

CITY OF CHATFIELD COMMON COUNCIL
AGENDA
Council Chambers, Thurber Building, 21 Second Street SE
Monday, September 11, 2023, 7:00 P.M

1. Consent Agenda:
 - a. Approval of minutes August 28, 2023.
 - b. Approve payment of claims.
 - c. Approve EMT hire Claire Whitemarsh.
 - d. Resolution Northland Securities – Authorized Signatures and Principal Signer.
 - e. Approve one pay-step increase for Steven Schlichter to Grade 8 Step 7 effective on employment anniversary.
 - f. Approve one pay-step increase for Ryan Priebe to Grade 7 Step Maximum effective on September 19, 2023
2. City Engineer's Report – Craig Britton:
 - a. West Chatfield Drainage Improvement Pay Application No 1
 - b. 2023 Street Improvement Project Update & Pay Application No. 2
 - c. Hwy 74 Traffic Study Update
3. Committee Reports:
 - a. Personnel-Budget Committee
 - b. Public Works Committee
4. Mayor's Report
5. City Administrator's Report
6. Roundtable
7. Adjourn.
8. Meeting Notices:
 - a. Personnel/Budget Committee (Novotny & Urban) 4:30 p.m. Monday, September 11, 2023
 - b. Public Works Committee (Novotny & Urban) 5:30 p.m. Monday, September 11, 2023

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, August 28, 2023

The Common Council of the City of Chatfield met in regular session on Monday, August 28, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

Others Present: Karen Reisner, Rick Irish, Brian Burkholder, Steven Schlichter, Desiree Schlichter, Gretchen Lovejoy-Mensick, Chris Giesen, Craig Britton, Kay Wangen, Fred Suhler, Beth Carlson, and Michele Peterson.

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to add The City Park Use Request for Fallapalooza to the Consent Agenda.

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

Nays: None

Motion carried.

Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater, to add Berm work to Public Works

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

Nays: None

Motion carried.

Consent Agenda

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

1. Approval of August 14, 2023 Meeting Minutes
2. Approve payment of claims
3. Approve update to Health & Safety Program
4. Approve resolution to accept \$200 donation for Chatfield Commercial Club
5. Approve resolution to accept \$45,000 donation from Chatfield Firefighters' Activities Association
6. Approve request for using City Park on Saturday September 16, 2023 for Fallapalooza

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

Nays: None

Motion carried.

Proposal to Upgrade Technology

Server Upgrade

The existing HPE 2016 Server was put into service in 2018. HP has now announced an end of support date for this model as of 01/06/2024. The Personnel-Budget Committee reviewed the proposal to replace the

server on August 14th as it is part of the capital goods replacement plan for 2023. The committee and staff recommend replacement.

Councilor Josh Broadwater entered a motion, with a second by Councilor Dave Frank, to approve replacement of the HPE 2016 Server for approximately \$23,000.

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

Nays: None

Motion carried.

Miscellaneous Technology Upgrades

This is a request for authorization to approve three technology quotes totaling \$5,500. The request received support from the Personnel Budget Committee on August 14th.

1. The multifactor authentication for VPN users implements enhanced security for users accessing the network remotely. - \$2,284.
2. The PD internet redundancy would provide faster internet speed and uninterrupted internet services if either HBC or Mediacom experience an outage. This capability became possible with the installation of the new firewall. - \$2,564
3. The logon banner on the PD network is a BCA compliance feature which notifies users that the workstation can be used to access private and confidential information. - \$660.

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to approve miscellaneous technology upgrades totally \$5,500.

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

Nays: None

Motion carried.

Public Works Director Report

Consider Proposal to improve 1890 Water Reservoir

To extend the life of the concrete water storage tank on Old Territorial Road, repair work is needed on the top cover. After reviewing three quotes, staff is recommending approval of Champion Coating's quote for \$33,700 to complete the repairs. Fund would come from the hydrant replacement funds and mill and overlay funds.

Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater, to approve the proposal to improve the 1890 Water Reservoir.

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

Nays: None

Motion carried.

Berm Work on Enterprise Drive

Discussion has taken place a number of times concerning berm work and tree planting to help create a screen between residential and commercial properties on Enterprise Drive. With the street project going on, excess dirt to create the berm is readily available. Griffin Construction has proposed completing the berm work for approximately \$39,500.

Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank, to approve the berm work on Enterprise Drive.

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

Nays: None

Motion carried.

Committee Reports

Public Services Committee

Councilors Bluhm and Frank were in attendance. Topics included three items for the Fire Department: SCBA Replacement, tanker improvements, and a new hire.

Committee of the Whole

All members of the council, including Mayor McBroom were in attendance. The proposed Preliminary Budget for 2024 was presented and discussed. Building a berm along Enterprise Drive properties was also discussed.

Mayor's Report

Mayor McBroom welcomed the new City Administrator Michele Peterson.

City Administrator's Report

Michele Peterson expressed appreciation for a good first day and looks forward to being here moving forward. She would like to meet with people individually and get to know everyone.

Roundtable

Comments included Western Days went well, more welcoming message for Michele Peterson.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 7:16 p.m.

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

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: September 2023
 2023 09FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AIRGAS						
	914138	E 230-42270-210	Ambulance	Operating Expenses	\$80.11	OXYGEN
					\$80.11	
AIRGAS						
AMAZON CAPITAL SERVICES, INC.						
	1PHR-H	E 100-41940-210	Municipal Building	Operating Expenses	\$52.53	PPR TWLS
	1PHR-H	E 100-41940-210	Municipal Building	Operating Expenses	\$34.99	RCYC BGS
	1PHR-H	E 100-41940-210	Municipal Building	Operating Expenses	\$27.41	GLS CLNR
	1PHR-H	E 100-41500-240	City Clerk	Small Tools and Minor E	\$65.69	KB IPAD
	1PHR-H	E 100-41500-210	City Clerk	Operating Expenses	\$32.99	HPA FLTR
	1QPV-7	E 230-42270-210	Ambulance	Operating Expenses	\$143.54	VMT BGS MRKRS STYLS PNS TST STR
					\$357.15	
AMAZON CAPITAL SERVICES, INC.						
AMBULANCE REFUND						
	RBEM 2	E 230-42270-810	Ambulance	Refund	\$276.00	REFUND
					\$276.00	
AMBULANCE REFUND						
ANDY OCONNOR						
	17 AUG	E 614-49840-302	Cable TV (GENER	Contracted Help	\$1,293.75	CCTV ADMIN CNTRCT-MAR2023-FEB2
					\$1,293.75	
ANDY OCONNOR						
BAKER & TAYLOR BOOKS						
	STMNT	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$1,400.21	ACCOUNT L6248262
					\$1,400.21	
BAKER & TAYLOR BOOKS						
BLACKSTONE PUBLISHING						
	211394	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$103.99	CUSTOMER ID 168011
					\$103.99	
BLACKSTONE PUBLISHING						
BOB THE BUG MAN, LLC						
	73365	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$136.00	CITY HALL 4X EXTERIOR
					\$136.00	
BOB THE BUG MAN, LLC						
CANON FINANCIAL SERVICES, INC.						
	310782	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
					\$108.44	
CANON FINANCIAL SERVICES, INC.						
CENEX FLEET FUELING						
	271802	E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$250.58	WATER 1
	271802	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$251.70	471A
	271802	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$352.43	WWTP 2 - IRISH
	271802	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$0.00	FIRE BRUSH TRUCK
	271802	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$0.00	PARK 1
	271802	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$196.11	471B
	271802	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$60.79	POLICE SQUAD 1-CHIEF
	271802	E 614-49840-212	Cable TV (GENER	Vehicle Operating Suppli	\$0.00	CCTV VAN
	271802	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$517.38	STREET 4 - IRISH
	271802	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$182.26	STREET3
	271802	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$168.90	STREET 1
	271802	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$287.40	POLICE SQUAD 3
	271802	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$551.32	POLICE SQUAD 2
	271802	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$0.00	WWTP 1 - SCHLICHTER
	271802	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$1,029.81	PARK DESK
	271802	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$7.89	FIRE ENGINE 1
	271802	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$231.28	PARK 1
	271802	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$0.00	PARK DESK



