to actually establish the district and incur the related costs.

In addition, while they were anticipating a set up cost of about \$7,500, the actual cost was higher; \$10,226.25.

**Question**

Because of those issues, the owners are requesting relief from the \$10,226.25 invoice that they received from the city for the TIF district setup costs.

**Background**

In April 2022 the city approved a request to establish a new TIF district for Fifty Two Fitness Corp, owned by Jill Harstad and Lindsay Eide, to assist them with the construction of a new athletic club facility. Ultimately, due to higher than expected construction costs the project did not move forward.

Past practice of the city has been for the developer requesting assistance to reimburse the city for associated set up costs/legal fees (financial consultant and bond attorney). Historically this cost had been about \$7,500, but the amount has always been somewhat fluid until the final legal bill is received – and so it could be higher than this amount.

By law, anything that is requested for assistance with TIF (acquisition, infrastructure, etc...) must not be purchased/started prior to this public hearing. In order to hold this public hearing and consider final approval, the consultants must be hired and conclude their work – which incurs the set up fees.

In order to accommodate the athletic club owners request for assistance and their proposed project timeline, the public hearing for final approval of this TIF district was scheduled for April 2022, following the preliminary permission by EDA/council to engage the TIF consultants in February 2022.



The process of approving such a request has been for staff to gather the project information and develop the request with the applicant. Once the applicant directs us to move forward with the request for approval, staff brings the preliminary request to the EDA and council for permission to engage the financial/legal consultants. Once that permission is granted a public hearing is set for a later date to review the TIF request and consider final approval.

Staff practice has been to explain this process and cost to applicants both verbally and in writing by email. Historically for the past 12 TIF districts, we have not required any application form or upfront deposit of fees.

The EDA discussed this matter with the owners at its last meeting.

### **Next Steps**

Going forward, we will require an application form and deposit to begin the review process. Details on this updated process will be discussed at a future EDA meeting.

### **Action Requested**

The EDA recommended that the council approve the attached resolution, providing relief to the owners of 50% of the original invoiced amount. This was an agreeable solution for the owners, too.

**RESOLUTION TO APPROVE RELIEF FOR COSTS INCURRED ASSOCIATED WITH THE ESTABLISHMENT OF  
TIF 3-5.**

WHEREAS, in order to promote the development and growth of the community and pursuant to Minnesota Statutes, Section 469.174 through 469.1794, the City of Chatfield (the "City") established Tax Increment Financing District No. 3-5 (the "TIF District") on April 25, 2022 for the benefit and at the request of Fifty Two Fitness Corp (the "Developer"); and,

WHEREAS, the City incurred costs totaling \$10,226.25 for professional services associated with creating the TIF District and a Development Agreement which outlined the use of the TIF District; and,

WHEREAS, it is the City's policy to have the Developer reimburse the City for costs associated with creating a TIF District/Development Agreement; and,

WHEREAS, in most instances the exact cost for such services is unknown until after those services are rendered and invoiced to the City; and,

WHEREAS, after the TIF District and Development Agreement were created and professional services fees incurred, the project did not move forward; and,

WHEREAS, the cost of establishing the TIF District was higher than anticipated and were approximately 33% higher than the estimate provided to the Developer; and,

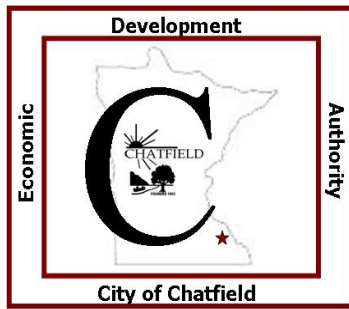
WHEREAS, in subsequent conversations with the Developer after costs were incurred by the City and invoiced to the Developer, it became known by the City that, although the Developer understood that they would be responsible for the cost of setting up the District, estimated at \$7,500, the Developer did not realize that they authorized the City to actually establish the District and incur the related cost of doing so when they participated in the April 25, 2022 meeting of the Chatfield City Council, and

WHEREAS, the reasons for the project not moving forward included some factors beyond the control of the Developer, including higher than anticipated cost of construction and design, and

Whereas, the higher than expected fees associated with the creation of the TIF District and Development Agreement created an additional burden for the Developer, and

WHEREAS, the City and its Economic Development Authority makes every reasonable effort to support and promote local development,

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CHATFIELD that the City will accept \$5,113.13 (half of the invoiced amount) from the Developer as payment in full for Invoice #20220082.



