

**CITY OF CHATFIELD COMMON COUNCIL**  
**AGENDA**  
**Council Chambers, Thurber Building, 21 Second Street SE**  
**October 9, 2023, 7:00 P.M**

- I. City Council Meeting, Monday, October 9, 2023, 7:00 p.m. City Council Chambers
  - a. Approve Agenda – Additions or Corrections
  - b. Consent Agenda:
    - i. Approval of minutes September 25, 2023
    - ii. Approve payment of claims.
    - iii. CCTV Technical Coordinator Contract, Damon Lueck
    - iv. Resolution 2023-17 Accepting donation of funds CFFA2023
    - v. Approve Lawful Gambling Exempt Permit for Chatfield Education Foundation
  - c. EDA Report – Chris Giesen
    - i. Enterprise Drive construction rebate application
  - d. City Engineer’s Report – Craig Britton:
    - i. 2023 Street Project – Pay Application #3, Change Order #1
    - ii. Conditional Use Permit – 129 S Main Street, Resolution 2023-18
  - e. Public Works Director Report
    - i. Shade Tree Disease List
    - ii. Shade Tree Disease Ordinance Enforcement Letter
  - f. Committee Reports:
    - i. Personnel-Budget Committee
    - ii. Public Works Committee
  - g. Mayor’s Report
  - h. City Administrator’s Report – Michele Peterson
  - i. Roundtable
  - j. Adjourn
  - k. Meeting Notices:
    - i. Personnel-Budget Committee (Councilors Novotny and Urban) 4:30 p.m., Monday, October 9, 2023
    - ii. Public Works Committee (Councilors Novotny and Urban) 5:30 p.m., Monday, October 9, 2023

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, September 25, 2023**

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The Common Council of the City of Chatfield met in regular session on Monday, September 25, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

**Members absent:** Councilor Paul Novotny, and Councilor Dave Frank.

**Others Present:** Brian Burkholder, Karen Reisner, Kay Wangen, Ryan Priebe, Shane Fox, Craig Britton, Michele Peterson, Andy O'Conner, and Beth Carlson.

### Approve Agenda – Additions or Corrections

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**Councilor Pam Bluhm entered a motion, with a second by Councilor Josh Broadwater,** to add the following item to the consent agenda - amendment to the Center for the Arts Liquor License.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Frank

**Motion carried.**

### Consent Agenda

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

1. Approval of minutes September 11, 2023
2. Approve payment of claims
3. Approve one pay-step increase for Brian Burkholder to Grade 9 Step 7 effective on employment anniversary
4. CCTC Seasonal Coordinator Contract - EB Allen
5. Pheasants Forever Gambling Permit
6. Approve Liquor License amendment for the Center for the Arts

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

**Nays:** None

**Absent:** Councilors: Novotny, and Frank

**Motion carried.**

### City Engineers Report

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#### *Groen Park Update*

The City received a grant for the installation of the pedestrian bridge in Groen Park. The estimated delivery date of the bridge from Contech, the bridge manufacturer, has changed to November of this year instead of spring of 2024. The hydraulic analysis and foundation design has not been completed yet but, are required for the DNR permit and for construction. The estimate for that work is \$19,240.

**Councilor Mike Urban entered a motion, with a second by Councilor Josh Broadwater,** to approve completion of the hydraulic analysis and foundation design for the pedestrian bridge in the amount of \$19,240.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Frank

**Motion carried.**

## Public Works Director Report

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### *Extreme Drought Phase*

Water Superintendent, Ryan Priebe, addressed the council. The city received its first notice of drought on August 4, 2023. At that time, it was asked that the city reduce water use to 50% of our daily average. With the help of some of the high-end users, the city reached this goal.

On September 15, 2023, the city received its second notice of drought as we have reached the "restrictive phase." This notice is asking for a reduction to 25% of our daily average. Consumers are being asked to restrict things like irrigation and watering of lawns.

Recent rains may help the situation but, if it does not, the next phase is a declaration by the Governor which would enact the city's critical water ordinance.

## Committee Reports

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### *Public Services Committee*

Public Service Committee topics included:

- ash trees needing removal
- leaf pick up
- Fire Prevention Week is October 8-14, 2023

### *Park & Recreation Committee*

Park & Recreation Committee topics included:

- new mower acquisition
- the slushie machine at pool
- the bridge at Groen Park

## Mayor's Report

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Mayor McBroom is asking everyone to do their part in reducing water usage during the drought.

## City Administrators Report

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### *Budget Presentation*

The preliminary levy is at \$2,588,325, a 5.873% increase over 2023.

### *Approve Resolution 2023-13 Setting the Pay Grid*

**Councilor Pam Bluhm entered a motion, with a second by Councilor Mike Urban,** to adopt Resolution 2023-13

A Resolution to Set the Pay Grid of The City of Chatfield Effective January 1, 2024

**Whereas,** it is the practice of the City of Chatfield (City) to maintain a compensation system that fairly compensates its employees for services rendered, and

**Whereas,** the City of Chatfield maintains a compensation system that includes pay steps and pay grades (pay grid) for the various employee positions of the City, and

**Whereas,** the City of Chatfield intends for the pay grid to maintain its position in the marketplace, which means that adjustments to the pay grid must be made from time to time to recognize the effect of inflation

on the pay grid, and

**Whereas**, the City has regularly consulted the Chained Consumer Price Index for All Urban Consumers (C-CPI-U), and has used that rate to adjust pay rates each year, for the fifteen years ending 2016, and

**Whereas**, salary surveys that were conducted over those fifteen years found that employee pay was substantially below the market rates of pay for those employees, resulting in larger than normal pay increases on two separate occasions, and

**Whereas**, the City Council's Personnel/Budget committee determined that a new method of calculating the annual pay adjustment was needed in order to avoid occasions on which a larger than normal pay increase is necessary, and

**Whereas**, that Committee has determined that it would be more appropriate to consider both the City's most recent experience of pay adjustments together with the current market conditions, including input from LELS Local 290, and

**Whereas**, the wage comparisons conducted by LELS indicate that the City's pay to patrol officers continues to be slightly below the average pay for similarly sized and similarly situated cities, and

**Whereas**, the nation's economy has experienced record high rates of inflation which threatens the standard of living for the City's employees just as it threatens all other people within the community, state and nation, **NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CHATFIELD** that the City's pay grid, and the pay for part-time and seasonal employees, be adjusted upward by 4.00% effective January 1, 2024.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Frank

**Motion carried.**

*Approve Resolution 2023-14 Certifying the Property Tax Levy for Taxes payable in 2024 and Truth in Taxation Public hearing.*

**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm**, to adopt Resolution 2023-14 Certifying the Property Tax Levy for Taxes Payable in 2024

**WHEREAS**, the City of Chatfield has prepared a budget for the operations of the City of Chatfield for the 2024 calendar year, and

**WHEREAS**, it has been determined that a property tax levy in the amount stated below is necessary to meet the needs outlined in the budget:

| <b>Fund Name</b>                      | <b>2024</b>        |
|---------------------------------------|--------------------|
| General Fund                          | \$1,899,325        |
| 2012A Debt Service                    | \$0                |
| 2014A Debt Service                    | \$42,000           |
| 2016A Debt Service                    | \$102,000          |
| 2017A Debt Service                    | \$0                |
| 2019A Debt Service                    | \$38,000           |
| 2022B Debt Service                    | \$0                |
| 2023A Debt Service                    | \$190,000          |
| <b>Total Non-Referendum Base Levy</b> | <b>\$2,271,325</b> |
| 2018A Referendum Based Levy           | \$317,000          |
| <b>Total Tax Asking</b>               | <b>\$2,588,325</b> |

**And WHEREAS**, the budget and proposed tax levy will be presented to the public at a regular meeting of the City Council in compliance with Truth in Taxation regulations, and

**WHEREAS**, the City Council would like to declare a date, time and place of that regular meeting at which public input will be invited,

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Chatfield, County of Fillmore, Minnesota, that the 2024 preliminary budget and property tax levy be adopted,

**BE IT FURTHER RESOLVED** that the special levies established by prior resolutions hereby be amended to the above stated amounts.

