

**CITY OF CHATFIELD COMMON COUNCIL**  
**AGENDA**  
**May 8, 2023 7:00 P.M**

- I. Chatfield City Council – May 8, 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 payment of \$2,000 to Bluff Country Hiking Club in support of the Lost Creek Hiking Trail.
    - D. Approve Personnel Policy Update
  2. HPC Report – Chris Giesen
    - A. Presentation of Heritage Preservation Award
  3. City Engineer’s Report – Craig Britton:
    - A. Pay Estimate #3 – Kilmer Electric – 2022 Water Project.
  4. S.C.S. Report – Brian Burkholder:
    - A. .
  5. Committee Reports:
    - A. Personnel-Budget Committee
    - B. Public Works Committee
  6. Mayor’s Report:
    - A. Preservation Month Proclamation
  7. City Administrator’s Report:
    - A. First Quarter Financial Report
  8. Roundtable
  9. Adjourn.
  10. 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, April 24, 2023**

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The Common Council of the City of Chatfield met in regular session on Monday, April 24, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

**Members absent:** Councilor Paul Novotny, and Councilor Mike Urban.

**Others Present:** Scott Keigsley, Karen Reisner, Brian Burkholder, Desiree Schlichter, Steven Schlichter, Craige Britton, Lynda Karver, Fred Schuler Jr., Chris Geisen, and Beth Carlson

### Consent Agenda

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**Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm,** to adopt the consent agenda which included the following items:

1. Approval of April 10, 2023 Meeting Minutes
2. Approve payment of claims
3. Approve request of Chatfield Western Days Inc use of park & street closures for activities Aug. 10-13
4. Approve use of City Park on May 24 by Chatfield Ambulance Activities Association to celebrate EMS Week.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Urban

**Motion carried.**

### Ordinance 466 – Fees

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#### *Second Consideration*

**Councilor Josh Broadwater entered a motion, with a second by Councilor Dave Frank,** to approve the second consideration of

ORDINANCE NO. 466

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO FEES; AMENDING THE PROVISIONS OF THE CHATFIELD CODE, SUBPART A, CHAPTER 11, SECTION 11-1, FEES, FINES AND CHARGES, TO DELETE THE LANGUAGE OF THAT SECTION REFERENCING FEES IMPOSED FOR RESIDENTIAL SOLID WASTE, DESCRIBED AS “GARBAGE/MONTH” AND “RECYCLING”.

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

Section 1. The provisions of the Chatfield Code, Subpart A, Chapter 11, Section 11-1, which sets forth “Particular Fees, Fines and Charges” are amended to to delete those enumerated fees imposed for residential solid waste collection described as “garbage/month” and recycling”.

Section 2. This ordinance shall be effective 30 days following its publication.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Urban  
**Motion carried.**

### *Publication*

**Councilor Dave Frank entered a motion, with a second by Councilor Josh Broadwater,** to approve the publication of Ordinance No. 466.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Urban

**Motion carried.**

## EDA Report

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### *Annual Report*

Chris Geisen, Chatfield's EDA Director, presented the Chatfield EDA 2023 Annual Report. The report includes project highlights, revolving loan fund summary, building permit summary, and the EDA's financial impact on Chatfield.

Project Highlights for the year included: Chatfield Center for the Arts Phase II renovation project, Chatfield Alliance Destination marketing Organization agreement, Hotel Attraction Project, Downtown Apartment project, Athletic Club project, People's Energy Property/Twiford Street City Property, Enterprise Drive potential lot sales, City Strategic Initiatives, and General Business Assistance.

## Public Works Director Report

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### *Certificate of Commendation*

The Minnesota Pollution Control Agency has awarded the Chatfield Waste Water Treatment Plant a Certificate of Commendation for their exceptional compliance for the 2022 review period.

### *Other Updates*

Waste Water Treatment Operator Steven Schlichter also pointed out the following energy savings for the plant over the last couple years:

88% less water used than 2018

36% less electricity than 2018

Also, Mitch Irish has passed his Class B Waste Water Operator's class.

## City Engineer's Report

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### *Consider recommendation to amend the parking provisions of the zoning ordinance*

At the 03/06/2023 Planning and Zoning Commission meeting, the Commission members made a motion to amend the multiple dwelling off street parking requirements under Section 113-412. – Parking requirements. The Planning Commission held a public hearing and adopted the language at their regular meeting on 04/01/2023.

**Councilor Josh Broadwater entered a motion, with a second by Councilor Dave Frank,** to adopt A Resolution to Amend the City of Chatfield's Zoning Ordinance for Multiple Dwelling Parking Requirements

**Whereas,** the City of Chatfield maintains a Comprehensive Plan and Land Use Plan Map which includes land uses and policies of the City's future growth and development, and

**Whereas,** the City of Chatfield maintains a Zoning Ordinance which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas,** types of amendments include a change in district's regulations, and

**Whereas**, amendments to the zoning ordinance are allowed per Ordinance by recommendation of the Planning Commission to the City Council, and

**Whereas**, a public hearing has been held to consider the amendment to the parking requirements for multiple dwellings, and

**Whereas**, the Planning Commission recommended approval at their April 3rd, 2023, Planning Commission Meeting to amend the zoning ordinance and change the requirements as follows: Sec. 113-412. – Parking Requirements.

Multiple dwellings: 1 space per efficiency/studio or 1-Bedroom

1.5 spaces per two bedrooms

2 spaces per three bedrooms, or more

Alternate Option: If the above calculations for off-street parking spaces cannot be met, a Statement of Proof of Parking will be required showing how the off-street parking can work. The request must be reviewed and approved by the City Council.

**NOW THEREFORE BE IT RESOLVED** that the Planning & Zoning Commission of the City of Chatfield recommends that the City Council authorize the City Attorney to amend Sec. 113-412, Parking Requirements, Multiple Dwellings, by ordinance.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Urban

**Motion carried.**

## Police Chief Report

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### *Consider recommendation to hire patrol officer*

**Councilor Dave Frank entered a motion, with a second by Councilor Josh Broadwater**, to approve the hiring of Richard Evans, a part-time officer, as a full-time police officer.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Urban

**Motion carried.**

## Committee Reports

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### *Public Services Committee*

Councilors Frank and Bluhm were in attendance. The topic was a potential part-time EMT position.

### *Committee of the Whole*

Committee of the Whole met in joint session with Planning & Zoning, and the Economic Development Authority.

Three main points, concerning the property on Twiford Street, came out of the meeting.

1. The consensus is to keep the property whole and not be selling off pieces.
2. While keeping options open, it would be desirable to let public works use the needed place until an alternate location is ready for them.

It would be best, moving forward, to use the land as intentions in our Company and Zoning Ordinance have spelled out. There may be options for mixed use. Planning and Zoning are already considering looking at options.

Other topics discussed included housing and apartments.

## Mayor's Report

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Mayor McBoom is looking forward to warming weather. We've had enough cold and snow.

## Roundtable

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Councilor Bluhm - May 6, 2023 is City Wide Rummage Sales. City Wide Clean-up with start May 8, 2023.

Councilor Broadwater offered his praise to the Public Works employees for their hard work and accomplishments.

## Adjourn

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**Councilor Pam Bluhm entered a motion, with a second by Councilor Dave Frank,** to adjourn at 7:11 p.m.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Urban

**Motion carried.**

/s/Beth M Carlson  
City Clerk

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, May 1, 2023**

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The Common Council of the City of Chatfield met in special session on Monday, May 1, 2023. Mayor John McBroom presided and called the special meeting to order at 6:00 PM

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

**Members absent:** None.

**Others Present:** Gretchen Mensink-Lovejoy, Liza Donabauer, Joel Young, and Beth Carlson.

#### City Administrator Search Process

The purpose of the meeting was to approve documents associated with the search for a city administrator. The city council reviewed a proposed job description, salary range, position profile and a proposed timeline prepared by Liza Donabauer, and suggested some minor modifications.

**Councilor Josh Broadwater entered a motion, with a second by Councilor Pam Bluhm,** to approve publication of the position profile and job description at a salary range of \$99,782 - \$128,873 and to set the date of the next special city council meeting to take place at 6:00 p.m. June 15<sup>th</sup> at which time finalists will be selected for interviews.

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

**Nays:** None

**Absent:** None.

**Motion carried.**

Donabauer explained that the purpose of the June 15<sup>th</sup> special meeting will be to determine the finalists, to determine the format of the interview process, and to determine any other issues such as travel expenses, etc.

#### Adjourn

**Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank,** to adjourn at 6:32 p.m.

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

**Nays:** None

**Absent:** None

**Motion carried.**

/s/Beth M Carlson  
City Clerk



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: May 2023  
 2023 05FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>AIRGAS</b>						
	913698	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$68.49	OXYGEN
					\$68.49	
<b>AIRGAS</b>						
<b>ANDY OCONNOR</b>						
	#13 AP	E 614-49840-302	Cable TV (GENER	Contracted Help	\$1,293.75	CCTV ADMIN CNTRCT-MAR2023-FEB2
					\$1,293.75	
<b>ANDY OCONNOR</b>						
<b>ASCAP</b>						
	100006	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$17.67	ACCOUNT 500733317 2024 LICENSE
					\$17.67	
<b>ASCAP</b>						
<b>AUTOMATIC SYSTEMS CO.</b>						
	040217	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$897.50	WWTP NETWORKING ISSUES
					\$897.50	
<b>AUTOMATIC SYSTEMS CO.</b>						
<b>BLUFF COUNTRY HIKING CLUB</b>						
	LTR AP	E 100-45200-430	Parks (GENERAL)	Miscellaneous (GENERAL	\$2,000.00	ANNUAL SUPPORT - ADV - INS - PRTG
					\$2,000.00	
<b>BLUFF COUNTRY HIKING CLUB</b>						
<b>BOUND TREE MEDICAL</b>						
	849256	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$170.93	MSK CLLR IGEL
					\$170.93	
<b>BOUND TREE MEDICAL</b>						
<b>BRUCE HOVELSON</b>						
	MAY 1,	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$204.00	CARPET REPAIR
					\$204.00	
<b>BRUCE HOVELSON</b>						
<b>CANES BUILDERS LLC</b>						
	198	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$9,000.00	MILL CREEK PARK SHELTER
					\$9,000.00	
<b>CANES BUILDERS LLC</b>						
<b>CHATFIELD CENTER FOR THE ARTS</b>						
	MAY 20	E 250-46630-310	Community Dev -	Other Professional Servic	\$2,000.00	EDA & CCA AGREEMENT 09/2022
					\$2,000.00	
<b>CHATFIELD CENTER FOR THE ARTS</b>						
<b>CHATFIELD PARTS HOUSE</b>						
	884469	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$3.99	PKNG TPE
	884864	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$5.99	BTTRY
	885526	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$18.48	SLCNE LCTT
	885895	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$42.95	KEY TAG PDLCK
	886559	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$19.99	SAWZALL BLADE SET
	887050	E 100-43100-401	Street Maintenanc	Repairs/Maint Buildings	\$58.96	BLLST CNNCTR
	887441	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$13.99	BIT SET
					\$164.35	
<b>CHATFIELD PARTS HOUSE</b>						
<b>CHATFIELD PUBLIC SCHOOL</b>						
	MEMO	E 614-49840-210	Cable TV (GENER	Operating Supplies (GEN	\$213.83	AMZN CABLES SPLTR KB
	MEMO	E 614-49840-240	Cable TV (GENER	Small Tools and Minor E	\$3,030.30	B&H CAMCORDER STRMR RCRDR
					\$3,244.13	
<b>CHATFIELD PUBLIC SCHOOL</b>						
<b>CHATFIELD TRAILS INC.</b>						
	000807	E 803-46636-324	Community Action	Reimbursement	\$14,178.38	MMB - DNR OMB
					\$14,178.38	
<b>CHATFIELD TRAILS INC.</b>						
<b>DEED</b>						
	MAY 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$1,829.86	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
	MAY 20	E 361-46620-610	Revolving Loan Fu	Interest	\$142.66	#CDAP-13-0031-H-FY14 CHAT EDA/EZ



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 Current Period: May 2023  
 2023 05FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	MAY 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$627.28	CDAP-18-0018-H-FY19 EZ FABIV
	MAY 20	E 361-46620-610	Revolving Loan Fu	Interest	\$90.91	CDAP-18-0018-H-FY19 EZ FABIV
<b>DEED</b>					<u>\$2,690.71</u>	
<b>DSG</b>						
	S10257	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$428.61	BOX RISER
<b>DSG</b>					<u>\$428.61</u>	
<b>EB ALLEN</b>						
	2023SB	E 614-49840-302	Cable TV (GENER	Contracted Help	\$775.00	GSB 2023 PMT 2 OF 2 MAY (FOR APR
<b>EB ALLEN</b>					<u>\$775.00</u>	
<b>FIRE SAFETY USA, INC</b>						
	171868	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$1,192.00	ANNL CMPRSSR SRVC
<b>FIRE SAFETY USA, INC</b>					<u>\$1,192.00</u>	
<b>FIRST NETWORK SYSTEMS</b>						
	1186	E 614-49840-302	Cable TV (GENER	Contracted Help	\$1,293.75	09/2022-08/2023 CCTV TECH COORD-
<b>FIRST NETWORK SYSTEMS</b>					<u>\$1,293.75</u>	
<b>GALLS</b>						
	023718	E 100-42110-152	Police Administrati	Clothing	\$110.62	CRGO PKT HMMNG
<b>GALLS</b>					<u>\$110.62</u>	
<b>GFOA</b>						
	EMAPR	E 100-41500-433	City Clerk	Dues and Subscriptions	\$160.00	300150500 DUES - 06/01/2023-05/31/
<b>GFOA</b>					<u>\$160.00</u>	
<b>GRANICUS</b>						
	164839	E 100-41500-438	City Clerk	Internet Expenses	\$555.18	MEETING EFFICIENCY SUITE
	164839	E 100-41500-438	City Clerk	Internet Expenses	\$127.63	ENCODING SOFTWARE
	164839	E 100-41500-438	City Clerk	Internet Expenses	\$287.16	OPEN PLATFORM SUITE
	164839	E 100-41500-438	City Clerk	Internet Expenses	\$60.78	UPGRADE TO SDI 720P
	164839	E 100-41500-438	City Clerk	Internet Expenses	\$561.56	GOV TRANSPARENCY SUITE
<b>GRANICUS</b>					<u>\$1,592.31</u>	
<b>KARL GORCZYNSKI</b>						
	REIMB3	E 100-43100-411	Street Maintenanc	Tree Maintenance	\$48.00	REIMB 2 SHGBRK HCKRY BLVD TR
<b>KARL GORCZYNSKI</b>					<u>\$48.00</u>	
<b>KILLMER ELECTRIC CO, INC</b>						
	3	E 443-43200-500	Construction Fund	Cap. Outlay-GENERAL	\$82,460.00	PRJCT: 517322 CHTFLD WTRIMP
<b>KILLMER ELECTRIC CO, INC</b>					<u>\$82,460.00</u>	
<b>MARCO TECHNOLOGIES LLC.</b>						
	INV111	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$10.00	1 EDA EXCHANGE ON LINE + ACTIVE
	INV111	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$20.00	1 WTR BUS PREM
	INV111	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$40.00	2 AMB BUS PREM
	INV111	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$20.00	1 FD BUS PREM
	INV111	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$20.00	1 PARKS BUS PREM
	INV111	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$10.00	1 POOL EXCHANGE ON LINE + ACTIVE
	INV111	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$20.00	1 MS BUS PREM
	INV111	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$200.00	10 PD MS BUS PREM
	INV111	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$90.00	4 MS BUS PREM & 1 VM EXCH + ACTI
	INV111	E 100-41100-435	Legislative	Licences, Permits and Fe	\$60.00	6 LEG EXCHANGE ON LIN P1 & ACTIV
	INV111	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$40.00	2 WW BUS PREM
	INV111	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$10.00	1 PLNG DEPT EXCHANGE ON LINE + A





**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: May 2023  
 2023 05FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>MARCO TECHNOLOGIES LLC.</b>					\$540.00	
<b>MAYO CLINIC</b>						
23-412	E	230-42270-415	Ambulance	Medical Services	\$330.26	PARAMEDIC INTERCEPT
<b>MAYO CLINIC</b>					\$330.26	
<b>METERING &amp; TECHNOLOGY SOLUTION</b>						
INV235	E	601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$1,193.53	RPLC HS FRZN MTR (RMBRSD)
<b>METERING &amp; TECHNOLOGY SOLUTION</b>					\$1,193.53	
<b>MN POLLUTION CONTROL AGENCY</b>						
MIRISH	E	602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$45.00	M IRISH   68686779   CLASS B
<b>MN POLLUTION CONTROL AGENCY</b>					\$45.00	
<b>SELCO</b>						
051217	E	211-45500-414	Libraries (GENERA	Automated Operations	\$573.99	ILS PCKG & PC SPRT
<b>SELCO</b>					\$573.99	
<b>SOUTHEAST MECHANICAL</b>						
32220	E	211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$309.00	MDDL AC RPR
<b>SOUTHEAST MECHANICAL</b>					\$309.00	
<b>SUNSHINE FOODS</b>						
002081	E	100-41100-430	Legislative	Miscellaneous (GENERAL	\$25.38	ACCAT 317 COTW FOOD
<b>SUNSHINE FOODS</b>					\$25.38	
<b>US BANK ONE CARD</b>						
04-25-2	E	100-41500-433	City Clerk	Dues and Subscriptions	\$669.60	ICMA MBRSHP
04-25-2	E	602-49450-208	Sewer (GENERAL)	Training and Instruction	\$593.10	MPLS MARRIOT - CLASS LODGING
04-25-2	E	100-45124-152	Swimming Pools -	Clothing	\$1,255.99	SWIMOUTLET - SUITS & WHSTLS
04-25-2	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$57.87	MENARDS - TOTES
04-25-2	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$17.28	MENARDS - TOTES
04-25-2	E	211-45500-211	Libraries (GENERA	Program Expenses	\$486.40	SP RIWI BUILDIT
04-25-2	E	100-45124-152	Swimming Pools -	Clothing	\$222.62	LIFEGUARD STORE - SUITS
04-25-2	E	601-49400-322	Water Utilities (GE	Postage	\$9.85	USPS WATER SAMPLE POSTAGE
04-25-2	E	801-41500-240	City Clerk	Small Tools and Minor E	\$159.00	APPLE.COM - IPAD KYBD CASE
04-25-2	E	100-41500-208	City Clerk	Training and Instruction	\$9.00	LC PARKING
04-25-2	E	250-46630-430	Community Dev -	Miscellaneous (GENERAL	\$66.94	POSTER FRAMES - LEGISLATORS
04-25-2	E	900-49990-811	Memo Fund	Pass Through Account	\$96.80	MISTAKE PRSNL CHRG REIMBRSD
04-25-2	E	211-45500-211	Libraries (GENERA	Program Expenses	\$19.75	ETSY - SUMMER READING GRAPHICS
04-25-2	E	100-41100-309	Legislative	Conference Expense	\$8.00	EB - SEMLM URBAN
04-25-2	E	801-41500-240	City Clerk	Small Tools and Minor E	\$699.00	APPLE.COM - IPAD
04-25-2	E	100-45200-208	Parks (GENERAL)	Training and Instruction	\$100.00	UOFM - CONT LRNG
04-25-2	E	211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$39.23	AMAZON.COM - 3 DVDS
04-25-2	E	230-42270-208	Ambulance	Training and Instruction	\$14.00	LC PARKING
04-25-2	E	231-42270-240	Ambulance	Small Tools and Minor E	\$699.00	APPLE.COM - IPAD
04-25-2	E	801-43100-240	Street Maintenanc	Small Tools and Minor E	\$699.00	APPLE.COM - IPAD
04-25-2	E	100-42700-210	Animal Control - L	Operating Supplies (GEN	\$119.15	JP COOK - ANIMAL TAGS
04-25-2	E	211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$24.97	WOMANS DAY
04-25-2	E	211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$12.96	AMAZON.COM - DVD WHALE
04-25-2	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$56.95	AMAZON MKTP - LMNTG PCHS
04-25-2	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$174.33	AMAZON MKTP - CARDSTOCK, MOVIE
04-25-2	E	100-41100-430	Legislative	Miscellaneous (GENERAL	\$102.01	SLVR GRLL - COTW FOOD
04-25-2	E	100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPLE.COM - ICLLOUD STORAGE
<b>US BANK ONE CARD</b>					\$6,413.79	



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: May 2023  
 2023 05FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>WM HANSON WASTE REMOVAL</b>						
		E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,105.60	GARBAGE SERVICE - OC ENVIRON FEE
		E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$15,350.58	GARBAGE SERVICE - 1,179 P/U @ 13.
		E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$1,611.24	GARBAGE SERVICE - FUEL SURCHARG
		E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$0.00	GARBAGE SERVICE - WWTP
		E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$0.00	GARBAGE SERVICE - FIRE HALL
		E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$0.00	GARBAGE SERVICE - CITY HALL
					<u>\$19,067.42</u>	
<b>WM HANSON WASTE REMOVAL</b>						
<b>ZEP MANUFACTURING</b>						
	900847	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$112.70	2PLY TT
	900849	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$123.85	BLACK BAGS
					<u>\$236.55</u>	
<b>ZEP MANUFACTURING</b>						
2023 05FA01					<u>\$152,725.12</u>	
<b>AMAZON CAPITAL SERVICES, INC.</b>						
	1JTY-Y	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$15.99	PROF. PAPER 2 HORIZON. PERFS 500
	1JTY-Y	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$48.12	8 PIECE METRIC SOCKET TRAY SET
	1JTY-Y	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$63.47	GEARWRENCH MIXED PLIER SET
	1JTY-Y	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$155.00	12 PT. FLEX HEAD RATCHETING SET
	1JTY-Y	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$853.59	300 PIECE MASTER MECH. TOOL SET
	1JTY-Y	E 100-43100-200	Street Maintenanc	Office Supplies (GENERA	\$63.98	TOUCH CASE W/ KEYBOARD FOR IPA
	1JTY-Y	E 100-43100-200	Street Maintenanc	Office Supplies (GENERA	\$17.92	SCREEN PROTECTOR FOR IPAD
	1JTY-Y	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$11.97	PLASTIC SPRAY BOTTLES
	1JTY-Y	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$32.99	REPLACEMENT FILTER FOR LEVOIT
	1JTY-Y	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$670.80	GEARWRENCH 5 DRAWER GSX TOOL
	1JTY-Y	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$50.68	TOILET BOWL CLEANER
	1VJN-D	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$169.99	BUNDLE DEAL MOBOTRON
	1VJN-D	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$189.99	LOGITECH COMBO IPAFD AIR
	1VJN-D	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$18.94	BAYER CONTOUR BL GLUCOSE MONIT
	1VJN-D	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$26.58	BL GLUCOSE TEST STRIPS
	1VJN-D	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$36.35	MEDLINE SAFETY LANCETS
	1JTY-Y	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$879.00	GEARWRENCH 41" 11 DRAWER GSX S
	1JTY-Y	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$222.32	GEARWRENCH RATCHETING WRENCH
					<u>\$3,527.68</u>	
<b>AMAZON CAPITAL SERVICES, INC.</b>						
<b>CENEX FLEET FUELING</b>						
	263662	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$18.60	FIRE UTV
	263662	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$344.75	471A
	263662	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$83.93	471B
	263662	E 100-41500-212	City Clerk	Vehicle Operating Suppli	\$61.18	CITY CAR - CLERK
	263662	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$109.74	FIRE ENGINE 1
	263662	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$425.93	POLICE SQUAD 2
	263662	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$70.90	POLICE SQUAD 1-CHIEF
	263662	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$134.51	STREET 2
	263662	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$43.41	FIRE TANKER 6
	263662	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$83.49	FIRE ENGINE 2
	263662	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$259.84	POLICE SQUAD 3
	263662	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$139.91	FIRE GRASS RIG
	263662	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$245.08	STREET 1
	263662	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$609.54	STREET3
	263662	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$235.07	STREET 4 - IRISH
	263662	E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$116.91	WATER 1



**City of Chatfield**  
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	263662	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$71.68	FIRE BRUSH TRUCK
	263662	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$196.30	WWTP 2 - IRISH
	263662	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$64.29	PARK 1
	263662	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$111.49	WWTP 1 - SCHLICHTER
<b>CENEX FLEET FUELING</b>					<u>\$3,426.55</u>	
<b>CHS</b>						
	411 IH0	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$8.88	LP BOTTLE FILL
<b>CHS</b>					<u>\$8.88</u>	
<b>CITY OF CHATFIELD</b>						
	04/20/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$65.53	10-00000011-00-7 PUBLIC LIBRARY
	04/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$65.53	10-00002410-91-8 PWFAC1
	04/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$65.53	10-00000101-01-4 PWFAC2
	04/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$65.53	10-00000081-008 CITY SHOP
	04/20/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$1,205.92	10-00000031-00-3 WWTP
	04/20/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$309.44	10-00000001-00-4 THURBER BLDG GA
	04/20/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$64.72	10-00000051-00-9 FIRE HALL
<b>CITY OF CHATFIELD</b>					<u>\$1,842.20</u>	
<b>CROSS NURSERIES INC</b>						
	049939	E 100-43100-411	Street Maintenanc	Tree Maintenance	\$753.80	TREES, (10), (5) EVRGRN 1 FRT
<b>CROSS NURSERIES INC</b>					<u>\$753.80</u>	
<b>EO JOHNSON, BUSINESS TECH.</b>						
	INV132	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$41.47	#56246 NETWORK L9124 MP C4503
	INV132	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$44.00	#46719-01 POLICE L7545
	INV132	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$22.62	#56246 NETWORK L9124 MP C4503
	INV132	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$22.62	#56246 NETWORK L9124 MP C4503
	INV132	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$86.71	#56246 NETWORK L9124 MP C4503
	INV132	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$41.47	#56246 NETWORK L9124 MP C4503
	INV132	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$79.17	#56246 NETWORK L9124 MP C4503
	INV132	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment	\$41.47	#56246 NETWORK L9124 MP C4503
	INV132	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$41.47	#56246 NETWORK L9124 MP C4503
<b>EO JOHNSON, BUSINESS TECH.</b>					<u>\$421.00</u>	
<b>FREDERICK S. SUHLER, ATTY</b>						
	04/01/2	E 100-41100-304	Legislative	Legal Fees	\$120.00	ADDITIONAL TASKS - APR 2023
	04/01/2	E 100-41100-304	Legislative	Legal Fees	\$600.00	MONTHLY RETAINER - APR 2023
<b>FREDERICK S. SUHLER, ATTY</b>					<u>\$720.00</u>	
<b>GOPHER STATE ONE CALL</b>						
	304028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$58.05	ACCOUNT #MN00240
<b>GOPHER STATE ONE CALL</b>					<u>\$58.05</u>	
<b>GREEN LAWCARE</b>						
	04/01/2	E 100-45124-403	Swimming Pools -	Prev. Maint. Agreements	\$240.00	COMMERCIAL SERVICE CONTRACT - S
<b>GREEN LAWCARE</b>					<u>\$240.00</u>	
<b>HAWKINS, INC.</b>						
	645570	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$1,327.11	WATER SUPPLY CHEMICALS.
<b>HAWKINS, INC.</b>					<u>\$1,327.11</u>	
<b>HBC</b>						
	05/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$114.52	1439299 BUS VALUE PKG 120MBPS
	05/02/2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$12.76	1439299 867-4321BASIC & TOLL