Chatfield Economic Development Authority  
Thurber Community Center - Chatfield Municipal Building  
21 Second Street SE  
Chatfield, MN 55923  
Voice 507.867.1523 Fax 507.867.9093  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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March 13, 2023

MEMO

To: City Council  
From: Chris Giesen, EDA  
RE: Use Agreement: Lot 3 Enterprise Drive

### **Background**

At the last council meeting, the city agreed to sell Lot 3 on Enterprise Drive to Joshua Broadwater, LLC. A request was made to use the lot prior to closing to assist with moving and staging of a possible tenant for the buyer.

The EDA and council seemed agreeable to allowing the use prior to closing, provided the city was protected in the chance that the closing did not occur. The council asked staff to bring the question back for further consideration.

Attached is a use agreement for Lot 3 with the considerations EDA requested and briefly discussed at the last council meeting.

### **Action Requested**

Approve the attached use agreement.

## CITY OF CHATFIELD

### Enterprise Drive –Block 2 Lot 3 Fingerson & Donahoe First Use Agreement

This agreement, is made as of \_\_\_\_\_, by and between the City of Chatfield, a municipal corporation under the laws of Minnesota (“City”) and Joshua Broadwater, LLC, a Minnesota limited liability company (“Buyer”).

WHEREAS, the City owns real property legally described as Block 2 Lot 3 Fingerson & Donahoe First Subdivision in Chatfield, Minnesota (“Property”); and,

WHEREAS, in order to promote the growth and commercial development of the community the City has listed the Property for sale and is accepting purchase offers from private buyers; and,

WHEREAS, the Buyer has made an offer to purchase the Property from the City; and,

WHEREAS, the City has accepted the Buyer’s offer; and,

WHEREAS, the closing of the sale on the Property is anticipated to be on or before May 1, 2023; and,

WHEREAS, the Buyer, in order to facilitate the moving of a tenant, has requested use of the Property prior to closing for temporary storage and staging.

THEREFORE BE IT AGREED THAT:

1. The City grants permission to the Buyer to enter and otherwise use the Property for temporary storage and staging, as would normally be allowable for such a property, prior to the closing of the sale of the Property.
2. The Buyer will not construct anything or alter the Property in any way, except provided herein, prior to closing on the sale of the Property.
3. In the event closing on the sale of the Property does not conclude as agreed to by the City and Buyer, the Buyer will return the Property to the City in a condition that meets or exceeds the condition of the Property as of the date of this Agreement.
4. The Buyer shall pay the City an additional \$4,000 escrow. This amount will be credited to the purchase price of the Property. In the event the sale of the Property does not close as agreed to by the City and Buyer, this amount is non-refundable.

5. The Buyer agrees to keep the sidewalk and public streets adjacent to the Property free from dirt, mud, and other debris.
6. With approval from the city engineer, a temporary drive into the Property may be placed on the Property to assist with entry and general tidiness of the adjacent areas.

WE THE UNDERSIGNED AGREE,

**CITY OF CHATFIELD**

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: City Administrator

**JOSHUA BROADWATER, LLC**

By: \_\_\_\_\_  
Its: \_\_\_\_\_

ORDINANCE NO. 464

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA,  
AUTHORIZING THE SALE OF CERTAIN CITY OWNED LANDS  
SITUATED IN THE STATE OF MINNESOTA, COUNTY OF FILLMORE,  
CITY OF CHATFIELD DESCRIBED AS: BLOCK 2, LOT 3, FINGERSON &  
DONAHOE FIRST SUBDIVISION, TO JOSHUA BROADWATER, LLC.