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	271802	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$122.88	WWTP 1 - SCHLICHTER
	271802	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$46.97	FIRE BRUSH TRUCK
CENEX FLEET FUELING					\$4,257.70	
CHATFIELD CENTER FOR THE ARTS						
	SEP 20	E 250-46630-310	Community Dev -	Other Professional Servic	\$2,000.00	EDA & CCA MNTHLY LS 09/2022-08/2
CHATFIELD CENTER FOR THE ARTS					\$2,000.00	
CHATFIELD PARTS HOUSE						
	902863	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$10.99	FUSTAT
	902721	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$76.94	RL HS FTTNGS
	900363	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$18.99	LED
	902082	E 100-43100-210	Street Maintenanc	Operating Expenses	\$33.98	DSL EXH
	901284	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$150.45	2YR WTY BAT
	901492	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$25.98	FSTAT WSHR HS
	901299	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$3.69	BATT CBL TRM
	900658	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$3.99	SHCKL SPA FGD
	901025	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$8.99	DR HLDR TRNGL
	900806	E 614-49840-210	Cable TV (GENER	Operating Expenses	\$39.98	GRLL TP
	900773	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$13.99	SLCN KB SPM ALM
	901965	E 100-43100-210	Street Maintenanc	Operating Expenses	\$19.00	CHN SCRW SNP SPRNG
	900247	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$62.88	WD BRRLS PLL
	900608	E 100-43100-210	Street Maintenanc	Operating Expenses	\$12.99	CTN TP
	900352	E 250-46630-404	Community Dev -	Repairs/Maint Equipment	\$875.40	FILTERS
	900550	E 220-42280-210	Fire Department *	Operating Expenses	\$22.99	TRSH BG
	900808	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$18.99	PLSHNG CLTH
	899519	E 100-43100-210	Street Maintenanc	Operating Expenses	\$18.99	PST CNTRL
	899605	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$34.99	MNFLD HS FCT
CHATFIELD PARTS HOUSE					\$1,454.20	
CHS						
	411 IH3	E 100-43100-210	Street Maintenanc	Operating Expenses	\$105.69	BCCNR PLS
CHS					\$105.69	
CINDY FORRER						
	HPF081	E 211-45500-211	Libraries (GENERA	Program Expenses	\$200.00	HONORARIUM PYMNT STRYTM W BAR
CINDY FORRER					\$200.00	
CITY OF CHATFIELD						
	08/28/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$65.53	10-00002410-91-8 PWFAC1
	08/28/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$613.78	10-00000121-00-7 POOL
	08/28/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$65.53	10-00000101-01-4 PWFAC2
	08/28/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$120.92	10-00000081-008 CITY SHOP
	08/28/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$96.48	10-00000071-00-5 TOURIST CENTER
	08/28/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$64.72	10-00000051-00-9 FIRE HALL
	08/28/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$477.56	10-00000031-00-3 WWTP
	08/28/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$426.48	10-00000001-00-4 THURBER BLDG GA
	08/28/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$65.53	10-00000011-00-7 PUBLIC LIBRARY
CITY OF CHATFIELD					\$1,996.53	
CUSTOM ALARM						
	556551	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$204.12	CHATFIELD PUBLIC LIBRARY
CUSTOM ALARM					\$204.12	
DAN RAMAKER CONCRETE						
	20441	E 801-43100-408	Street Maintenanc	Storm Water / Drainage	\$2,800.00	CRB GTTR WTRWY



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	20440	E 801-43100-510	Street Maintenanc	Cap. Outlay-Sidewalks	\$8,277.50	SDWLK IMP 820SF
DAN RAMAKER CONCRETE					\$11,077.50	
DEED						
	EZII SE	E 361-46620-610	Revolving Loan Fu	Interest	\$108.46	#CDAP-13-0031-H-FY14 EZ FABII
	EZIV SE	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$647.41	#CDAP-18-0018-H-FY19 EZ FABIV
	EZII SE	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$1,864.05	#CDAP-13-0031-H-FY14 EZ FABII
	EZIV SE	E 361-46620-610	Revolving Loan Fu	Interest	\$70.78	#CDAP-18-0018H-FY19 EZ FABIV
DEED					\$2,690.70	
DEMCO						
	734539	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$127.21	BK TP HD SHPPNG
DEMCO					\$127.21	
EO JOHNSON, BUSINESS TECH.						
	INV139	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$87.15	#56246 NETWORK L9124 MP C4503
	INV139	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$45.65	#56246 NETWORK L9124 MP C4503
	INV139	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$48.00	#46719-01 POLICE L7545
	INV139	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$45.65	#56246 NETWORK L9124 MP C4503
	INV139	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$95.45	#56246 NETWORK L9124 MP C4503
	INV139	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$45.65	#56246 NETWORK L9124 MP C4503
	INV139	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$24.90	#56246 NETWORK L9124 MP C4503
	INV139	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$45.65	#56246 NETWORK L9124 MP C4503
	INV139	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$24.90	#56246 NETWORK L9124 MP C4503
EO JOHNSON, BUSINESS TECH.					\$463.00	
EXPERT BILLING, LLC						
	11699	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$806.00	TRANSPORTS BILLED - JUL
EXPERT BILLING, LLC					\$806.00	
FIRST NETWORK SYSTEMS						
	AUG 20	E 614-49840-302	Cable TV (GENER	Contracted Help	\$1,293.75	09/2022-08/2023 CCTV TECH COORD-
FIRST NETWORK SYSTEMS					\$1,293.75	
FREDERICK S. SUHLER, ATTY						
	AUG 20	E 100-41100-304	Legislative	Legal Fees	\$600.00	MONTHLY RETAINER - AUG 2023
FREDERICK S. SUHLER, ATTY					\$600.00	
GOPHER STATE ONE CALL						
	308028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$78.30	ACCOUNT #MN00240
GOPHER STATE ONE CALL					\$78.30	
HAMMELL EQUIPMENT						
	I16144	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$31.62	SPOOL INSER
	I16134	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$20.82	OIL MIX
HAMMELL EQUIPMENT					\$52.44	
HBC						
	EM 202	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$114.54	1439299 BUS VALUE PKG 120MBPS
	EM 202	E 602-49450-321	Sewer (GENERAL)	Telephone	\$12.74	1439299 867-4321BASIC & TOLL
HBC					\$127.28	
JILL HARSTAD						
	REIMB2	E 221-42280-300	Fire Department *	Promotional Expense	\$41.29	REIMB - FD OH - DG
	REIMB2	E 221-42280-300	Fire Department *	Promotional Expense	\$334.99	REIMB - FD OH - FD BUTTONS
JILL HARSTAD					\$376.28	
LINDE						