**City of Chatfield**  
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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>HBC</b>						\$127.28	
<b>HUNTINGTON ELECTRIC LLC</b>							
	6654		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$337.88	SRVC CLL WR NT
	6664		E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$198.17	SRVC CLL, FSS CCMR HLDR
<b>HUNTINGTON ELECTRIC LLC</b>						\$536.05	
<b>LINDE</b>							
	357125		E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$51.90	HIGH PRESSURE
<b>LINDE</b>						\$51.90	
<b>LOCATORS &amp; SUPPLIES, INC.</b>							
	030666		E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$133.40	BLK-P451W-B FLAGS BLUE PRINTED
<b>LOCATORS &amp; SUPPLIES, INC.</b>						\$133.40	
<b>LUMEN-LEVEL3 (WEBEX)</b>							
	636889		E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC
<b>LUMEN-LEVEL3 (WEBEX)</b>						\$244.38	
<b>MEDIACOM</b>							
	04/26/2		E 230-42270-438	Ambulance	Internet Expenses	\$101.84	1/3 CITY HALL HSD & STATIC IPS
	04/26/2		E 100-41500-438	City Clerk	Internet Expenses	\$101.53	1/3 CITY HALL HSD & STATIC IPS
	04/26/2		E 100-42110-438	Police Administrati	Internet Expenses	\$101.53	1/3 CITY HALL HSD & STATIC IPS
<b>MEDIACOM</b>						\$304.90	
<b>MINNESOTA ENERGY RESOURCES</b>							
	04/26/2		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$323.82	00014 PPLS 19 SCND ST SW
<b>MINNESOTA ENERGY RESOURCES</b>						\$323.82	
<b>ON SITE SANITATION</b>							
	000151		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0005 SHADY OAK PARK
	000151		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$254.00	001411-006 GP - 558 OTRNE
	000151		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0004 MC HSA-559 OTRNE
	000151		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0003 MC HSP-160 DIVSTNW
	000151		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$254.00	001411-0002 MC BF-160 DIVSTNW
<b>ON SITE SANITATION</b>						\$769.00	
<b>QUADIENT LEASE</b>							
	N99144		E 100-41500-322	City Clerk	Postage	\$82.08	LEASE N17081395 POSTAGE MACHIN
	N99144		E 100-42110-322	Police Administrati	Postage	\$16.40	LEASE N17081395 POSTAGE MACHIN
	N99144		E 602-49450-322	Sewer (GENERAL)	Postage	\$16.42	LEASE N17081395 POSTAGE MACHIN
	N99144		E 601-49400-322	Water Utilities (GE	Postage	\$16.42	LEASE N17081395 POSTAGE MACHIN
	N99144		E 100-41910-322	Planning and Zoni	Postage	\$16.42	LEASE N17081395 POSTAGE MACHIN
	N99144		E 230-42270-322	Ambulance	Postage	\$16.42	LEASE N17081395 POSTAGE MACHIN
<b>QUADIENT LEASE</b>						\$164.16	
<b>SOUTHEAST MECHANICAL</b>							
	32139		E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$1,929.63	RCRLTN LN RPR BSTR STTN
	32065		E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$340.45	REPAIR MENS BATHROOM SHUT OFF
<b>SOUTHEAST MECHANICAL</b>						\$2,270.08	
<b>THE CHATFIELD NEWS, LLC</b>							
	3746		E 100-41500-350	City Clerk	Print/Binding (GENERAL)	\$148.00	ORD 465
	3641		E 100-45124-350	Swimming Pools -	Print/Binding (GENERAL)	\$32.00	POOL- HELP WANTED
	3755		E 100-41500-350	City Clerk	Print/Binding (GENERAL)	\$10.00	CLERK-COUNCIL, MIN, ORD,SUMMARY
<b>THE CHATFIELD NEWS, LLC</b>						\$190.00	
<b>UC LABORATORY</b>							



**City of Chatfield**  
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 Current Period: May 2023  
 2023 05FA01U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	116115	E 602-49450-217	Sewer (GENERAL)	Testing	\$766.39	WWTP LABS
<b>UC LABORATORY</b>					\$766.39	
2023 05FA01U					\$18,206.63	
					\$170,931.75	

([BatchID] in (18696,18697))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: April 2023  
 2023 0427VNDRPR

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>AFLAC</b>						
112202	428969	G 910-21712			\$119.08	PAYROLL VENDOR LIABILITY
	428969	G 910-21713			\$111.28	PAYROLL VENDOR LIABILITY
	428969	G 910-21715			\$73.49	PAYROLL VENDOR LIABILITY
	428969	G 910-21718			\$54.47	PAYROLL VENDOR LIABILITY
	428969	G 910-21724			\$316.94	PAYROLL VENDOR LIABILITY
					<u>\$675.26</u>	
<b>AFLAC</b>						
<b>CHATFIELD PUBLIC LIBRARY</b>						
112203	9	R 211-45500-3620	Libraries (GENERA		-\$125.00	PAYROLL VENDOR LIABILITY
	9	G 910-21728			\$125.00	PAYROLL VENDOR LIABILITY
					<u>\$0.00</u>	
<b>CHATFIELD PUBLIC LIBRARY</b>						
<b>DELTA DENTAL</b>						
112204	CNS000	G 910-21711			\$998.95	PAYROLL VENDOR LIABILITY
					<u>\$998.95</u>	
<b>DELTA DENTAL</b>						
<b>EFTPS</b>						
112205	814607	G 910-21703			\$4,615.82	SS WH
	814607	G 910-21709			\$1,413.24	MDCR WH
	814607	G 910-21701			\$4,417.57	FED WH
					<u>\$10,446.63</u>	
<b>EFTPS</b>						
<b>EMPOWER   MNDCP</b>						
112206	108698	G 910-21719			\$662.58	PAYROLL VENDOR LIABILITY
					<u>\$662.58</u>	
<b>EMPOWER   MNDCP</b>						
<b>HEALTH EQUITY</b>						
112207	2023-0	G 910-21726			\$2,516.67	PAYROLL VENDOR LIABILITY
					<u>\$2,516.67</u>	
<b>HEALTH EQUITY</b>						
<b>MN REVENUE</b>						
112208	0-221-0	G 910-21702			\$1,671.08	PAYROLL VENDOR LIABILITY
					<u>\$1,671.08</u>	
<b>MN REVENUE</b>						
<b>NCPERS GROUP LIFE INSURANCE</b>						
	384000	G 910-21707			\$96.00	PAYROLL VENDOR LIABILITY
	384000	G 910-21707			\$96.00	PAYROLL VENDOR LIABILITY
					<u>\$192.00</u>	
<b>NCPERS GROUP LIFE INSURANCE</b>						
<b>PERA</b>						
112209	SOMPE	G 910-21704			\$5,197.61	COORDINATED
	SOMPE	G 910-21705			\$3,772.28	POLICE
					<u>\$8,969.89</u>	
<b>PERA</b>						
<b>SUN LIFE ASSURANCE COMPANY</b>						
112210	977827	G 910-21720			\$497.42	VENDOR LIABILITY
					<u>\$497.42</u>	
<b>SUN LIFE ASSURANCE COMPANY</b>						
<b>TASC</b>						
112211	04/26/2	G 910-21714			\$222.91	PAYROLL VENDOR LIABILITY
112212	IN2730	E 100-41500-310	City Clerk	Other Professional Servic	\$15.00	COBRA - ADMINISTRATION FEE
					<u>\$237.91</u>	
<b>TASC</b>						
<b>UNITED STATES POSTAL SERVICE</b>						
	541941	E 602-49450-322	Sewer (GENERAL)	Postage	\$330.95	UB PSTG ALLCTN 60.58%
	541941	E 603-49500-322	Refuse/Garbage (	Postage	\$105.11	UB PSTG ALLCTN 19.24%



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: April 2023  
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	541941	E 601-49400-322	Water Utilities (GE	Postage	\$110.25	UB PSTG ALLCTN 20.18%
<b>UNITED STATES POSTAL SERVICE</b>					\$546.31	
2023 0427VNRPR					\$27,414.70	
					\$27,414.70	

((BatchID] in (18718))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: April 2023  
 2023 05ADM01ECHKS

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>MN REVENUE</b>						
112213	0-064-4	E 100-41500-437	City Clerk	Sales Tax - Purchases	\$1.00	7316521 CLERK TAX
	0-064-4	E 100-45124-437	Swimming Pools -	Sales Tax - Purchases	\$579.00	7316521 POOL SALES & ADM
	0-064-4	E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$2.00	7316521 POLICE CHRGS
	0-064-4	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$41.00	7316521 WTR TWR LEASE SALES
	0-064-4	E 614-49840-437	Cable TV (GENER	Sales Tax - Purchases	\$19.00	7316521 CCTV SALES
	0-064-4	E 603-49500-436	Refuse/Garbage (	Sales Tax	\$1,054.00	7316521 GARBAGE TAX
					<u>\$1,696.00</u>	
<b>MN REVENUE</b>						
<b>PRIORITY PAYMENT SYSTEMS</b>						
112215	4/30/20	E 100-45124-323	Swimming Pools -	Administration Expense	\$532.23	CC PROCESSING FEES - APR 2023
					<u>\$532.23</u>	
<b>PRIORITY PAYMENT SYSTEMS</b>						
<b>REVTRAK JETPAY</b>						
112214	APR 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$6.90	ADMIN FEE ALLOC
	APR 20	E 100-41500-323	City Clerk	Administration Expense	\$2.79	ADMIN FEE ALLOC
	APR 20	E 100-42400-323	Building Inspectio	Administration Expense	\$3.82	ADMIN FEE ALLOC
	APR 20	E 230-42270-323	Ambulance	Administration Expense	\$18.79	ADMIN FEE ALLOC
	APR 20	E 603-49500-323	Refuse/Garbage (	Administration Expense	\$276.21	2022 ADMIN FEE ALLOC 19.24%
	APR 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$869.69	2022 ADMIN FEE ALLOC 60.58%
	APR 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$289.84	2023 ADMIN FEE ALLOC 20.18%
					<u>\$1,468.04</u>	
<b>REVTRAK JETPAY</b>						
					<u>\$3,696.27</u>	
2023 05ADM01ECHKS					<u>\$3,696.27</u>	
					<u>\$3,696.27</u>	

((BatchID] in (18742))



## Joel Young

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**From:** Jennifer Bradt <jenniferbradt@msn.com>  
**Sent:** Monday, May 1, 2023 8:21 AM  
**To:** Joel Young  
**Subject:** Request to the City  
**Attachments:** Request to City 2023.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello and Happy Spring!

I have attached our annual request to the city. As a group we do not have the expectation that this money will be granted to our group, but it does help us to focus our time on the trail and not on fundraising. I would be happy to request in person at a council meeting, but if that is not needed that is fine too.

Thank you!

Jenny



Bluff Country Hiking Club  
31924 Ninebark Road  
Chatfield, MN 55923

April 30, 2023

The Bluff Country Hiking Club would like to thank the City of Chatfield for its continued support. We are requesting \$2000 for the annual costs associated with the Lost Creek Hiking Trail. Money received in 2022 has been used for the following ongoing expenses:

- Visit Bluff Country, advertisement in travel guide
- West Bend Landowner Liability Insurance
- Brochure printing by the City of Chatfield
- Temporary summer hire to supplement the many volunteer hours dedicated to keeping the trail clear
- Renewal of website domains: Bluff Country Hiking Club and Lost Creek Hiking Trail for 3 years
- Website redesign services

Our hiking club hosted the organizing committee of the Minnesota Driftless Hiking Trail for a Fall Trail Hike. The event drew visitors from around southern Minnesota. Visitor logs and posts (All Trails, Instagram, Hiking MN Facebook page) confirm continued use of the trail from people living outside our immediate county and community.

As members of the Bluff Country Hiking Club, we pledge to continue to be prudent stewards not only of your support but also to the natural resources of Southeast Minnesota. Thank you for your crucial and ongoing support.

Sincerely,

Tim Gossman, President  
Pat Clarke, Vice President  
Jenny Bradt, Treasurer



# City of Chatfield

Warner Community Center • Chatfield Municipal Building

100 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810 [www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** JOEL YOUNG, CITY ADMINISTRATOR  
**SUBJECT:** PERSONNEL POLICY UPDATE  
**DATE:** MAY 4, 2023

**Action Requested:** Approve update to Personnel Policy.

**Background:** While updates to the City's Personnel Policy are generally made at the first of the year, this update was delayed in order to accommodate the changes resulting from the update to the City Charter. This policy was reviewed by the Personnel-Budget Committee at their most recent meeting and they have recommended approval by the full city council. Prior to the next renewal, the Committee would like to revisit the policy that pays out earned and unused sick time in order to minimize the financial impact that could result if multiple seasoned employees retire simultaneously.

# *General Personnel Policy – Effective January 1, 2023*

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20176



CITY OF  
**CHATFIELD**  
MINNESOTA

## City of Chatfield, Minnesota General Personnel Policy

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# General Personnel Policy – Effective January 1, 2023

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## 1. Section 1 - Introduction

### 1.1.Purpose

It is the purpose of this policy to establish a uniform and equitable system of personnel administration for employees of the City of Chatfield. The policies described here are not conditions of employment, and the language is not intended to create a contract between the City of Chatfield and its employees. The policies are intended as a general guide to employees. They are not intended to be all-inclusive or to cover every situation, which may arise.

### 1.2.Scope

Except as otherwise specifically provided, this policy applies to all employees of the City except the following:

- All elected officials;
- The City attorney ~~and the health officer~~;
- Members of City boards, commissions and committees;
- Volunteer firefighters, volunteer ambulance personnel and other volunteer employees;
- Members of a collective bargaining unit. Refer to Labor Agreements for the Chatfield Police Department Officers ~~and for the Public Works Department~~.
- Other employees not regularly employed in a full-time or part-time position.

## 2. Section 2 – Definitions

- **Employee** – An individual who has successfully completed all stages of the selection process, including the probationary period.
- **Exempt Employee** – Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.
- **FICA (Federal Insurance Contributions Act)** – FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. Specifically, FICA requires an employee contribution for Social Security and for Medicare. The city contributes a matching percent on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).
- **PERA – (Public Employees Retirement Association)** – Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.
- **Regular Full-time Employee:** - An employee that works a normal 40-hour week year-round in an ongoing position and has successfully passed the probationary period. This employee may be either a salaried or hourly wage-earning employee.

~~In accordance with federal health care reform laws and regulations, the city must provide health insurance benefits to eligible employees and their dependents that work an average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. The City of~~

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~~Chatfield chooses to provide benefits to employees that work 20 hours or more per week on a prorated cost.~~

- **Regular Part-time Employee:** - An employee that normally works less than a 40-hour week year round in an ongoing position and successfully passed the probationary period. This employee may be either a salaried or hourly wage-earning employee.

In accordance with federal health care reform laws and regulations, the city must provide health insurance benefits to eligible employees and their dependents that work an average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. The City of Chatfield chooses to provide benefits to employees that work 20 hours or more per week on a prorated cost.

~~In accordance with federal health care reform laws and regulations, the city must provide health insurance benefits to eligible employees and their dependents that work an average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. The City of Chatfield chooses to provide benefits to employees that work 20 hours or more per week on a prorated cost.~~

- **Seasonal Employee** – Employees who work only part of the year (~~400~~ 185 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority
- **Temporary Employee:** - Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.
- **Retirement:** - An employee is considered retired if they separate from service in good standing and are eligible for benefits from the Public Employees Retirement Association (PERA) or Social Security.

## 3. Section 3 - Employment

### 3.1. Equal Opportunity Policy

It is the policy of the City of Chatfield to select the best-qualified person for each position in the organization. No employee or applicant for employment will be discriminated against because of race, creed, color, religion, sex, national origin, ancestry, age, or disability. This policy applies to all employment practices and personnel actions.

### 3.2. Recruitment and Selection

#### 3.2.1. Scope

The city ~~clerk-administrator~~ or a designee will manage the hiring process for positions within the city. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring

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decision and must approve all hires to city employment. All hires will be made according to merit and fitness related to the position being filled.

### **3.2.2. Features of the Recruitment System**

The city ~~clerk-administrator~~ or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by case basis. The majority of position vacancies will be filled through an open recruitment process.

Application for employment will generally be made online or by application forms provided by the city. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the city ~~clerk-administrator~~ or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline; in order to be considered for the position. The deadline for application may be extended by the city ~~clerk-administrator~~. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

### **3.2.3. Testing and Examinations**

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test; or other appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action, and asks the candidate to list and prioritize the steps they would take to complete the tasks)
- Mock presentation to the City Council for a planning director or other similar position.

Internal recruitments will be open to any city employee who: (1) has successfully completed the initial probation period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the city.

The city ~~clerk-administrator~~ or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

### **3.2.4. Pre-Employment Medical Exams**

The city ~~clerk-administrator~~ or designee may determine that a pre-employment medical examination, which may include psychological evaluation, is necessary to determine fitness to perform the essential functions of any city position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

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When pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the city with the cost of the exam paid by the city. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the city [clerk-administrator](#) or designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the city [clerk-administrator](#) or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

### **3.2.5. Selection Process**

The selection process will be a cooperative effort between the city [clerk-administrator](#) or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The city has the right to make the final hiring decision based on qualifications, abilities, experience and the City of Chatfield needs.

### **3.2.6. Background Checks**

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city [clerk-administrator](#) will determine the level of background check to be conducted based on the position being filled.

## **3.3. Probation Period**

The probationary period is an integral part of the selection process and shall be utilized for observing the employee's work, for securing the most effective adjustment of the employee to the position, and for rejecting any employee whose performance does not meet the required work standards.

Every original and every promotional appointment is subject to a probationary period of six months after appointment, except in the case of police officers, whose probationary period shall be for one year.

The appointing authority may terminate an employee at any time during the probationary period if, in the appointing authority's opinion, the working test indicates that the employee is unable or unwilling to perform the duties of the position satisfactorily or that his or her habits and dependability do not

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merit continuance in the position. The employee so terminated shall be notified in writing of the reasons for the termination and shall not have the right to appeal unless he/she is a veteran, in which case the procedure prescribed in Minnesota Statute 197.46 shall be followed.

A regular employee terminated during the probationary period from a position to which he or she was transferred or promoted and not terminated from the city service as provided in these rules shall be placed back in the class from which the employee was transferred or promoted. The employee who has been hired to fill the transferred or promoted employee's position shall be considered a temporary employee for the length of the probation period of the regular employee.

An employee who has completed the period of probationary service and who has not received, before completion of that period, a written notice from the department head or City ~~Clerk-Administrator~~ that his or her services are terminated shall be considered to have successfully completed the probationary period and attained the status of a regular employee.

In the event that an employee transfers to a new position within the city, the employee must serve a new probation period of three months. An employee may not transfer positions while currently serving a probationary period.

### **3.4. Organization**

#### **3.4.1. Job Descriptions**

The city will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A job description is prepared for each position within the city. Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions should also describe the benefits offered. Good attendance and compliance with work rules and policies are essential functions of all city positions

Prior to posting a vacant position the existing job description is reviewed by the city ~~clerk-administrator~~ or designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and that the stated job qualifications do not present artificial barriers to employment.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the city ~~clerk-administrator~~.

#### **3.4.2. Assigning and Scheduling Work**

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the city ~~clerk-administrator~~.

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### 3.4.3. Job Descriptions and Classifications

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the city ~~clerk~~administrator.

### 3.5. Officials Under Workers' Compensation Act

Pursuant to Minnesota Statute 176.011, subdivision 9, clause 6, the elected officials of the City and those municipal officers appointed for a regular term of office are hereby included in the coverage of the Minnesota Worker's Compensation Act.

### 3.6. Compensation

The City's pay system is designed to ensure that pay equity is maintained for all employees, regardless of gender. This goal is measured through participation in the State of Minnesota's Pay Equity reporting system, which evaluates the City's pay system every third year.

The City's pay system is designed to clearly state the value of each position by establishing the minimum and maximum amount of money that the City will pay an employee in any particular pay grade. The system provides steps for employees to climb as they gain experience and expertise in their position.

The "minimum" is associated with the entry level pay the City is willing to pay an individual who is "minimally" qualified for the position.

The "midpoint," or Step 4 of the pay grade, is what the City typically expects to pay its fully contributing employees, employees who have spent some time on the job (perhaps 3 – 5 years) and are "up to speed" with all aspects of their position. The midpoint is usually a reflection of the average pay found in the market and was used in developing the pay structure currently in use.

The "maximum" represents the highest amount paid to employees for their continued successful performance. Each step above the mid-point, including the maximum, is pay above the market average and, as such, recognizes an employee's skills and overall work contribution.

The City routinely monitors pay made to similar positions in similarly situated cities and makes adjustments to the pay grid as needed to stay current with market conditions."

#### 3.6.1. Direct Deposit

As provided for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the city clerk's office of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

#### 3.6.2. Hourly Wages or Salary

Employees of the city shall be compensated according to the schedule established by the City Council. Any hourly wage or salary so established is the total compensation for employment. Unless approved by the City Council, no employee shall receive pay from the City in addition to the salary authorized for the position to which he or she has been appointed. Temporary and seasonal employees are not entitled to sick leave, vacation leave or holidays with pay. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

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Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Sta. 13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. 181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn Stat. 181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

### **3.6.3. Hours Of Work**

#### *Work Hours*

The work week (two work weeks per pay period) and work day / shift for all City employees shall be determined by the department head. The regular work schedule shall conform to the provisions of the Fair Labor Standards act of 1974.

The normal work year consists of 2080 hours for full time employees, including all hours worked, assigned training and authorized absences for administration and public works and 2184 hours for the police department.

The normal pay period consists of;

- Administration – ten (10) eight (8) hour work-days / shifts.
- Police Department – seven (7) twelve (12) hour work-days / shifts
- Public Works – ten (10) eight (8) hour work-days / shifts.

Holidays and authorized leave time are to be calculated on the basis of the actual length of the normal work-day / shift

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Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the city [clerk-administrator](#).

For public works employees, the normally scheduled shifts shall be between the hours of 7 a.m. and 4:30 p.m., Monday through Friday. The Employer shall give seven days advance notice to the Employees affected by the establishment of scheduled shifts different from the Employees' normally scheduled shift. In the event work is required because of unusual circumstances such as but not limited to, fire, flood, snow, sleet, or breakdown of municipal equipment or facilities, no advance notice need be given.

Part-time, seasonal, and temporary positions: In order to comply with law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended. Employees in part-time and temporary positions will not be permitted to work more than 28 hours/week, including hours worked and paid leave (such as vacation leave, sick leave or holiday leave). All shifts, including schedule trades or picked-up shifts, must be pre-approved by supervisor. Unpaid furloughs may be imposed on employees who exceed 28 hours/week. Working a shift without prior approval may result in discipline, up to and including termination of employment. In some rare instances, a part-time, seasonal, or temporary employee may be offered health insurance in order to comply with federal health care reform laws and regulations.

### **3.6.4. Meal Breaks and Rest Periods**

A paid (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks.

### **3.6.5. Time Reporting**

Employees are expected to work the number of hours per week as established for their position. Employees will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Reporting false information on a time sheet may be cause for immediate termination.

If the actual hours paid is different than what was submitted on the time sheet a signature authorizing the change is required by the employee, department head or City [ClerkAdministrator](#).

### **3.6.6. Overtime Pay / Compensatory Time / Shift Differential / Call-Back / Weekend Rounds**

The City of Chatfield has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The city [clerk-administrator](#) will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In



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general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

### *Non-Exempt (Overtime-Eligible) Employees*

The City recognizes some employees may be required to work extra hours in emergency situations and during peak workload periods. The scheduling and payment of compensatory time or overtime will be in accordance with the applicable Fair Labor Standards Act and the following:

The immediate supervisor must give specific approval prior to its being earned or used.

Pre-authorization may be presumed by employees in emergency situations such as excess snowfall, flood, severe storms, water main breaks, lift stations malfunctions or other similar situations where the immediate response of staff is required to avert endangerment of life, home or property.

Compensatory time off must receive prior approval from the immediate supervisor. The supervisor will normally consider workload and the potential for service interruptions when deciding whether it is possible to grant the time off. Compensatory time must be used or paid in cash in the same calendar year in which it is earned. If any compensatory time is remaining at the time of processing the last payroll of the calendar year, the cash value of that compensatory time will be paid to the employee with their regular pay.

Hourly employees will be compensated at one and one-half (1 ½) times the regular full time employee's regular base pay rate for hours worked in excess of the employee's regularly scheduled shift. Public Works shifts are typically eight hours and the Police Department shifts are typically 12 hours.

Overtime hours worked shall be paid either in the form of salary during the pay period in which they were earned or as compensatory time off at the employee's choice. Compensatory time will be earned at a rate of one and one-half (1 ½) times the actual overtime hours worked. Compensatory time may be accumulated to a maximum of Eighty 80 hours for Administration and Public Works / Eight Four(84) hours for PD. Compensatory time will be taken off in the same manner as vacation

Overtime will be calculated to the nearest fifteen (15) minutes.