**AND BE IT YET FURTHER RESOLVED** that the proposed budget and tax levy will be discussed at 7:00 p.m. on Monday, December 11, 2023, during the regularly scheduled meeting of the Chatfield City Council which will be held at the Thurber Community Building, at 21 Second Street SE.

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

**Nays:** None

**Absent:** Councilors: Novotny, and Frank

**Motion carried.**

## Roundtable

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No comments or concerns.

## Adjourn

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**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 7:14 PM**

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

**Nays:** None

**Absent:** Councilors: Novotny, and Frank

**Motion carried.**

/s/Beth M Carlson

City Clerk



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: October 2023  
 2023 10FA01

| Check Nbr                             | Invoice | Account         | Dept Descr          | Object Descr              | Amount      | Comments                          |
|---------------------------------------|---------|-----------------|---------------------|---------------------------|-------------|-----------------------------------|
| <b>ACTIVE911, INC</b>                 |         |                 |                     |                           |             |                                   |
| 517306                                |         | E 220-42280-433 | Fire Department *   | Dues and Subscriptions    | \$532.50    | FD ACTVALRT SBSCRPTN              |
|                                       |         |                 |                     |                           | \$532.50    |                                   |
| <b>ACTIVE911, INC</b>                 |         |                 |                     |                           |             |                                   |
| <b>ALLEGRA</b>                        |         |                 |                     |                           |             |                                   |
| 22718                                 |         | E 221-42280-350 | Fire Department *   | Print/Binding (GENERAL)   | \$1,676.06  | NWSLTTR ENV DNTN CRDS             |
|                                       |         |                 |                     |                           | \$1,676.06  |                                   |
| <b>ALLEGRA</b>                        |         |                 |                     |                           |             |                                   |
| <b>ANDY OCONNOR</b>                   |         |                 |                     |                           |             |                                   |
| #18 SE                                |         | 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>CANON FINANCIAL SERVICES, INC.</b> |         |                 |                     |                           |             |                                   |
| 312438                                |         | E 211-45500-404 | Libraries (GENERA   | Repairs/Maint Equipment   | \$108.44    | 832780-1 COLOR COPIER             |
|                                       |         |                 |                     |                           | \$108.44    |                                   |
| <b>CANON FINANCIAL SERVICES, INC.</b> |         |                 |                     |                           |             |                                   |
| <b>CEDA</b>                           |         |                 |                     |                           |             |                                   |
| SEP 20                                |         | E 240-46500-310 | Economic Dev (GE    | Other Professional Servic | \$12,148.50 | ECONOMIC DEV SUPPORT SERVICES     |
|                                       |         |                 |                     |                           | \$12,148.50 |                                   |
| <b>CEDA</b>                           |         |                 |                     |                           |             |                                   |
| <b>CHATFIELD CENTER FOR THE ARTS</b>  |         |                 |                     |                           |             |                                   |
| OCT 20                                |         | E 250-46630-310 | Community Dev -     | Other Professional Servic | \$2,000.00  | EDA & CCA AGREEMENT 09/2022-08/2  |
|                                       |         |                 |                     |                           | \$2,000.00  |                                   |
| <b>CHATFIELD CENTER FOR THE ARTS</b>  |         |                 |                     |                           |             |                                   |
| <b>CIVICPLUS</b>                      |         |                 |                     |                           |             |                                   |
| 277699                                |         | E 100-41100-310 | Legislative         | Other Professional Servic | \$250.00    | ONLINE CODE HOSTING & ADMIN SUP   |
|                                       |         |                 |                     |                           | \$250.00    |                                   |
| <b>CIVICPLUS</b>                      |         |                 |                     |                           |             |                                   |
| <b>CIVIL AIR PATROL MAGAZINE</b>      |         |                 |                     |                           |             |                                   |
| DMH 27                                |         | E 100-42110-433 | Police Administrati | Dues and Subscriptions    | \$205.00    | 1/12 PAGE                         |
|                                       |         |                 |                     |                           | \$205.00    |                                   |
| <b>CIVIL AIR PATROL MAGAZINE</b>      |         |                 |                     |                           |             |                                   |
| <b>CULLIGAN WATER</b>                 |         |                 |                     |                           |             |                                   |
| 100228                                |         | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment   | \$306.02    | HWY 30 WM BRK - ORCHRD RDG RPR    |
| STMNT                                 |         | E 100-41500-210 | City Clerk          | Operating Expenses        | \$36.25     | WTR SRVC                          |
|                                       |         |                 |                     |                           | \$342.27    |                                   |
| <b>CULLIGAN WATER</b>                 |         |                 |                     |                           |             |                                   |
| <b>DEED</b>                           |         |                 |                     |                           |             |                                   |
| OCT 20                                |         | E 361-46620-600 | Revolving Loan Fu   | Debt Srv Principal (GENE  | \$1,838.73  | #CDAP-13-0031-H-FY14 CHAT EDA/EZ  |
| OCT 20                                |         | E 361-46620-600 | Revolving Loan Fu   | Debt Srv Principal (GENE  | \$630.34    | CDAP-18-0018-H-FY19 EZ FABIV      |
| OCT 20                                |         | E 361-46620-610 | Revolving Loan Fu   | Interest                  | \$87.85     | CDAP-18-0018-H-FY19 EZ FABIV      |
| OCT 20                                |         | E 361-46620-610 | Revolving Loan Fu   | Interest                  | \$133.78    | #CDAP-13-0031-H-FY14 CHAT EDA/EZ  |
|                                       |         |                 |                     |                           | \$2,690.70  |                                   |
| <b>DEED</b>                           |         |                 |                     |                           |             |                                   |
| <b>DVS RENEWAL</b>                    |         |                 |                     |                           |             |                                   |
| SEP 23                                |         | E 100-42110-435 | Police Administrati | Licences, Permits and Fe  | \$67.25     | 14 FORD PLATE MVS389 P18          |
|                                       |         |                 |                     |                           | \$67.25     |                                   |
| <b>DVS RENEWAL</b>                    |         |                 |                     |                           |             |                                   |
| <b>EB ALLEN</b>                       |         |                 |                     |                           |             |                                   |
| OCT 20                                |         | E 614-49840-302 | Cable TV (GENER     | Contracted Help           | \$806.00    | GVB 2023 PMT 1 OF 2 OCT (FOR SEP) |
|                                       |         |                 |                     |                           | \$806.00    |                                   |
| <b>EB ALLEN</b>                       |         |                 |                     |                           |             |                                   |
| <b>FIRST NETWORK SYSTEMS</b>          |         |                 |                     |                           |             |                                   |
| 1197                                  |         | E 614-49840-302 | Cable TV (GENER     | Contracted Help           | \$1,345.50  | 09/2023-08/2024 CCTV TECH COORD-  |
|                                       |         |                 |                     |                           | \$1,345.50  |                                   |
| <b>FIRST NETWORK SYSTEMS</b>          |         |                 |                     |                           |             |                                   |
| <b>GALLS</b>                          |         |                 |                     |                           |             |                                   |
| 025629                                |         | E 100-42110-152 | Police Administrati | Clothing                  | \$58.00     | SS SHRT                           |