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	380496	E 100-43100-210	Street Maintenanc	Operating Expenses	\$51.90	HIGH PRESSURE
LINDE					\$51.90	
LMC						
	388772	E 100-41100-433	Legislative	Dues and Subscriptions	\$3,771.00	MEMBERSHIP DUES - 2023-2024
LMC					\$3,771.00	
LOFFLER						
	443017	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$25.32	CANON DXC3725I OVERAGE CHARGE
LOFFLER					\$25.32	
LUMEN-LEVEL3 (WEBEX)						
	653027	E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC
LUMEN-LEVEL3 (WEBEX)					\$244.38	
MAYO CLINIC						
	23-819	E 230-42270-415	Ambulance	Medical Services	\$367.68	PARAMEDIC INTERCEPT
	23-679	E 230-42270-415	Ambulance	Medical Services	\$540.09	PARAMEDIC INTERCEPT
	23-821	E 230-42270-415	Ambulance	Medical Services	\$583.73	PARAMEDIC INTERCEPT
MAYO CLINIC					\$1,491.50	
MEDIACOM						
	STMNT	E 100-41500-438	City Clerk	Internet Expenses	\$101.53	1/3 CITY HALL HSD & STATIC IPS
	STMNT	E 230-42270-438	Ambulance	Internet Expenses	\$101.84	1/3 CITY HALL HSD & STATIC IPS
	STMNT	E 100-42110-438	Police Administrati	Internet Expenses	\$101.53	1/3 CITY HALL HSD & STATIC IPS
MEDIACOM					\$304.90	
MINNESOTA ENERGY RESOURCES						
	STMNT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$63.78	00006 CEMENT 389 SW 3RD ST
	STMNT	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$43.41	00005 LIBRARY
	STMNT	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$1,140.09	000011 POOL
	08/25/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$59.77	00015 547 HLLSD BSTR STTN
	08/25/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$59.77	00016 100 OTR GNRTR
	08/25/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$112.09	00014 PPLS 19 SCND ST SW
MINNESOTA ENERGY RESOURCES					\$1,478.91	
MN MAYORS ASSOCIATION						
	FYB 20	E 100-41100-433	Legislative	Dues and Subscriptions	\$30.00	ANNUAL DUES FY BEG SEP,2023
MN MAYORS ASSOCIATION					\$30.00	
MN REVENUE						
	112342	1-087-2 E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$68.00	7316521 WTR TWR LEASE SALES
	1-087-2	E 100-41500-437	City Clerk	Sales Tax - Purchases	\$3.00	7316521 CHARGES FOR SERVICES
	1-087-2	E 603-49500-436	Refuse/Garbage (Sales Tax	\$1,046.00	7316521 GARBAGE TAX
	1-087-2	E 100-45200-436	Parks (GENERAL)	Sales Tax	\$10.00	7316521CAMP SITE
	1-087-2	E 614-49840-437	Cable TV (GENER	Sales Tax - Purchases	\$23.00	7316521 CCTV SALES
	1-087-2	E 100-45124-437	Swimming Pools -	Sales Tax - Purchases	\$589.00	7316521 POOL SALES & ADM
	1-087-2	E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$1.00	7316521 POLICE CHRGS
MN REVENUE					\$1,740.00	
NCPERS GROUP LIFE INSURANCE						
	112335	384000 G 910-21707			\$96.00	PR VNRD LBLTY
NCPERS GROUP LIFE INSURANCE					\$96.00	
NOVOTNY LAW OFFICE, LTD.						
	2666	E 100-42110-304	Police Administrati	Legal Fees	\$1,532.00	CITY PROSECUTION JAN-JUL
NOVOTNY LAW OFFICE, LTD.					\$1,532.00	



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ON SITE SANITATION							
			E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$0.00	001411-0003 MC HSP-160 DIVSTNW
			E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$0.00	001411-0002 MC BF-160 DIVSTNW
			E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$0.00	001411-0004 MC HSA-559 OTRNE
			E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$0.00	001411-006 GP - 558 OTRNE
			E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$0.00	001411-0005 SHADY OAK PARK
ON SITE SANITATION						\$0.00	
PEOPLES ENERGY COOPERATIVE							
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$100.84	2410100 1/4 FIRE HALL		
EM 202	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$965.68	3011700 BLUFF ST WELL		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$100.41	3260100 301 TH 52 - TRAFFIC SI		
EM 202	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$0.00	2367400 TOURIST PARK		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$160.88	3260000 52 3RD ST SW - STL MTR		
EM 202	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$2,748.07	3237701 107 UNION ST NE		
EM 202	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$59.02	3211800 250 OLD TERRITORIAL RD		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$2,057.00	3011800 STREET LIGHTS		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$341.07	2400202 PPLS 19 SCND ST SW		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$73.88	3376900 EV CHARGER - 405 MAIN ST		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$56.74	2447300 UNION ST NE - XING		
EM 202	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$73.00	2438500 MILL CREEK PARK		
EM 202	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$140.96	242390 MILL CREEK PK - LIFT ST		
EM 202	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$822.45	2428000 MILL CREEK PARK		
EM 202	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$3,155.50	2430200 126 LIBRARY LN WWTP		
EM 202	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$57.00	2432200 CHATFIELD SIGN		
EM 202	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$54.17	2432400 400 3RD ST SW		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.31	2436500 CR 2 HWY S		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$179.00	7823600 MEYERS AND TERMAR		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$155.92	3265100 20 2ND ST SE - LIGHTS		
EM 202	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$302.52	2410100 3/4 FIRE HALL		
EM 202	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$193.37	2410000 318 S MAIN ST-WHISTLE		
EM 202	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$180.64	2410200 MAIN ST-CITY PARK		
EM 202	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$532.00	2407900 1/3 21 2ND ST SE		
EM 202	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$532.00	2407900 1/3 21 2ND ST SE		
EM 202	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$537.94	2402500 LIBRARY 322 MAIN ST S		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$167.54	2154400 10208 HILLSIDE DRIVE		
EM 202	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$10.00	2182100 SIREN - 10210 HILLSIDE		
EM 202	E 230-42270-380	Ambulance	Utility Services (GENERA	\$532.00	2407900 1/3 21 2ND ST SE		
PEOPLES ENERGY COOPERATIVE						\$14,353.91	
PHONE STATION INC							
	79472	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$78.75	RMT PHN SYS CHNG	
PHONE STATION INC						\$78.75	
QUILL.COM							
	341079	E 220-42280-210	Fire Department *	Operating Expenses	\$12.99	ALL PURPOSE CLEANER	
	341079	E 220-42280-210	Fire Department *	Operating Expenses	\$9.99	8 PK AA BATTERIES	
	341079	E 100-41940-210	Municipal Building	Operating Expenses	\$58.99	ALL PURPOSE CLEANER	
QUILL.COM						\$81.97	
SCHUMACHER ELEVATOR CO							
	905898	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$167.43	LIB ELEV MAINT	
SCHUMACHER ELEVATOR CO						\$167.43	