If an employee is asked to work before or after the 7:00 a.m. – 4:30 p.m. timeframe, and if that work does not result in overtime pay, the hours worked before or after 7:00 a.m. – 4:30 p.m. will be paid at a rate of 1.10 times the regular rate of pay. (For example, if an employee begins plowing snow at 4:00 a.m. and stops working at 12:00 noon, which would be an eight hour day, the hours worked between 4:00 a.m. and 7:00 a.m. will be paid at a rate that is 10% higher than the employee's regular rate of pay.)

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**Call Back Time:** In the event that public works staff are called out to respond to a broken water main, sewer back-up or any other such matter, outside of normal working hours, they will be paid a minimum of two hours at their overtime rate of pay.

**Weekend Rounds:** In recognition of the fact that at least one public works employee is needed to monitor, and adjust as necessary, the wells and wastewater plant, and to address other minor needs on the weekend, three hours of overtime pay will be paid to the individual assigned to that duty on each Saturday and Sunday. If that person is also assigned to monitor and adjust the municipal swimming pool, another hour will be paid for each visit to the pool, to a maximum of two each day, on Saturday and Sunday while the pool is open. If an employee is assigned to monitor the swimming pool only, that person will be paid one hour for a morning check and one hour for the afternoon check.

### *Exempt (Non-Overtime-Eligible) Employees*

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive pay or compensatory time for the hours worked over 40 in one work week but are allowed to flex their schedules, complying with the requirements in the Leave Policy for Exempt Employees.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

The City of Chatfield will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
  - Paid leave has not been requested or has been denied.

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- Paid leave is exhausted.
- The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Chatfield may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Chatfield will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the city any amounts received by the employee as jury fees or witness fees.

If the city inadvertently makes an improper deduction to the weekly salary of an exempt employee, the city will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal need of their employees when assigning overtime work.

### **Leave Policy for Exempt Employees**

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt staff include their approved regular Monday through Friday schedule, plus evening meetings as necessary.

Absences of less than four (4) hours do not require advance notice as it is presumed that the staff member regularly puts in work hours above and beyond their regular required weekly schedule. Exempt employees must communicate any absence longer than four (4) hours to the city ~~clerk-administrator~~ or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work that is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the city. Additional notification and approval requirements may be adopted by the city ~~clerk-administrator~~ for specific situations as determined necessary.

### **3.6.7. Court Time –**

A police officer who is required to appear in Court during his scheduled off-duty time shall receive a minimum of four (4) hours' pay at one and one-half (1 ½) times the

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employee's base pay rate. An extension or early report to a regularly scheduled shift for Court appearance does not qualify the employee for the four (4) hour minimum.

When a police officer is placed on-call, or stand-by, for court and the on-call or stand-by is cancelled after 4:45 pm. on the business day immediately preceding the scheduled court appearance, the employee shall be paid the minimum court time provided in the paragraph above.

### **3.6.8. Pay Day**

Employees shall be paid every two weeks, on the Thursday following the end of the scheduled pay period. When a payday falls on a holiday, employees shall receive their pay the preceding workday.

If Regular Part-time employees scheduled work-day falls on a holiday, the employee will be paid regular pay for that day.

The City is required by law to make four deductions from paychecks - Social Security, PERA, Federal income tax and State income tax. Temporary, seasonal, and intern positions may not be eligible for PERA. Eligibility is determined on a case-by-case basis and generally depends on length of service and earnings.

### **3.6.9. Reimbursement – Travel / Mileage / Meals**

Employees who are required to use their personal vehicles for City business are entitled to reimbursement as per the IRS approved rate.

If employees are required to travel outside of the area in performance of their duties as a city employee, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, the city will not reimburse employees for meals connected with training or meetings within city limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Employees who find it necessary to use their private automobiles for city travel and who do not receive a car allowance will be reimbursed at the standard IRS mileage rate.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$35.00 per day will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

### **3.6.10. Adverse Weather Conditions**

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not

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normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time, compensatory time or sick time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Police Officers and public works maintenance employees will generally be required to report to work regardless of conditions.

Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the city ~~clerk~~[administrator](#).

### **3.7. Leaves**

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a worker's compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by case basis.

Except as otherwise stated, all paid time off, taken under any of the city's leave programs, must be taken consecutively, with no intervening unpaid leave. The city will provide employees with time away from work as required by state or federal statutes, of there are requirement for such time off that are not described in the personnel policies.

#### **3.7.1. Administrative Leave**

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the city ~~clerk~~[administrator](#) with the approval of the City Council.

#### **3.7.2. Adoptive Parents [State Law requirement for cities with more than 21 employees]**

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

#### **3.7.3. Bone Marrow Donation Leave [State Law requirement for cities with more than 20 employees]**

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours unless agreed to by the city, to undergo medical procedures to donate bone marrow. The city may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

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### **3.7.4. Elections / Voting**

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the city at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of the United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

### **3.7.5. Funeral Leave**

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The amount of time off, and funeral leave approved, will be determined by the supervisor or city ~~clerk-administrator~~ depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.)

Sick leave may also be granted for a maximum of five days in addition to the 3-day funeral leave.

### **3.7.6. Holidays**

The following calendar days and such other days as the Council may fix are paid holidays:

- New Year's Day, January 1
- Martin Luther King Day, the third Monday in January
- President's Day, the third Monday in February
- Memorial Day, the last Monday in May
- Juneteenth, the 19<sup>th</sup> of June
- Independence Day, July 4
- Labor Day, the first Monday in September
- Veterans Day, November 11
- Thanksgiving Day, the fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Eve Day – Close at Noon when the 24<sup>th</sup> is on a Monday – Thursday.
- Christmas Day, December 25

All employees in regular positions are entitled to time off with full pay on holidays. Temporary and seasonal employees are not entitled to holiday pay. City Hall shall be closed for business on each such holiday, but employees may be required to work on paid holidays when the natures of their duties or other conditions require.

Regular employees who work on a holiday will be paid at the rate of one and one-half (1 ½) times the employee's base rate of pay for the number of actual hours worked and the employee will be

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paid straight time for the holiday shift. When a holiday falls on an employee's day off, that employee shall be given an additional paid shift off.

When New Year's Day, Juneteenth, Independence Day, Veteran's Day or Christmas Day fall on Sunday, the following Monday is a paid holiday, and if any such day falls on Saturday, the preceding Friday is a holiday. When a holiday falls on a day when a full-time police officer or Librarian is not regularly scheduled to work, that employee's holiday will be considered to be that regularly scheduled work day that is closest to the actual holiday. Regular part time employees are entitled to pay on a holiday only if they would normally be scheduled to work on the day of the week designated as the holiday and they will be paid only for the number of hours they would have worked.

If regular part-time employees scheduled day to work falls on a holiday, the employee will be paid regular pay for that day.

### **3.7.7. Job Related Injury or Illness**

All employees are required to report any job –related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of the injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

### **3.7.8. Jury Duty Leave**

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the city in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation, sick or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a

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temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

### **3.7.9. Leaves without Pay**

The city ~~clerk-administrator~~ may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the city's contribution toward health and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked. Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. (An employee absent for Parenting Leave is not required to use sick leave). Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the city.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the city ~~clerk-administrator~~ subject to approval by the City Council.

Note: The Family and Medical Leave Act (29 CFR Part 825) provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave.

The FMLA applies to all public agencies, including state, local and federal employers, and local education agencies (schools). To be eligible for the FMLA leave, an employee must work for a covered employer and:

- Have worked for that employer for at least 12 months; and
- Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- Work at a location where at least 50 employees are employed at the location or within 75 miles of the location.



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### **3.7.10. Military Leave**

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the city as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the city at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active-duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

### **3.7.11. Pregnancy and Parenting Leave**

Group insurance coverage will remain in effect during the leave, in which the employee must pay the full premium.

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child is eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any FMLA eligibility remaining at the time of this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was

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receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (ie. Where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

### **3.7.12. Reasonable Unpaid Work Time for Nursing Mothers**

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

### **3.7.13. School Conference Leave**

Any employee who has worked half time or more for than 12 consecutive months may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use vacation or sick leave hours for this absence in order to receive pay but are not required to do so.

### **3.7.14. Sick Leave**

Every regular full-time employee is entitled to sick leave with pay at the rate of one day for each calendar month of full-time service or major fraction thereof. Sick leave may be accumulated to a maximum of one hundred twenty (120) days / (960) hours. Sick leave does not accrue during an unpaid leave of absence.

Regular part-time employees who work an average of twenty (20) hours per week will accumulate sick leave at one-half the rate of full-time employees, up to a maximum of 480 hours. Regular part-time employees who work an average of thirty (30) hours per week will accumulate sick leave at three-fourths the rate of full-time employees, up to a maximum of 720 hours. Temporary and seasonal employees are not entitled to sick leave.

Sick leave is authorized absence from work with pay, granted to qualified regular full-time and part-time employees. Sick leave is a privilege.

Sick leave may also be granted for a maximum of five days in addition to the Funeral Leave benefit.

To be eligible for sick leave with pay, employees shall:

- Report as soon as possible to their department heads the reasons for this absence;

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- Keep their department head informed of their condition and if the absence is for more than five days duration, submit a medical certificate for any absence.
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The city has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The city will arrange and pay for an appropriate medical evaluation when it is required by the city.

Using or claiming sick leave for a purpose not authorized may be cause for disciplinary action.

For the purpose of accumulating additional vacation or sick leave, an employee using earned vacation or sick leave is considered to be working.

During the probationary period following an original appointment, an employee is not entitled to sick leave or vacation leave. After the end of the probationary period, an employee is entitled to sick leave and vacation leave accrued from the start of probationary employment.

Sick leave may be used as follows;

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.
- Safety leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving

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assistance because they, or a relative is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Pursuant to Minn. Stat. 181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the city ~~clerk~~ administrator, to the extent the employee is entitled to such leave.

Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where Parenting Leave under Minnesota law and the medical leave overlap.

### **3.7.15. Vacation Leave Benefit**

Every regular full-time employee of the City of Chatfield is entitled to the following paid vacation benefit:

- 6.70 hours of Vacation will accrue upon the completion of each calendar month in the first five years of employment.
- 10.00 hours of Vacation will accrue upon the completion of each calendar month after the completion of five years of service and this rate will continue through the tenth year of employment.
- 11.66 hours of Vacation will accrue upon the completion of each calendar month worked after the completion of ten years of service and this rate will continue through the fifteenth year of employment
- 13.33 hours of Vacation will accrue upon the completion of each calendar month worked after the completion of fifteen years of service and this rate will continue through the twentieth year of employment.
- 15.00 hours of Vacation will accrue upon the completion of each calendar month worked after the completion of twenty years of service and this rate will continue through the twenty-fifth of employment.
- 16.68 hours of Vacation will accrue upon the completion of each calendar month worked after the completion of twenty-five years of employment.

Vacation hours will be accrued per month and are available upon accrual after successfully completing their probationary period.

Vacation leave may be used as earned, subject to approval by the department head of the time at which it may be taken. No more than 320 hours of vacation leave can be carried at any given time for full-time employees.

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Regular part-time employees who work an average of twenty (20) hours per week will accrue vacation at one-half the rate of regular full-time employees and can carry no more than 160 hours of vacation leave. Regular part-time employees who work an average of thirty (30) hours per week will accumulate vacation leave at three-fourths the rate of full-time employees, up to a maximum of 240 hours. Temporary and seasonal employees are not entitled to vacation leave.

Any employee leaving the municipal service will be compensated for vacation leave accrued and unused to the date of separation.

### Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

### 3.7.16. Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members]

## 3.8. Insurance Benefits

### 3.8.1. Health

**Waiting Period:** New employees become eligible for coverage the first day of the month following completion of a thirty (30) day waiting period.

**Options:** The City offers three options of health insurance through Minnesota Public Employees Insurance Program. Regular full-time employees are eligible for health insurance at the following rates:

**For single coverage:** The employer will pay 100% of the premium costs for a single premium.

**For family coverage:** The employer will pay the equivalent of a single premium plus half the remainder of the family premium coverage. The remainder of the premium will be deducted from the employee's paycheck.

**If the employee chooses the high deductible/HSA plan, the City will contribute to the employee's health savings account an amount equal to the maximum out of pocket expense for Cost Level 2 of the Public Employee Insurance.**

**Regular part-time employees** who average twenty (20) hours per week are eligible for health insurance as well as all other benefits that the City offers, with the City paying ½ the rate of full-

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time employees, ½ of the premium benefit and ½ of the HSA benefit. Regular part-time employees who work an average of thirty (30) hours per week are eligible for health insurance as well as all other benefits that the City offers, with the City paying ¾ the rate of full-time employees, ¾ of the premium benefit and ¾ of the HSA benefit. This benefit does not apply to temporary or seasonal employees.

### **3.8.2. Accident**

The City of Chatfield offers each regular full-time and regular part-time employee the option to obtain additional life insurance accident insurance, in which the premiums will be deducted from the employee's paycheck.

### **3.8.3. Cancer**

The City of Chatfield offers each regular full-time and regular part-time employee the option to obtain additional cancer insurance, in which the premiums will be deducted from the employee's paycheck.

### **3.8.4. Dental**

The City of Chatfield offers each regular full-time and regular part-time employee the option to obtain additional dental insurance, in which the premiums will be deducted from the employee's paycheck.

### **3.8.5. Life**

The City of Chatfield offers each regular full-time and regular part-time employee the option to obtain additional life insurance, in which the premiums will be deducted from the employee's paycheck.

## **3.9. Pension/Retirement Benefits**

The city participated in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The city and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the city matches the employee's Social Security and Medicare withholding).

## **3.10. Additional Benefits**

### **3.10.1. Employee Education & Training**

The city promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

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### *Policy*

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures:

### *Job-Related Training & Conferences*

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the city.

The supervisor and the city [clerk-administrator](#) are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

### **3.10.2. Job-Related Meetings**

Attendance at professional meetings costing \$150 or less and directly related to the performance of the employee's work responsibilities do not require the approval of the city [clerk-administrator](#). Advance supervisor approval is required to ensure adequate department coverage.

### **3.10.3. Training & Conferences**

The request for participation in a training session or conference must be submitted to the employee's supervisor on the appropriate enrollment form. All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the city.

Requests totaling more than \$150 must be approved by the employee's supervisor and the city [clerk-administrator](#). Documentation approving conference or training attendance will be provided to the employee with a copy placed in the employee's personnel file.

Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to accounting for prompt payment.

### *Out of State Travel*

Attendance or training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the city [clerk-administrator](#).

### *Compensation for Travel & Training Time*

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act. Each day at a

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conference or training session will be considered equivalent to a regular day at work, not to exceed the value of eight (8) hours.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

### **3.10.4. Fitness Center**

The City offers access to a fitness center for all full and part-time employees who are not temporary or seasonal employees. Refer to the Employee Fitness Center Rules of Operation for details.

### **3.10.5. Holiday Gala**

An annual appreciation gathering is hosted by the Economic Development Authority for City Employees, Council, Boards, Commissions, and Volunteers

### **3.10.6. Memberships and Dues**

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the city. Normally, one city membership per agency, as determined by the city clerk is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the city and are transferred to another employee by the supervisor.

### **3.10.7. Technology Reimbursement**

To ensure fair and dependable communications between the Employer and Employees, along with establishing data connection where that is relevant, each full-time regular employee, and the cable television administrator, will be paid a monthly stipend of \$50.00 to assist the employees in maintaining a personal cell phone that can be used in the course of their work. Employees who work an average of 20 - 29 hours per week will receive \$25.00 per month and \$37.50 will be paid to employees who work 30 – 39 hours per week. This stipend would be considered taxable income. If any employee does not use a cell phone, this benefit will not be extended to them. For those people in the positions of Chief of Police, Ambulance Director, ~~Superintendent of City Services~~Public Works Director, Librarian, Cable Television Administrator, City Administrator and City Clerk, the City may choose to provide them with a city-owned telephone in lieu of the monthly stipend, at the discretion of the City.

### **3.10.8. Tuition Reimbursement**

The City of Chatfield wants to encourage an environment of educational growth. To be considered for tuition reimbursement, the employee must be in good standing and have been employed by the city for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the city ~~clerk~~administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:



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- Courses must be directly related to the employee’s present position (whether required for a degree program or not): OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better; “pass” in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the city if they voluntarily leave employment within twelve (12) months of receiving tuition reimbursement from the city.

Tuition reimbursement for an individual employee will not exceed \$2,500 per year. *The maximum amount of tuition benefit that will be paid in any one year to all employees will not exceed \$5,000.00.*

### 4. Code of Conduct

#### 4.1. Conduct as a City Employee

In accepting city employment, employees become representatives of the city and are responsible for assisting and serving the citizens for whom they work. An employee’s primary responsibility is to serve the residents of Chatfield. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a city employee. To achieve this goal, employees must adhere to established policies, rules and procedures and follow the instructions of their supervisors.

The following are job requirements for every position of the City of Chatfield. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information request with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by your supervisor.

#### 4.2. Appearance and Dress Guidelines

When uniforms are required, the City will provide an allowance for them.

Administration – will be provided with 5 indoor attire city shirts or a combination of shirts, sweaters, vests, jackets per year with department head approval. This will provide a professional image to citizens and customers approaching the City Offices. The amount of benefit that will be paid out to any one employee will not exceed \$300 in any one year.

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Police – New employees with the Chatfield Police Department for the first year of employment are provided, at the expense of the City, the complete uniform, equipment, and accessories required by the Police Department which shall remain the property of the City. After the first year of employment, each employee shall be entitled to a uniform/equipment/accessory reimbursement allowance of six hundred seventy-five dollars (\$675.00) in each year of the contract, for the purchase and maintenance of uniforms and equipment. Each employee shall be allowed to carry over up to two hundred dollars (\$200.00) from one calendar year to the next calendar year.

Public Works – The City provides each employee... The Employer will provide pants to the Employees through a contract with a uniform provider (currently Ameripride.) The Employer will also continue to provide an adequate number of shirts and outerwear, as needed consistent with past practices. In addition, for any task that requires safety boots, those boots will be provided by the City. The amount of benefit that will be paid out in any one employee will not exceed \$700 in any one year.

### **4.3.Attendance**

The appropriate department head with the approval of the City ~~Council~~ Administrator shall establish work schedules for personnel.

The regular work week for employees is based on 40 hours per week, except as otherwise established by the department head in accordance with custom and needs of the department.

Each employee should arrive on time in accordance with their departmental schedules and should work the normal hours established for the position. From time to time, absence or tardiness is unavoidable. Employees who are absent or will be late are expected to notify their supervisor, or the person designated by the supervisor before the start of the employee's scheduled shift.

Any absence that is not authorized may subject the employee to disciplinary action. The absence of an employee for three (3) consecutive days without approval may, in the discretion of the City, constitute resignation by that employee.

### **4.4.Cellular Phone Use**

This policy is intended to define acceptable and unacceptable uses of city issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the city without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that city employees exercise high standards of propriety in their use.

#### **General Policy**

Cellular telephones are intended for the use of city employees in the conduct of their work for the city. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

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- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.

Regardless of who pays the bill, cell phone records about city business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the city would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for city business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by city employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible. In cases where the city does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on a city-provided cellular phone must be paid for by the employee through reimbursement to the city based on actual cost listed on the city's phone bill.

### **Procedures**

It is the objective of the City of Chatfield to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

### **Responsibility**

The city ~~clerk~~administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All supervisors will be responsible for enforcement within their departments.

### **4.5. Conflict of Interest**

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit for themselves or a family member. If an employee has any question about whether such a conflict exists, he/she should consult with the City ~~Clerk~~Administrator.

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### 4.6. Driver's License / Driving Policy

This policy applies to all employees who drive a vehicle on city business whether driving a city-owned vehicle or their own personal vehicle. The city expects all employees who are required to drive as part of their job to drive safely and legally while on city business and to maintain a good driving record.

The city may examine driving records at any time for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The city will determine appropriate action on a case-by case basis.

### 4.7. Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

### 4.8. Grievance Procedure

Any dispute between an employee and the city relative to the application, meaning or interpretation of these personnel policies will be settled in the following manner:

**Step 1:** The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

**Step 2:** If the grievance has not been settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the city ~~clerk~~ administrator within seven (7) days after the supervisor's response is due. The city ~~clerk-administrator~~ or his/her designee will respond to the employee in writing within seven (7) calendar days. The decision of the city ~~clerk-administrator~~ is final for all disputes with the exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

#### 4.8.1. Waiver

If a grievance is not presented within the time limits set forth above, it will be considered "waived." If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city's last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next

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step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

The following actions are not grievable:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments are not.
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

### **4.9. Information and Technology Policy**

#### **4.9.1. Scope**

Everything included in this policy is subject to the Minnesota Data Practices Act and is the Property of the City of Chatfield

#### **4.9.2. General Information**

This policy serves to protect the security and integrity of the City of Chatfield's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources. Computers and related equipment used by City employees are the property of the City. The City reserves the right to inspect, without notice, all data, e-mails, settings or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City shall do so on an as-needed basis as determined by the City ~~Clerk-Administrator~~ or Department Head.

An employee who violates any aspect of this policy may be subject to revocation of certain system privileges or disciplinary action up to and including termination.

This policy applies to all users of the City's electronic communication and information system, including but not limited to regular, temporary and seasonal employees, volunteers, appointed and elected officials.

#### **4.9.3. Personal Use**

The City recognizes that some personal use of City-owned computers and related equipment has and shall continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

- Reasonable, incidental personal use of City computers and software (e.g. word processing, spreadsheets, e-mail, Internet, etc.) is allowed but should never preempt or interfere with work use. All use of City computers and software, including personal use, must be consistent with provisions in this policy.
- Employees shall not connect their own personal tools or equipment to City owned systems (such as digital cameras, disks or flash drives, etc.), without prior approval the

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City Technology Officer or Department Head and must follow provided directions for protecting the City's computer network

- Files from appropriate personal use of the City's equipment may be stored on your computer's hard drive, providing the size of all personal files does not create conflict of storage space (guideline 50MB).
- The City may inspect any data or information stored on its equipment or network, even if the information is personal to the employee.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities or other uses deemed by the City [Clerk-Administrator](#) to be inconsistent with City activities. If there is any question about whether a use is appropriate it should be forwarded to the City [Clerk-Administrator](#) for a determination.
- Only city employees may use city-owned equipment.

#### **4.9.4. Software, Hardware, Games and Screen Savers**

In general, the City shall provide all software and hardware required for an employee to perform his or her job duties. Requests for new or different equipment or software should be made to your supervisor. Except as provided below, employees shall not download or install any software on their computer without the prior approval of the City Technology Officer. The City reserves the right to remove any unauthorized programs or software, equipment, downloads or other resources.

Microsoft and Apple clipart and photo files contained on the site [www.microsoft.com](http://www.microsoft.com) or [www.apple.com](http://www.apple.com) may be downloaded by employees without prior approval. Automatic Microsoft or Apple updates may be downloaded without prior approval and should be completed by a user within two days of notice.

Unapproved software or downloads (free or purchased), hardware, games, screensavers, toolbars, clipart, music and movie clips, other equipment, software, or downloads that have not been specifically approved by the City Technology Officer may compromise the integrity of the city's computer system and are prohibited.

#### **4.9.5. Internet**

The following considerations apply to all uses of the Internet whether business related or personal.

- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Employees may not participate in any Internet chat room unless the topic area is related to City business.
- The City may monitor any employee's use of the Internet without prior notice, as deemed appropriate by the City [Clerk-Administrator](#).
- Reasonable personal use of the Internet during non-work hours (breaks, lunch hour, before or after work) is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include, but are not limited to, adult

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entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions, etc. With the exception of the Police Department for use in an investigation. If you are unsure whether a site may include inappropriate information, you should not visit it.

- Internet use during work hours should be limited to subjects directly related to job duties.
- No software or files may be downloaded from the Internet unless approved in advance by the City Technology Officer. This includes but is not limited to free software or downloads, maps, weather information, toolbars, music or photo files, clipart, screensavers and games.

### **4.9.6. Electronic Mail**

The City provides employees with an e-mail address for work-related use. Some personal use of the City's e-mail system by employees is allowed, provided it does not interfere with an employee's normal work and is consistent with all City policies.

Employee e-mails (including those that are personal in nature) may be considered "public" data and may not be protected by privacy laws. E-mail may also be monitored as directed by the City [Clerk-Administrator](#) and without notice to the employee. The following policies relate to e-mails of both business and personal content;

- Use common sense and focus primarily on using e-mail for City business. Never transmit an e-mail that you would not want your boss or other employees to read (e.g. avoid gossip, personal information, swearing, etc.)
- Use caution or avoid corresponding by e-mail on confidential communications (e.g. letters of reprimand, correspondence with attorneys, medical information, etc.)
- Do not open e-mail attachments or links from an unknown sender. Delete junk or "spam" e-mail without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language, including sexually harassing language or any other remarks including insensitive language or derogatory, offensive or insulting comments or jokes in an e-mail.
- Do not gossip or include personal information about yourself or others in an e-mail.
- Do not curse or use swear words in an e-mail.

### **4.9.7. Storing and Transferring Documents**

Electronic documents, including e-mails and business-related materials created on any employee's home or personal computer for City business, should be stored on the City network in accordance with records retention policies for that department. The following are some general guidelines that may be useful to consider:

- E-mail that is simple correspondence and not on official record of City business should be deleted (from both the "inbox" and "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City shall not retain e-mails longer than one year on the network or in the network back-ups

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- E-mail that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to appropriate network files for storage.
- City-related documents that an employee creates on his or her home computer or any other computer system should be copied to the City's network files.
- Documents or e-mails that may be classified as protected or private information should be stored separately from all other materials.

If you are unsure whether an e-mail or other document is a government record for purposes of records retention laws, or whether it is considered protected or private, check with your Department Head.

Practice caution transferring required data, documents and information between computer systems stored on a floppy disc, CD-ROM, flash or USB drive, or other storage media. These items may also be used to transmit computer viruses or other items harmful to the City's computer network.

The City has installed anti-virus software on each computer to protect against these threats by automatically scanning storage media for viruses and similar concerns. The anti-virus software provides automatic updates.