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 2023 10FA01

| Check Nbr                        | Invoice         | Account             | Dept Descr               | Object Descr | Amount      | Comments                         |
|----------------------------------|-----------------|---------------------|--------------------------|--------------|-------------|----------------------------------|
| <b>GALLS</b>                     |                 |                     |                          |              | \$58.00     |                                  |
| <b>GOETZINGER PLUMBING</b>       |                 |                     |                          |              |             |                                  |
| 6500-3                           | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment  |              | \$1,400.00  | ORCHRDRDG RPRS - HWY 30 WM BRK   |
| 6503-4                           | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment  |              | \$1,510.00  | ORCHRDRDG RPRS - HWY 30 WM BRK   |
| 6501-4                           | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment  |              | \$181.90    | ORCHRDRDG RPRS - HWY 30 WM BRK   |
| 6502-4                           | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment  |              | \$110.00    | ORCHRDRDG RPRS - HWY 30 WM BRK   |
| 5289                             | E 100-45124-403 | Swimming Pools -    | Prev. Maint. Agreements  |              | \$90.00     | 5/21 STRTD PL HTR                |
| 6504-4                           | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment  |              | \$110.00    | ORCHRDRDG RPRS - HWY 30 WM BRK   |
| <b>GOETZINGER PLUMBING</b>       |                 |                     |                          |              | \$3,401.90  |                                  |
| <b>GRANICUS</b>                  |                 |                     |                          |              |             |                                  |
| 171520                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$589.64    | GOV TRANSPARENCY SUITE           |
| 172111                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$589.64    | GOV TRANSPARENCY SUITE           |
| 171520                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$63.82     | UPGRADE TO SDI 720P              |
| 171520                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$134.01    | ENCODING SOFTWARE                |
| 172111                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$63.82     | UPGRADE TO SDI 720P              |
| 171520                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$301.52    | OPEN PLATFORM SUITE              |
| 172111                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$134.01    | ENCODING SOFTWARE                |
| 171520                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$582.94    | MEETING EFFICIENCY SUITE         |
| 172111                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$582.94    | MEETING EFFICIENCY SUITE         |
| 171519                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$582.94    | MEETING EFFICIENCY SUITE         |
| 171519                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$301.52    | OPEN PLATFORM SUITE              |
| 171519                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$589.64    | GOV TRANSPARENCY SUITE           |
| 171519                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$63.82     | UPGRADE TO SDI 720P              |
| 171519                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$134.01    | ENCODING SOFTWARE                |
| 172111                           | E 100-41500-438 | City Clerk          | Internet Expenses        |              | \$301.52    | OPEN PLATFORM SUITE              |
| <b>GRANICUS</b>                  |                 |                     |                          |              | \$5,015.79  |                                  |
| <b>LMC</b>                       |                 |                     |                          |              |             |                                  |
| 390118                           | E 100-41500-208 | City Clerk          | Training and Instruction |              | \$30.00     | FALL FORUMS-MP                   |
| <b>LMC</b>                       |                 |                     |                          |              | \$30.00     |                                  |
| <b>LMCIT / WORKERS COMP PLAN</b> |                 |                     |                          |              |             |                                  |
| 21362                            | E 100-41500-364 | City Clerk          | Claims Deductible        |              | \$500.00    | CLAIM 00492578 DEDUCTIBLE        |
| <b>LMCIT / WORKERS COMP PLAN</b> |                 |                     |                          |              | \$500.00    |                                  |
| <b>MACQUEEN EQUIPMENT</b>        |                 |                     |                          |              |             |                                  |
| P52862                           | E 602-49450-240 | Sewer (GENERAL)     | Small Tools and Minor E  |              | \$54.41     | TGR TL - SWR VAC                 |
| <b>MACQUEEN EQUIPMENT</b>        |                 |                     |                          |              | \$54.41     |                                  |
| <b>MARCO TECHNOLOGIES LLC.</b>   |                 |                     |                          |              |             |                                  |
| INV116                           | E 240-46500-435 | Economic Dev (GE    | Licences, Permits and Fe |              | \$10.00     | 1 EDA EXCHANGE ON LINE + ACTIVE  |
| INV116                           | E 230-42270-435 | Ambulance           | Licences, Permits and Fe |              | \$40.00     | 2 AMB BUS PREM                   |
| INV116                           | E 220-42280-435 | Fire Department *   | Licences, Permits and Fe |              | \$20.00     | 1 FD BUS PREM                    |
| INV116                           | E 100-45200-435 | Parks (GENERAL)     | Licences, Permits and Fe |              | \$20.00     | 1 PARKS BUS PREM                 |
| INV116                           | E 100-43100-435 | Street Maintenanc   | Licences, Permits and Fe |              | \$20.00     | 1 MS BUS PREM                    |
| INV116                           | E 100-45124-435 | Swimming Pools -    | Licences, Permits and Fe |              | \$10.00     | 1 POOL EXCHANGE ON LINE + ACTIVE |
| INV116                           | E 100-41500-435 | City Clerk          | Licences, Permits and Fe |              | \$90.00     | 4 MS BUS PREM & 1 VM EXCH + ACTI |
| 2023W                            | E 801-45200-240 | Parks (GENERAL)     | Small Tools and Minor E  |              | \$813.58    | 1/2 PRK WTR WRKSTTN              |
| INV116                           | E 100-41100-435 | Legislative         | Licences, Permits and Fe |              | \$60.00     | 6 LEG EXCHANGE ON LIN P1 & ACTIV |
| INV116                           | E 100-42110-435 | Police Administrati | Licences, Permits and Fe |              | \$200.00    | 10 PD MS BUS PREM                |
| 2023W                            | E 801-43100-240 | Street Maintenanc   | Small Tools and Minor E  |              | \$1,316.49  | 1 STRT WRKSTTN                   |
| 2023W                            | E 801-42110-240 | Police Administrati | Small Tools and Minor E  |              | \$12,603.94 | 2 PD WRKSTTN & 2 SQUAD LT        |
| INV116                           | E 602-49450-435 | Sewer (GENERAL)     | Licences, Permits and Fe |              | \$40.00     | 2 WW BUS PREM                    |