City of Chatfield
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
SELCO						
	051473	E 211-45500-438	Libraries (GENERA	Internet Expenses	\$46.34	DMN RNWL
	051481	E 211-45500-414	Libraries (GENERA	Automated Operations	\$318.74	ILS PCKG & PC SPVRT 447.37-3.63-12
					\$365.08	
SELCO						
SUNSHINE FOODS						
	0527	E 230-42270-205	Ambulance	Service Incentives/Rewa	\$26.13	AMB MTG
	6685	E 100-45124-210	Swimming Pools -	Operating Expenses	\$2.98	CNCSSN WTR
	2453	E 100-45124-210	Swimming Pools -	Operating Expenses	\$3.50	CNCSSN WTR
					\$32.61	
SUNSHINE FOODS						
TAFT STETTINIUS & HOLLISTER LLP						
	MILTR	E 423-43200-310	Construction Fund	Other Professional Servic	\$13,000.00	2023A ISSNCE CSTS - BND CNSL
					\$13,000.00	
TAFT STETTINIUS & HOLLISTER LLP						
THE CHATFIELD NEWS, LLC						
	4345	E 100-43100-350	Street Maintenanc	Print/Binding (GENERAL)	\$48.00	08/30 MNTNC WRKR AD
	4290	E 100-42110-350	Police Administrati	Print/Binding (GENERAL)	\$23.50	08/02 PTRL OFFCR AD
					\$71.50	
THE CHATFIELD NEWS, LLC						
UC LABORATORY						
	117398	E 602-49450-217	Sewer (GENERAL)	Testing	\$705.05	WWTP LABS
					\$705.05	
UC LABORATORY						
US BANK ONE CARD						
	STMNT	E 602-49450-407	Sewer (GENERAL)	Rep/Maint Manholes & S	\$574.00	WEISER - RSE MNHL
	STMNT	E 454-43200-500	Construction Fund	Cap. Outlay-GENERAL	\$853.30	FRNKLN BRNZ - BLDRS PLQ
	STMNT	R 100-42700-3955	Animal Control - L		-\$2.32	APR-MAY-JUN RBTE ALLOC
	STMNT	E 100-45124-210	Swimming Pools -	Operating Expenses	\$159.25	SMS CLB - CNCSSNS
	STMNT	R 602-49450-3955	Sewer (GENERAL)		-\$17.55	APR-MAY-JUN RBTE ALLOC
	STMNT	R 100-41500-3955	City Clerk		-\$84.68	APR-MAY-JUN RBTE ALLOC
	STMNT	R 601-49400-3955	Water Utilities (GE		-\$0.31	APR-MAY-JUN RBTE ALLOC
	STMNT	R 250-46630-3955	Community Dev -		-\$1.30	APR-MAY-JUN RBTE ALLOC
	STMNT	R 211-45500-3955	Libraries (GENERA		-\$55.93	APR-MAY-JUN RBTE ALLOC
	STMNT	R 100-45200-3955	Parks (GENERAL)		-\$2.22	APR-MAY-JUN RBTE ALLOC
	STMNT	R 100-45124-3955	Swimming Pools -		-\$56.11	APR-MAY-JUN RBTE ALLOC
	STMNT	R 454-43200-3955	Construction Fund		-\$17.49	APR-MAY-JUN RBTE ALLOC
	STMNT	R 100-41500-3955	City Clerk		-\$1.90	APR-MAY-JUN RBTE ALLOC
	STMNT	R 230-42270-3955	Ambulance		-\$35.35	APR-MAY-JUN RBTE ALLOC
	STMNT	E 100-42110-322	Police Administrati	Postage	\$17.45	USPS - CRTFD ST. PL
	STMNT	E 100-42110-208	Police Administrati	Training and Instruction	\$388.80	MGNM - AMMO
	STMNT	E 100-41500-240	City Clerk	Small Tools and Minor E	\$159.00	UPLFT - MNTR ARM
	STMNT	E 100-41500-208	City Clerk	Training and Instruction	\$175.00	MN STT CLLGS - ADV ACDMY
	STMNT	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPL.CM - ICLD STRG
	STMNT	E 230-42270-205	Ambulance	Service Incentives/Rewa	\$122.92	SMS CLB - AMB MTG SPPLS
	STMNT	E 100-41100-430	Legislative	Miscellaneous (GENERAL)	\$954.18	WD CNDY & CTY PNS
	STMNT	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$10.00	CRMS - CR WSH
	STMNT	R 100-43100-3955	Street Maintenanc		-\$16.14	APR-MAY-JUN RBTE ALLOC
	STMNT	E 211-45500-211	Libraries (GENERA	Program Expenses	\$104.00	FB & DQ - SRP
	STMNT	R 100-42110-3955	Police Administrati		-\$6.87	APR-MAY-JUN RBTE ALLOC
	STMNT	R 100-41940-3955	Municipal Building		-\$0.44	APR-MAY-JUN RBTE ALLOC
	STMNT	E 602-49450-208	Sewer (GENERAL)	Training and Instruction	\$601.39	BW - MWOA CNF HTL
	STMNT	E 211-45500-433	Libraries (GENERA	Dues and Subscriptions	\$85.00	MLA MMBRSHP
	STMNT	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$257.08	AMZN - WDN HRS CRFT, DVDS OBJCT



City of Chatfield
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	STMNT	E 250-46630-430	Community Dev -	Miscellaneous (GENERAL	\$24.32	MCHLS - FRM
	STMNT	E 601-49400-322	Water Utilities (GE	Postage	\$37.20	USPS - WTR SMPL PSTG
	STMNT	R 100-41100-3955	Legislative		<u>-\$18.32</u>	APR-MAY-JUN RBTE ALLOC
US BANK ONE CARD					<u>\$4,206.95</u>	
WIDSETH SMITH NOLTING & ASSOC.						
	225389	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$1,458.50	2022-11946 GROEN PARK PED BRDG
	225385	E 443-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$478.50	2021-11946 2022WTRIMPPROJ RSV G
	225390	E 100-41910-310	Planning and Zoni	Other Professional Servic	\$4,500.00	2023-10094 15 PLANNING
	225388	E 423-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$31,101.88	2022-11251 GRND&PRSPCT STREET P
	225387	E 443-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$4,534.15	2022-10196 2022 WTRIMPPROJ WCH
	225386	E 443-43200-503	Construction Fund	Cap. Proj-Engineering Fe	<u>\$180.00</u>	2022-10038 12 WATER MAIN
WIDSETH SMITH NOLTING & ASSOC.					<u>\$42,253.03</u>	
WM HANSON WASTE REMOVAL						
	Aug 20	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$0.00	GARBAGE SERVICE - CITY MAINT BLD
	Aug 20	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$0.00	GARBAGE SERVICE - CITY HALL
	Aug 20	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$0.00	GARBAGE SERVICE - PARKS (FIRE HAL
	Aug 20	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$15,116.22	1,161 RESIDENTIAL PU @ 13.02
	Aug 20	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$2,119.04	RESIDENTIAL OC ENV FEE
	Aug 20	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$0.00	GARBAGE SERVICE - WWTP
	Aug 20	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	<u>\$1,668.21</u>	RESIDENTIAL FUEL SURCHARGE
WM HANSON WASTE REMOVAL					<u>\$18,903.47</u>	
ZEP MANUFACTURING						
	900892	E 100-43100-210	Street Maintenanc	Operating Expenses	<u>\$138.95</u>	ULTRA BL WIPES
ZEP MANUFACTURING					<u>\$138.95</u>	
2023 09FA01					<u>\$136,790.96</u>	
					<u>\$136,790.96</u>	