### **4.9.8. Passwords and Physical Security of Equipment**

Employees are responsible for maintaining all computer and media passwords and following these guidelines:

- All media addresses and passwords are the property of the City. All are immediately surrendered to the city upon termination or suspension.
- Your passwords should not be shared or told to anyone.
- Passwords should not be stored in any location on or near the computer. If necessary, store your password in a document or hard copy file that is locked when you are absent from your desk. Do not store it electronically in a palm pilot or cell phone system.

It is recommended that employees lock their workstation (press Ctrl+Alt+Del keys) if you shall be away from your desk or office for more than five minutes. Unlock your computer by doing the same and typing in your password. Use caution if you leave equipment unattended because it is generally small and portable. Do not leave city computer equipment in an unlocked vehicle or unattended at any off-site facility (airport, restaurant, etc.) If your office or desk area is in a high-traffic public area, check with the City [Clerk Administrator](#) about appropriate security measures.

### **4.9.9. Notice of Computer Problems**

Employees are responsible for notifying their Department Head or the City Technology Officer about computer problems or odd computer behavior. Employees should err on the side of



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caution when reporting issues because small problems may indicate a more serious network or computer system issue.

### 4.9.10. Laptop/Portable Computer /I-Pad Use

It is the responsibility of the employee using a laptop computer or other portable equipment, to keep the equipment in a safe environment, protected to the extent possible from theft or damage. Any portable computer damaged or stolen must be reported immediately to the City. All data collected, stored, processed or disseminated by City employees on portable computer equipment owned by the City is governed by the Data Privacy Act. Additional software or programs may not be loaded without prior authorization and any copying of software on a portable computer for personal use is prohibited.

### 4.10. Media Requests

All city employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the appropriate department or to city [clerkadministrator](#). Any employee who identifies a mistake in reporting should bring the error to the city [clerk administrator](#) or other appropriate staff. Regardless of whether the communication is in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the city [clerkadministrator](#). No city employee is authorized to speak on behalf of the city without prior authorization from the city [clerkadministrator](#). Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the city [clerk-administrator](#) of the request.
2. If the request is regarding information about city personnel, potential litigation, controversial issues, an opinion on a city matter, or if an employee is unsure if the request is a "routine" question, forward the request to the city [clerkadministrator](#). An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as they can." Then ask the media representative's name, questions, deadline and contact information.

All news releases concerning city personnel will be the responsibility of the city [clerkadministrator](#).

When/if the city [clerk-administrator](#) authorizes a staff person to communicate on behalf of the city in interviews, publications, news releases, on social media sites, and related communications, employees must:

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- Identify themselves as representing the city. Account names on social media sites must be clearly connected to the city and approved by the city ~~clerk~~administrator.
- Be respectful, professional and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The city finished street cleaning on 16 streets in the northwest corner of the city this past week” instead of “The city is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally not include personal opinions in official city statements. One exception is communications related to promoting a city service. For example, an employee could post the following on the city’s Facebook page: “My family visited Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the city should seek assistance from the city ~~clerk~~administrator on this topic.
- Notify the city ~~clerk~~administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for city business. Employees should be aware that the data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

### **4.11. Personal Communications and Use of Social Media**

It is important for city employees to remember that the personal communications of employees may reflect on the city, especially if employees are commenting on city business. The following guidelines apply to personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers and personal endorsements:

- Remember that what you write or post is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination or retaliation that would not be permissible in the workplace is not permissible between coworkers online, even if it is done after hours, from home and on home computers.
- The City of Chatfield expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers and other persons associated with the city. Avoid using statements photographs, video or audio that may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of sex, race national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, status with regard to public assistance or membership or activity in a local commission.

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- If you publish something related to city business, identify yourself and use a disclaimer such as “I am an employee of the City of Chatfield. However, these are my own opinions and do not represent those of the City of Chatfield.”
- City resources, working time or official city positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the city’s logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account names should not be tied to the city (e.g. CityChatfieldCop)

### **4.12. Personal Telephone Calls / Texting / E-mailing**

Personal communication is to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with city work and are to be completed as quickly as possible. Any personal long distance calls or faxes made on city equipment will be paid for by the employee.

### **4.13. Respectful Workplace Policy**

*(Includes sexual harassment prevention)*

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The city acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

#### *Applicability*

Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all city personnel including regular and temporary employees, volunteers, firefighters, EMT’s and City Council members.

#### *Abusive Customer Behavior*

While the city has a strong commitment to customer service, the city does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, a supervisor should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent unless their duties require them to remain. Employees must notify their supervisor about the incident as soon as possible.

#### *Types of Disrespectful Behavior*

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The following types of behaviors cause a disruption in the workplace and are, in many instances, unlawful:

- **Violent Behavior** – Includes the use of physical force, harassment, bullying or intimidation.
- **Discriminatory Behavior** – Includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, marital status, age sexual orientation, familial status, or status with regard to public assistance.
- **Offensive Behavior** – may include such actions as rudeness, angry outburst, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the city ~~clerk~~ administrator.
- **Sexual harassment** – can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
  - Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
  - Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an

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implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

- **Possession and Use of Dangerous Weapons** - Possession or use of a dangerous weapon (see attached definitions) is prohibited on city property, in city vehicles, or in any personal vehicle, which is being used for city business. This includes employees with a valid permit to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on city property.
- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

### *Employee Response to Disrespectful Workplace Behavior*

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below. If employees see or overhear a violation of this policy, they are encouraged to follow the steps below.

**Step 1(a).** Politely, but firmly tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

**Step 1(b).** If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or city [clerkadministrator](#). The person to whom you speak is responsible for documenting the issues and forgiving you a status report on the matter no later than ten business days after your report.

**Step 1(c).** In case of violent behavior, all employees are required to report the incident immediately to their supervisor, city [clerkadministrator](#), or Police Department. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the city [clerkadministrator](#).

**Step 2.** If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the mayor.

### *Supervisor's Response to Allegations of Disrespectful Workplace Behavior*

Employees who have a complaint of disrespectful workplace behavior will be taken seriously. In the case of sexual harassment or discriminatory behavior, a supervisor must report the

## *General Personnel Policy – Effective January 1, 2023*

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allegations within two business days to the city ~~clerk~~administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

**Step 1.** If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

**Step 2.** If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

**Step 3.** The Supervisor must notify the city ~~clerk~~administrator about the allegations.

**Step 4.** As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.

**Step 5.** After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

**Step 6.** The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.

### *Special Reporting Requirements*

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city ~~clerk~~administrator who will assume the responsibility for investigation and discipline.

If the city ~~clerk~~administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the city attorney who will confer with the mayor and City Council regarding appropriate investigation and action.

If a council member is perceived to be the cause of a disrespectful workplace behavior incident involving city personnel, the report will be made to the city ~~clerk~~administrator and referred to the city attorney who will undertake the necessary investigation. The city attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the city ~~clerk~~administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

### *Confidentiality*

## *General Personnel Policy – Effective January 1, 2023*

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A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

### *Retaliation*

Consistent with the terms of applicable statutes and city personnel policies, the city may discipline any individual who retaliates against a person who reports alleged violations of this policy. The city may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### **4.14. Smoking**

The City of Chatfield observes and supports the Minnesota Clean Indoor Air Act. All city buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) or "vaping" with e-cigarettes is prohibited while in a city facility or vehicle.

**Drug and Alcohol Free Workplace** The City is sincerely concerned with the safety and welfare of its employees and the public it serves. The City acknowledges its obligation to provide safe and healthful working conditions for all employees and a safe and healthful environment for the community.

#### **4.15. Sexual Harassment Prevention**

The City of Chatfield is committed to creating and maintaining a work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964 and the Minnesota Human Rights Act.

In keeping with this commitment, the city maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment.

This policy statement is intended to make all employees sensitive to the matter of sexual harassment, to express the city's strong disapproval of unlawful sexual harassment, to advise employees against this behavior and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

### *Definitions –*

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on Minnesota Statute 363.01, subdivision 41, is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

## *General Personnel Policy – Effective January 1, 2023*

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- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Examples of inappropriate conduct include but are not limited to: unwanted physical contact; unwelcome sexual jokes or comments; sexually explicit posters or pinups; repeated and unwelcome requests for dates or sexual favors; sexual gestures or any indication, expressed or implied, that job security or any other condition of employment depends on submission to or rejection of unwelcome sexual requests or behavior. In summary, sexual harassment is the unwanted, unwelcome and repeated action of an individual against another individual, using sexual overtones as a means of creating stress.

### *Expectations-*

The City of Chatfield recognizes the need to educate its employees on the subject of sexual harassment and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect and to assist in fostering an environment that is free from unwanted harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Employees who feel that they have been victims of sexual harassment, or employees who are aware of such harassment, should immediately report their concerns to any of the following:

1. Immediate supervisor;
2. City ~~Clerk~~Administrator
3. Mayor or City Council member

In addition to notifying one of the above persons and stating the nature of the harassment, the employee is also encouraged to take the following steps;

1. Make it clear to the harasser that the conduct is unwelcome and document that conversation.
2. Document the occurrences of harassment.
3. Submit the documented complaints to your supervisor, city clerk, mayor, or any member of the City Council. Employees are strongly encouraged to put the complaint in writing.
4. Document any further harassment or reprisals that occur after the initial complaint is made.

The city urges that conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate.

Management has the obligation to provide an environment free of sexual harassment. The city



## *General Personnel Policy – Effective January 1, 2023*

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is obligated to prevent and correct unlawful harassment in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required.

The City will take action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation. All allegations will be investigated. Strict confidentiality is not possible in all cases of sexual harassment as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. Reasonable efforts will be made to respect the confidentiality of the individuals involved, to the extent possible.

An employee who makes a false complaint or provides false information during an investigation may be subject to disciplinary action, up to and including termination.

### ***Retaliation-***

The City of Chatfield will not tolerate retaliation or intimidation directed towards anyone who makes a complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Any individual who retaliates against a person who testifies, assists or participates in an investigation may be subject to disciplinary action up to and including termination.

### **4.16. Use of City Property (and Access to)**

Any employee who has authorized possession of keys, tools, cell phones, pagers, or other city owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the city in order to resign in good standing.

### **4.17. Unlawful Acts**

No person shall knowingly make a false statement, certificate, mark, rating or report in regard to any test, certificate or appointment held or made under the City personnel system or in any manner commit or attempt to commit any fraud preventing the impartial execution of the provisions of this ordinance. No person seeking employment to or promotion in the municipal service shall either directly or indirectly give, render, or pay any money, service, or other valuable consideration to any person, or on account of or in connection with the test appointment or promotion or proposed appointment or promotion.

No person shall be employed, promoted, demoted, or discharged by the City or in any way favored or discriminated against because of political opinions or affiliations, race, color, national origin, religion, sex, marital status, status with regard to public assistance or disability, or because of the exercise of rights under provisions of the Public Employment Labor Relations Act, Minnesota Statute 179A.01 to 179A.25. No person who is between 18 and 70 years of age shall be discriminated against with reference to city employment in any way forbidden by federal or state law.

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### **4.18. Workplace Violence**

The City of Chatfield seeks to provide a safe and secure workplace environment for employees, volunteers, vendors, and citizens. Violence or the threat of violence has no place in any City of Chatfield facility.

This policy addresses the City's commitment to preventing the potential for violence in and around the workplace and to fostering a work environment of respect and healthy conflict resolution.

Some City employees may be exposed to violence by the nature of their jobs. Violence, or the threat of violence, by or against any City employee or other person while at a City of Chatfield workplace is unacceptable and may subject the individual to serious disciplinary action and or criminal charges.

The City of Chatfield will take every reasonable action to protect the life, safety and health of employees and will provide as rapid and coordinated a response as possible to violence or threats of violence at any worksite.

Possession, use or threat of use, of an object which could be considered a dangerous weapon, including all firearms, is not permitted at the workplace, or on City property, including City vehicles, unless such possession or use is an approved requirement of the job.

The City of Chatfield is committed to providing a workplace environment in which all its officials and employees treat each other, their customers and clients, and all others with courtesy, dignity and respect.

### **4.19. Drug Free Workplace**

In accordance with federal law, the City of Chatfield has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the city's intent and obligation to provide a drug-free, safe and secure work environment.
- B. The unlawful manufacture distribution, possession, or use of a controlled substance on city property or while conducting city business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. The city recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- D. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting city business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

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### **4.20. Outside Employment**

The potential for conflicts of interest is lessened when individuals employed by the City of Chatfield regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city [clerkadministrator](#). Any city employee accepting employment in an outside position that is determined by the city [clerkadministrator](#) to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the city for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the city [clerkadministrator](#).

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the city.

### **4.21. Report of Personnel Changes**

The City attempts to maintain complete and accurate personnel information on its employees. Laws regarding data privacy are strictly followed.

## *General Personnel Policy – Effective January 1, 2023*

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It is important that your permanent personnel records are kept accurate and up-to-date. You must immediately notify the City Clerk's Office when there is a change in any of the following:

- Name (through marriage or otherwise)
- Address
- Marital status
- Beneficiaries for life insurance and retirement
- Telephone number
- Person to contact in case of emergency

### **4.22. Performance Appraisals**

An objective performance review system will be established by the city ~~clerk~~ administrator or designee for the purpose of periodically evaluating the performance of city employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the city's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least annually. The form, with all required signatures, will be retained as part of the employee's personnel file

During the training period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## **5. Discipline**

### **5.1. General Policy**

City employees shall be subject to disciplinary action of failing to fulfill their duties and responsibilities, including observance of work rules adopted by the Council. It is the policy of the City to administer disciplinary penalties without discrimination. Every disciplinary action shall be for just cause and an employee may demand a hearing or use the grievance procedure described within this policy with respect to any disciplinary action which he or she believes is either unjust or disproportionate to the

## *General Personnel Policy – Effective January 1, 2023*

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offense committed. The supervisor or department head shall investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

### **5.2.No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

### **5.3.Process**

The city may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any city employee has a contractual right or guarantee (also known as a property right) to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

### **5.4.Oral Reprimand**

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for the first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The supervisor will document the oral reprimand including date(s) and a summary of discussion and corrective action needed.

### **5.5.Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with the prior approval from the city ~~clerk~~[administrator](#).

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file.

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## 5.6.Suspension With or Without Pay

The city ~~clerk~~ administrator may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

## 5.7.Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the city ~~clerk~~ administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

## 5.8.Salary

An employees' salary increase may be withheld or the salary may be decreased due to performance deficiencies.

## 5.9.Dismissal

The city ~~clerk~~ administrator, with the approval of the City council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with the city standards. If the disciplinary action involves the removal of a qualified veteran, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

## 6. Separation from Employment

### 6.1.Layoffs

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the city before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the city ~~clerk~~ administrator, subject to approval by the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

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## **6.2. Resignation**

Employees wishing to leave the city service in good standing must provide a written resignation notice to their supervisor, at least ten (10) working days before leaving. Exempt employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation

Unauthorized absences from work for a period of three consecutive work days may be considered as resignation without proper notice.

Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the city.

## **6.3. Retirement**

An employee is considered-retired if they separate from service in good standing and are eligible for benefits from the Public Employees Retirement Association (PERA) or Social Security.

## **6.4. Severance Pay**

Any employee leaving the municipal service in good standing by retiring or resigning with proper notice of termination of employment shall be compensated for sick leave accrued and unused to the date of separation according to the following schedule:

After five complete years of service: 10%  
After ten complete years of service: 20%  
After fifteen complete years of service: 40%  
After twenty complete years of service: 60%

An employee who voluntarily terminates his or her employment must notify the City at least 10 working days ahead of termination date (30 calendar days for exempt employees) -or the employee will forfeit the above severance pay. No severance pay will be given any employee who is discharged from his position because of disciplinary reasons.

Payment will not be paid in a lump sum but will be made as typical payroll distributions over a period of time necessary to disburse the earned amount.

## **7. Labor Relations**

### **7.1. Police Department**

As stated in Section 1.2 of this document, none of these provisions apply to any member of a collective bargaining group. Any and all benefits extended to members of a police department-related bargaining group must be included in their respective labor contract.

# General Personnel Policy – Effective January 1, 2023

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## ~~7.2. Public Works~~

~~As stated in Section 1.2 of this document, none of these provisions apply to any member of a collective bargaining group. Any and all benefits extended to members of a public works department-related bargaining group must be included in their respective labor contract.~~

## 8. Safety Requirements

### 8.1. Safety

The City is sincerely concerned with the safety and welfare of its employees and the public it serves. The City acknowledges its obligation to provide safe and healthful working conditions for all employees and a safe and healthful environment for the community.

ALL employees are required, as a condition of employment, to become familiar and comply with the safety regulations, standards and procedures outlined in the City's safety manual or other department directives that are established to prevent injury to themselves or other persons or damage to equipment and property. Each employee shall support and cooperate with the overall safety program goal:

*To effectively administer the safety program which brings about a reduction of accidents and injuries to employees, to provide a safe and healthful working environment for all employees, and to recognize occupational environmental hazards that may exist.*

The following types of accidents shall be reported:

- Employee injury accidents
- Traffic accidents
- Non-traffic/non-employee injury

#### 8.1.1. Employee Accident Report – Reporting Procedure

Since all accidents are potentially hazardous, all employee accidents are to be reported whether injury results or not.

An employee must report an accident and / or injury to their supervisor.

The Safety Coordinator or employee's Department Head shall furnish an employee with a copy of the employee accident form and with all the necessary forms.

The employee, if physically able, shall complete all the questions in the "Employee Statement" section of the employee accident form.

The Department head then completes all the questions in the "Supervisor's Statement" section of the employee accident form. These questions are formulated to provide specific kinds of information. The form also provides a section for recommendation and corrective action taken by the supervisor to prevent recurrence of similar accidents. In this manner, control and



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direction of safety go hand-in-hand with the control and direction of work performance. Any witnesses are to complete all the questions in the “Witness Statement” section of the form.

The supervisor will send the completed forms to the Safety Coordinator by the following workday. The copies of the worker’s compensation forms are to be completed and sent to the safety coordinator.

### **8.1.2. Traffic Accident – Reporting Procedure**

Any traffic accident involving a City-owned vehicle or motorized equipment, whether used on or off-duty, or privately owned vehicle which is being used, at the time of the accident, for City business, must be reported to the Safety Coordinator and Department Head.

City employees shall notify the police immediately following an accident.

The employee shall remain at the scene until the arrival of the police, even though the other driver or pedestrian might leave. In the event of the citizen driver or pedestrian does leave the scene, the employee should note the license number and description of the vehicle and the description of the pedestrian.

In the event of a traffic injury to a City employee or citizen during regular working hours, the employee shall notify the safety coordinator and their supervisor immediately.

### **8.1.3. Non-Traffic and Non-Employee Injury Accident – Reporting Procedure**

A non-traffic and non-employee accident is one involving damage to City-owned mobile equipment or an injury to a citizen or damage to private property resulting from the operation of such equipment, which does not come within the meaning of a traffic or employee injury accident.

If an accident results in an injury to a private citizen, the employees shall notify the police, their immediate supervisor and the Safety Coordinator. In cases of damage to City-owned equipment or private property, the supervisor and the Safety Coordinator must be notified and, after securing the facts, will determine whether the police must be notified.



# HERITAGE PRESERVATION AWARD

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presented to

MIKE & JULIE SOGLA


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In recognition of their outstanding contributions  
to the restoration and preservation of  
Chatfield's historic buildings

CITY OF CHATFIELD, MINNESOTA

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John P. McBroom, Mayor



Heritage Preservation Month  
May 2023



# 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)

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## MEMORANDUM

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** CRAIG BRITTON  
**SUBJECT:** 2022 WATER SYSTEM ELECTRICAL IMPROVEMENT PROJECT – PAY APPLICATION 3  
**DATE:** MAY 3, 2023  
**CC:** CITY ADMINISTRATOR, JOEL YOUNG AND  
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Consideration of Pay Application #3 in the amount of \$82,460 to Killmer Electric Co, Inc. for work completed on the 2022 Water System Electrical Improvement Project.

**Background:** Killmer Electric Co, Inc. has submitted pay application number 3 in the amount of \$82,460 for work completed on the generators for Well 2 and the Booster Pump Station. Work completed includes the engineering and assembly of the generators. The Well 2 generator has been assembled and is at Killmer Electric's office (a picture is on the following page). They are waiting for some of the equipment and will install the generator once the components are delivered. A summary of the work remaining and retainage is on the first sheet of the pay application. Below is a quick summary of the contract amounts and payments.

1. Contract Amount - \$529,450
2. Pay Application 1 - \$20,502.90
3. Pay Application 2 - \$23,560.00
4. Pay Application 3 - \$82,460.00
5. Retainage (5%) - \$6,659.10
6. Balance to Finish - \$402,927.10

Please let me know if you have any questions.

Sincerely,

Craig Britton



Well 2 Generator – Stored at the Killmer Electric Office

**APPLICATION AND CERTIFICATE FOR PAYMENT**

TO OWNER: CHATFIELD, CITY OF  
444 HAWLEY STREET SE  
CHATFIELD, MN 55923

PROJECT: 517322  
Chatfield Water Improvements  
FROM: Killmer Electric Co, Inc  
5141 Lakeland Ave

APPLICATION NO.: 3  
PERIOD TO: Apr 30/23  
PROJECT NOS.:  
CONTRACT DATE: Jul 08/22

Distribution to:  
OWNER   
ARCHITECT   
CONTRACTOR   
FIELD   
OTHER

CONTRACT FOR: Crystal, MN55429

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM.....	\$529,450.00
2. NET CHANGE BY CHANGE ORDERS.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 +- 2)....	\$529,450.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G)	\$133,182.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Columns D + E)	\$2,719.10
b. 5.00 % of Stored Material (Column F)	\$3,940.00
Total Retainage (Line 5a + 5b or Total in Column I).....	\$6,659.10
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$126,522.90
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$44,062.90
8. CURRENT PAYMENT DUE.....	<b>\$82,460.00</b>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$402,927.10

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	\$0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Killmer Electric Co, Inc

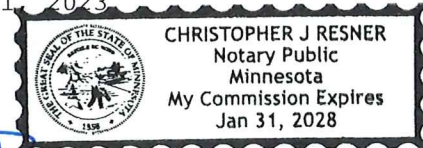
By: [Signature] Date: 4/27/2023

State of: Minnesota

County of:

Subscribed and sworn to before

me this 27th day of April, 2023



Notary Public: [Signature]  
My commission expires: 1/31/2028

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Document, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ \_\_\_\_\_

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount Certified.)

ARCHITECT: [Signature]

By: \_\_\_\_\_ Date: 5/2/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

APPLICATION NO.: 3  
 APPLICATION DATE: Apr 27/23

PERIOD TO: Apr 30/23  
 PROJECT NO.: 517322

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
<b>CONTRACT</b>									
00010	General Conditions (Bond/Ins/	36350.00	7500.00	8000.00	0.00	15500.00	43	20850.00	775.00
00020	Well #2	81500.00	6938.00	0.00	0.00	6938.00	9	74562.00	346.90
00030	Booster Station	24000.00	7144.00	0.00	0.00	7144.00	30	16856.00	357.20
00040	Well #3	38600.00	0.00	0.00	0.00	0.00	0	38600.00	0.00
00050	WWTP PLC Upgrade	112000.00	0.00	0.00	0.00	0.00	0	112000.00	0.00
00060	I&C Engineering/Submittals	24800.00	24800.00	0.00	0.00	24800.00	100	0.00	1240.00
00070	Alt 1 - Generator Well 2	78000.00	0.00	0.00	72000.00	72000.00	92	6000.00	3600.00
00080	Alt 2 - Generator Booster Sta	134200.00	0.00	0.00	6800.00	6800.00	5	127400.00	340.00
		529450.00	46382.00	8000.00	78800.00	133182.00	25	396268.00	6659.10
<b>Total Contract</b>		<b>529450.00</b>	<b>46382.00</b>	<b>8000.00</b>	<b>78800.00</b>	<b>133182.00</b>	<b>25</b>	<b>396268.00</b>	<b>6659.10</b>

PROCLAMATION

PRESERVATION MONTH 2023

WHEREAS, historically significant buildings and sites represent scarce, non-renewable cultural resources and critical assets for community development; and

WHEREAS, heritage preservation is an effective tool for managing community growth, revitalizing older neighborhoods, and fostering civic pride; and

WHEREAS, it is important to celebrate the role of history and historic places in our lives; and

WHEREAS, “Taking Chatfield’s Past Into the Future” has been chosen as the theme for this year’s Preservation Month by the Chatfield Heritage Preservation Commission;

NOW, THEREFORE, I, Mayor John P. McBroom, do proclaim May, 2023 as Preservation Month and call upon the citizens of Chatfield to join the Heritage Preservation Commission and other like-minded organizations in communities throughout the United States in celebrating National Preservation Month.