**City of Chatfield**  
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|---------------------------------|---------|-------------------------|---------------------|---------------------------|--------------------|----------------------------------|
|                                 | INV116  | E 601-49400-435         | Water Utilities (GE | Licences, Permits and Fe  | \$20.00            | 1 WTR BUS PREM                   |
|                                 | 2023W   | E 601-49400-240         | Water Utilities (GE | Small Tools and Minor E   | \$813.58           | 1/2 PRK WTR WRKSTTN              |
|                                 | 2023W   | E 602-49450-240         | Sewer (GENERAL)     | Small Tools and Minor E   | \$1,627.18         | 1 WW WRKSTTN                     |
|                                 | INV116  | E 100-41910-435         | Planning and Zoni   | Licences, Permits and Fe  | \$10.00            | 1 PLNG DEPT EXCHANGE ON LINE + A |
|                                 | 2023W   | E 231-42270-240         | Ambulance           | Small Tools and Minor E   | \$1,958.49         | 1 AMB WRKSTTN                    |
|                                 | 2023W   | E 801-41500-240         | City Clerk          | Small Tools and Minor E   | \$11,325.07        | 5 CLERK WRKSTTNS                 |
| <b>MARCO TECHNOLOGIES LLC.</b>  |         |                         |                     |                           | <u>\$30,998.33</u> |                                  |
| <b>MN REVENUE</b>               |         |                         |                     |                           |                    |                                  |
|                                 | 112367  | 1-213-6 E 100-41500-437 | City Clerk          | Sales Tax - Purchases     | \$3.00             | 7316521 CLRK CFS TAX             |
|                                 | 112368  | 0-227-5 E 601-49400-437 | Water Utilities (GE | Sales Tax - Purchases     | \$1,119.00         | 7316503 QTRLY WTR                |
|                                 | 112367  | 1-213-6 E 100-45124-437 | Swimming Pools -    | Sales Tax - Purchases     | \$10.00            | 7316521 POOL SALES & ADM         |
|                                 |         | 1-213-6 E 603-49500-436 | Refuse/Garbage (    | Sales Tax                 | \$1,062.00         | 7316521 GARBAGE TAX              |
|                                 |         | 1-213-6 E 601-49400-437 | Water Utilities (GE | Sales Tax - Purchases     | \$6.00             | 7316521 WTR TWR LEASE SALES      |
|                                 |         | 1-213-6 E 100-42110-437 | Police Administrati | Sales Tax - Purchases     | \$2.00             | 7316521 POLICE CHRGS             |
| <b>MN REVENUE</b>               |         |                         |                     |                           | <u>\$2,202.00</u>  |                                  |
| <b>MWOA</b>                     |         |                         |                     |                           |                    |                                  |
|                                 | SS 202  | E 602-49450-208         | Sewer (GENERAL)     | Training and Instruction  | \$20.00            | SE SCTN MTG - SCHLICHTER         |
|                                 | MI 202  | E 602-49450-208         | Sewer (GENERAL)     | Training and Instruction  | \$20.00            | SE SCTN MTG - IRISH              |
| <b>MWOA</b>                     |         |                         |                     |                           | <u>\$40.00</u>     |                                  |
| <b>PATHFINDER CRM, LLC</b>      |         |                         |                     |                           |                    |                                  |
|                                 | 22054-  | E 100-46323-310         | Heritage Preservat  | Other Professional Servic | \$3,500.00         | HPC CONSULT SERV - 2023 4th QTR  |
| <b>PATHFINDER CRM, LLC</b>      |         |                         |                     |                           | <u>\$3,500.00</u>  |                                  |
| <b>RCM SPECIALTIES INC</b>      |         |                         |                     |                           |                    |                                  |
|                                 | 9247    | E 100-43100-210         | Street Maintenanc   | Operating Expenses        | \$332.92           | 1/2 203 GAL EMULSION   W STWRTVL |
| <b>RCM SPECIALTIES INC</b>      |         |                         |                     |                           | <u>\$332.92</u>    |                                  |
| <b>SCHWICKERT COMPANY</b>       |         |                         |                     |                           |                    |                                  |
|                                 | S51011  | E 211-45500-401         | Libraries (GENERA   | Repairs/Maint Buildings   | \$850.00           | PRRTY RPRS                       |
| <b>SCHWICKERT COMPANY</b>       |         |                         |                     |                           | <u>\$850.00</u>    |                                  |
| <b>STREICHER S</b>              |         |                         |                     |                           |                    |                                  |
|                                 | I16568  | E 100-42110-153         | Police Administrati | Uniform Allowance         | \$89.98            | HNDCUFF CS MGZNE CS              |
| <b>STREICHER S</b>              |         |                         |                     |                           | <u>\$89.98</u>     |                                  |
| <b>THREADS CUSTOM APPAREL</b>   |         |                         |                     |                           |                    |                                  |
|                                 | 5251    | E 100-41500-152         | City Clerk          | Clothing                  | \$31.41            | EMBRDRY 3X - MP                  |
| <b>THREADS CUSTOM APPAREL</b>   |         |                         |                     |                           | <u>\$31.41</u>     |                                  |
| <b>TRI-COUNTY FIREFIGHTER S</b> |         |                         |                     |                           |                    |                                  |
|                                 | TCLTRS  | E 220-42280-208         | Fire Department *   | Training and Instruction  | \$60.00            | FLLMTG X 4                       |
| <b>TRI-COUNTY FIREFIGHTER S</b> |         |                         |                     |                           | <u>\$60.00</u>     |                                  |
| <b>UC LABORATORY</b>            |         |                         |                     |                           |                    |                                  |
|                                 | 117672  | E 602-49450-217         | Sewer (GENERAL)     | Testing                   | \$961.88           | WWTP LABS                        |
| <b>UC LABORATORY</b>            |         |                         |                     |                           | <u>\$961.88</u>    |                                  |
| <b>US BANK ONE CARD</b>         |         |                         |                     |                           |                    |                                  |
|                                 | STMNT   | E 602-49450-152         | Sewer (GENERAL)     | Clothing                  | \$146.25           | SCHLS WRK BTS                    |
|                                 | STMNT   | E 601-49400-322         | Water Utilities (GE | Postage                   | \$15.00            | USPS WTR SMPL PSTG               |
|                                 | STMNT   | E 100-41100-430         | Legislative         | Miscellaneous (GENERAL    | \$139.20           | JACS COW FD                      |
|                                 | STMNT   | E 211-45500-591         | Libraries (GENERA   | Cap. Outlay-Magazines     | \$46.00            | MDWST LVNG BHG                   |
|                                 | STMNT   | E 211-45500-322         | Libraries (GENERA   | Postage                   | \$8.59             | USPS PSTG ORGN                   |
|                                 | STMNT   | E 211-45500-240         | Libraries (GENERA   | Small Tools and Minor E   | \$86.91            | ACE WR &WHL BRRW                 |