The Council of the City of Chatfield does ordain:

Section 1. The Council of the City of Chatfield declares that it is in the public interest for the City to convey by an appropriate legal instrument all right, title and interest of the City in certain lands owned by the City situated in the State of Minnesota, County of Fillmore, City of Chatfield described as:

Block 2, Lot 3, Fingerson & Donohoe First Subdivision;

to Joshua Broadwater, LLC, pursuant to the terms and conditions set forth in a certain purchase agreement between the City and Joshua Broadwater, LLC, presented to the City by Joshua Broadwater, LLC, and executed by the purchaser on February 2, 2023.

Section 2. The Mayor and City Clerk are authorized and directed to execute such documents as may be necessary to convey the City's interest in the property.

Section 3. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield this     day of March 2023.

Approved:

Attest:

\_\_\_\_\_  
By its Mayor

\_\_\_\_\_  
City Clerk

ORDINANCE NO 465

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ITS *ADMINISTRATIVE CODE*; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, PART II, CHAPTER 2, ARTICLE I, SECTION 2-2; ARTICLE II, SECTION 2-15; ARTICLE III, SECTION 2-25; ARTICLE IV, SECTIONS 2-45(a), 2-47, 2-48.1, 2-49, 2-51, 2-55, 2-55.1, 2-56; ARTICLE V, SECTION 2-76; REPEALING THE PROVISIONS OF ARTICLE V, SECTIONS 2-77.

The City Council of the City of Chatfield, Minnesota, does ordain:

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article I, Section 2-2 are amended to read:

**Sec. 2-2. Executing instruments.**

All contracts, bonds, and instruments of every kind in which the city is part shall be signed by the mayor and city administrator on the city's behalf and attested to by the city clerk and shall be executed in the city's name.

Section 2. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article II, Section 2-15 are amended to read:

**Sec. 2-15. Meetings.**

Regular meetings of the city council shall be held on the second and fourth Mondays in each month at 7:00 p.m., except the fourth Monday of December of each year when no regular meeting will be held. If the date of a regular meeting is a holiday, then the meeting shall be held on the next day that is not a holiday. Special meetings may be called by the mayor or any four members of the city council by written notice of at least 72 hours to each of the members, to be delivered to them personally, electronically, or left at their usual place of abode. Said notice shall contain a statement of the business for which the meeting is called. No other business shall be transacted at such special meeting, except as designated in the notice; provided, however, that whenever all members of the city council are present, by unanimous consent business can be transacted which could be transacted at a regular meeting, and any such defect as to notice may be waived.

Section 3. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article III, Section 2-25 are amended to read:

**Sec. 2-25. Bonds.**

The city clerk, deputy clerk, and such other officers or employees as the city council may by resolution designate, shall each before entering into the duties of their respective office, give a

corporate surety bond to the city in an amount to be fixed by the city council, but in no event in an amount of less than \$10,000, and in such form as approved by the city council and city attorney, as an additional security for the faithful performance of their respective duties and the safe keeping of the public funds. All bonds provided for in this section shall be paid for by the city.

Section 4. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-45(a) are amended to read:

**Sec. 2-45. Ambulance service department.**

- (a) *Established.* There shall be established a volunteer ambulance service department under the control of the city administrator. The present constitution and by-laws of the department shall be continued. Future changes shall be subject to the city council's confirmation and approval.

Section 5. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-47 are amended to read:

**Sec. 2-47. Fire department.**

- (a) *Established.* A volunteer fire department is established under the general supervision of the city administrator. The present constitution and by-laws of the department shall be continued. Future changes shall be subject to the city council's confirmation and approval. The members of the department shall continue to recommend their own chief, assistant chief, and other officers subject to the city council's confirmation and approval.
- (b) *Fire chief, assistant fire chief.* The chief of the fire department shall have general superintendence of the fire department and custody of all property used and maintained for purposes of said department. The chief shall see that the same are kept in proper order and that all rules and regulations and all provisions of the laws of the state and city ordinances relative to a fire department and to its prevention and extinguishment of fires are duly observed. The chief shall superintend the preservation of all property endangered by fire and shall have control and direction of all persons engaged in preserving such property. In the absence or disability of the chief for any cause, the assistant chief shall exercise all the duties and be subject to the responsibilities of the chief. It shall also be the duty of the chief of the fire department, on or before January 1 in each year, to file a detailed inventory with the city administrator of all the property used and maintained for said department, and the chief shall, on or before the fifth day of each month file with the city administrator a report of all fires occurring the previous month stating the nature of the fire.