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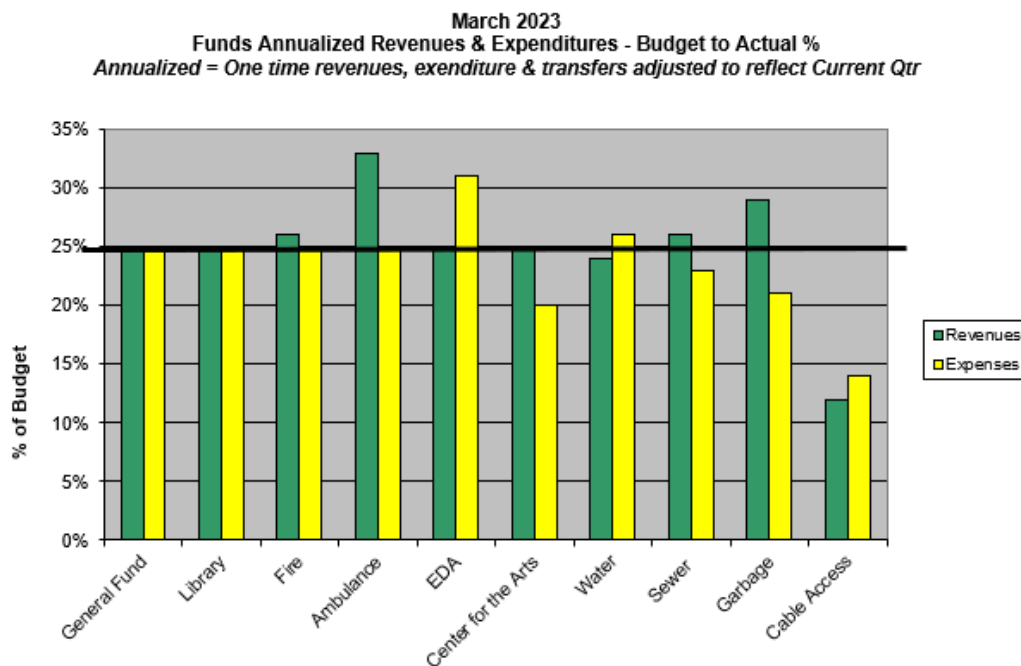
John P. McBroom, Mayor

To: Joel Young  
 From: Kay Coe  
 Date: April 20, 2023

*1st Quarter Financial Report – 2023*

## REVENUES & EXPENDITURES (ANNUALIZED) BUDGET TO ACTUAL

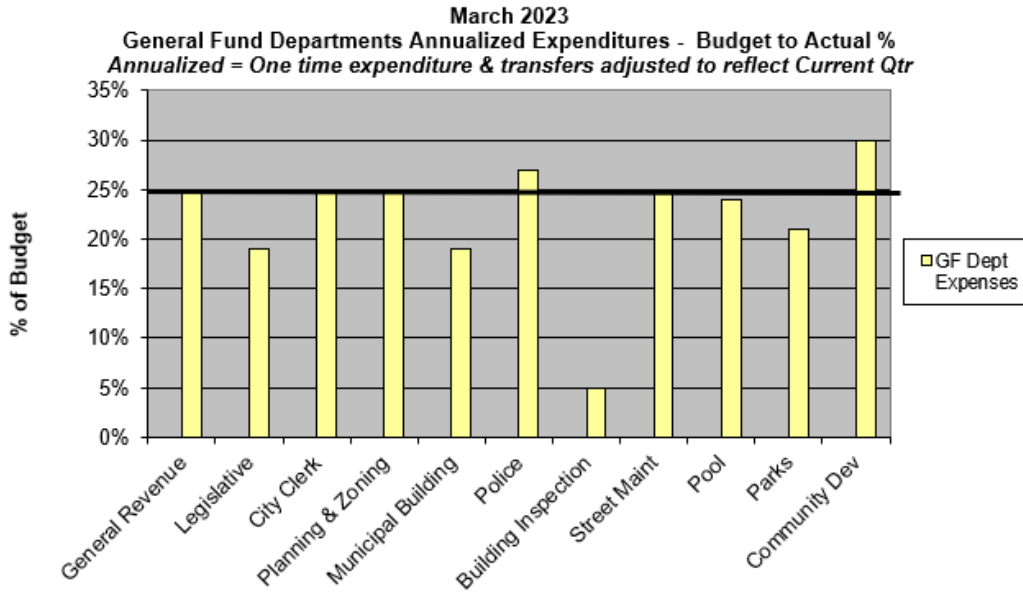
This chart displays the annualized 2023 **fund** revenue and expense activity compared to the 2023 budget predictions for the budget adopted in December of 2022.



- The **revenue and expense activity has been annualized** meaning one-time revenues, expenses and administrative activity like transfers have been adjusted to reflect being in the first quarter of the year.
- The **target for first quarter is to be at 25%** of budget predictions. Variances to budget more than 10% are summarized below;
- Most of the annualized **fund** revenues and expenses are **budget neutral (within 10% of budget)**
  - The **positive fund revenue variances (more than 10% above budget)** are -
    - The ambulance fund at 33% of budget. This includes charges for services above budget predictions.
  - The **negative fund revenue variances (more than 10% below budget)** are -
    - The cable access fund at 12% of budget. The sponsorship campaign is a fall activity.
  - The **positive fund expenditure variances (more than 10% below budget)** are -
    - The cable access fund expenditures at 14% of budget predictions.
  - The **negative fund expenditure variances (more than 10% above budget)** are –
    - none.



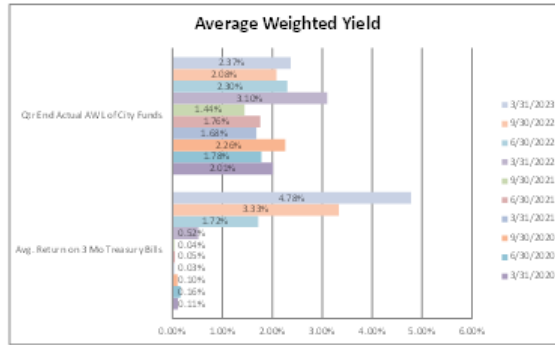
The following chart displays the annualized 2023 **general fund department expense** activity compared to the 2023 budget predictions for the budget adopted in December of 2022.



- The **expense activity for the departments in the general fund has also been annualized**, meaning one-time expenses and administrative activity like transfers have been adjusted to reflect being in the first quarter of the year.
- The target for first quarter for expenses to be at 25% of budget predictions. Variances to budget more than 10% are summarized below;
- Most of the the annualized **general fund department** expenses are **budget neutral (within 10% of budget)**
  - The **positive** general fund department expense **variances (more than 10% below budget)** are -
    - Building Inspections due to seasonality at (5%).
  - The **negative** general fund department expense **variances (more than 10% above budget)** are –:
    - none.

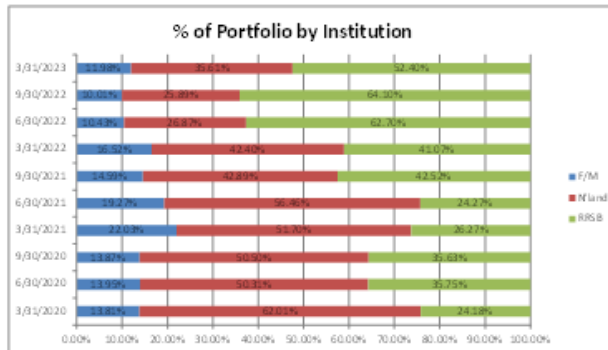
### Investment Performance Trends

This chart displays the **average weighted yield of cash and investments** along with the average return on 3 month treasury bills during the quarter.

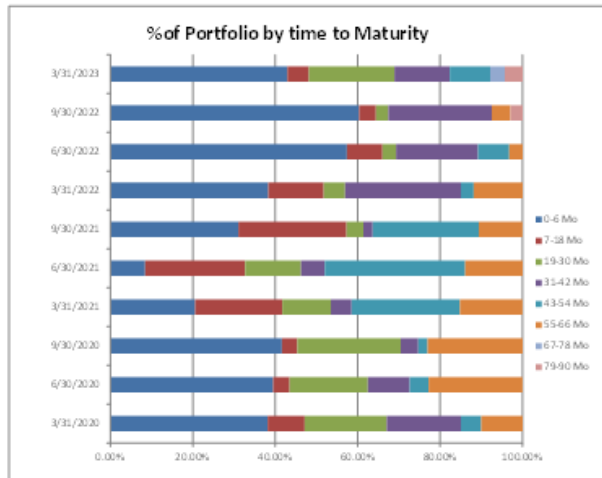


- The **goal is to exceed the average return of 3 month treasury bills** during the quarter.
- For the second time since monitoring the performance of the average weighted yield on the city’s cash and investments (beginning in June of 2008), the actual average weighted yield did not exceed the goal. For first quarter 2023 the **actual yield was 2.37%**. The **average return on 3 month treasury bills was 4.78%** for first quarter up significantly from 1.72% in June of 2022 & 3.33% in September of 2022. This continues to be due to the quick rise in Treasury rates, along with the long-term investments that the City holds, it is not surprising that the City’s returns have fallen behind the average T-Bill rate. The City’s check book balance, which is presently earning 1.4%, is a bit higher than usual with the 2022 water project bond money in the balance. For third quarter average weighted yield on the City’s funds fell short of **goal by 2.41%**.

The next investment trend chart is informational and shows the **percentage of the City’s funds by institution** for the past three years. *Note: the outstanding balance of the 2022 Water Project & 2023 Public Works Facility bond money is included in the Root River balance.*

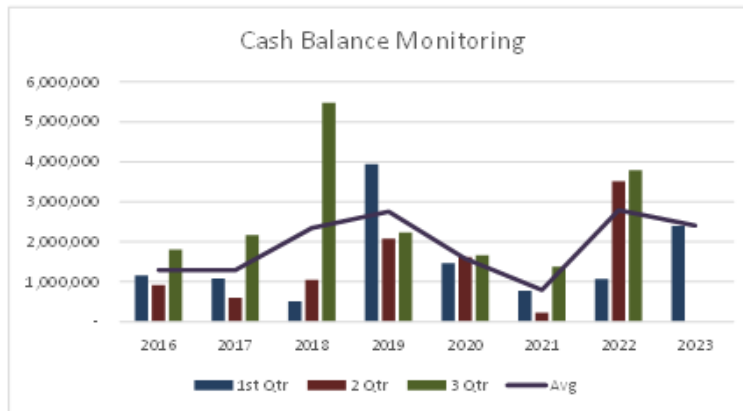


This investment trend chart shows the **% of portfolio by time of maturity**. The time to maturity information is helpful in making decisions about what maturities to select when purchasing investments for cash flow.



### CASH & INVESTMENT BALANCE TRENDS

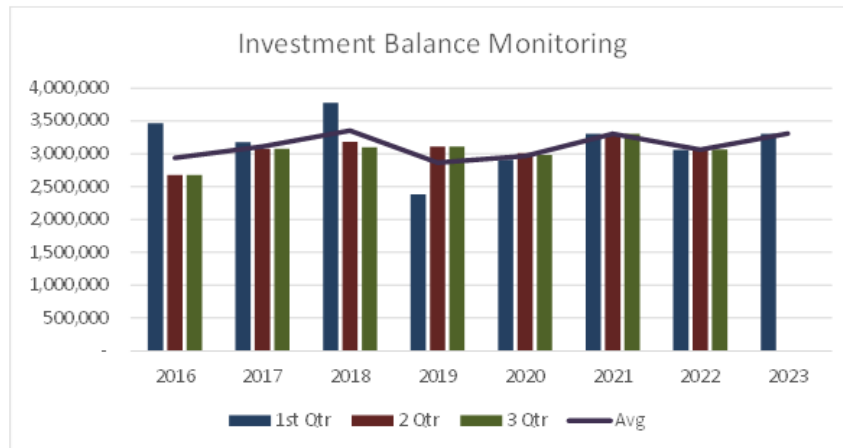
Following is a chart that is used to monitor the cash balance trends.



And the supporting data in a table view

Cash & Investment Balance Monitoring				
Cash - Current Value				
Year	1st Qtr	2 Qtr	3 Qtr	Avg
2016	1,157,679	910,563	1,805,033	1,291,092
2017	1,083,729	602,467	2,165,354	1,283,850
2018	509,718	1,040,007	5,477,290	2,342,338
2019	3,948,122	2,077,407	2,231,855	2,752,461
2020	1,460,283	1,615,677	1,661,235	1,579,065
2021	773,532	225,102	1,372,418	790,351
2022	1,068,006	3,510,351	3,786,008	2,788,122
2023	2,402,515			2,402,515

Following is a chart that is used to monitor the investment balance trends.



And the supporting data in a table view

Investment Balance - Original Value				
Year	1st Qtr	2 Qtr	3 Qtr	Avg
2016	3,463,713	2,679,839	2,680,997	2,941,516
2017	3,180,804	3,080,804	3,080,804	3,114,137
2018	3,780,818	3,185,810	3,102,491	3,356,373
2019	2,381,477	3,110,245	3,110,238	2,867,320
2020	2,910,154	3,010,116	2,982,116	2,967,462
2021	3,306,102	3,306,102	3,310,581	3,307,595
2022	3,064,581	3,064,574	3,065,034	3,064,730
2023	3,310,034			3,310,034

Following is a detailed listing of the CD's, bonds, checkbook and money market balances that supports the % of portfolio by time to maturity chart.

INSTIT	#	DESCRIPTION	Original Value	Rate	Purch Date	Mat Date	Mo to Mat	Current Date	Apprx Time Elapsed (In Years)	Est. Current Value
FM	MM #4000008 10	APY JAN 0% FEB 0.08% MAR 0.025%	476					3/31/2023		476.06
NLND	MM 76T154947 -	APY JAN 4.02% FEB 4.29% MAR 4.41%	30,985					3/31/2023		32,299
RRSB	4100078 - APY JA	APY JAN 1.4% FEB 1.4% MAR 1.4%	2,337,022					3/31/2023		2,369,740
RRSB	35529 M05/07/202	60 MO LIBRARY 2.27% 5 yr 05/2018-05/2023	85,916	2.27%	05/07/18	05/07/23	2	3/31/2023	5	96,003
RRSB	35798 M07/29/202	12 MO LIBRARY - 0.49R/0.49Y 1 yr 07/29/2022-07/29/2023	77,832	0.49%	07/29/22	07/29/23	12	3/31/2023	1	78,088
NLND	075663-TM-6 M02	BECKER MN VVV	99,286	2.10%	02/23/16	02/01/24	11	3/31/2023	7	115,237
NLND	843879-DC-8 M06	SOUTHERN STS BK	107,000	0.50%	05/22/20	06/12/24	15	3/31/2023	3	108,539
NLND	02589A-BM-3 M03	AMERICAN EXPRESS NATL BK	96,000	1.80%	02/28/22	03/03/25	24	3/31/2023	1	97,887
NLND	856285-TQ-4 M05	STATE BK INDIA NEW	242,000	1.10%	05/18/20	05/28/25	26	3/31/2023	3	249,749
NLND	33847E-3L-9 M05	FLAGSTAR BK FSB TROY	104,000	0.80%	05/29/20	05/29/25	26	3/31/2023	3	106,387
FM	702091 M06/08/20	60 MO - FM CD#709091 1.21% APY 06/08/20205	50,000	1.21%	6/8/2020	6/8/2025	27	3/31/2023	3	51,728
RRSB	35688 M06/09/202	60 MO 1.12%/1.2Y M 06/09/2025	50,000	1.12%	06/09/20	06/09/25	27	3/31/2023	3	51,596
RRSB	35671 M06/30/202	60 MO 1.64R/1.65Y M 06/30/2025	425,000	1.64%	06/30/20	06/30/25	27	3/31/2023	3	444,578
NLND	73319F-AS-8 M09	POPPY BK SANTA ROSA	200,000	1.10%	03/19/20	09/19/25	30	3/31/2023	3	206,778
FM	702108 M10/21/20	60 MO - FM CD#702108 1.00% APY 10/21/2025	130,000	1.00%	10/21/2020	10/21/2025	31	3/31/2023	2	133,209
FM	702127 M03/03/20	60 MO - FM CD#702127 0.75% APY 03/03/2026	250,000	0.75%	3/3/2021	3/3/2026	36	3/31/2023	2	253,921
FM	702128 M03/03/20	60 MO - FM CD#702128 0.75% APY 03/03/2026	250,000	0.75%	3/3/2021	3/3/2026	36	3/31/2023	2	253,921
NLND	300185-LM-5 M07	EVERGREEN BK GROUP OAK BOOK ILL	140,000	3.85%	01/27/23	07/27/26	40	3/31/2023	0	140,928
NLND	564759-RS-9 M01	MANUFACTURERS & TRADERS TR CO BUFFALO NY	245,000	4.00%	01/20/23	01/20/27	46	3/31/2023	0	246,877
NLND	14042T-FN-2 M04	CAPITAL ONE BK USA NATL	100,000	2.80%	04/14/22	04/20/27	49	3/31/2023	1	102,721
NLND	61768E-JR-5 M05	MORGAN STANLEY PRIVATE BK NATL ASSN	113,000	3.25%	05/19/22	05/19/27	50	3/31/2023	1	116,214
NLND	254673L38 M07/06	DISCOVER BK GREENWOOD	100,000	3.40%	07/06/22	07/06/27	52	3/31/2023	1	102,519
NLND	3130ASN96 M07/2	FEDERAL HOME LN BKS	200,000	4.20%	07/27/29	07/27/29	76	3/31/2023	1	205,748
NLND	31330AT-GQ-4 M1	FEDERAL HOME LN BKS	245,000	5.30%	10/12/22	10/12/29	79	3/31/2023	0	251,100
			5,678,517							5,816,246.10

These are the summarized totals of the detail shown above which is used for the average weighted yield calculation and the % of portfolio by Institution calculation.

Orig Value	Curr Value	Orig Value	Curr Value		
<b>CB / Money Markets</b>		<b>CD's / Bonds</b>		<b>Total Cur Value</b>	
476	476	680,000	692,780	693,256	F/M
30,985	32,299	1,991,286	2,050,686	2,082,985	Northland
2,337,022	2,369,740	638,748	670,265	3,040,005	RRSB
2,368,483	2,402,515	3,310,034	3,413,731	5,816,246	<b>Subtotal</b>
				5,816,246	<b>TOTAL</b>

This is the supporting work / table view for the average weighted yield.

3.13%	Average Weighted Yield - CD's & Bonds		
1.44%	Average Weighted Yield - Checkbook & Money Markets		
2.37%	<b>AVERAGE WEIGHTED YIELD - COMBINED</b>		
4.78%	Goal of Average Weighted Yield is to exceed Average return on 3 mo Treasury Bills		

And the supporting work / table view for the % of portfolio by institution chart.

% Of Portfolio by Institution - Orig Value	
11.98%	F/M Community Bank
35.61%	Northland
52.40%	Root River State Bank

And the supporting work / table view for the % of portfolio by time to maturity chart.

<b>% of Portfolio by time to Maturity - Cur Value</b>	
<b>42.96%</b>	0 - 6 Months
<b>5.19%</b>	7 - 18 Months
<b>20.78%</b>	19 - 30 Months
<b>13.44%</b>	31 - 42 Months
<b>9.77%</b>	43 - 54 Months
<b>0.00%</b>	55 - 66 Months
<b>3.54%</b>	67 - 78 Months
<b>4.32%</b>	79 - 90 Months
<b>0.00%</b>	91 - 102 Months
<b>0.00%</b>	103 - 114 Months
<b>0.00%</b>	115 - 126 Months
<b>100.00%</b>	

A detailed listing of normalized revenue and expense activity is included on the following pages for your reference.

If you have any questions or would like additional information let me know.

Thank you.



City of Chatfield  
Budget YTD Rev-Exp

Current Period: March 2023

Exported from Banyon to .csv & Annualized  
Adjusted to 75% - Tax Settlements, Special Aesements, Annual Exp Payments  
151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX Transfers

Key: Varies > 10% than budget positively Varies > 10% than budget negatively  
R>35% E<15% R<15% E>35%

	2023 Budget	2023 ANNLDZ YTD Amt	ANNLDZ % of Budget	Variance Category
	Within 10% of Budget neutral 15-35%	Calculation Cell	Input Cell	
<b>Fund 100 GENERAL FUND</b>				
Revenues	\$3,104,725.00	\$773,001.24	25%	neutral
Expenditures	\$3,102,108.72	\$762,531.32	25%	neutral
<b>Dept 41000 General Revenue</b>	<b>2023 Budget</b>	<b>2023 ANNLDZ</b>	<b>ANNLDZ %</b>	<b>V. Category</b>
R 100-41000-31010 Current Ad Valorem Taxes	\$1,890,372	\$472,593	25%	neutral
R 100-41000-31020 Delinquent Ad Valorem Taxes	\$0	\$0	0.00%	neutral
R 100-41000-31900 Penalties and Interest DelTax	\$0	\$0	0.00%	neutral
R 100-41000-33401 Local Government Aid	\$866,853	\$216,713	25%	neutral
R 100-41000-33402 Market Value Credit	\$0	\$0	0.00%	neutral
R 100-41000-33405 PERA Aid	\$1,677	\$419	25%	neutral
R 100-41000-34020 General Services Charge	\$128,792	\$32,198	25%	neutral
R 100-41000-36210 Interest Earnings	\$12,000	\$3,000	25%	neutral
R 100-41000-37940 Cash Over	\$0	\$0	0.00%	neutral
R 100-41000-39201 Transfer In	\$0	\$0	0.00%	neutral
<b>Dept 41000 General Revenue</b>	<b>\$2,899,694.00</b>	<b>\$724,923.50</b>	<b>25%</b>	<b>neutral</b>
E 100-41000-431 Cash Short	\$0	\$0	0.00%	neutral
E 100-41000-700 Transfers (GENERAL)	\$0	\$0	0.00%	neutral
E 100-41000-721 T.O. - Library Fund	\$193,401	\$48,350	25%	neutral
E 100-41000-723 T.O. - Ambulance Fund	\$79,500	\$19,875	25%	neutral
E 100-41000-726 T.O. - EDA	\$76,230	\$19,058	25%	neutral
E 100-41000-734 T.O.Fire	\$70,117	\$17,529	25%	neutral
E 100-41000-750 T.O. - 2016A (335)	\$0	\$0	25%	neutral
E 100-41000-756 T.O. - Center for the Arts	\$90,000	\$22,500	25%	neutral
E 100-41000-762 T.O. - CCTV	\$17,000	\$4,250	25%	neutral
E 100-41000-766 T.O - 2022B PWFAC (344)	\$65,000	\$16,250	25%	neutral
<b>Dept 41000 General Revenue</b>	<b>\$591,248</b>	<b>\$147,812</b>	<b>25%</b>	<b>neutral</b>
<b>Dept 41100 Legislative</b>	<b>2023 Budget</b>	<b>2023 ANNLDZ</b>	<b>ANNLDZ %</b>	<b>V. Category</b>
R 100-41100-34100 Filing Fee	\$0	\$0	0.00%	neutral
R 100-41100-36260 Insurance Dividend	\$0	\$0	0.00%	neutral
R 100-41100-39550 Refunds   Rebates	\$0	\$16	0.00%	neutral
R 100-41100-39560 Reimbursement	\$0	\$0	0.00%	neutral
<b>Dept 41100 Legislative</b>	<b>\$0</b>	<b>\$16</b>	<b>0%</b>	<b>neutral</b>
E 100-41100-103 Part-Time Employees	\$24,000	\$6,179	25.74%	neutral
E 100-41100-121 PERA	\$1,200	\$94	7.86%	positive variance
E 100-41100-122 FICA	\$1,488	\$266	17.88%	neutral
E 100-41100-125 Medicare	\$348	\$90	25.74%	neutral
E 100-41100-151 Worker s Comp Insurance Prem	\$150	\$23	15%	neutral
E 100-41100-152 Clothing	\$0	\$0	0.00%	neutral
E 100-41100-200 Office Supplies (GENERAL)	\$100	\$37	37%	negative variance
E 100-41100-205 Service Incentives/Rewards	\$600	\$0	0.00%	positive variance
E 100-41100-208 Training and Instruction	\$0	\$0	0.00%	neutral
E 100-41100-212 Vehicle Operating Supplies	\$200	\$47	23.61%	neutral
E 100-41100-240 Small Tools and Minor Equip	\$8,000	\$869	10.87%	positive variance
E 100-41100-304 Legal Fees	\$10,000	\$2,905	29%	neutral
E 100-41100-309 Conference Expense	\$2,500	\$574	22.97%	neutral
E 100-41100-310 Other Professional Services	\$7,000	\$0	0.00%	positive variance
E 100-41100-322 Postage	\$0	\$0	0.00%	neutral
E 100-41100-331 Travel Expenses	\$250	\$132	52.98%	negative variance
E 100-41100-350 Print/Binding (GENERAL)	\$0	\$0	0.00%	neutral
E 100-41100-360 Insurance (GENERAL)	\$2,000	\$346	17%	neutral
E 100-41100-430 Miscellaneous (GENERAL)	\$1,000	\$43	4.35%	positive variance
E 100-41100-433 Dues and Subscriptions	\$13,000	\$1,825	14%	positive variance
E 100-41100-435 Licences, Permits and Fees	\$720	\$124.00	17.22%	neutral
E 100-41100-711 T.O.- Reserve Fund	\$0	\$0.00	0.00%	neutral
<b>Dept 41100 Legislative</b>	<b>\$72,556</b>	<b>\$13,555</b>	<b>19%</b>	<b>neutral</b>
<b>Dept 41200 Historical Society</b>	<b>2023 Budget</b>	<b>2023 ANNLDZ</b>	<b>ANNLDZ %</b>	<b>V. Category</b>
E 100-41200-450 Capital Goods Charge	\$900	\$225	25%	neutral
<b>Dept 41200 Historical Society</b>	<b>\$900</b>	<b>\$225</b>	<b>25%</b>	<b>neutral</b>
<b>Dept 41410 Elections</b>	<b>2023 Budget</b>	<b>2023 ANNLDZ</b>	<b>ANNLDZ %</b>	<b>V. Category</b>
R 100-41410-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 100-41410-39550 Refunds   Rebates	\$0	\$9	0.00%	neutral
R 100-41410-39560 Reimbursement	\$0	\$0	0.00%	neutral
<b>Dept 41410 Elections</b>	<b>\$0</b>	<b>\$9</b>	<b>0%</b>	<b>neutral</b>



City of Chatfield  
Budget YTD Rev-Exp

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<b>Key:</b>	Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%	Within 10% of Budget neutral 15-35%	Calculation Cell Input Cell
E 100-41410-103 Part-Time Employees	\$4,500	\$0	0.00%	positive variance
E 100-41410-122 FICA	\$0	\$0	0.00%	neutral
E 100-41410-125 Medicare	\$0	\$0	0.00%	neutral
E 100-41410-151 Worker s Comp Insurance Prem	\$0	\$0	0.00%	neutral
E 100-41410-210 Operating Supplies (GENERAL)	\$600	\$0	0.00%	positive variance
E 100-41410-310 Other Professional Services	\$650	\$0	0.00%	positive variance
E 100-41410-322 Postage	\$0	\$0	0.00%	neutral
E 100-41410-331 Travel Expenses	\$350	\$0	0.00%	positive variance
E 100-41410-350 Print/Binding (GENERAL)	\$350	\$0	0.00%	positive variance
E 100-41410-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
<b>Dept 41410 Elections</b>	<b>\$6,450</b>	<b>\$0</b>	<b>0%</b>	<b>positive variance</b>