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City of Chatfield
Batch Listing - Unposted Summary
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 2023 0831VNDRPR

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
CHATFIELD PUBLIC LIBRARY						
112338	2023-1	R 211-45500-3620	Libraries (GENERA		-\$100.00	PR VNDR LBLTY
	2023-1	G 910-21728			\$100.00	PR VNDR LBLTY
					\$0.00	
CHATFIELD PUBLIC LIBRARY						
EFTPS						
112333	754452	G 910-21703			\$6,636.70	PR VNDR LBLTY
	754452	G 910-21701			\$5,667.69	PR VNDR LBLTY
	754452	G 910-21709			\$1,961.84	PR VNDR LBLTY
					\$14,266.23	
EFTPS						
EMPOWER MNDCP						
112337	112019	G 910-21719			\$717.77	PR VNDR LBLTY
					\$717.77	
EMPOWER MNDCP						
MN REVENUE						
112334	1-731-6	G 910-21702			\$2,761.03	PR VNDR LBLTY
					\$2,761.03	
MN REVENUE						
PERA						
112336	SOMPE	G 910-21705			\$4,167.04	PR VNDR LBLTY
	SOMPE	G 910-21704			\$5,377.13	PR VNDR LBLTY
					\$9,544.17	
PERA						
ROOT RIVER STATE BANK						
112339	STMNT	E 100-41500-310	City Clerk	Other Professional Servic	\$112.05	INT BANKING CHARGES XX + XX + XX
					\$112.05	
2023 0831VNDRPR					\$27,401.25	
					\$27,401.25	

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City of Chatfield
Batch Listing - Unposted Summary
 Current Period: August 2023
 2023 08ADM01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
TASC						
112332	IN2842	E 100-41500-310	City Clerk	Other Professional Servic	\$16.04	COBRA - ADMINISTRATION FEE
TASC					\$16.04	
UNITED STATES POSTAL SERVICE						
058376	563702	E 603-49500-322	Refuse/Garbage (Postage	\$116.06	UB PSTG ALLCTN 19.24%
	563702	E 602-49450-322	Sewer (GENERAL)	Postage	\$365.41	UB PSTG ALLCTN 60.58%
	563702	E 601-49400-322	Water Utilities (GE	Postage	\$121.72	UB PSTG ALLCTN 20.18%
UNITED STATES POSTAL SERVICE					\$603.19	
2023 08ADM01					\$619.23	
					\$619.23	

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City of Chatfield
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 Current Period: August 2023
 2023 09ADM01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
MYREC.COM						
112340		R 100-45124-3737	Swimming Pools -		\$10.20	Duplicate payment
		R 100-45124-3472	Swimming Pools -		\$139.80	Duplicate payment
					<u>\$150.00</u>	
MYREC.COM						
PRIORITY PAYMENT SYSTEMS						
112341	STMNT	E 100-45124-323	Swimming Pools -	Administration Expense	\$223.13	CC PROCESSING FEES
					<u>\$223.13</u>	
PRIORITY PAYMENT SYSTEMS						
2023 09ADM01					<u>\$373.13</u>	
					<u>\$373.13</u>	

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City of Chatfield
Batch Listing - Unposted Summary
 Current Period: September 2023
 2023 09ADM02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
KWIK TRIP						
112331	103531	E 211-45500-211	Libraries (GENERA	Program Expenses	\$1,615.00	SCRIP CARDS
					\$1,615.00	
2023 09ADM02					\$1,615.00	
					\$1,615.00	

([BatchID] in (19284))

INTEROFFICE MEMORANDUM

TO: CHATFIELD CITY COUNCIL

FROM: ROCKY BURNETT

SUBJECT: NEW EMT

DATE: 9/5/2023

CC:

The ambulance service is looking to add an EMT to its roster. Claire Whitemarsh is a RN that has completed a RN to EMT course and is taking her National Registry exam on Friday 9/8. Claire lives outside of city limits but within our response area and would be able to respond from her home.

Desiree and I have met with Claire and believe she would be a great fit to our crew. Therefore, I would like to recommend we hire Claire as an EMT pending her successful National Registry exam.

Thanks for the consideration

Rocky

Non-Corporate Resolution

STEP 1. IDENTIFICATION OF QUALIFIED INTERMEDIARY/WITHHOLDING ENTITY

Legal Name of Organization	
Type of Organization	Account Number (if assigned)

Be it resolved that each of the following has been duly elected or appointed and is now legally holding the title set opposite his/her name.

Name of Authorized Person	Title
Name of Authorized Person	Title
Name of Authorized Person	Title

STEP 2. CERTIFICATION

I HEREBY CERTIFY that at a meeting, duly called, of the Board of Directors of _____, a Organization, at which said meeting a quorum was present and acting throughout, the following preamble and resolution was adopted and ever since has been and now is in full force and effect.

WHEREAS this Organization is duly authorized and permitted by its Charter and Bylaws to:

- Engage in cash and/or margin transactions in any and all forms of securities including, but not limited to, stocks, options, mutual funds, stock options, stock index options, short sales, foreign currency options and debt instrument options, bonds, bond debentures, annuities, notes, scrips, participation certificates, rights to subscribe, warrants, certificates of deposit, mortgages, choses in action, evidences of indebtedness, commercial paper certificates or indebtedness, and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise.
- Receive on behalf of the Organization or deliver to the Organization or third parties, including but not limited to the President, Vice President, Treasurer or any other authorized officer or person listed in Step 3 below giving such instruction, monies, stocks, bonds, and other securities. To sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of the Organization.
- Establish and maintain an asset management account with debit card, check writing and margin privileges, from which account funds are directly spent, the responsibility for which is entirely that of the Organization.
- Borrow money or make any contract the effect of which is to borrow money, and secure such obligations by mortgages or other liens upon Organization property; borrow, guarantee and/or pledge any Organization assets as collateral, as the case may be, with respect to a loan; guarantee a borrowing of money or to make any contract the effect of which is to guarantee a borrowing, and secure such obligations by mortgages or other liens upon any Organization property.

Unless indicated otherwise here, the Organization will be assumed to have all powers listed above.

LIST ANY POWERS NOT AUTHORIZED HERE: _____

NOW THEREFORE BE IT RESOLVED that this Organization opened an account or accounts in its name with

Name of Introducing Firm

and that the individuals named in Step 3 below ("Authorized Person") or any one of them acting individually, may, on behalf of this Organization, be and they hereby are and each of them hereby is authorized and empowered to (1) give written or oral orders in the said account or accounts for the purchase, sale, or other disposition of stocks, bonds, and other securities, (2) deliver to and receive from Pershing LLC (Pershing), on behalf of this Organization monies, stocks, bonds, and other securities, (3) establish and maintain an asset management account with debit card, check writing and margin privileges from which account funds are directly spent with each authorized person as indicated in the separate asset management account agreement having check writing and debit card privileges, (4) order the transfer or delivery of funds, monies or securities to any other person whatsoever, including the President, Vice President, Treasurer or any other authorized officers or persons indicated below giving such instructions, (5) sign acknowledgements of the correctness of all statements of accounts, and (6) make, execute, and deliver under the organizational seal any and all written endorsements, releases and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to each of said officers to remain in full force and effect until written notice of the revocation thereof shall have been received by _____ and Pershing.