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|---|---------|-----------------|---------------------|---------------------------|--------------|------------------------------------|
|   | STMNT   | E 100-42110-152 | Police Administrati | Clothing                  | \$51.54      | SWNG CRLYN PTCHS                   |
|   | STMNT   | E 211-45500-211 | Libraries (GENERA   | Program Expenses          | \$42.13      | SMS HLLWN CNDY                     |
|   | STMNT   | E 230-42270-433 | Ambulance           | Dues and Subscriptions    | \$673.40     | ACTIVE 911 SBSCRNT                 |
|   | STMNT   | E 100-41500-435 | City Clerk          | Licences, Permits and Fe  | \$12.79      | LST PSS                            |
|   | STMNT   | E 100-41500-322 | City Clerk          | Postage                   | \$22.15      | PSTG SNTR PCTR                     |
|   | STMNT   | E 100-41500-152 | City Clerk          | Clothing                  | \$223.99     | TRGT LLBN SWTRS                    |
|   | STMNT   | E 100-45124-210 | Swimming Pools -    | Operating Expenses        | \$42.84      | SAMS PL CNCSSNS                    |
|   | STMNT   | E 603-49500-210 | Refuse/Garbage (    | Operating Expenses        | \$107.33     | SNSHNE HHW FD                      |
|   | STMNT   | E 100-41500-208 | City Clerk          | Training and Instruction  | \$263.90     | LDGNG ADV INST                     |
|   | STMNT   | E 100-43100-435 | Street Maintenanc   | Licences, Permits and Fe  | \$0.99       | APPL CLD STRG                      |
|   | STMNT   | E 100-42110-404 | Police Administrati | Repairs/Maint Equipment   | \$8.00       | CRMRS CR WSH                       |
|   | STMNT   | E 211-45500-593 | Libraries (GENERA   | Cap. Outlay-Non Print M   | \$53.91      | AMZN.COM DVDS                      |
| <b>US BANK ONE CARD</b>                   |         |                 |                     |                           | \$1,944.92   |                                    |
| <b>WIDSETH SMITH NOLTING &amp; ASSOC.</b> |         |                 |                     |                           |              |                                    |
|   | 226221  | E 100-41910-310 | Planning and Zoni   | Other Professional Servic | \$7,560.00   | 2023-10094 15 PLANNING             |
|   | 226221  | E 801-41100-500 | Legislative         | Cap. Outlay-GENERAL       | \$672.61     | 2023-10094 10 CIVIL SERVICES - BER |
|   | 226220  | E 801-45200-500 | Parks (GENERAL)     | Cap. Outlay-GENERAL       | \$4,450.00   | 2022-11946 GROEN PARK PED BRDG     |
|   | 226219  | E 423-43200-503 | Construction Fund   | Cap. Proj-Engineering Fe  | \$27,617.87  | 2022-11251 GRND&PRSPCT STREET P    |
|   | 226218  | E 443-43200-503 | Construction Fund   | Cap. Proj-Engineering Fe  | \$1,410.00   | 2022-10196 2022 WTRIMPPROJ WCH     |
| <b>WIDSETH SMITH NOLTING &amp; ASSOC.</b> |         |                 |                     |                           | \$41,710.48  |                                    |
| <b>WM HANSON WASTE REMOVAL</b>            |         |                 |                     |                           |              |                                    |
|   |         | E 100-41940-384 | Municipal Building  | Refuse/Garbage Disposal   | \$0.00       | GARBAGE SERVICE - CITY HALL        |
|   |         | E 100-45200-384 | Parks (GENERAL)     | Refuse/Garbage Disposal   | \$0.00       | GARBAGE SERVICE - FIRE HALL        |
|   |         | E 603-49500-384 | Refuse/Garbage (    | Refuse/Garbage Disposal   | \$2,119.04   | GARBAGE SERVICE - OC ENVIRON FEE   |
|   |         | E 100-45200-384 | Parks (GENERAL)     | Refuse/Garbage Disposal   | \$0.00       | GARBAGE SERVICE - CTY MNT BLDG     |
|   |         | E 603-49500-384 | Refuse/Garbage (    | Refuse/Garbage Disposal   | \$15,077.16  | GARBAGE SERVICE - 1,158 P/U @ 13.  |
|   |         | E 603-49500-384 | Refuse/Garbage (    | Refuse/Garbage Disposal   | \$1,864.25   | GARBAGE SERVICE - FUEL SURCHARG    |
|   |         | E 602-49450-384 | Sewer (GENERAL)     | Refuse/Garbage Disposal   | \$0.00       | GARBAGE SERVICE - WWTP             |
| <b>WM HANSON WASTE REMOVAL</b>            |         |                 |                     |                           | \$19,060.45  |                                    |
| 2023 10FA01                               |         |                 |                     |                           | \$134,308.44 |                                    |
| <b>AMAZON CAPITAL SERVICES, INC.</b>      |         |                 |                     |                           |              |                                    |
|   | 1NQD-P  | E 100-41500-240 | City Clerk          | Small Tools and Minor E   | \$83.96      | 4) LAPTOP CASE BAGS                |
|   | 1NQD-P  | E 100-41500-240 | City Clerk          | Small Tools and Minor E   | \$19.99      | 16 PCS OFFICE STAMP                |
|   | 1NQD-P  | E 100-45200-240 | Parks (GENERAL)     | Small Tools and Minor E   | \$329.00     | HP COLOR LASER PRINTER             |
|   | 1P6P-L  | E 230-42270-210 | Ambulance           | Operating Expenses        | \$62.97      | MEDPRIDE POWDER GLOVES EXM         |
|   | 1P6P-L  | E 230-42270-240 | Ambulance           | Small Tools and Minor E   | \$166.89     | V-T-FULL WINDSHIELD SVC            |
|   | 1NQD-P  | E 100-41500-200 | City Clerk          | Office Supplies (GENERA   | \$28.85      | PRINTABLE SHIP LABELS              |
|   | 1NQD-P  | E 100-41500-240 | City Clerk          | Small Tools and Minor E   | \$49.88      | 3 SHELF DESKTOP SCREEN RISER       |
|   | 1NQD-P  | E 100-43100-240 | Street Maintenanc   | Small Tools and Minor E   | \$74.00      | DIRT DEVIL VAC.                    |
|   | 1NQD-P  | E 100-41500-200 | City Clerk          | Office Supplies (GENERA   | \$6.24       | 2 PACK STAPLES                     |
|   | 1NQD-P  | E 602-49450-200 | Sewer (GENERAL)     | Office Supplies (GENERA   | \$24.31      | USB FLASH DRIVES -10-              |
|   | 1P6P-L  | E 230-42270-240 | Ambulance           | Small Tools and Minor E   | \$6.97       | PROF. SQEEGEE W/EXT                |
| <b>AMAZON CAPITAL SERVICES, INC.</b>      |         |                 |                     |                           | \$853.06     |                                    |
| <b>CENEX FLEET FUELING</b>                |         |                 |                     |                           |              |                                    |
|   | 273859  | E 100-42110-212 | Police Administrati | Vehicle Operating Suppli  | \$45.66      | POLICE SQUAD 1-CHIEF               |
|   | 273859  | E 100-45200-212 | Parks (GENERAL)     | Vehicle Operating Suppli  | \$305.89     | PARK 1                             |
|   | 273859  | E 602-49450-212 | Sewer (GENERAL)     | Vehicle Operating Suppli  | \$13.18      | WWTP 1 - SCHLICHTER                |
|   | 273859  | E 100-41500-212 | City Clerk          | Vehicle Operating Suppli  | \$47.34      | CITY CAR - CLERK                   |
|   | 273859  | E 602-49450-212 | Sewer (GENERAL)     | Vehicle Operating Suppli  | \$113.78     | WWTP 2 - IRISH                     |
|   | 273859  | E 601-49400-212 | Water Utilities (GE | Vehicle Operating Suppli  | \$184.69     | WATER 1                            |