Dept 41500 City Clerk	2023 Budget	2023 ANNLDZ	ANNLDZ %	V. Category
R 100-41500-32000 Licenses and Permits <i>Transient Merch Permit</i>	\$0	\$0.00	0.00%	neutral
R 100-41500-32110 Alcoholic Beverages	\$12,000	\$2,438	20%	neutral
R 100-41500-34000 Charges for Services	\$75	\$5	6.00%	negative variance
R 100-41500-34301 Administration Fees	\$0	\$142	0.00%	negative variance
R 100-41500-36201 Sale Of Merchandise	\$0	\$0	0.00%	neutral
R 100-41500-36260 Insurance Dividend <i>Typically December</i>	\$500	\$125	25%	neutral
R 100-41500-39550 Refunds   Rebates <i>US Bank Card Rebate</i>	\$0	\$7.13	0.00%	neutral
R 100-41500-39560 Reimbursement <i>School   Granicus</i>	\$5,000	\$1,250	25%	neutral
<b>Dept 41500 City Clerk</b>	<b>\$17,575</b>	<b>\$3,966</b>	<b>23%</b>	<b>neutral</b>
E 100-41500-101 Full-Time Employees Regular	\$305,000	\$81,482	26.72%	neutral
E 100-41500-103 Part-Time Employees	\$25,000	\$6,545	26.18%	neutral
E 100-41500-121 PERA	\$24,750	\$6,602	26.67%	neutral
E 100-41500-122 FICA	\$20,460	\$5,302	25.91%	neutral
E 100-41500-125 Medicare	\$4,785	\$1,240	25.91%	neutral
E 100-41500-131 Employer Paid Health	\$33,600	\$7,256	21.59%	neutral
E 100-41500-134 Employer Paid Life	\$100	\$22	22.41%	neutral
E 100-41500-136 Employer Paid H.S.A.	\$15,000	\$3,188	21.25%	neutral
E 100-41500-151 Worker s Comp Insurance Prem	\$2,200	\$606	28%	neutral
E 100-41500-152 Clothing	\$1,000	\$250	25%	neutral
E 100-41500-200 Office Supplies (GENERAL)	\$3,750	\$112	2.99%	positive variance
E 100-41500-208 Training and Instruction	\$3,700	\$515	13.92%	positive variance
E 100-41500-210 Operating Supplies (GENERAL)	\$4,100	\$666	16.24%	neutral
E 100-41500-212 Vehicle Operating Supplies	\$600	\$35	5.89%	positive variance
E 100-41500-240 Small Tools and Minor Equip	\$2,200	\$0	0.00%	positive variance
E 100-41500-301 Auditing and Acctg Services	\$13,000	\$1,969	15%	neutral
E 100-41500-309 Conference Expense	\$7,000	\$1,424	20.34%	neutral
E 100-41500-310 Other Professional Services <i>FC Asmt Int Bkg Cobra Admin</i>	\$6,500	\$1,625	25%	neutral
E 100-41500-320 Communications (GENERAL)	\$3,350	\$489	14.59%	neutral
E 100-41500-321 Telephone	\$6,500	\$1,015	15.62%	neutral
E 100-41500-322 Postage	\$1,900	\$62	3.27%	positive variance
E 100-41500-323 Administration Expense	\$0	\$0	0.00%	neutral
E 100-41500-331 Travel Expenses	\$200	\$0	0.00%	positive variance
E 100-41500-350 Print/Binding (GENERAL)	\$2,000	\$548	27.38%	neutral
E 100-41500-360 Insurance (GENERAL)	\$5,500	\$1,383	25%	neutral
E 100-41500-364 Claims Deductible	\$0	\$0	0.00%	neutral
E 100-41500-403 Prev. Maint. Agreements	\$14,000	\$2,438	17.41%	neutral
E 100-41500-404 Repairs/Maint Equipment	\$3,000	\$405	13.49%	positive variance
E 100-41500-430 Miscellaneous (GENERAL)	\$500	\$0	0.00%	positive variance
E 100-41500-433 Dues and Subscriptions	\$2,300	\$575	25%	neutral
E 100-41500-435 Licences, Permits and Fees	\$3,915	\$979	25%	neutral
E 100-41500-437 Sales Tax - Purchases	\$0	\$0	0.00%	neutral
E 100-41500-438 Internet Expenses	\$20,000	\$5,096	25.48%	neutral
E 100-41500-711 T.O. - Reserve Fund	\$17,100	\$4,275	25%	neutral
E 100-41500-727 T.O. - Shared Tech	\$3,100	\$775	25%	neutral
E 100-41500-810 Refund	\$0	\$0	0.00%	neutral
	<b>\$556,110</b>	<b>\$136,878</b>	<b>25%</b>	<b>neutral</b>

Dept 41910 Planning and Zoning	2023 Budget	2023 ANNLDZ	ANNLDZ %	V. Category
R 100-41910-32220 Variance CUP Plat Address Fees	\$1,000	\$0	0.00%	negative variance
R 100-41910-36260 Insurance Dividend	\$500	\$0	0.00%	negative variance
R 100-41910-39550 Refunds   Rebates	\$0	\$0	0.00%	neutral
<b>Dept 41910 Planning and Zoning</b>	<b>\$1,500</b>	<b>\$0</b>	<b>0%</b>	<b>neutral</b>
E 100-41910-208 Training and Instruction	\$0	\$0	0.00%	neutral
E 100-41910-303 Engineering Fees	\$0	\$0	0.00%	neutral



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		2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
Key:		Within 10% of Budget neutral 15-35%		Calculation Cell	Input Cell
		Varies > 10% than budget positively R>35% E<15%		Varies > 10% than budget negatively R<15% E>35%	
E 100-41910-310	Other Professional Services Wideth billed through 01/13/2023	\$62,500	\$15,625	25%	neutral
E 100-41910-312	Recording Fees	\$300	\$0	0.00%	positive variance
E 100-41910-322	Postage	\$500	\$30	6.00%	positive variance
E 100-41910-323	Administration Expense	\$0	\$0	0.00%	neutral
E 100-41910-331	Travel Expenses	\$0	\$0	0.00%	neutral
E 100-41910-350	Print/Binding (GENERAL)	\$500	\$0	0.00%	positive variance
E 100-41910-360	Insurance (GENERAL)	\$3,900	\$1,046	27%	neutral
E 100-41910-403	Prev. Maint. Agreements	\$2,500	\$568	22.73%	neutral
E 100-41910-404	Repairs/Maint Equipment	\$500	\$92	18.38%	neutral
E 100-41910-430	Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 100-41910-435	Licences, Permits and Fees	\$120	\$19	15.83%	neutral
E 100-41910-700	Transfers (GENERAL)	\$0	\$0	0.00%	neutral
Dept 41910 Planning and Zoning		\$70,820	\$17,380	25%	neutral
<b>Dept 41940 Municipal Building - LOC 02</b>					
R 100-41940-34101	Rent Revenue	\$0	\$0	0.00%	neutral
R 100-41940-36201	Sale Of Merchandise	\$0	\$0	0.00%	neutral
R 100-41940-36260	Insurance Dividend <i>Typically December</i>	\$300	\$75	25%	neutral
R 100-41940-39550	Refunds   Rebates	\$0	\$0	0.00%	neutral
Dept 41940 Municipal Building - LOC 02		\$300	\$75	25%	neutral
E 100-41940-210	Operating Supplies (GENERAL) Light Bulbs	\$2,500	\$263	11%	positive variance
E 100-41940-240	Small Tools and Minor Equip	\$500	\$0	0.00%	positive variance
E 100-41940-302	Contracted Help <i>Transition budget 302 to 403</i>	\$15,000	\$1,561	10.40%	positive variance
E 100-41940-310	Other Professional Services	\$1,000	\$0	0.00%	positive variance
E 100-41940-360	Insurance (GENERAL)	\$8,000	\$2,207	28%	neutral
E 100-41940-380	Utility Services (GENERAL)	\$9,000	\$2,333	25.92%	neutral
E 100-41940-384	Refuse/Garbage Disposal	\$700	\$101	14.41%	positive variance
E 100-41940-401	Repairs/Maint Buildings	\$15,000	\$969	6.46%	positive variance
E 100-41940-403	Prev. Maint. Agreements <i>Transition budget 302 to 403</i>	\$500	\$601	120.14%	negative variance
E 100-41940-430	Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 100-41940-437	Sales Tax - Purchases	\$0	\$0	0.00%	neutral
E 100-41940-730	T.O. Muni Bldg	\$28,500	\$7,125	25%	neutral
Dept 41940 Municipal Building - LOC 02		\$80,700	\$15,159	19%	neutral
<b>Dept 42110 Police Administration</b>					
R 100-42110-33140	Grants	\$0	\$0	0.00%	neutral
R 100-42110-33400	State Grants and Aids	\$50,000	\$12,500	25%	neutral
R 100-42110-33414	Insurance Claims <i>Offset exp 404</i>	\$0	\$0	0.00%	neutral
R 100-42110-33416	Training Reimbursement	\$7,000	\$1,750	25%	neutral
R 100-42110-34200	Public Safety Charges for Srvs	\$250	\$50	20.00%	neutral
R 100-42110-34201	Confiscation/Forfeitures	\$0	\$0	0.00%	neutral
R 100-42110-35100	Court Fines	\$3,000	\$417	13.89%	negative variance
R 100-42110-35102	Parking Fines / Admin Fines	\$2,500	\$625	25.00%	neutral
R 100-42110-36201	Sale Of Merchandise <i>Abandon Vehicles</i>	\$0	\$0	0.00%	neutral
R 100-42110-36230	Donations <i>Use 801</i>	\$0	\$0	0.00%	neutral
R 100-42110-36260	Insurance Dividend <i>Typically December</i>	\$1,000	\$250	25%	neutral
R 100-42110-39550	Refunds   Rebates <i>US Bank Card</i>	\$0	\$12	0.00%	positive variance
R 100-42110-39560	Reimbursement <i>Peace Officer Reimbursement</i>	\$0	\$0	0.00%	neutral
Dept 42110 Police Administration		\$63,750.00	\$15,603.49	24%	neutral
E 100-42110-101	Full-Time Employees Regular	\$398,680	\$109,868	27.56%	neutral
E 100-42110-103	Part-Time Employees	\$18,000	\$5,312	29.51%	neutral
E 100-42110-121	PERA	\$73,752	\$19,138	25.95%	neutral
E 100-42110-122	FICA	\$0	\$437	0.00%	negative variance
E 100-42110-125	Medicare	\$6,042	\$1,567	25.93%	neutral
E 100-42110-131	Employer Paid Health	\$60,000	\$15,350	25.58%	neutral
E 100-42110-134	Employer Paid Life	\$125	\$28	22.53%	neutral
E 100-42110-135	FSA Admin Fees (Emp Ben/TASC)	\$300	\$0	0.00%	positive variance
E 100-42110-136	Employer Paid H.S.A.	\$9,000	\$2,000	22.22%	neutral
E 100-42110-140	Unemployment Comp (GENERAL)	\$0	\$199	0.00%	negative variance
E 100-42110-151	Worker s Comp Insurance Prem	\$35,000	\$10,967	31%	neutral
E 100-42110-152	Clothing	\$2,000	\$500	25%	neutral
E 100-42110-153	Uniform Allowance	\$4,250	\$1,063	25%	neutral
E 100-42110-171	Innoculations	\$100	\$0	0.00%	positive variance
E 100-42110-200	Office Supplies (GENERAL)	\$1,000	\$107	10.69%	positive variance
E 100-42110-208	Training and Instruction	\$4,000	\$810	20.25%	neutral
E 100-42110-210	Operating Supplies (GENERAL)	\$2,000	\$404	20.19%	neutral
E 100-42110-211	Program Expenses <i>DARE</i>	\$1,200	\$300	25%	neutral
E 100-42110-212	Vehicle Operating Supplies	\$8,000	\$1,252	15.66%	neutral





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	2023 Budget	2023 ANNLDZ YTD Amt	ANNLDZ % of Budget	Variance Category
<b>Key:</b>	Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%	Within 10% of Budget neutral 15-35%	Calculation Cell Input Cell
E 100-42110-218 Confiscation/Forfeitures Purch	\$500	\$115	22.94%	neutral
E 100-42110-240 Small Tools and Minor Equip	\$3,000	\$225	7.50%	positive variance
E 100-42110-302 Contracted Help	\$500	\$0	0.00%	positive variance
E 100-42110-304 Legal Fees	\$8,500	\$2,125	25%	neutral
E 100-42110-309 Conference Expense	\$0	\$0	0.00%	neutral
E 100-42110-310 Other Professional Services	\$750	\$39	5.20%	positive variance
E 100-42110-311 Towing/Wrecker Fees	\$500	\$0	0.00%	positive variance
E 100-42110-320 Communications (GENERAL)	\$700	\$115	16.38%	neutral
E 100-42110-321 Telephone	\$6,500	\$1,420	21.84%	neutral
E 100-42110-322 Postage	\$400	\$77	19.23%	neutral
E 100-42110-323 Administration Expense	\$0	\$7	0.00%	neutral
E 100-42110-331 Travel Expenses	\$1,500	\$0	0.00%	positive variance
E 100-42110-350 Print/Binding (GENERAL)	\$300	\$0	0.00%	positive variance
E 100-42110-360 Insurance (GENERAL)	\$18,500	\$4,317	23%	neutral
E 100-42110-364 Claims Deductible	\$500	\$0	0.00%	positive variance
E 100-42110-380 Utility Services (GENERAL)	\$6,500	\$1,947	29.96%	negative variance
E 100-42110-403 Prev. Maint. Agreements	\$10,200	\$2,273	22.29%	neutral
E 100-42110-404 Repairs/Maint Equipment	\$10,000	\$2,771	27.71%	neutral
E 100-42110-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 100-42110-433 Dues and Subscriptions	\$0	\$251	0.00%	negative variance
E 100-42110-435 Licences, Permits and Fees	\$3,600	\$1,390	39%	negative variance
E 100-42110-437 Sales Tax - Purchases	\$50	\$4	8.00%	positive variance
E 100-42110-438 Internet Expenses	\$1,200	\$320	26.63%	neutral
E 100-42110-727 T.O. - Shared Tech	\$1,405	\$351	25%	neutral
E 100-42110-729 T.O. - Res - Police Cap Goods	\$35,700	\$8,925	25%	neutral
<b>Dept 42110 Police Administration</b>	<b>\$734,254</b>	<b>\$195,974</b>	<b>27%</b>	<b>neutral</b>
<b>Dept 42400 Building Inspection (GENERAL)</b>	<b>2023 Budget</b>	<b>2023 ANNLDZ</b>	<b>ANNLDZ %</b>	<b>V. Category</b>
R 100-42400-32210 Bldg Prmt	\$8,000	\$163	2.03%	negative variance
R 100-42400-32212 Bldg Prmt Srchg Fee	\$2,000	\$19	0.93%	negative variance
R 100-42400-32230 Plmbg Permits	\$400	\$14	3.50%	negative variance
R 100-42400-32231 Plmbg Prmt Srchg Fee	\$75	\$1	1.33%	negative variance
R 100-42400-32270 Mech Prmt	\$1,000	\$230	23.00%	neutral
R 100-42400-32271 Mech Prmt Srchg Fee	\$50	\$5	10.00%	negative variance
R 100-42400-34104 Plan Review/Check Fee	\$5,000	\$71	1.41%	negative variance
R 100-42400-39550 Refunds   Rebates	\$0	\$0	0.00%	neutral
<b>Dept 42400 Building Inspection (GENERAL)</b>	<b>\$16,525.00</b>	<b>\$501.94</b>	<b>3%</b>	<b>negative variance</b>
E 100-42400-323 Administration Expense	\$0	\$8	0.00%	negative variance
E 100-42400-434 Surcharge Fee	\$2,500	\$643	26%	neutral
E 100-42400-440 Building Inspections	\$21,000	\$554	2.64%	positive variance
E 100-42400-441 Plan Review	\$2,600	\$60	2.30%	positive variance
E 100-42400-810 Refund	\$0	\$0	0.00%	neutral
<b>Dept 42400 Building Inspection (GENERAL)</b>	<b>\$26,100</b>	<b>\$1,265</b>	<b>5%</b>	<b>positive variance</b>
<b>Dept 42500 Civil Defense</b>	<b>2023 Budget</b>	<b>2023 ANNLDZ</b>	<b>ANNLDZ %</b>	<b>V. Category</b>
E 100-42500-404 Repairs/Maint Equipment	\$450	\$0.00	0.00%	positive variance
E 100-42500-711 T.O. - Reserve Fund	\$2,000	\$500	25%	neutral
<b>Dept 42500 Civil Defense</b>	<b>\$2,450</b>	<b>\$500</b>	<b>20%</b>	<b>neutral</b>
<b>Dept 42700 Animal Control - LOC 01</b>	<b>2023 Budget</b>	<b>2023 ANNLDZ</b>	<b>ANNLDZ %</b>	<b>V. Category</b>
R 100-42700-32240 Animal Licenses	\$1,300	\$34	2.60%	negative variance
R 100-42700-34109 Animal Shelter Fee	\$0	\$0	0.00%	neutral
R 100-42700-35104 Animal Fines	\$0	\$0	0.00%	neutral
R 100-42700-39550 Refunds   Rebates	\$0	\$0	0.00%	neutral
	<b>\$1,300.00</b>	<b>\$34</b>	<b>3%</b>	<b>negative variance</b>
E 100-42700-210 Operating Supplies (GENERAL)	\$150	\$0	0.00%	positive variance
E 100-42700-310 Other Professional Services	\$200	\$0	0.00%	positive variance
E 100-42700-323 Administration Expense	\$0	\$0	0.00%	positive variance
E 100-42700-350 Print/Binding (GENERAL)	\$200	\$0	0.00%	positive variance
E 100-42700-404 Repairs/Maint Equipment	\$200	\$0	0.00%	positive variance
E 100-42700-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	positive variance
<b>Dept 42700 Animal Control - LOC 01</b>	<b>\$750</b>	<b>\$0</b>	<b>0%</b>	<b>positive variance</b>
<b>Dept 43100 Street Maintenance</b>	<b>2023 Budget</b>	<b>2023 ANNLDZ</b>	<b>ANNLDZ %</b>	<b>V. Category</b>
R 100-43100-33414 Insurance Claims	\$0	\$0	0.00%	neutral
R 100-43100-34000 Charges for Services	\$3,000	\$0	0.00%	negative variance
R 100-43100-34112 County Road Maintenance Fee	\$2,200	\$550	25%	neutral
R 100-43100-34302 Parking Meters   Chargers	\$0	\$262	0.00%	positive variance



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	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
<b>Key:</b>	Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%	Within 10% of Budget neutral 15-35%	Calculation Cell Input Cell
R 100-43100-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 100-43100-36201 Sale Of Merchandise	\$0	\$0	0.00%	neutral
R 100-43100-36230 Donations	\$0	\$0	0.00%	neutral
R 100-43100-36260 Insurance Dividend <i>Usually December</i>	\$1,500	\$375	25%	neutral
R 100-43100-39101 Sales of General Fixed Assets	\$0	\$0	0.00%	neutral
R 100-43100-39550 Refunds   Rebates <i>US Bank Card</i>	\$0	\$16	0.00%	positive variance
R 100-43100-39560 Reimbursement	\$0	\$0	0.00%	neutral
<b>Dept 43100 Street Maintenance</b>	<b>\$6,700.00</b>	<b>\$1,202.86</b>	<b>18%</b>	<b>neutral</b>
E 100-43100-101 Full-Time Employees Regular	\$107,717	\$26,295	24.41%	neutral
E 100-43100-103 Part-Time Employees <i>Seasonal</i>	\$12,000	\$3,000	25%	neutral
E 100-43100-121 PERA	\$8,079	\$1,972	24.41%	neutral
E 100-43100-122 FICA	\$7,422	\$1,603	21.60%	neutral
E 100-43100-125 Medicare	\$1,736	\$375	21.59%	neutral
E 100-43100-131 Employer Paid Health	\$16,400	\$1,739	10.60%	positive variance
E 100-43100-134 Employer Paid Life	\$30	\$8	25.60%	neutral
E 100-43100-136 Employer Paid H.S.A.	\$3,000	\$750	25.00%	neutral
E 100-43100-151 Worker s Comp Insurance Prem	\$3,500	\$222	6%	positive variance
E 100-43100-152 Clothing	\$900	\$0	0.00%	positive variance
E 100-43100-200 Office Supplies (GENERAL) <i>Toner</i>	\$200	\$243	121.45%	negative variance
E 100-43100-208 Training and Instruction	\$900	\$160	17.78%	neutral
E 100-43100-210 Operating Supplies (GENERAL)	\$21,000	\$3,000	14.29%	positive variance
E 100-43100-212 Vehicle Operating Supplies	\$16,000	\$4,357	27.23%	neutral
E 100-43100-240 Small Tools and Minor Equip	\$6,000	\$526	8.77%	positive variance
E 100-43100-303 Engineering Fees <i>Widseth General Services</i>	\$20,000	\$9,186	45.93%	negative variance
E 100-43100-304 Legal Fees	\$0	\$0	0.00%	neutral
E 100-43100-310 Other Professional Services <i>Vault Health Annual Subs</i>	\$1,000	\$150	15%	neutral
E 100-43100-320 Communications (GENERAL)	\$700	\$0	0.00%	positive variance
E 100-43100-321 Telephone <i>Tel System Alloc + Stipend</i>	\$1,200	\$618	51.46%	negative variance
E 100-43100-322 Postage	\$200	\$30	15.00%	neutral
E 100-43100-331 Travel Expenses	\$100	\$0	0.00%	positive variance
E 100-43100-350 Print/Binding (GENERAL) <i>Equipment For Sale</i>	\$150	\$80	53.33%	negative variance
E 100-43100-360 Insurance (GENERAL)	\$10,500	\$2,929	28%	neutral
E 100-43100-364 Claims Deductible	\$0	\$0	0.00%	neutral
E 100-43100-380 Utility Services (GENERAL)	\$40,000	\$10,975	27.44%	neutral
E 100-43100-384 Refuse/Garbage Disposal	\$75	\$0	0.00%	positive variance
E 100-43100-401 Repairs/Maint Buildings	\$1,500	\$0	0.00%	positive variance
E 100-43100-403 Prev. Maint. Agreements	\$0	\$0	0.00%	neutral
E 100-43100-404 Repairs/Maint Equipment <i>Bobcat Ext Wrrnty, RDO Snpwshr</i>	\$18,000	\$9,916	55.09%	negative variance
E 100-43100-406 Street-Grdng/Chlrd/Crckflg <i>Seasonal</i>	\$25,000	\$6,250	25%	neutral
E 100-43100-410 Snow Removal	\$3,000	\$289	10%	positive variance
E 100-43100-411 Tree Maintenance / EAB <i>Seasonal</i>	\$9,000	\$2,250	25%	neutral
E 100-43100-430 Miscellaneous (GENERAL)	\$1,500	\$25	1.67%	positive variance
E 100-43100-433 Dues and Subscriptions	\$0	\$0	0.00%	neutral
E 100-43100-435 Licences, Permits and Fees <i>ESRI - GIS &amp; MS Lic</i>	\$800	\$130	16%	neutral
E 100-43100-437 Sales Tax - Purchases <i>MN REV - Charges for Services</i>	\$0	\$19	0.00%	neutral
E 100-43100-438 Internet Expenses <i>Not used since 2020 CL @ oldshop</i>	\$600	\$0	0.00%	positive variance
E 100-43100-727 T.O. - Shared Tech	\$515	\$129	25%	neutral
E 100-43100-731 T.O. Vehicles/Equip	\$67,500	\$16,875	25%	neutral
E 100-43100-732 T.O. Sidewalk	\$25,750	\$6,438	25%	neutral
E 100-43100-736 T.O. Overlay	\$30,000	\$7,500	25%	neutral
E 100-43100-744 T.O. - Chip Sealing	\$42,000	\$10,500	25%	neutral
E 100-43100-753 T.O. - Storm Sewer	\$36,000	\$9,000	25%	neutral
E 100-43100-760 T.O. - SIGNS	\$1,000	\$250	25%	neutral
<b>Dept 43100 Street Maintenance</b>	<b>\$540,974</b>	<b>\$137,786</b>	<b>25%</b>	<b>neutral</b>
<b>Dept 45120 Summer Recreation</b>	<b>2023 Budget</b>	<b>2023 ANNLZD</b>	<b>ANNLZD %</b>	<b>V. Category</b>
E 100-45120-430 Miscellaneous (GENERAL)	\$4,300	\$1,075	25%	neutral
	<b>\$4,300</b>	<b>\$1,075</b>	<b>25%</b>	<b>neutral</b>
<b>Dept 45124 Swimming Pools - LOC 08</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 100-45124-33417 Training Revenue	\$0	\$0	0.00%	neutral
R 100-45124-34000 Charges for Services <i>Seasonal</i>	\$2,200	\$550	25%	neutral
R 100-45124-34720 Memberships <i>Seasonal</i>	\$42,000	\$10,500	25%	neutral
R 100-45124-34722 Admissions <i>Seasonal</i>	\$15,000	\$3,750	25%	neutral
R 100-45124-34723 Lesson Fees (NonTax) <i>Seasonal</i>	\$16,000	\$4,000	25%	neutral
R 100-45124-36201 Sale Of Merchandise <i>Seasonal</i>	\$6,000	\$1,500	25%	neutral