Name of Introducing Firm



STEP 3. CERTIFICATION AND SIGNATURES

I FURTHER CERTIFY that the following are the names, titles and signatures of the officers (or others) authorized by the foregoing resolution to act for this Organization:

Printed Name	Date
Title	
Signature X	

Printed Name	Date
Title	
Signature X	

Printed Name	Date
Title	
Signature X	

Printed Name	Date
Title	
Signature X	

Printed Name	Date
Title	
Signature X	

Printed Name	Date
Title	
Signature X	

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal, if any, of said Organization this _____ day of _____, 20_____.

[AFFIX COMPANY SEAL HERE IF ORGANIZATION USES A SEAL]

Principal Signer of Certification

This individual may or may not be listed in the authorized persons box above.

Printed Name	Date
Title	
Signature X	

If the Principal Signer above is empowered to act for the Organization pursuant to these resolutions and certifications, but is not a Managing Member, a Managing Member of the Organization as set forth above must fill in and execute the Additional Certification in Step 4 below.

If the Organization has only one sole Managing Member, that Managing Member must make the certification immediately above indicating his or her company title in addition to filling in and executing the Additional Certification in Step 4 below.

STEP 4. ADDITIONAL CERTIFICATION

A Managing Member to complete only if the Principal Signer in Step 3 above is authorized to act pursuant to the foregoing resolutions, but is not a Managing Member, or if the Organization has only one Managing Member.

Check one:

- I FURTHER CERTIFY that the Principal Signer in Step 3 above is authorized by the foregoing resolutions and its operating documents to act hereunder.
- I FURTHER CERTIFY that the Organization has only one sole Managing Member and that I am that sole Managing Member and authorized to execute legal and binding documents in the name of and on behalf of the Organization pursuant to its governing documents.

Managing Member Printed Name	Date
Title	
Signature X	



City of Chatfield

Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810
www.ci.chatfield.mn.us

MEMORANDUM

TO: PUBLIC WORKS COMMITTEE
FROM: CRAIG BRITTON
SUBJECT: WEST CHATFIELD DRAINAGE IMPROVEMENT PROJECT – PAY REQUEST NO. 1
DATE: SEPTEMBER 6, 2023
CC: CITY ADMINISTRATOR, MICHELE PETERSON
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Recommend payment of pay application number 1 in the amount of \$106,153.00. Payment includes work performed on the West Chatfield Drainage Improvement Project including removals, the installation of the storm sewer and structures, seeding and restoration of the disturbed areas of construction along with the reshaping of the drainage swale along the east side of Hill Street. Payment also includes work outside of the West Chatfield project that involved extending a culvert that is located on top of Hill Street.

Background: Pearson Backhoe started work on the drainage improvement project in late July and substantially completed the project in the middle of August. Remaining work includes patching the bituminous pavement and final clean up. Most of the project went as planned, however, as they were installing the storm sewer up Hill Street, they encountered rock excavation for approximately 60 ft. Pearson also dug around additional utility lines which took them additional time to install the storm sewer and removed some additional pavement that was in bad shape. Since Pearson was working in the West Chatfield area, Brian asked them to extend a culvert, shape the drainage swale and place rip rap at the outlet of the culvert on the top of Hill Street. That work was included on the attached invoice but will be paid out of the Storm Sewer Fund. The original contract amount for the West Chatfield project was \$105,995 and with the additional work (rock excavation, utilities and additional patching) I'm anticipating the project will be approximately \$7,500 over the original contract amount.

Please let me know if you have any questions.

Thanks,

Craig Britton

PEARSON BACKHOE SERVICE INC
 24330 Richland Rd.
 St.Charles, MN 55972

Invoice

DATE	INVOICE #
8/15/2023	7393

BILL TO
City of Chatfield 21 2nd St SE Chatfield, MN 55923

P.O. NO.	TERMS
West Chatfield	Net 30

Date	ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
8/15/2023	service	1	mobilization	3,000.00	3,000.00
	service	1	clearing and grubbing	2,500.00	2,500.00
	service	1	relocate mail box's	250.00	250.00
	service	1	remove culverts	1,500.00	1,500.00
	service	1	remove concrete drive	806.00	806.00
	service	1	remove bituminous pavement	2,140.00	2,140.00
	Dirt	1	30 yards of black dirt	1,050.00	1,050.00
	Rock	180	180 ton of class 5	24.00	4,320.00
	service	1	connect to existing manhole	1,500.00	1,500.00
	service	1	construct manholes 48"	12,800.00	12,800.00
	service	1	construct manholes 60"	9,000.00	9,000.00
	service	1	951ft. of 24" HDPE	49,452.00	49,452.00
	service	1	install biologs inplace of silt fence	615.00	615.00
	service	1	seeding, hydromulch and matting	6,070.00	6,070.00
	service	4	additional time for utility crossings, potholing and exposing, along Sunset Street & Hill Street	500.00	2,000.00
	service	5	additional time for hard rock removal, 80ft. x 6' x4' near M/H #5	500.00	2,500.00
	service	10	additional time for cleaning upper ditch , extending culvert and place riprap	500.00	5,000.00
	service	1	place Cat 50, seed and hydromulch upper ditch, 177 sq yards	1,200.00	1,200.00
	material	1	24' x 10' culvert with band	450.00	450.00

↑
Original Quote

~\$35/CY

Thank you for your business.	Total	\$106,153.00
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Additional Work on top of Hill Street - \$6,650
 To be paid for by Storm Sewer Fund

INVITATIONAL QUOTE
WEST CHATFIELD DRAINAGE IMPROVEMENTS
 WIDSETH PROJECT NO. 2022-10196
 CHATFIELD, MN

Rochester
 3777 40th Avenue NW
 Suite 200
 Rochester MN 55901

507.292.8743
 Rochester@Widseth.com
 Widseth.com

Please return quote to the Chatfield City Hall by **THURSDAY, APRIL 7th, 2022 at 10:00 AM.**

The undersigned hereby proposes and agrees to furnish all the necessary labor, new materials, equipment, tools and services necessary for the construction of the project for the lump sum totals below. The estimated quantities provided below are approximate and include only the major construction items. The contractor shall perform their own quantity take-off and base their quote accordingly.

No.	Item	Estimated Qty	Unit
1	Mobilization	1	L.S. 3000
2	Clearing and Grubbing	1	L.S. 2500
3	Salvage and Reinstall Mailbox	1	Each 250
4	Remove Culvert	95	L.F. 1500
5	Remove Bituminous Pavement	214	S.Y. 2140
6	Remove Concrete Driveway Pavement	31	S.Y. 806
7	Topsoil Borrow	30	C.Y. 1050
8	Aggregate Base, Class 5 (10")	138	Ton 3312
9	Type SP 9.5 Wearing Course Mix (B) (3.5" - 2 Lifts)	50	Ton 19000
10	24" RC Pipe Sewer Des 3006 CL II 24" HDPE	951	L.F. 49,452
11	Connect to Existing Storm Manhole	1	Each 1500
12	Construct Drainage Structure Design 48-4020	4	Each 12,800
13	Construct Drainage Structure Design 60-4020	2	Each 9000
14	Concrete Driveway Pavement (6")	31	S.Y. 2000
15	Silt Fence	205	L.F. 615
16	Seeding (MnDOT 25-151)	0.75	Acre 500
17	Hydromulch	0.50	Acre 3000
18	Turf Reinforcement Mat Category 50	514	S.Y. 2570
		Total	\$105,995

The undersigned hereby agrees that all work on the above-mentioned project shall be completed by **September 2, 2022**

Note: Contractor may request substitution of RCP Storm Sewer with HDPE.