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|                                  | 273859  | E 100-45200-212 | Parks (GENERAL)     | Vehicle Operating Suppli | \$415.27   | PARK DESK                        |
|                                  | 273859  | E 230-42270-212 | Ambulance           | Vehicle Operating Suppli | \$181.27   | 471B                             |
|                                  | 273859  | E 230-42270-212 | Ambulance           | Vehicle Operating Suppli | \$393.82   | 471A                             |
|                                  | 273859  | E 100-43100-212 | Street Maintenanc   | Vehicle Operating Suppli | \$257.77   | STREET 4 - IRISH                 |
|                                  | 273859  | E 100-42110-212 | Police Administrati | Vehicle Operating Suppli | \$539.34   | POLICE SQUAD 2                   |
|                                  | 273859  | E 100-43100-212 | Street Maintenanc   | Vehicle Operating Suppli | \$94.42    | STREET 1                         |
|                                  | 273859  | E 100-42110-212 | Police Administrati | Vehicle Operating Suppli | \$334.55   | POLICE SQUAD 3                   |
| <b>CENEX FLEET FUELING</b>       |         |                 |                     |                          | \$2,926.98 |                                  |
| <b>CITY OF CHATFIELD</b>         |         |                 |                     |                          |            |                                  |
|                                  | 09/20/2 | E 602-49450-380 | Sewer (GENERAL)     | Utility Services (GENERA | \$379.64   | 10-00000031-00-3 WWTP            |
|                                  | 09/20/2 | E 100-43100-380 | Street Maintenanc   | Utility Services (GENERA | \$65.53    | 10-00002410-91-8 PWFAC1          |
|                                  | 09/20/2 | E 100-41940-380 | Municipal Building  | Utility Services (GENERA | \$410.20   | 10-00000001-00-4 THURBER BLDG GA |
|                                  | 09/20/2 | E 220-42280-380 | Fire Department *   | Utility Services (GENERA | \$85.70    | 10-00000051-00-9 FIRE HALL       |
|                                  | 09/20/2 | E 100-45124-380 | Swimming Pools -    | Utility Services (GENERA | \$154.97   | 10-00000121-00-7 POOL            |
|                                  | 09/20/2 | E 100-43100-380 | Street Maintenanc   | Utility Services (GENERA | \$65.53    | 10-00000101-01-4 PWFAC2          |
|                                  | 09/20/2 | E 100-43100-380 | Street Maintenanc   | Utility Services (GENERA | \$82.99    | 10-00000081-008 CITY SHOP        |
|                                  | 09/20/2 | E 100-45200-380 | Parks (GENERAL)     | Utility Services (GENERA | \$65.53    | 10-00000071-00-5 TOURIST CENTER  |
|                                  | 09/20/2 | E 211-45500-380 | Libraries (GENERA   | Utility Services (GENERA | \$65.53    | 10-00000011-00-7 PUBLIC LIBRARY  |
| <b>CITY OF CHATFIELD</b>         |         |                 |                     |                          | \$1,375.62 |                                  |
| <b>DIAMOND VOGEL PAINTS</b>      |         |                 |                     |                          |            |                                  |
|                                  | 281213  | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment  | \$330.20   | MULT-E-POXY 180 W/B              |
| <b>DIAMOND VOGEL PAINTS</b>      |         |                 |                     |                          | \$330.20   |                                  |
| <b>FREDERICK S. SUHLER, ATTY</b> |         |                 |                     |                          |            |                                  |
|                                  | 09/01/2 | E 100-41100-304 | Legislative         | Legal Fees               | \$600.00   | MONTHLY RETAINER 09/2023         |
|                                  | 09/01/2 | E 100-41100-304 | Legislative         | Legal Fees               | \$150.00   | ADDITIONAL TASKS 09/2023         |
| <b>FREDERICK S. SUHLER, ATTY</b> |         |                 |                     |                          | \$750.00   |                                  |
| <b>HBC</b>                       |         |                 |                     |                          |            |                                  |
|                                  | 10/01/2 | E 602-49450-321 | Sewer (GENERAL)     | Telephone                | \$59.06    | 1439299 867-4321BASIC & TOLL     |
|                                  | 10/01/2 | E 602-49450-438 | Sewer (GENERAL)     | Internet Expenses        | \$38.89    | 1439299 BUS VALUE PKG 120MBPS    |
| <b>HBC</b>                       |         |                 |                     |                          | \$97.95    |                                  |
| <b>LINDE</b>                     |         |                 |                     |                          |            |                                  |
|                                  | 386425  | E 100-43100-210 | Street Maintenanc   | Operating Expenses       | \$51.90    | HIGH PRESSURE                    |
| <b>LINDE</b>                     |         |                 |                     |                          | \$51.90    |                                  |
| <b>LUMEN-LEVEL3 (WEBEX)</b>      |         |                 |                     |                          |            |                                  |
|                                  | 09/24/2 | E 100-41500-320 | City Clerk          | Communications (GENER    | \$244.38   | WEBEX 10@23 + TAX/LIC            |
| <b>LUMEN-LEVEL3 (WEBEX)</b>      |         |                 |                     |                          | \$244.38   |                                  |
| <b>MARC</b>                      |         |                 |                     |                          |            |                                  |
|                                  | 080029  | E 602-49450-210 | Sewer (GENERAL)     | Operating Expenses       | \$160.83   | FLOUR LUM GREEN SPRY PT          |
| <b>MARC</b>                      |         |                 |                     |                          | \$160.83   |                                  |
| <b>MEDIACOM</b>                  |         |                 |                     |                          |            |                                  |
|                                  | 09/26/2 | E 100-41500-438 | City Clerk          | Internet Expenses        | \$101.63   | 1/3 CITY HALL HSD & STATIC IPS   |
|                                  | 09/26/2 | E 100-42110-438 | Police Administrati | Internet Expenses        | \$101.63   | 1/3 CITY HALL HSD & STATIC IPS   |
|                                  | 09/26/2 | E 230-42270-438 | Ambulance           | Internet Expenses        | \$101.64   | 1/3 CITY HALL HSD & STATIC IPS   |
| <b>MEDIACOM</b>                  |         |                 |                     |                          | \$304.90   |                                  |
| <b>MIDWEST MACHINERY CO.</b>     |         |                 |                     |                          |            |                                  |
|                                  | 977928  | E 100-45200-404 | Parks (GENERAL)     | Repairs/Maint Equipment  | \$2,221.14 | PARTS AND LABOR JOHN DEERE 160   |
| <b>MIDWEST MACHINERY CO.</b>     |         |                 |                     |                          | \$2,221.14 |                                  |