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		2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
Key:		Within 10% of Budget neutral 15-35%	Calculation Cell	Input Cell	
		Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%		
R 100-45124-36230	Donations	\$0	\$0	0.00%	neutral
R 100-45124-36260	Insurance Dividend	Usualay December \$2,000	\$500	25%	neutral
R 100-45124-37171	OC Transit Tax	\$0	\$0	0.00%	neutral
R 100-45124-37370	Sales Tax	\$4,000	\$1,000	25%	neutral
R 100-45124-37940	Cash Over	\$0	\$0	0.00%	neutral
R 100-45124-39550	Refunds   Rebates	\$0	\$0	0.00%	neutral
R 100-45124-39560	Reimbursement	\$0	\$0	0.00%	neutral
R 100-45124-90000	UNDISTRIBUTED RECEIPT	\$0	\$390	0.00%	neutral
<b>Dept 45124 Swimming Pools - LOC 08</b>		<b>\$87,200.00</b>	<b>\$22,190.00</b>	<b>25%</b>	<b>neutral</b>
E 100-45124-103	Part-Time Employees	Seasonal \$80,000	\$20,000	25%	neutral
E 100-45124-122	FICA	Seasonal \$4,960	\$1,240	25%	neutral
E 100-45124-125	Medicare	Seasonal \$1,160	\$290	25%	neutral
E 100-45124-140	Unemployment Comp (GENERAL)	\$0	\$0.00	0.00%	neutral
E 100-45124-151	Worker s Comp Insurance Prem	\$5,500	\$1,363	25%	neutral
E 100-45124-152	Clothing	Seasonal \$1,500	\$375	25%	neutral
E 100-45124-208	Training and Instruction	\$4,500	\$0.00	0.00%	neutral
E 100-45124-210	Operating Supplies (GENERAL)	Seasonal \$15,000	\$3,750	25%	neutral
E 100-45124-240	Small Tools and Minor Equip	Seasonal \$1,500	\$375	25%	neutral
E 100-45124-310	Other Professional Services	Seasonal \$285	\$71	25%	neutral
E 100-45124-322	Postage	Seasonal \$100	\$25	25%	neutral
E 100-45124-323	Administration Expense	Seasonal - Priority Payment System \$2,500	\$625	25%	neutral
E 100-45124-331	Travel Expenses	Seasonal \$0	\$0	25%	neutral
E 100-45124-350	Print/Binding (GENERAL)	Seasonal \$300	\$75	25%	neutral
E 100-45124-360	Insurance (GENERAL)	\$13,000	\$3,326	26%	neutral
E 100-45124-364	Claims Deductible	\$0	\$0.00	0.00%	neutral
E 100-45124-380	Utility Services (GENERAL)	\$27,000	\$6,750	25%	neutral
E 100-45124-401	Repairs/Maint Buildings	\$1,000	\$0.00	0.00%	positive variance
E 100-45124-403	Prev. Maint. Agreements	Lawn & Sprinkler Care \$1,000	\$240.00	24.00%	neutral
E 100-45124-404	Repairs/Maint Equipment	\$1,000	\$0.00	0.00%	positive variance
E 100-45124-430	Miscellaneous (GENERAL)	\$500	\$0.00	0.00%	positive variance
E 100-45124-431	Cash Short	\$0	\$0.00	0.00%	neutral
E 100-45124-433	Dues and Subscriptions	MyRec \$3,200	\$800	25%	neutral
E 100-45124-435	Licences, Permits and Fees	\$1,500	\$185	12%	positive variance
E 100-45124-437	Sales Tax - Purchases	\$4,200	\$1,050	25%	neutral
E 100-45124-450	Capital Goods Charge	\$2,500	\$625	25%	neutral
E 100-45124-490	Donations to Civic Org s	\$0	\$0.00	0.00%	neutral
E 100-45124-810	Refund	\$0	\$0.00	0.00%	neutral
<b>Dept 45124 Swimming Pools - LOC 08</b>		<b>\$172,205</b>	<b>\$41,165</b>	<b>24%</b>	<b>neutral</b>
<b>Dept 45180 Band</b>		<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
E 100-45180-326	School Band Concerts	\$480	\$120	25%	neutral
E 100-45180-327	Brass Band Concerts	\$1,120	\$280	25%	neutral
<b>Dept 45180 Band</b>		<b>\$1,600</b>	<b>\$400</b>	<b>25%</b>	<b>neutral</b>
<b>Dept 45200 Parks (GENERAL) - LOC 01/04</b>		<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 100-45200-33400	State Grants and Aids	\$0	\$0	0.00%	neutral
R 100-45200-34745	Camping Fee - LOC 04	Seasonal \$1,200	\$300	25%	neutral
R 100-45200-36201	Sale Of Merchandise	\$0	\$0	0.00%	neutral
R 100-45200-36260	Insurance Dividend	Usually December \$750	\$188	25%	neutral
R 100-45200-39101	Sales of General Fixed Assets	\$0	\$0	0.00%	neutral
R 100-45200-39550	Refunds   Rebates	\$0	\$0	0.00%	neutral
R 100-45200-39560	Reimbursement	\$0	\$0	0.00%	neutral
<b>Dept 45200 Parks (GENERAL) - LOC 01/04</b>		<b>\$1,950.00</b>	<b>\$487.50</b>	<b>25%</b>	<b>neutral</b>
E 100-45200-101	Full-Time Employees Regular	\$63,000	\$16,733	26.56%	neutral
E 100-45200-103	Part-Time Employees	Seasonal \$15,000	\$3,750	25%	neutral
E 100-45200-121	PERA	\$4,725	\$1,255	26.56%	neutral
E 100-45200-122	FICA	\$4,836	\$1,003	20.74%	neutral
E 100-45200-125	Medicare	\$1,131	\$235	20.74%	neutral
E 100-45200-131	Employer Paid Health	\$7,700	\$1,739	22.58%	neutral
E 100-45200-134	Employer Paid Life	\$30	\$8	25.60%	neutral
E 100-45200-136	Employer Paid H.S.A.	\$3,000	\$750	25.00%	neutral
E 100-45200-140	Unemployment Comp (GENERAL)	\$0	\$1,044	0.00%	negative variance
E 100-45200-151	Worker s Comp Insurance Prem	\$6,000	\$1,186	20%	neutral
E 100-45200-152	Clothing	\$700	\$0	0.00%	positive variance
E 100-45200-208	Training and Instruction	Arborist WS \$200	\$90	45%	negative variance



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	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
<b>Key:</b>	Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%	Within 10% of Budget neutral 15-35%	Calculation Cell Input Cell
E 100-45200-210 Operating Supplies (GENERAL)	\$3,000	\$1	0.03%	positive variance
E 100-45200-212 Vehicle Operating Supplies	\$7,000	\$97	1.39%	positive variance
E 100-45200-240 Small Tools and Minor Equip	\$2,000	\$0	0.00%	positive variance
E 100-45200-302 Contracted Help	\$4,000	\$0	0.00%	positive variance
E 100-45200-303 Engineering Fees	\$1,000	\$0	0.00%	positive variance
E 100-45200-304 Legal Fees	\$0	\$0	0.00%	neutral
E 100-45200-310 Other Professional Services	\$0	\$0	0.00%	neutral
E 100-45200-321 Telephone	\$600	\$267	44.54%	negative variance
E 100-45200-323 Administration Expense	\$0	\$0	0.00%	neutral
E 100-45200-331 Travel Expenses	\$100	\$107	106.82%	negative variance
E 100-45200-350 Print/Binding (GENERAL)	\$100	\$0	0.00%	positive variance
E 100-45200-360 Insurance (GENERAL)	\$8,000	\$1,607	20%	neutral
E 100-45200-364 Claims Deductible	\$0	\$0	0.00%	neutral
E 100-45200-380 Utility Services (GENERAL)	\$14,000	\$1,464	10.46%	positive variance
E 100-45200-384 Refuse/Garbage Disposal	\$2,100	\$242	11.52%	positive variance
E 100-45200-403 Prev. Maint. Agreements	\$0	\$0	0.00%	neutral
E 100-45200-404 Repairs/Maint Equipment	\$7,500	\$0	0.00%	positive variance
E 100-45200-430 Miscellaneous (GENERAL)	\$2,000	\$0	0.00%	positive variance
E 100-45200-433 Dues and Subscriptions	\$0	\$41	0.00%	negative variance
E 100-45200-435 Licences, Permits and Fees	\$240	\$38	15.83%	neutral
E 100-45200-436 Sales Tax	\$300	\$0	0.00%	positive variance
E 100-45200-739 T.O. Parks	\$45,000	\$11,250	25%	neutral
<b>Dept 45200 Parks (GENERAL) - LOC 01/04</b>	<b>\$203,262</b>	<b>\$42,905</b>	<b>21%</b>	<b>neutral</b>

Dept 46323 Heritage Preservation Comm	2023 Budget	2023 NMLZD	NMLZD %	V. Category
R 100-46323-33400 State Grants and Aids	\$500	\$0	0.00%	negative variance
R 100-46323-39550 Refunds   Rebates	\$0	\$0	0.00%	neutral
<b>Dept 46323 Heritage Preservation Comm</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>0%</b>	<b>neutral</b>
E 100-46323-200 Office Supplies (GENERAL)	\$0	\$0	0.00%	neutral
E 100-46323-309 Conference Expense	\$0	\$0	0.00%	neutral
E 100-46323-310 Other Professional Services	\$14,000	\$3,500	25.00%	neutral
E 100-46323-331 Travel Expenses	\$0	\$0	0.00%	neutral
E 100-46323-430 Miscellaneous (GENERAL)	\$200	\$0	0.00%	positive variance
E 100-46323-433 Dues and Subscriptions	\$130	\$0	0.00%	positive variance
E 100-46323-435 Licences, Permits and Fees	\$0	\$0	0.00%	neutral
E 100-46323-453 Grants	\$0	\$0	0.00%	neutral
<b>Dept 46323 Heritage Preservation Comm</b>	<b>\$14,330</b>	<b>\$3,500</b>	<b>24%</b>	<b>neutral</b>

Dept 46630 Community Dev - LOC 07	2023 Budget	2023 NMLZD	NMLZD %	V. Category
R 100-46630-31911 Lodging Tax	\$500	\$1,628	325.53%	positive variance
R 100-46630-34101 Rent Revenue	\$7,000	\$2,306	33%	neutral
R 100-46630-36100 Special Assessments	\$231	\$58	25%	neutral
R 100-46630-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 100-46630-36230 Donations	\$0	\$0	0.00%	neutral
R 100-46630-39550 Refunds   Rebates	\$0	\$0	0.00%	neutral
<b>Dept 46630 Community Dev - LOC 07</b>	<b>\$7,731.00</b>	<b>\$3,991.67</b>	<b>52%</b>	<b>positive variance</b>
E 100-46630-212 Vehicle Operating Supplies	\$200	\$0	0.00%	positive variance
E 100-46630-300 Promotional Expense	\$0	\$1,560	0.00%	negative variance
E 100-46630-310 Other Professional Services	\$15,000	\$3,750	25%	neutral
E 100-46630-321 Telephone	\$1,700	\$467	27.50%	neutral
E 100-46630-350 Print/Binding (GENERAL)	\$0	\$0	0.00%	neutral
E 100-46630-360 Insurance (GENERAL)	\$0	\$0	0.00%	neutral
E 100-46630-430 Miscellaneous (GENERAL)	\$1,500	\$0	0.00%	positive variance
E 100-46630-433 Dues and Subscriptions	\$0	\$0	0.00%	neutral
E 100-46630-457 Property Tax	\$2,600	\$650	25%	neutral
E 100-46630-490 Donations to Civic Org s	\$0	\$0	0.00%	neutral
E 100-46630-700 Transfers (GENERAL)	\$2,100	\$525	25%	neutral
<b>Dept 46630 Community Dev - LOC 07</b>	<b>\$23,100</b>	<b>\$6,952</b>	<b>30%</b>	<b>neutral</b>

Fund 211 LIBRARY	2023 Budget	2023 NMLZD	NMLZD %	V. Category
Revenues	\$294,745.00	\$74,333.60	25%	neutral
Expenditures	\$294,745.27	\$72,680.39	25%	neutral
<b>Dept 45500 Libraries (GENERAL)</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 211-45500-33600 County Contracts	\$92,894	\$23,224	25%	neutral
R 211-45500-34000 Charges for Services	\$700	\$229	32.75%	neutral
R 211-45500-35103 Library Fines	\$250	\$0	0.00%	negative variance
R 211-45500-36200 Miscellaneous Revenues	\$0	\$0	0.00%	negative variance



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	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
<b>Key:</b>	Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%	Within 10% of Budget neutral 15-35%	Calculation Cell Input Cell
R 211-45500-36201 Sale Of Merchandise	\$200	\$100	50.00%	positive variance
R 211-45500-36202 Nontax-Sale of Merch-Gift Card	\$5,000	\$1,697	33.94%	neutral
R 211-45500-36210 Interest Earnings	\$1,000	\$250	25%	neutral
R 211-45500-36230 Donations	\$1,000	\$405	40%	positive variance
R 211-45500-36260 Insurance Dividend Usually December	\$200	\$50	25%	neutral
R 211-45500-39201 Transfer In	\$193,401	\$48,350	25%	neutral
R 211-45500-39225 T.I. - Library Endowment Fund	\$0	\$0	0.00%	neutral
R 211-45500-39550 Refunds   Rebates US Bank Card	\$100	\$29	28.93%	neutral
<b>Dept 45500 Libraries (GENERAL)</b>	<b>\$294,745.00</b>	<b>\$74,333.60</b>	<b>25%</b>	<b>neutral</b>
E 211-45500-101 Full-Time Employees Regular	\$132,418	\$35,137	26.54%	neutral
E 211-45500-103 Part-Time Employees	\$25,894	\$4,093	15.81%	neutral
E 211-45500-121 PERA	\$11,873	\$2,931	24.69%	neutral
E 211-45500-122 FICA	\$9,815	\$2,285	23.28%	neutral
E 211-45500-125 Medicare	\$2,296	\$534	23.28%	neutral
E 211-45500-131 Employer Paid Health	\$25,573	\$4,935	19.30%	neutral
E 211-45500-134 Employer Paid Life	\$62	\$15	24.77%	neutral
E 211-45500-136 Employer Paid H.S.A.	\$9,000	\$2,250	25.00%	neutral
E 211-45500-140 Unemployment Comp (GENERAL)	\$0	\$731	0.00%	neutral
E 211-45500-151 Worker s Comp Insurance Prem	\$1,000	\$286	29%	neutral
E 211-45500-200 Office Supplies (GENERAL)	\$2,000	\$581	29.07%	neutral
E 211-45500-211 Program Expenses Summer Reading	\$3,000	\$954	32%	neutral
E 211-45500-240 Small Tools and Minor Equip	\$1,500	\$0	0.00%	neutral
E 211-45500-321 Telephone	\$3,150	\$841	26.69%	neutral
E 211-45500-322 Postage	\$150	\$43	28.77%	neutral
E 211-45500-331 Travel Expenses	\$650	\$0	0.00%	positive variance
E 211-45500-332 Continuing Education	\$1,750	\$0	0.00%	positive variance
E 211-45500-350 Print/Binding (GENERAL)	\$0	\$0	0.00%	neutral
E 211-45500-360 Insurance (GENERAL)	\$9,944	\$2,648	27%	neutral
E 211-45500-380 Utility Services (GENERAL)	\$7,000	\$1,897	27.10%	neutral
E 211-45500-401 Repairs/Maint Buildings Faucets & Thermostat	\$1,400	\$1,112	79.42%	negative variance
E 211-45500-404 Repairs/Maint Equipment	\$9,500	\$4,550	47.90%	negative variance
E 211-45500-414 Automated Operations	\$12,000	\$2,680	22.33%	neutral
E 211-45500-416 Cleaning Service	\$1,000	\$549	54.95%	negative variance
E 211-45500-430 Miscellaneous (GENERAL)	\$100	\$0	0.00%	positive variance
E 211-45500-433 Dues and Subscriptions Website Hosting	\$1,020	\$152	15%	neutral
E 211-45500-437 Sales Tax - Purchases 2022 Annual MN Rev	\$100	\$35	35%	neutral
E 211-45500-438 Internet Expenses	\$50	\$0	0.00%	positive variance
E 211-45500-560 Cap. Outlay-Furn. & Fix	\$1,500	\$0	0.00%	positive variance
E 211-45500-590 Cap. Outlay-Books	\$12,000	\$1,291	10.76%	positive variance
E 211-45500-591 Cap. Outlay-Magazines	\$1,000	\$380	38.01%	negative variance
E 211-45500-593 Cap. Outlay-Non Print Mat	\$6,000	\$1,268	21.13%	neutral
E 211-45500-700 Transfers (GENERAL)	\$2,000	\$500	25%	neutral
<b>Dept 45500 Libraries (GENERAL)</b>	<b>\$294,745</b>	<b>\$72,680</b>	<b>25%</b>	<b>neutral</b>

<b>Fund 220 FIRE - OPERATIONS FUND</b>				
	2023 Budget	2023 NMLZD	NMLZD %	V. Category
Revenues	\$148,234.00	\$39,045.21	26%	neutral
Expenditures	\$142,638.50	\$35,205.27	25%	neutral
<b>Dept 42280 Fire Department *2012=220/221</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 220-42280-33180 Federal Grants - ARP	\$0	\$0	0.00%	neutral
R 220-42280-33400 State Grants and Aids	\$0	\$0	0.00%	neutral
R 220-42280-33414 Insurance Claims	\$0	\$0	0.00%	neutral
R 220-42280-33430 Township Contracts	\$70,117	\$17,266	25%	neutral
R 220-42280-34000 Charges for Services	\$8,000	\$4,250	53.13%	positive variance
R 220-42280-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 220-42280-36201 Sale Of Merchandise	\$0	\$0	0.00%	neutral
R 220-42280-36210 Interest Earnings	\$0	\$0	0.00%	neutral
R 220-42280-36260 Insurance Dividend Usually December	\$0	\$0	0.00%	neutral
R 220-42280-39201 Transfer In	\$70,117	\$17,529	25%	neutral
R 220-42280-39550 Refunds   Rebates US Bank	\$0	\$0	0.00%	neutral
R 220-42280-39560 Reimbursement MMB - Basic Fire Trng Reimb	\$0	\$0	0.00%	neutral
<b>Dept 42280 Fire Department *2012=220/221</b>	<b>\$148,234.00</b>	<b>\$39,045.21</b>	<b>26%</b>	<b>neutral</b>
E 220-42280-103 Part-Time Employees	\$29,000	\$9,667	33.33%	neutral
E 220-42280-121 PERA	\$1,798	\$450	25%	neutral
E 220-42280-122 FICA	\$2,900	\$599	20.66%	neutral
E 220-42280-125 Medicare	\$421	\$140	33.35%	neutral
E 220-42280-140 Unemployment Comp (GENERAL)	\$0	\$0	0.00%	neutral



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	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
	Within 10% of Budget neutral 15-35%	Calculation Cell	Input Cell	
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E 220-42280-151 Worker s Comp Insurance Prem	\$18,000	\$3,212	18%	neutral
E 220-42280-152 Clothing	\$2,000	\$75	3.75%	positive variance
E 220-42280-171 Innoculations	\$750	\$0	0.00%	positive variance
E 220-42280-208 Training and Instruction	\$3,000	\$0	0.00%	positive variance
E 220-42280-210 Operating Supplies (GENERAL)	\$2,000	\$605	30.26%	neutral
E 220-42280-212 Vehicle Operating Supplies	\$1,800	\$372	20.64%	neutral
E 220-42280-240 Small Tools and Minor Equip	\$4,000	\$825	20.62%	neutral
E 220-42280-309 Conference Expense	\$500	\$0	0.00%	positive variance
E 220-42280-313 Mutual Aid	\$0	\$0	0.00%	neutral
E 220-42280-321 Telephone	\$500	\$264	52.76%	negative variance
E 220-42280-322 Postage	\$100	\$15	15.00%	neutral
E 220-42280-323 Administration Expense	\$0	\$17	0.00%	negative variance
E 220-42280-328 General Services Charge	\$2,980	\$745	25%	neutral
E 220-42280-331 Travel Expenses	\$150	\$0	0.00%	positive variance
E 220-42280-350 Print/Binding (GENERAL)	\$0	\$0	0.00%	neutral
E 220-42280-360 Insurance (GENERAL)	\$4,700	\$1,273	27%	neutral
E 220-42280-364 Claims Deductible	\$0	\$0	0.00%	neutral
E 220-42280-380 Utility Services (GENERAL)	\$9,000	\$2,656	29.52%	neutral
E 220-42280-401 Repairs/Maint Buildings	\$2,000	\$629	31.47%	neutral
E 220-42280-403 Prev. Maint. Agreements	\$0	\$0	0.00%	neutral
E 220-42280-404 Repairs/Maint Equipment	\$8,000	\$1,687	21.09%	neutral
E 220-42280-430 Miscellaneous (GENERAL)	\$100	\$0	0.00%	positive variance
E 220-42280-433 Dues and Subscriptions	\$1,000	\$111	11%	positive variance
E 220-42280-435 Licences, Permits and Fees	\$240	\$38	15.83%	neutral
E 220-42280-438 Internet Expenses	\$400	\$0	0.00%	positive variance
E 220-42280-727 T.O. - Shared Tech	\$800	\$200	25%	neutral
E 220-42280-734 T.O.Fire	\$46,500	\$11,625	25%	neutral
	<b>\$142,639</b>	<b>\$35,205</b>	<b>25%</b>	neutral

Fund 230 AMBULANCE - OPERATIONS FUND				
	2023 Budget	2023 NMLZD	NMLZD %	V. Category
Revenues	\$368,250	\$121,898	33%	neutral
Expenditures	\$375,623	\$92,205	25%	neutral
<b>Dept 42270 Ambulance</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 230-42270-33100 Federal Grants and Aids	\$0	\$0	0.00%	neutral
R 230-42270-33400 State Grants and Aids	\$0	\$0	0.00%	neutral
R 230-42270-33414 Insurance Claims	\$0	\$0	0.00%	neutral
R 230-42270-33416 Training Reimbursement	\$4,000	\$0	0.00%	negative variance
R 230-42270-33417 Training Revenue	\$18,000	\$590	3.28%	negative variance
R 230-42270-33430 Township Contracts	\$62,000	\$14,456	23%	neutral
R 230-42270-33600 County Contracts	\$4,500	\$1,125	25%	neutral
R 230-42270-34000 Charges for Services	\$200,000	\$85,823	42.91%	positive variance
R 230-42270-34205 Accrued Charges For Services	\$0	\$0	0.00%	neutral
R 230-42270-36200 Miscellaneous Revenues	\$250	\$0	0.00%	positive variance
R 230-42270-36201 Sale Of Merchandise	\$0	\$0	0.00%	neutral
R 230-42270-36210 Interest Earnings	\$0	\$0	0.00%	neutral
R 230-42270-36260 Insurance Dividend	\$0	\$0	0.00%	neutral
R 230-42270-39201 Transfer In	\$79,500	\$19,875	25%	neutral
R 230-42270-39550 Refunds   Rebates	\$0	\$30	0.00%	positive variance
R 230-42270-39560 Reimbursement	\$0	\$0	0.00%	neutral
	<b>US Bank</b>			
<b>Dept 42270 Ambulance</b>	<b>\$368,250.00</b>	<b>\$121,898.47</b>	<b>33%</b>	neutral
E 230-42270-101 Full-Time Employees Regular	\$110,000	\$28,822	26.20%	neutral
E 230-42270-103 Part-Time Employees	\$55,000	\$12,695	23.08%	neutral
E 230-42270-121 PERA	\$13,000	\$3,857	29.67%	neutral
E 230-42270-122 FICA	\$10,230	\$2,453	23.97%	neutral
E 230-42270-125 Medicare	\$2,393	\$574	23.98%	neutral
E 230-42270-131 Employer Paid Health	\$17,000	\$4,942	29.07%	neutral
E 230-42270-134 Employer Paid Life	\$50	\$13	26.88%	neutral
E 230-42270-136 Employer Paid H.S.A.	\$8,000	\$2,062	25.78%	neutral
E 230-42270-140 Unemployment Comp (GENERAL)	\$0	\$0	0.00%	neutral
E 230-42270-151 Worker s Comp Insurance Prem	\$10,000	\$1,735	17%	neutral
E 230-42270-152 Clothing	\$2,750	\$0	0.00%	positive variance
E 230-42270-171 Innoculations	\$200	\$0	0.00%	positive variance
E 230-42270-200 Office Supplies (GENERAL)	\$1,000	\$0	0.00%	positive variance
E 230-42270-205 Service Incentives/Rewards	\$1,200	\$622	51.85%	negative variance
E 230-42270-208 Training and Instruction	\$5,500	\$360	6.55%	positive variance
E 230-42270-209 Training Institution	\$6,000	\$1,915	31.92%	neutral
E 230-42270-210 Operating Supplies (GENERAL)	\$11,000	\$4,364	39.67%	negative variance



City of Chatfield  
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151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX Transfers

	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
E 230-42270-212 Vehicle Operating Supplies	\$5,000	\$802	16.04%	neutral
E 230-42270-240 Small Tools and Minor Equip	\$1,000	\$0	0.00%	positive variance
E 230-42270-304 Legal Fees	\$0	\$0	0.00%	neutral
E 230-42270-305 Safety <i>Annual Reg Safety</i>	\$1,200	\$312	26%	neutral
E 230-42270-321 Telephone	\$4,000	\$1,013	25.33%	neutral
E 230-42270-322 Postage	\$200	\$30	15.00%	neutral
E 230-42270-323 Administration Expense	\$500	\$77	15.40%	neutral
E 230-42270-328 General Services Charge	\$15,150	\$3,788	25%	neutral
E 230-42270-331 Travel Expenses	\$0	\$0	0.00%	neutral
E 230-42270-340 Advertising	\$500	\$0	0.00%	positive variance
E 230-42270-350 Print/Binding (GENERAL)	\$0	\$0	0.00%	neutral
E 230-42270-360 Insurance (GENERAL)	\$800	\$194	24%	neutral
E 230-42270-364 Claims Deductible	\$1,000	\$0	0.00%	positive variance
E 230-42270-380 Utility Services (GENERAL)	\$5,000	\$1,947	38.94%	negative variance
E 230-42270-403 Prev. Maint. Agreements <i>Stryker &amp; Marco</i>	\$14,000	\$3,301	24%	neutral
E 230-42270-404 Repairs/Maint Equipment	\$3,500	\$322	9.19%	positive variance
E 230-42270-415 Medical Services	\$5,000	\$331	6.62%	positive variance
E 230-42270-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 230-42270-433 Dues and Subscriptions	\$3,500	\$763	22%	neutral
E 230-42270-435 Licences, Permits and Fees	\$12,000	\$2,804	23.37%	neutral
E 230-42270-438 Internet Expenses	\$1,300	\$321	24.66%	neutral
E 230-42270-700 Transfers (GENERAL)	\$46,000	\$11,500	25%	neutral
E 230-42270-727 T.O. - Shared Tech	\$1,150	\$288	25%	neutral
E 230-42270-810 Refund	\$1,500	\$0	0.00%	positive variance
<b>Dept 42270 Ambulance</b>	<b>\$375,623</b>	<b>\$92,205</b>	<b>25%</b>	<b>neutral</b>