Section 6. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV,



Section 2-48.1 are amended to read:

**Sec.-48.1. Cable television access board.**

- (a) A cable television access board is established and shall consist of six persons appointed by the mayor and confirmed by the city council; and one city councilor appointed by the mayor. All appointments shall be confirmed by the city council at its annual meeting. The appointees of the mayor confirmed by the city council shall serve three-year terms of office, provided that the terms of those appointees initially appointed shall be staggered so that the terms of only two such members shall expire in any given year. The city councilor appointed shall serve a term of one year. The board shall elect its own officers at its annual meeting. The board shall be advisory to the city council and manage the administration of Chatfield Community Television, attend to matters arising under the provisions of any cable television franchise granted by the city, and any other related cable television issue referred to it by the city council.
- (b) *Administrator.* The administrator of the Cable Access Board and Chatfield Community Television shall be appointed by the city council and will work under the general supervision of the city administrator. In addition to the general duties required to be performed, the cable access board administrator shall, on or before January 1 of each year, file a detailed inventory with the city administrator of all property used and maintained for the use of the cable access board and Chatfield Community Television.

Section 7. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-49.1 are amended to read:

**Sec. 2-49. Park and recreation committee.**

A park and recreation committee is hereby established. It shall consist of two councilors appointed by the mayor with the city council's approval. The members shall be appointed for a term of two years commencing at the first meeting in January in each odd-numbered year. It shall be the special duty of the members of the committee, in addition to their general duties as councilors, to act as an advisory committee to the swimming pool manager and managers of the city's recreation program. The members of the committee shall act as a liaison between the swimming pool manager, the managers of the recreation program, Chatfield Community Education, and the city council.

Section 8. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-51.1 are amended to read:

**Sec. 2-51. Police department.**

- (a) *Established.* There is established a police department under the general

supervision of the city administrator. The head of the department shall be known as chief of police. The number of additional members and employees of the police department to be regularly employed shall be determined by the city council through passage of a resolution which may be amended or changed from time to time. Such additional members shall be appointed by the city administrator, subject to the council's approval.

- (b) *Post Board certification required.* The chief of police and any members of the police department shall be certified by the Minnesota Police Officer Standards and Training Board before employment. The city administrator shall have authority to appoint additional members to the police department for temporary duty when in the administrator's judgment an emergency exists requiring the preservation of life or property.
- (c) *Powers and duties.* The chief and all members of the police department shall have the powers and authority of peace officers generally and shall perform such duties as are required of them by the city administrator or by the provisions of any state law, or charter provision or ordinance of the city.
- (d) *Chief.* The chief of police shall have the general superintendence of the police department and custody of all property used and maintained for the purpose of said department; and shall, on or before January 1 in each year file a detailed inventory with the city administrator of all such property.

Section 9. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-55 are amended to read:

**Sec. 2-55. Public works department.**

- (a) *Established.* A public works department is hereby established under the general supervision of the city administrator.
- (b) *Director, powers and duties.* The head of the department shall be known as the director of public works. The director shall be hired by the city administrator subject to the council's approval. The director has authority over all streets and alleys within the city, all city parks, and swimming pool maintenance. The swimming pool manager is in charge of swimming pool operations. Operation and maintenance of city's parkways, water mains, wells, pumps, pump houses, storage tanks, sanitary sewer lines, wastewater treatment facilities and storm sewers shall be under the direct supervision of the director. It is the duty of the director to ensure that any law of the state or city ordinance relating to weed control or eradication are observed. The director shall have supervision of all labor employed by, and property used and maintained by the city, for the purpose of and carrying out of the duties and responsibilities of the department. The director shall have authority to hire necessary labor and make expenditures for materials

on the city's behalf for snow removal; weed control and eradication; repair and cleaning of debris from streets from streets, alleys, parkways and storm sewers in the case of damage from storms and or other causes; under such conditions and as to such amounts as the council may from time to time by resolution provide.