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| <b>MINNESOTA ENERGY RESOURCES</b> |         |               |                     |                          |              |                                |
| 474532                            | E       | 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$59.77      | 00015 547 HLLSD BSTR STTN      |
| 474430                            | E       | 100-43100-380 | Street Maintenanc   | Utility Services (GENERA | \$63.03      | 00014 PPLS 19 SCND ST SW       |
| 475971                            | E       | 100-45124-380 | Swimming Pools -    | Utility Services (GENERA | \$59.77      | 000011 POOL                    |
| 474582                            | E       | 100-43100-380 | Street Maintenanc   | Utility Services (GENERA | \$63.75      | 00006 CEMENT 389 SW 3RD ST     |
| 474278                            | E       | 211-45500-380 | Libraries (GENERA   | Utility Services (GENERA | \$59.77      | 00005 LIBRARY                  |
| 474887                            | E       | 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$59.77      | 00016 100 OTR GNRTR            |
| <b>MINNESOTA ENERGY RESOURCES</b> |         |               |                     |                          | \$365.86     |                                |
| <b>ON SITE SANITATION</b>         |         |               |                     |                          |              |                                |
| 000161                            | E       | 100-45200-380 | Parks (GENERAL)     | Utility Services (GENERA | \$87.00      | 001411-0005 SHADY OAK PARK     |
| 000161                            | E       | 100-45200-380 | Parks (GENERAL)     | Utility Services (GENERA | \$87.00      | 001411-0003 MC HSP-160 DIVSTNW |
| 000161                            | E       | 100-45200-380 | Parks (GENERAL)     | Utility Services (GENERA | \$254.00     | 001411-006 GP - 558 OTRNE      |
| 000161                            | E       | 100-45200-380 | Parks (GENERAL)     | Utility Services (GENERA | \$254.00     | 001411-0002 MC BF-160 DIVSTNW  |
| 000161                            | E       | 100-45200-380 | Parks (GENERAL)     | Utility Services (GENERA | \$87.00      | 001411-0004 MC HSA-559 OTRNE   |
| <b>ON SITE SANITATION</b>         |         |               |                     |                          | \$769.00     |                                |
| <b>QUILL.COM</b>                  |         |               |                     |                          |              |                                |
| 347592                            | E       | 100-41500-200 | City Clerk          | Office Supplies (GENERA  | \$47.58      | AAA BATTERIES, 3X3 POSTITS     |
| 346285                            | E       | 602-49450-210 | Sewer (GENERAL)     | Operating Expenses       | \$17.99      | SWIFFER WET JET REFILL         |
| 346285                            | E       | 220-42280-210 | Fire Department *   | Operating Expenses       | \$17.99      | SWIFFER WET JET REFILL         |
| <b>QUILL.COM</b>                  |         |               |                     |                          | \$83.56      |                                |
| <b>ROCHESTER SAND AND GRAVEL</b>  |         |               |                     |                          |              |                                |
| 490003                            | E       | 100-45200-404 | Parks (GENERAL)     | Repairs/Maint Equipment  | \$472.31     | BLACKTOP PATCHING WALK PATH    |
| 490003                            | E       | 100-43100-406 | Street Maintenanc   | Street-Grdng/Chlrd/Crckf | \$450.41     | BLACKTOP PATCHING              |
| <b>ROCHESTER SAND AND GRAVEL</b>  |         |               |                     |                          | \$922.72     |                                |
| <b>SUPERIOR MECHANICAL</b>        |         |               |                     |                          |              |                                |
| SI0000                            | E       | 100-45124-403 | Swimming Pools -    | Prev. Maint. Agreements  | \$756.50     | WINTERIZING / DEWINTERIZING    |
| <b>SUPERIOR MECHANICAL</b>        |         |               |                     |                          | \$756.50     |                                |
| 2023 10FA01U                      |         |               |                     |                          | \$12,214.60  |                                |
|                                   |         |               |                     |                          | \$146,523.04 |                                |

([BatchID] in (19329,19330))

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| <b>CHATFIELD PUBLIC LIBRARY</b>    |         |                  |                   |              |                    |               |
| 112361                             | 2023-2  | G 910-21728      |                   |              | \$100.00           | PR VNDR LBLTY |
|                                    | 2023-2  | R 211-45500-3620 | Libraries (GENERA |              | <u>-\$100.00</u>   | PR VNDR LBLTY |
| <b>CHATFIELD PUBLIC LIBRARY</b>    |         |                  |                   |              | \$0.00             |               |
| <b>DELTA DENTAL</b>                |         |                  |                   |              |                    |               |
| 112364                             | CNS000  | G 910-21711      |                   |              | <u>\$911.32</u>    | PR VNDR LBLTY |
| <b>DELTA DENTAL</b>                |         |                  |                   |              | \$911.32           |               |
| <b>EFTPS</b>                       |         |                  |                   |              |                    |               |
| 112356                             | 629943  | G 910-21701      |                   |              | \$5,097.99         | PR VNDR LBLTY |
|                                    | 629943  | G 910-21703      |                   |              | \$5,729.36         | PR VNDR LBLTY |
|                                    | 629943  | G 910-21709      |                   |              | <u>\$1,670.08</u>  | PR VNDR LBLTY |
| <b>EFTPS</b>                       |         |                  |                   |              | \$12,497.43        |               |
| <b>EMPOWER   MNDCP</b>             |         |                  |                   |              |                    |               |
| 112359                             | 112728  | G 910-21719      |                   |              | <u>\$697.34</u>    | PR VNDR LBLTY |
| <b>EMPOWER   MNDCP</b>             |         |                  |                   |              | \$697.34           |               |
| <b>HEALTH EQUITY</b>               |         |                  |                   |              |                    |               |
| 112360                             | 09-28-2 | G 910-21726      |                   |              | <u>\$2,391.67</u>  | PR VNDR LBLTY |
| <b>HEALTH EQUITY</b>               |         |                  |                   |              | \$2,391.67         |               |
| <b>MN REVENUE</b>                  |         |                  |                   |              |                    |               |
| 112357                             | 1-526-1 | G 910-21702      |                   |              | <u>\$2,557.35</u>  | PR VNDR LBLTY |
| <b>MN REVENUE</b>                  |         |                  |                   |              | \$2,557.35         |               |
| <b>NCPERS GROUP LIFE INSURANCE</b> |         |                  |                   |              |                    |               |
|                                    | 384000  | G 910-21707      |                   |              | \$96.00            | PR VNDR LBLTY |
|                                    | 384000  | G 910-21707      |                   |              | <u>\$96.00</u>     | PR VNDR LBLTY |
| <b>NCPERS GROUP LIFE INSURANCE</b> |         |                  |                   |              | \$192.00           |               |
| <b>PERA</b>                        |         |                  |                   |              |                    |               |
| 112358                             | SOMPE   | G 910-21705      |                   |              | \$3,653.29         | PR VNDR LBLTY |
|                                    | SOMPE   | G 910-21704      |                   |              | <u>\$5,996.71</u>  | PR VNDR LBLTY |
| <b>PERA</b>                        |         |                  |                   |              | \$9,650.00         |               |
| <b>SUN LIFE ASSURANCE COMPANY</b>  |         |                  |                   |              |                    |               |
| 112363                             | 108380  | G 910-21720      |                   |              | <u>\$582.94</u>    | PR VNDR LBLTY |
| <b>SUN LIFE ASSURANCE COMPANY</b>  |         |                  |                   |              | \$582.94           |               |
| <b>TASC</b>                        |         |                  |                   |              |                    |               |
| 112362                             | 09/28/2 | G 910-21714      |                   |              | <u>\$331.25</u>    | PR VNDR LBLTY |
| <b>TASC</b>                        |         |                  |                   |              | \$331.25           |               |
| 2023 0928VNDRPR                    |         |                  |                   |              | <u>\$29,811.30</u> |               |
|                                    |         |                  |                   |              | \$29,811.30        |               |

((BatchID] in (19350))

City of Chatfield  
Expense Reimbursements to be paid through payroll

| <b>Name</b>                  | <b>Date of Expe</b> | <b>Date to be paid</b> | <b>Expense Account</b> | <b>Description</b>            | <b>Amount</b>    |
|------------------------------|---------------------|------------------------|------------------------|-------------------------------|------------------|
| Monica Erickson              | 8/30/2023           | 9/28/2023              | 211-45500-331          | Fillmore County Lib Meeting   | \$ 11.79         |
| Monica Erickson              | 7/2/2023            | 9/28/2023              | 211-45500-401          | Menards - 25 bags cedar mulch | \$ 106.25        |
| <b>Monica Erickson Total</b> |                     |                        |                        |                               | <b>\$ 118.04</b> |
| <b>Grand Total</b>           |                     |                        |                        |                               | <b>\$ 118.04</b> |