Pearson Backhoe Service, Inc.
 Contractor

[Signature]
 By

President
 Title

Date: 4-6-22

24330 Richland Rd. St. Charles, MN 55922
 Address



City of Chatfield

Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810
www.ci.chatfield.mn.us

MEMORANDUM

TO: CHATFIELD PUBLIC WORKS COMMITTEE AND CITY COUNCIL
FROM: CRAIG BRITTON
SUBJECT: 2023 STREET IMPROVEMENT PROJECT – PAY APPLICATION 2
DATE: SEPTEMBER 6, 2023
CC: CITY ADMINISTRATOR, MICHELE PETERSON
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consideration of Pay Application #2 in the amount of \$416,606.91 to Griffin Construction for work completed on the 2023 Street Improvement Project.

Background: Griffin Construction has submitted Pay Application #2 in the amount of \$416,606.91 for work completed mainly on Prospect Street SE and Grand Street SE. Work completed includes the installation of the storm sewer on Grand Street and Prospect Street SE, the installation of the sanitary sewer on Grand Street and the placement of aggregate base on Prospect Street SE. Underground work is expected to be completed on Grand Street by September 22nd at which time Griffin will begin installing sanitary sewer on Hawley Street. Once the underground work is completed on Grand Street crews will begin street construction from 7th Avenue to Prospect. The pay application is attached to this report. Below is a quick summary of the contract amount and proposed payment.

1. Contract Amount - \$1,759,308.26
2. Pay Application 1 - \$190,034.92
3. Pay Application 2 - \$416,606.91
4. Retainage (5%) - \$21,926.68
5. Balance to Finish - \$1,120,737.91

Please let me know if you have any questions.

Sincerely,

Craig Britton

PARTIAL PAYMENT ESTIMATE

Pay Estimate 2

Name of Contractor:
Griffin

Name of Owner:
City of Chatfield

Date of Substantial Completion:	Amount of Contract:	Dates of Estimate
Original: 11/1/2023	Original: \$ 1,759,308.26	From: 08-05-23
Revised: NA	Revised: NA	To: 09-05-23

Widseth Project Number: 2022-11251

Description of Job: 2023 Street Improvement Project

ITEM NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		UNIT	QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
BID SCHEDULE A. - GRAND, PROSPECT ST SE									
1	CONTRACTOR TESTING - DENSITY	L.S.	1	\$4,550.00	\$4,550.00	0.35	\$1,592.50	0.5	\$2,275.00
2	MOBILIZATION	L.S.	1	\$68,520.00	\$68,520.00	0.5	\$34,260.00	0.75	\$51,390.00
3	CLEARING	EACH	25	\$335.00	\$8,375.00	1	\$335.00	20	\$6,700.00
4	GRUBBING	EACH	25	\$335.00	\$8,375.00	15	\$5,025.00	21	\$7,035.00
5	SALVAGE SIGN	EACH	1	\$50.00	\$50.00	0	\$0.00	1	\$50.00
6	REMOVE SIGN	EACH	11	\$50.00	\$550.00	0	\$0.00	3	\$150.00
7	REMOVE MANHOLE (SANITARY)	EACH	11	\$600.00	\$6,600.00	3	\$1,800.00	7	\$4,200.00
8	REMOVE MANHOLE (STORM)	EACH	2	\$600.00	\$1,200.00	0	\$0.00	0	
9	REMOVE CATCH BASIN	EACH	8	\$500.00	\$4,000.00	1	\$500.00	1	\$500.00
10	REMOVE GATE VALVE & BOX	EACH	7	\$300.00	\$2,100.00	3	\$900.00	3	\$900.00
11	REMOVE HYDRANT	EACH	4	\$500.00	\$2,000.00	1	\$500.00	1	\$500.00
12	REMOVE CURB & GUTTER	LIN FT	3665	\$3.00	\$10,995.00	1014	\$3,042.00	2846	\$8,538.00
13	REMOVE SEWER PIPE (STORM)	LIN FT	626	\$15.00	\$9,390.00	0	\$0.00	0	
14	REMOVE SEWER PIPE (SANITARY)	LIN FT	1976	\$6.00	\$11,856.00	619	\$3,714.00	1345.4	\$8,072.40
15	REMOVE PIPE CULVERT	LIN FT	32	\$15.00	\$480.00	40	\$600.00	40	\$600.00
16	SALVAGE RETAINING WALL	LIN FT	39	\$25.00	\$975.00	0	\$0.00	39	\$975.00
17	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	434	\$4.65	\$2,018.10	0	\$0.00	285	\$1,325.25
18	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	363	\$3.60	\$1,306.80	0	\$0.00	163	\$586.80
19	REMOVE CONCRETE FLUME	SQ YD	21	\$12.50	\$262.50	20	\$250.00	20	\$250.00
20	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	747	\$8.00	\$5,976.00	315	\$2,520.00	673	\$5,384.00
21	REMOVE BITUMINOUS PAVEMENT	SQ YD	7353	\$2.75	\$20,220.75	0	\$0.00	2205.9	\$6,066.23
22	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	657	\$8.00	\$5,256.00	0	\$0.00	259	\$2,072.00
23	REMOVE CONCRETE SIDEWALK	SQ FT	281	\$2.00	\$562.00	120	\$240.00	120	\$240.00
24	COMMON EXCAVATION (EV) (P)	CU YD	3324	\$15.40	\$51,189.60	1000	\$15,400.00	1000	\$15,400.00
25	COMMON EXCAVATION (SUBGRADE) (EV)	CU YD	474	\$15.40	\$7,299.60	0	\$0.00	0	
26	EXCAVATION SPECIAL (EXPLORATORY)	HOUR	24	\$125.00	\$3,000.00	4	\$500.00	5.5	\$687.50