Section 10. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-55.1 are amended to read:

**Sec. 2-55.1. City lien for provision of utility and other property related services.**

The city shall have the first lien upon all property where it has furnished public utility or property-related services pursuant to the provisions of Chapter 28 of the *Chatfield Charter* or under authority of state law, as security for payment for such services including the cost of labor and material furnished, whether furnished at the request of the property owner, lessee, or occupant, or otherwise provided as authorized by law. Any such amount for utility or other property-related service unpaid on October 15 of a calendar year may be levied on, and assessed against, the particular parcel of property for which utility services or other property-related services were rendered, by adoption of a council resolution and certified to the county official acting with the powers of the auditor, for collection in the manner provided for general taxes; or, such lien may be foreclosed by the city in an appropriate action at law.

Section 11. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-56 are amended to read:

**Sec. 2-56. Rural fire advisory committee.**

A rural fire advisory committee is hereby established and shall consist of the city administrator, two representatives from the city's volunteer fire department and one member from each town which contracts for fire protection from the city. The committee shall advise and make recommendations to the city on matters relating to fire protection services furnished by the city, the purchase of firefighting equipment and expenditures.

Section 12, The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article V, Section 2-76 are amended to read:

**Sec. 2-76. Purchases and contracts.**

The administrator shall be the chief purchasing agent of the city. All purchases on the city's behalf shall be made by the city administrator subject to the city council's approval. Such approval must be given in advance whenever the amount of such purchase or contract exceeds \$20,000, unless otherwise provided in this Code. All contracts shall be made in accordance with law.

Section 13. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article V, Section 2-77, are repealed.

Section 14. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield, Minnesota, this 27th day of March 2023.

Approved:

Attest:

\_\_\_\_\_  
By its Mayor

\_\_\_\_\_  
Its City clerk

ORDINANCE NO. 465

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ITS *ADMINISTRATIVE CODE*; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, PART II, CHAPTER 2, ARTICLE I, SECTION 2-2; ARTICLE II, SECTION 2-15; ARTICLE III, SECTION 2-25; ARTICLE IV, SECTIONS 2-45(a), 2-47, 2-48.1, 2-49, 2-51, 2-55, 2-55.1, 2-56; ARTICLE V, SECTION 2-76; REPEALING THE PROVISIONS OF ARTICLE V, SECTION 2-77.

SUMMARY OF ORDINANCE PROVISIONS

The purpose of Ordinance No. 465 is an amendment of various provisions of Chapter 2 of the *Chatfield Code*, which chapter is also referred to as the “Administrative Code” (*Code*, Section 2-1). These changes are primarily designed to reflect the creation of the office of City Administrator by recent amendments to the City’s home rule Charter, but also make additional changes to various *Code* provisions.

Section 1 makes the city administrator the designated signatory on City contracts, bonds and other instruments.

Section 2 permits a notice that calls for a special meeting of the council to be served on Council members electronically in addition to other forms of notice.

Section 3 eliminates a requirement that the treasurer of the City’s Fire Relief Association be bonded.

Section 4 provides that the City’s ambulance service department shall be under the supervision and control of the city administrator.

Section 5 provides that the City’s fire department shall be under the general supervisory authority of the city administrator. The members of the department have the ability to recommend to the Council for selection and confirmation the persons to be chief and other officers of the department, instead of having such elected by the members.

Section 6 provides for the creation of the position of administrator of the City’s cable access board and Chatfield Cable Television, who would work under the general supervision of the city administrator.

Section 7 clarifies that the Council’s Park and Recreation Committee shall also act as a liaison between the Council and Chatfield Community education.