**Fund 240 EDA**

Fund 240 EDA	Revenues	\$79,330	\$19,835	25%	neutral
	Expenditures	\$79,730	\$24,728	31%	neutral
<b>Dept 46500 Economic Dev (GENERAL) LOC 01</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>	
R 240-46500-34301 Administration Fees <i>Loan Orig &amp; TIF</i>	\$2,600	\$650	25%	neutral	
R 240-46500-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral	
R 240-46500-36210 Interest Earnings	\$500	\$125	25%	neutral	
R 240-46500-36230 Donations	\$0	\$0	0.00%	neutral	
R 240-46500-39201 Transfer In	\$76,230	\$19,058	25%	neutral	
R 240-46500-39550 Refunds   Rebates <i>US Bank</i>	\$0	\$2	0.00%	positive variance	
R 240-46500-39560 Reimbursement	\$0	\$0	0.00%	neutral	
<b>Dept 46500 Economic Dev (GENERAL) LOC 01</b>	<b>\$79,330.00</b>	<b>\$19,834.55</b>	<b>25%</b>	<b>neutral</b>	
E 240-46500-208 Training and Instruction	\$0	\$0	0.00%	neutral	
E 240-46500-240 Small Tools and Minor Equip	\$0	\$0	0.00%	neutral	
E 240-46500-300 Promotional Expense <i>Chatfield Alliance</i>	\$26,690	\$6,673	25%	neutral	
E 240-46500-303 Engineering Fees	\$0	\$0	0.00%	neutral	
E 240-46500-304 Legal Fees	\$0	\$0	0.00%	neutral	
E 240-46500-310 Other Professional Services	\$49,000	\$12,149	24.79%	neutral	
E 240-46500-322 Postage	\$150	\$15	10.00%	positive variance	
E 240-46500-331 Travel Expenses	\$0	\$0	0.00%	neutral	
E 240-46500-350 Print/Binding (GENERAL)	\$250	\$0	0.00%	positive variance	
E 240-46500-403 Prev. Maint. Agreements	\$2,500	\$568	22.73%	neutral	
E 240-46500-404 Repairs/Maint Equipment	\$500	\$92	18.38%	neutral	
E 240-46500-430 Miscellaneous (GENERAL) <i>50% Fifty Two Fitness Dist Set Up</i>	\$0	\$5,113	0.00%	negative variance	
E 240-46500-433 Dues and Subscriptions	\$0	\$0	0.00%	neutral	
E 240-46500-435 Licences, Permits and Fees	\$240	\$19	7.92%	positive variance	
E 240-46500-500 Cap. Outlay-GENERAL	\$0	\$0	0.00%	neutral	
E 240-46500-700 Transfers (GENERAL)	\$0	\$0	0.00%	neutral	
E 240-46500-727 T.O. - Shared Tech	\$400	\$100	25%	neutral	
<b>Dept 46500 Economic Dev (GENERAL) LOC 01</b>	<b>\$79,730</b>	<b>\$24,728</b>	<b>31%</b>	<b>neutral</b>	

**Fund 250 CCA - OPERATIONS FUND**

Fund 250 CCA - OPERATIONS FUND	Revenues	\$92,300	\$23,075	25%	neutral
	Expenditures	\$84,000	\$16,643	20%	neutral
<b>Dept 46630 Community Dev - LOC 07</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>	
R 250-46630-33414 Insurance Claims	\$0	\$0	0.00%	neutral	
R 250-46630-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral	
R 250-46630-36210 Interest Earnings	\$300	\$75	25%	neutral	
R 250-46630-36230 Donations	\$0	\$0	0.00%	neutral	
R 250-46630-36260 Insurance Dividend <i>Usually December</i>	\$2,000	\$500	25%	neutral	



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	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
	Within 10% of Budget neutral 15-35%	Calculation Cell	Input Cell	
<b>Key:</b>	Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%		
R 250-46630-39201 Transfer In	\$90,000	\$22,500	25%	neutral
R 250-46630-39550 Refunds   Rebates	\$0	\$0	0.00%	neutral
R 250-46630-39560 Reimbursement	\$0	\$0	0.00%	neutral
<b>Fund 250 CCA - OPERATIONS FUND</b>	<b>\$92,300.00</b>	<b>\$23,075.00</b>	<b>25%</b>	neutral
E 250-46630-310 Other Professional Services	\$24,000	\$6,000	25.00%	neutral
E 250-46630-360 Insurance (GENERAL)	\$25,000	\$6,842	27%	neutral
E 250-46630-404 Repairs/Maint Equipment	\$25,000	\$1,301	5.20%	positive variance
E 250-46630-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 250-46630-700 Transfers (GENERAL)	\$10,000	\$2,500	25%	neutral
<b>Fund 250 CCA - OPERATIONS FUND</b>	<b>\$84,000</b>	<b>\$16,643</b>	<b>20%</b>	neutral
<b>Fund 601 WATER - OPERATIONS FUND</b>				
Revenues	\$457,300	\$110,292	24%	neutral
Expenditures	\$484,105	\$124,183	26%	neutral
<b>Dept 49400 Water Utilities (GENERAL)</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 601-49400-31020 Delinquent Ad Valorem Taxes	\$0	\$0	0.00%	neutral
R 601-49400-33400 State Grants and Aids	\$9,000	\$0	0.00%	negative variance
R 601-49400-33414 Insurance Claims	\$0	\$0	0.00%	neutral
R 601-49400-34000 Charges for Services	\$4,700	\$1,140	24.26%	neutral
R 601-49400-36100 Special Assessments <i>Delinquent Bills - County Sttlmnt</i>	\$8,000	\$2,000	25%	neutral
R 601-49400-36103 State Mandated Testing Fee	\$9,500	\$2,583	27.19%	neutral
R 601-49400-36201 Sale Of Merchandise	\$0	\$0	0.00%	neutral
R 601-49400-36210 Interest Earnings	\$5,000	\$1,250	25%	neutral
R 601-49400-36260 Insurance Dividend	\$0	\$0	0.00%	neutral
R 601-49400-36291 Receipt of Investment	\$0	\$0	0.00%	neutral
R 601-49400-37100 Water Sales	\$403,000	\$92,337	22.91%	neutral
R 601-49400-37101 Water Sales / Bulk	\$1,500	\$0	0.00%	negative variance
R 601-49400-37160 Water Penalty	\$1,500	\$329	21.91%	neutral
R 601-49400-37170 Sales Tax	\$2,900	\$756	26.08%	neutral
R 601-49400-37171 OC Transit Tax	\$0	\$13	0.00%	positive variance
R 601-49400-37172 FC Transit Tax	\$0	\$42	0.00%	positive variance
R 601-49400-37250 Connection (Ind) Fee	\$11,200	\$0	0.00%	negative variance
R 601-49400-37251 Access (Dev) Charge	\$0	\$8,310	0.00%	positive variance
R 601-49400-39201 Transfer In	\$0	\$0	0.00%	neutral
R 601-49400-39550 Refunds   Rebates <i>HomeServe USA   US Bank</i>	\$1,000	\$1,078	107.76%	positive variance
R 601-49400-90000 UNDISTRIBUTED RECEIPT <i>UB Overpayment</i>	\$0	\$455	0.00%	positive variance
<b>Dept 49400 Water Utilities (GENERAL)</b>	<b>\$457,300.00</b>	<b>\$110,292.04</b>	<b>24%</b>	neutral
E 601-49400-101 Full-Time Employees Regular	\$75,000	\$22,310	29.75%	neutral
E 601-49400-121 PERA	\$5,625	\$1,673	29.75%	neutral
E 601-49400-122 FICA	\$4,650	\$1,369	29.44%	neutral
E 601-49400-125 Medicare	\$1,088	\$320	29.42%	neutral
E 601-49400-131 Employer Paid Health	\$6,800	\$1,739	25.57%	neutral
E 601-49400-134 Employer Paid Life	\$30	\$8	25.60%	neutral
E 601-49400-136 Employer Paid H.S.A.	\$3,000	\$750	25.00%	neutral
E 601-49400-151 Worker s Comp Insurance Prem	\$3,000	\$725	24%	neutral
E 601-49400-152 Clothing	\$700	\$221	31.57%	neutral
E 601-49400-200 Office Supplies (GENERAL)	\$0	\$0	0.00%	neutral
E 601-49400-208 Training and Instruction	\$600	\$50	8.33%	positive variance
E 601-49400-210 Operating Supplies (GENERAL)	\$5,000	\$425	8.50%	positive variance
E 601-49400-212 Vehicle Operating Supplies	\$3,000	\$320	10.68%	positive variance
E 601-49400-240 Small Tools and Minor Equip	\$4,000	\$2,285	57.12%	negative variance
E 601-49400-301 Auditing and Acctg Services	\$5,500	\$984	18%	neutral
E 601-49400-303 Engineering Fees	\$5,000	\$0	0.00%	positive variance
E 601-49400-304 Legal Fees	\$0	\$0	0.00%	neutral
E 601-49400-310 Other Professional Services <i>GIS / Korterra / Gopher State</i>	\$3,200	\$800	25%	neutral
E 601-49400-321 Telephone	\$2,500	\$603	24.10%	neutral
E 601-49400-322 Postage	\$1,500	\$420	28.00%	neutral
E 601-49400-323 Administration Expense <i>Online Payments</i>	\$2,000	\$884	44.21%	negative variance
E 601-49400-328 General Services Charge	\$45,226	\$11,307	25%	neutral
E 601-49400-331 Travel Expenses	\$200	\$0	0.00%	positive variance
E 601-49400-350 Print/Binding (GENERAL)	\$750	\$0	0.00%	positive variance
E 601-49400-360 Insurance (GENERAL)	\$4,500	\$2,519	56%	negative variance
E 601-49400-364 Claims Deductible	\$0	\$0	0.00%	neutral
E 601-49400-380 Utility Services (GENERAL)	\$22,000	\$4,371	19.87%	neutral
E 601-49400-386 Well Testing Fees	\$12,000	\$2,922	24.35%	neutral
E 601-49400-401 Repairs/Maint Buildings <i>Adv Dstrbtg - Turbine Oil</i>	\$1,200	\$453	37.75%	negative variance
E 601-49400-403 Prev. Maint. Agreements	\$5,075	\$1,137	22.40%	neutral





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	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
	Within 10% of Budget neutral 15-35%	Calculation Cell	Input Cell	
E 601-49400-404 Repairs/Maint Equipment	\$15,000	\$3,677	24.51%	neutral
E 601-49400-405 Depreciation (GENERAL)	\$0	\$0	0.00%	neutral
E 601-49400-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 601-49400-433 Dues and Subscriptions	\$550	\$132	24%	neutral
E 601-49400-435 Licences, Permits and Fees	\$743	\$190	26%	neutral
E 601-49400-437 Sales Tax - Purchases	\$2,500	\$902	36.08%	negative variance
E 601-49400-438 Internet Expenses	\$700	\$321	45.89%	negative variance
E 601-49400-500 Cap. Outlay-GENERAL	\$0	\$0	0.00%	neutral
E 601-49400-700 Transfers (GENERAL)	\$0	\$0	0.00%	neutral
E 601-49400-711 T.O. - Reserve Fund	\$0	\$0	25%	neutral
E 601-49400-716 T.O. - 2008A/2012A (329/332)	\$90,000	\$22,500	25%	neutral
E 601-49400-717 T.O. - 2014A (334)	\$22,572	\$5,643	25%	neutral
E 601-49400-727 T.O. - Shared Tech	\$5,200	\$1,300	25%	neutral
E 601-49400-761 T.O. - 2016B (336)	\$24,599	\$6,150	25%	neutral
E 601-49400-764 T.O. - 2017B (339)	\$15,000	\$3,750	25%	neutral
E 601-49400-765 T.O. - 2022A WTR STRM (343)	\$84,097	\$21,024	25%	neutral
E 601-49400-810 Refund	\$0	\$0	0.00%	neutral
<b>Dept 49400 Water Utilities (GENERAL)</b>	<b>\$484,105</b>	<b>\$124,183</b>	<b>26%</b>	neutral
<b>Fund 602 SEWER - OPERATIONS FUND</b>				
Revenues	\$1,013,200	\$263,232	26%	neutral
Expenditures	\$1,023,301	\$233,708	23%	neutral
<b>Dept 49450 Sewer (GENERAL)</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 602-49450-31020 Delinquent Ad Valorem Taxes	\$0	\$0	0.00%	neutral
R 602-49450-33414 Insurance Claims	\$0	\$0	0.00%	neutral
R 602-49450-34000 Charges for Services	\$0	\$0	0.00%	neutral
R 602-49450-36100 Special Assessments <i>Delinquent Bills - County Sttlmnt</i>	\$30,000	\$7,500	25%	neutral
R 602-49450-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 602-49450-36210 Interest Earnings	\$10,000	\$2,500	25%	neutral
R 602-49450-36260 Insurance Dividend	\$0	\$0	0.00%	neutral
R 602-49450-36280 Pass Through Account	\$0	\$0	0.00%	neutral
R 602-49450-37200 Sewer Sales	\$950,000	\$245,801	25.87%	neutral
R 602-49450-37201 Debt Service Fee	\$0	\$38	0.00%	positive variance
R 602-49450-37202 Infiltration Fee	\$0	\$1	0.00%	neutral
R 602-49450-37250 Connection (Ind) Fee	\$18,200	\$0	0.00%	negative variance
R 602-49450-37251 Access (Dev) Charge	\$0	\$5,540	0.00%	positive variance
R 602-49450-37260 Swr Penalty	\$5,000	\$821	16.42%	neutral
R 602-49450-39102 Compens-Gain/Loss Fixed Assets	\$0	\$0	0.00%	neutral
R 602-49450-39201 Transfer In	\$0	\$0	0.00%	neutral
R 602-49450-39550 Refunds   Rebates <i>HomeServe &amp; US Bank</i>	\$0	\$1,031	0.00%	positive variance
R 602-49450-39560 Reimbursement	\$0	\$0	0.00%	neutral
<b>Dept 49450 Sewer (GENERAL)</b>	<b>\$1,013,200.00</b>	<b>\$263,232.32</b>	<b>26%</b>	neutral
E 602-49450-101 Full-Time Employees Regular	\$140,000	\$39,832	28.45%	neutral
E 602-49450-121 PERA	\$10,500	\$2,987	28.45%	neutral
E 602-49450-122 FICA	\$8,680	\$2,458	28.32%	neutral
E 602-49450-125 Medicare	\$2,030	\$575	28.32%	neutral
E 602-49450-131 Employer Paid Health	\$18,000	\$4,066	22.59%	neutral
E 602-49450-134 Employer Paid Life	\$60	\$15	25.60%	neutral
E 602-49450-136 Employer Paid H.S.A.	\$6,000	\$1,500	25.00%	neutral
E 602-49450-151 Worker s Comp Insurance Prem	\$5,800	\$1,622	28%	neutral
E 602-49450-152 Clothing	\$1,400	\$0	0.00%	positive variance
E 602-49450-200 Office Supplies (GENERAL)	\$250	\$0	0.00%	positive variance
E 602-49450-208 Training and Instruction	\$1,750	\$260	14.86%	positive variance
E 602-49450-210 Operating Supplies (GENERAL)	\$5,000	\$294	5.88%	positive variance
E 602-49450-212 Vehicle Operating Supplies	\$2,000	\$245	12.27%	positive variance
E 602-49450-216 Lab Supplies	\$1,000	\$176	17.57%	neutral
E 602-49450-217 Testing	\$7,500	\$1,570	20.94%	neutral
E 602-49450-240 Small Tools and Minor Equip	\$5,000	\$0	0.00%	positive variance
E 602-49450-301 Auditing and Acctg Services	\$6,000	\$984	16%	neutral
E 602-49450-303 Engineering Fees	\$5,000	\$0	0.00%	positive variance
E 602-49450-304 Legal Fees	\$0	\$0	0.00%	neutral
E 602-49450-310 Other Professional Services <i>Wiseth   GIS</i>	\$2,400	\$119	4.95%	positive variance
E 602-49450-321 Telephone	\$2,400	\$326	13.57%	positive variance
E 602-49450-322 Postage	\$4,000	\$1,193	29.83%	neutral
E 602-49450-323 Administration Expense	\$9,000	\$2,698	29.98%	neutral
E 602-49450-328 General Services Charge	\$45,226	\$11,307	25%	neutral



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	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
<b>Key:</b>	Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%	Within 10% of Budget neutral 15-35%	Calculation Cell Input Cell
E 602-49450-331 Travel Expenses	\$300	\$0	0.00%	positive variance
E 602-49450-350 Print/Binding (GENERAL)	\$200	\$0	0.00%	positive variance
E 602-49450-360 Insurance (GENERAL)	\$20,000	\$5,237	26%	neutral
E 602-49450-364 Claims Deductible	\$0	\$0	0.00%	neutral
E 602-49450-380 Utility Services (GENERAL)	\$60,000	\$11,494	19.16%	neutral
E 602-49450-384 Refuse/Garbage Disposal	\$1,500	\$249	16.59%	neutral
E 602-49450-400 Sewer Main Camera & Cleaning	\$2,000	\$0	0.00%	positive variance
E 602-49450-401 Repairs/Maint Buildings	\$4,000	\$0	0.00%	positive variance
E 602-49450-403 Prev. Maint. Agreements	\$5,075	\$1,574	31.01%	neutral
E 602-49450-404 Repairs/Maint Equipment	\$30,000	\$281	0.94%	positive variance
E 602-49450-405 Depreciation (GENERAL)	\$0	\$0	0.00%	neutral
E 602-49450-407 Rep/Maint Manholes & Swr Lines	\$8,000	\$0	0.00%	positive variance
E 602-49450-430 Miscellaneous (GENERAL)	\$500	\$0	0.00%	positive variance
E 602-49450-433 Dues and Subscriptions	\$600	\$132	22%	neutral
E 602-49450-435 Licences, Permits and Fees	\$2,900	\$504	17%	neutral
E 602-49450-438 Internet Expenses	\$1,000	\$550	55.03%	negative variance
E 602-49450-500 Cap. Outlay-GENERAL	\$32,394	\$0	0.00%	positive variance
E 602-49450-700 Transfers (GENERAL)	\$0	\$0	0.00%	neutral
E 602-49450-711 T.O. - Reserve Fund	\$4,296	\$1,074	25%	neutral
E 602-49450-717 T.O. - 2014A (334)	\$20,741	\$5,185	25%	neutral
E 602-49450-727 T.O. - Shared Tech	\$5,200	\$1,300	25%	neutral
E 602-49450-750 T.O. - 2016A (335)	\$495,000	\$123,750	25%	neutral
E 602-49450-757 T.O. - Sewer - Back Up (622)	\$1,000	\$250	25%	neutral
E 602-49450-761 T.O. - 2016B (336)	\$24,599	\$6,150	25%	neutral
E 602-49450-764 T.O. - 2017B (339)	\$15,000	\$3,750	25%	neutral
E 602-49450-810 Refund	\$0	\$0	0.00%	neutral
E 602-49450-811 Pass Through Account	\$0	\$0	0.00%	neutral
<b>Dept 49450 Sewer (GENERAL)</b>	<b>\$1,023,301</b>	<b>\$233,708</b>	<b>23%</b>	neutral

Fund 603 REFUSE (GARBAGE) FUND				
	2023 Budget	2023 NMLZD	NMLZD %	V. Category
Revenues	\$243,500	\$71,503	29%	neutral
Expenditures	\$258,370	\$54,254	21%	neutral
<b>Dept 49500 Refuse/Garbage (GENERAL)</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 603-49500-36100 Special Assessments	\$10,000	\$2,500	25%	neutral
R 603-49500-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 603-49500-36210 Interest Earnings	\$800	\$200	25%	neutral
R 603-49500-37300 Refuse Charges	\$142,000	\$42,398	29.86%	neutral
R 603-49500-37310 Recycling Charge	\$77,000	\$22,694	29.47%	neutral
R 603-49500-37360 Penalties	\$1,200	\$177	14.76%	negative variance
R 603-49500-37361 Recycling Penalties	\$0	\$0	0.00%	neutral
R 603-49500-37370 Sales Tax	\$12,500	\$3,533	28.27%	neutral
R 603-49500-39550 Refunds   Rebates	\$0	\$0	0.00%	neutral
<b>Dept 49500 Refuse/Garbage (GENERAL)</b>	<b>\$243,500.00</b>	<b>\$71,502.54</b>	<b>29%</b>	neutral
E 603-49500-210 Operating Supplies (GENERAL)	\$650	\$145	22.26%	neutral
E 603-49500-240 Small Tools and Minor Equip	\$275	\$0	0.00%	neutral
E 603-49500-322 Postage	\$1,500	\$362	24.13%	neutral
E 603-49500-323 Administration Expense	\$2,500	\$819	32.78%	neutral
E 603-49500-325 Community Clean Up Cont	\$17,000	\$4,250	25%	neutral
E 603-49500-328 General Services Charge	\$17,070	\$4,268	25%	neutral
E 603-49500-350 Print/Binding (GENERAL)	\$0	\$0	0.00%	neutral
E 603-49500-384 Refuse/Garbage Disposal	\$195,000	\$38,539	19.76%	neutral
E 603-49500-403 Prev. Maint. Agreements	\$5,075	\$1,137	22.40%	neutral
E 603-49500-404 Repairs/Maint Equipment	\$1,300	\$168	12.96%	neutral
E 603-49500-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 603-49500-435 Licences, Permits and Fees	\$300	\$0	0.00%	neutral
E 603-49500-436 Sales Tax	\$12,500	\$3,266	26.13%	neutral
E 603-49500-727 T.O. - Shared Tech	\$5,200	\$1,300	25%	neutral
E 603-49500-810 Refund	\$0	\$0	0.00%	neutral
<b>Dept 49500 Refuse/Garbage (GENERAL)</b>	<b>\$258,370</b>	<b>\$54,254</b>	<b>21%</b>	neutral

Fund 614 CABLE ACCESS - OPERATIONS FUND				
	2023 Budget	2023 NMLZD	NMLZD %	V. Category
Revenues	\$72,350	\$8,617	12%	negative variance
Expenditures	\$73,650	\$10,284	14%	positive variance
<b>Dept 49840 Cable TV (GENERAL) - LOC 09</b>	<b>2023 Budget</b>	<b>2023 NMLZD</b>	<b>NMLZD %</b>	<b>V. Category</b>
R 614-49840-31915 Franchise Fees	\$27,500	\$592	2%	neutral



City of Chatfield  
Budget YTD Rev-Exp

Current Period: March 2023

Exported from Banyon to .csv & Annualized  
Adjusted to 75% - Tax Settlements, Special Assessments, Annual Exp Payments  
151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX Transfers

	2023 Budget	2023 ANNLZD YTD Amt	ANNLZD % of Budget	Variance Category
<b>Key:</b>	Varies > 10% than budget positively R>35% E<15%	Varies > 10% than budget negatively R<15% E>35%	Within 10% of Budget neutral 15-35%	Calculation Cell
			Input Cell	
R 614-49840-33120 Sponsorship Fees	\$12,000	\$0	0.00%	negative variance
R 614-49840-33414 Insurance Claims	\$0	\$0	0.00%	neutral
R 614-49840-36201 Sale Of Merchandise	\$250	\$23	9.31%	negative variance
R 614-49840-36210 Interest Earnings	\$0	\$0	0.00%	neutral
R 614-49840-36230 Donations Chatfield Public Schools	\$15,600	\$3,750	24%	neutral
R 614-49840-36260 Insurance Dividend	\$0	\$0	0.00%	neutral
R 614-49840-37370 Sales Tax	\$0	\$2	0.00%	positive variance
R 614-49840-39201 Transfer In	\$17,000	\$4,250	25%	neutral
R 614-49840-39550 Refunds   Rebates	\$0	\$0	0.00%	neutral
<b>Dept 49840 Cable TV (GENERAL) - LOC 09</b>	<b>\$72,350.00</b>	<b>\$8,616.89</b>	<b>12%</b>	<b>negative variance</b>
E 614-49840-151 Worker s Comp Insurance Prem	\$0	\$0	0.00%	neutral
E 614-49840-205 Service Incentives/Rewards	\$250	\$0	0.00%	positive variance
E 614-49840-210 Operating Supplies (GENERAL)	\$500	\$0	0.00%	positive variance
E 614-49840-212 Vehicle Operating Supplies	\$500	\$0	0.00%	positive variance
E 614-49840-240 Small Tools and Minor Equip Annual Chatfield Public School Bill	\$0	\$0	0.00%	neutral
E 614-49840-300 Promotional Expense	\$0	\$0	0.00%	neutral
E 614-49840-302 Contracted Help	\$60,000	\$7,413	12.35%	positive variance
E 614-49840-309 Conference Expense	\$350	\$0	0.00%	positive variance
E 614-49840-322 Postage	\$100	\$15	15.00%	neutral
E 614-49840-323 Administration Expense CC Fees	\$0	\$0	0.00%	neutral
E 614-49840-324 Reimbursement	\$0	\$0	0.00%	neutral
E 614-49840-328 General Services Charge	\$3,140	\$785	25%	neutral
E 614-49840-331 Travel Expenses Annual Tournament Travel	\$1,500	\$375	25%	neutral
E 614-49840-350 Print/Binding (GENERAL)	\$0	\$0	0.00%	neutral
E 614-49840-360 Insurance (GENERAL)	\$200	\$42	21%	neutral
E 614-49840-404 Repairs/Maint Equipment	\$250	\$0	0.00%	positive variance
E 614-49840-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 614-49840-433 Dues and Subscriptions	\$200	\$50	25%	neutral
E 614-49840-435 Licences, Permits and Fees	\$240	\$0	0.00%	positive variance
E 614-49840-437 Sales Tax - Purchases	\$0	\$0	0.00%	neutral
E 614-49840-711 T.O. - Reserve Fund	\$6,000	\$1,500	25%	neutral
E 614-49840-727 T.O. - Shared Tech	\$420	\$105	25%	neutral
<b>Dept 49840 Cable TV (GENERAL) - LOC 09</b>	<b>\$73,650</b>	<b>\$10,284</b>	<b>14%</b>	<b>positive variance</b>