27	GEOTEXTILE FABRIC TYPE V	SQ YD	10763	\$1.70	\$18,297.10	3892	\$6,616.40	4532	\$7,704.40
28	AGGREGATE BASE CLASS 5 MODIFIED	TON	7943	\$18.15	\$144,165.45	2377	\$43,142.55	2377	\$43,142.55
29	FULL DEPTH RECLAMATION	SQ YD	1671	\$3.64	\$6,082.44	0	\$0.00	1671	\$6,082.44
30	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	833	\$102.69	\$85,540.77	0	\$0.00	0	
31	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	1386	\$99.42	\$137,796.12	0	\$0.00	0	
32	GRANULAR FOUNDATION AND/OR BEDDING	TON	380	\$21.50	\$8,170.00	0	\$0.00	35	\$752.50
33	6" PERF PVC PIPE DRAIN	LIN FT	3121	\$20.33	\$63,449.93	0	\$0.00	0	
34	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	210	\$66.40	\$13,944.00	99	\$6,573.60	99	\$6,573.60
35	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	258	\$73.35	\$18,924.30	6	\$440.10	6	\$440.10
36	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	35	\$78.55	\$2,749.25	0	\$0.00	0	
37	21" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	27	\$87.79	\$2,370.33	0	\$0.00	0	
38	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	958	\$101.82	\$97,543.56	929	\$94,590.78	929	\$94,590.78
39	27" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	315	\$127.75	\$40,241.25	0	\$0.00	0	
40	30" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	72	\$149.85	\$10,789.20	0	\$0.00	0	
41	MAINTENANCE OF SANITARY SEWER SERVICE	L.S.	1	\$19,750.00	\$19,750.00	0.75	\$14,812.50	0.9	\$17,775.00
42	CONNECT TO EXISTING SANITARY SEWER	EACH	3	\$500.00	\$1,500.00	1	\$500.00	3	\$1,500.00
43	CONNECT TO EXISTING STORM SEWER	EACH	1	\$750.00	\$750.00	2	\$1,500.00	2	\$1,500.00
44	CONNECT TO EXISTING MANHOLES	EACH	4	\$1,000.00	\$4,000.00	0	\$0.00	0	
45	SANITARY SEWER SERVICE (4" PVC)	EACH	27	\$1,690.00	\$45,630.00	4	\$6,760.00	11	\$18,590.00
46	SANITARY SEWER SERVICE (6" PVC)	EACH	1	\$1,860.00	\$1,860.00	0	\$0.00	0	
47	8" X 4" PVC WYE	EACH	27	\$402.00	\$10,854.00	10	\$4,020.00	20	\$8,040.00
48	8" X 6" PVC WYE	EACH	1	\$472.00	\$472.00	3	\$1,416.00	3	\$1,416.00
49	SANITARY SEWER INSPECTION	LIN FT	1975	\$3.00	\$5,925.00	0	\$0.00	0	
50	8" PVC PIPE SEWER	LIN FT	1975	\$57.14	\$112,851.50	619	\$35,369.66	1392.9	\$79,590.31
51	INSTALL WATER SERVICE SYSTEM (1")	EACH	27	\$2,345.00	\$63,315.00	6	\$14,070.00	11	\$25,795.00
52	INSTALL WATER SERVICE SYSTEM (2")	EACH	1	\$4,930.00	\$4,930.00	1	\$4,930.00	1	\$4,930.00
53	CONNECT TO EXISTING WATER MAIN	EACH	4	\$1,500.00	\$6,000.00	1	\$1,500.00	3	\$4,500.00
54	HYDRANT	EACH	4	\$7,097.00	\$28,388.00	1	\$7,097.00	1	\$7,097.00
55	ADJUST VALVE BOX	EACH	11	\$275.00	\$3,025.00	0	\$0.00	0	
56	6" GATE VALVE & BOX	EACH	5	\$2,935.00	\$14,675.00	1	\$2,935.00	1	\$2,935.00
57	8" GATE VALVE & BOX	EACH	11	\$3,735.00	\$41,085.00	4	\$14,940.00	6	\$22,410.00
58	6" PVC WATER MAIN	LIN FT	98	\$49.75	\$4,875.50	21	\$1,044.75	21	\$1,044.75
59	8" PVC WATER MAIN	LIN FT	2288	\$56.50	\$129,272.00	496.5	\$28,052.25	776.5	\$43,872.25
60	DUCTILE IRON FITTINGS	POUND	1213	\$16.50	\$20,014.50	570	\$9,405.00	1088	\$17,952.00
61	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	12	\$2,900.00	\$34,800.00	6	\$17,400.00	6	\$17,400.00
62	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	11	\$3,515.00	\$38,665.00	7	\$24,605.00	7	\$24,605.00
63	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	4	\$5,068.00	\$20,272.00	2	\$10,136.00	2	\$10,136.00
64	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	3	\$5,795.00	\$17,385.00	1	\$5,795.00	1	\$5,795.00
65	ADJUST FRAME AND RING CASTING	EACH	21	\$575.00	\$12,075.00	0	\$0.00	0	
66	CONSTRUCT SANITARY MANHOLE	EACH	9	\$3,547.00	\$31,923.00	2	\$7,094.00	7	\$24,829.00

67 CONSTRUCT SANITARY MANHOLE (LF)	LIN FT	32.86	\$300.00	\$9,858.00	3.74	\$1,122.00	24.04	\$7,212.00
68 4" CONCRETE WALK	SQ FT	214	\$12.50	\$2,675.00	0	\$0.00	0	
69 CURB AND GUTTER DESIGN B624	LIN FT	3839	\$22.40	\$85,993.60	0	\$0.00	0	
70 CURB AND GUTTER DESIGN B624 (MOD.)	LIN FT	5	\$50.00	\$250.00	0	\$0.00	0	
71 6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	894	\$72.00	\$64,368.00	0	\$0.00	0	
72 TRUNCATED DOMES	SQ FT	10	\$57.00	\$570.00	0	\$0.00	0	
73 TRAFFIC CONTROL	L.S.	1	\$4,950.00	\$4,950.00	0.25	\$1,237.50	0.75	\$3,712.50
74 INSTALL SIGN TYPE C (INCLUDE SIGN POST)	EACH	3	\$375.00	\$1,125.00	0	\$0.00	0	
75 FURNISH TYPE C SIGN	EACH	3	\$150.00	\$450.00	0	\$0.00	0	
76 FURNISH TYPE D SIGN (STREET NAME SIGNS)	EACH	16	\$115.00	\$1,840.00	0	\$0.00	0	
77 INSTALL SALVAGED SIGN	EACH	1	\$250.00	\$250.00	0	\$0.00	0	
78 EROSION CONTROL SUPERVISOR	L.S.	1	\$500.00	\$500.00	0.5	\$250.00	0.5	\$250.00
79 STORM DRAIN INLET PROTECTION	EACH	21	\$250.00	\$5,250.00	0	\$0.00	10	\$2,500.00
80 SILT FENCE, TYPE MS	LIN FT	871	\$2.10	\$1,829.10	0	\$0.00	0	
81 COMMON TOPSOIL BORROW (LV)	CU YD	598	\$25.00	\$14,950.00	0	\$0.00	0	
82 STABILIZED CONSTRUCTION EXIT	L.S.	1	\$1,500.00	\$1,500.00	0	\$0.00	0	
83 SEEDING	ACRE	1.14	\$1,003.52	\$1,144.01	0	\$0.00	0	
84 FERTILIZER TYPE 3	POUND	342	\$1.00	\$342.00	0	\$0.00	0	

TOTALS = \$ 1,759,308.26 \$ 438,533.59 \$ 638,570.35

AMOUNT EARNED						THIS PERIOD \$ 438,533.59	TOTAL TO DATE \$ 638,570.35
AMOUNT RETAINED	5%					\$ 21,926.68	\$ 31,928.52
PREVIOUS PAYMENTS						\$ -	\$ 190,034.92
AMOUNT DUE						\$ 416,606.91	\$ 416,606.91

Estimated Percentage of Job Completed: 36%
Contractor's Construction Progress: On Schedule

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

Contractor: Griffin

By: _____

Date: _____

APPROVED BY OWNER:

Owner: City of Chatfield

By: _____

Date: _____

ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

Engineer:

By: _____

Date: _____