Section 8 relates to the organization of the police department. It provides that the department is under the general supervisory authority of the city administrator, and that members of the department (other than the chief) are to be appointed by the city administrator.

Section 9 provides that the city administrator shall have general supervisory authority over the department of public works. It establishes the position of Director of Public Works (in lieu of that of “superintendent of city services”).

Section 10 clarifies that the City may recover from a property owner certain unpaid property-related expenses, incurred by the City as may be permitted by State law, by the process of levying and collecting these charges as general property taxes.

Section 11 adds the city administrator as a named member of the rural fire advisory committee.

Section 12 designates the city administrator as the City’s chief purchasing agent and provides that any purchase made in excess of \$20,000 is required to have prior approval of the Council.

Section 13 repeals a provision that required any sale of real property owned by the City to be authorized by passage of a specific City ordinance.

All of the foregoing provisions are effective 30 days following this publication.

The foregoing summary is only a summary of the text of the entire ordinance as passed and adopted. A full text of Ordinance No. 465 is available for inspection by any person during regular office hours at the Office of the Chatfield City Clerk, at the Thurber Municipal Building.

# ◆◆Chatfield Heritage Preservation Commission◆◆

Chatfield City Hall 21 Second Street SE Chatfield, Minnesota 55923

## REQUEST FOR AUTHORIZATION TO PROCURE LANDSCAPE ARCHITECTURE SERVICES

**Project:** Plan for improving public access to Haven Wall, 212 Winona Street SE

**Estimated Cost:** \$5000

**Description of Services:** The Heritage Preservation Commission (HPC) seeks City Council authorization to engage Widseth (the city's consulting engineer) for the purpose of providing landscape architecture design services. The purpose of the project is to develop a conceptual plan for improving public access to the Haven Wall, a city-owned historic site located at 212 Winona Street SE. The plan will focus on enhancing pedestrian access from Winona Street and Old Territorial Road using the existing easements. With input from the HPC and its staff, the landscape architect will consider factors such as site topography, its heritage preservation resource value, compliance with the Americans with Disabilities Act (ADA), and future visitor needs in developing a pre-design-phase plan for the site. The requested services do not include construction documentation.

**Time Schedule:** Begin work upon notification to proceed from the City Administrator.

**Submitted by:** Robert C. Vogel, Preservation Planner.

**A RESOLUTION ESTABLISHING THE TERMS OF EMPLOYMENT WITH THE CITY ADMINISTRATOR**

**WHEREAS**, the City of Chatfield has recently established the position of City Administrator, and

**WHEREAS**, the City prefers to establish the terms of employment via resolution as opposed to an Employment Agreement, and

**WHEREAS**, the City Council's Personnel-Budget subcommittee has successfully negotiated the terms of employment with the City Administrator,

**NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CHATFIELD** that the terms of employment include:

1. Starting pay will equal Grade 12, Maximum Step of the City's Pay Grid with increases equal to increases granted to all other employees in the future.
2. That 32 years of service will be credited for purposes of seniority, the calculation of benefits, etc.
3. The amount of accrued Sick Leave will be reduced from the current amount of 960 hours to 384 hours. Sick leave will continue to accrue in accordance with the City's personnel policy.
4. The amount of accrued vacation time will be increased from the current amount of 320 hours to 896 hours and vacation time will continue to accrue in accordance with the City's personnel policy. Any vacation time in excess of 900 hours at the end of any calendar month will be forfeited.
5. The City Administrator is considered to be a regular employee entitled to all of the benefits of a regular employee until all vacation benefits have been paid.
6. Severance Pay benefits as stated in Section 6.4 of the Personnel Policy will be reduced from 60% to 0%.
7. The City Administrator is entitled to holidays, insurance benefits and all other benefits as stated in the Personnel Policy.
8. Employer will provide the same group hospital, medical, dental, life and disability insurance, and Health Savings Account benefits as provided to all other non-union employees.
9. Employer will pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement. This will include the Minnesota City/County Manager' Association, International City/County Managers' Association, the League of Minnesota Cities conferences and National League of Cities conferences, as well as other related associations.