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: September 2023  
 2023 09ADM05

| Check Nbr     | Invoice | Account         | Dept Descr | Object Descr              | Amount   | Comments                   |
|---------------|---------|-----------------|------------|---------------------------|----------|----------------------------|
| <b>DELUXE</b> |         |                 |            |                           |          |                            |
| 112354        | 150175  | E 100-41500-210 | City Clerk | Operating Expenses        | \$97.87  | DEPOSIT SLIPS              |
| <b>DELUXE</b> |         |                 |            |                           | \$97.87  |                            |
| <b>TASC</b>   |         |                 |            |                           |          |                            |
| 112355        | IN2871  | E 100-41500-310 | City Clerk | Other Professional Servic | \$16.04  | COBRA - ADMINISTRATION FEE |
| <b>TASC</b>   |         |                 |            |                           | \$16.04  |                            |
| 2023 09ADM05  |         |                 |            |                           | \$113.91 |                            |
|               |         |                 |            |                           | \$113.91 |                            |

((BatchID] in (19338))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: September 2023  
 2023 09ADM06

| Check Nbr                           | Invoice | Account         | Dept Descr          | Object Descr | Amount            | Comments                  |
|-------------------------------------|---------|-----------------|---------------------|--------------|-------------------|---------------------------|
| <b>UNITED STATES POSTAL SERVICE</b> |         |                 |                     |              |                   |                           |
| 058486                              | 569355  | E 603-49500-322 | Refuse/Garbage (    | Postage      | \$109.59          | UB PSTG ALLCTN 19.24%     |
|                                     | 569355  | E 602-49450-322 | Sewer (GENERAL)     | Postage      | \$345.05          | UB PSTG ALLCTN 60.58%     |
|                                     | 569355  | E 601-49400-322 | Water Utilities (GE | Postage      | \$114.94          | UB PSTG ALLCTN 20.18%     |
| 058485                              | PRMT#   | E 221-42280-322 | Fire Department *   | Postage      | \$750.54          | PERMIT 11 FD FALL MAILING |
|                                     |         |                 |                     |              | <u>\$1,320.12</u> |                           |
| 2023 09ADM06                        |         |                 |                     |              | <u>\$1,320.12</u> |                           |
|                                     |         |                 |                     |              | <u>\$1,320.12</u> |                           |

((BatchID] in (19345))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: September 2023

2023 09ADM07

| Check Nbr                    | Invoice | Account         | Dept Descr | Object Descr              | Amount  | Comments                        |
|------------------------------|---------|-----------------|------------|---------------------------|---------|---------------------------------|
| <b>ROOT RIVER STATE BANK</b> |         |                 |            |                           |         |                                 |
| 112365                       | TH0930  | E 100-41500-310 | City Clerk | Other Professional Servic | \$76.05 | INT BANKING CHARGES 40 +21.05 + |
| <b>ROOT RIVER STATE BANK</b> |         |                 |            |                           | \$76.05 |                                 |
| 2023 09ADM07                 |         |                 |            |                           | \$76.05 |                                 |
|                              |         |                 |            |                           | \$76.05 |                                 |

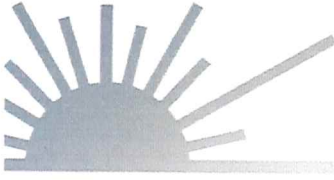
([BatchID] in (19356))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: October 2023  
 2023 10ADM01

| Check Nbr                       | Invoice | Account         | Dept Descr       | Object Descr           | Amount | Comments           |
|---------------------------------|---------|-----------------|------------------|------------------------|--------|--------------------|
| <b>PRIORITY PAYMENT SYSTEMS</b> |         |                 |                  |                        |        |                    |
| 112366                          | STMNT   | E 100-45124-323 | Swimming Pools - | Administration Expense | \$4.25 | CC PROCESSING FEES |
| <b>PRIORITY PAYMENT SYSTEMS</b> |         |                 |                  |                        | \$4.25 |                    |
| 2023 10ADM01                    |         |                 |                  |                        | \$4.25 |                    |
|                                 |         |                 |                  |                        | \$4.25 |                    |

((BatchID] in (19364))



# Chatfield MINNESOTA

THE CHOSEN VALLEY

## Contract for Consulting Services

This agreement is made between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and

**Consultant: Damon Lueck**

**Address: 3273 Cassie LN SW**

**City, Rochester State: MN Zip Code: 55902**

(hereinafter "Consultant"), for following role, time period & compensation.

**Role: Chatfield Cable Television Technical Coordinator**

**Beginning: 09/01/2023 Ending: 08/31/2024**

**Compensation: \$16,146 per year (\$1,345.50 / mo)**

| Damon Lueck 09/01/2023-08/31/2024 |           |                 |           |         |       |
|-----------------------------------|-----------|-----------------|-----------|---------|-------|
| Pay Month                         | Service M | Amount          | Invoice # | Check # | Check |
| Oct-23                            | Sep-23    | \$1,345.50      |           |         |       |
| Nov-23                            | Oct-23    | \$1,345.50      |           |         |       |
| Dec-23                            | Nov-23    | \$1,345.50      |           |         |       |
| Jan-24                            | Dec-24    | \$1,345.50      |           |         |       |
| Feb-24                            | Jan-24    | \$1,345.50      |           |         |       |
| Mar-24                            | Feb-24    | \$1,345.50      |           |         |       |
| Apr-24                            | Mar-24    | \$1,345.50      |           |         |       |
| May-24                            | Apr-24    | \$1,345.50      |           |         |       |
| Jun-24                            | May-24    | \$1,345.50      |           |         |       |
| Jul-24                            | Jun-24    | \$1,345.50      |           |         |       |
| Aug-24                            | Jul-24    | \$1,345.50      |           |         |       |
| Sep-24                            | Aug-24    | \$1,345.50      |           |         |       |
|                                   |           | <b>\$16,146</b> |           |         |       |

1. This consultant will serve as the primary individual responsible for the technical aspects of the cable television access board and the operations of the local access channel, CCTV. This position works closely with the Cable Television Administrator, Seasonal Coordinators and volunteers.
2. The primary duties include but are not limited to:
  - a. Maintain an accurate inventory of all equipment, maintain the equipment and coordinate the use of that equipment.
  - b. Plan for equipment upgrades and replacement.
  - c. Troubleshoot technical issues during events.
  - d. Train volunteers to use the equipment.
  - e. Edit video and audio and arrange for edited content to broadcast on the local television channel.
  - f. Assists the CCTV Administrator or Seasonal Coordinators when they are unavailable or need additional assistance.
3. Compensation for these services will be payable in equal installments monthly after submitting an invoice for services (by the 5<sup>th</sup> of the month following the month services were provided). The first payment will be made within fifteen days of completion of the first month of services provided each month thereafter upon receipt of an invoice.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on the end date specified above.

Agreed to between the parties hereto, the day and month

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Contractor

**RESOLUTION 2023-17**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

**WHEREAS**, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

|  |                 |
|--|-----------------|
| <u>Chatfield Fire Fighters Activities Assn</u> | <u>\$15,000</u> |
|--|-----------------|

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

To be used for Fire Truck/Equipment needs

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Chatfield, Minnesota this 9<sup>th</sup> day of October, 2023.

\_\_\_\_\_  
Mayor

Attested:

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



LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: CHATFIELD EDUCATION FOUNDATION
Previous Gambling Permit Number: X-
Minnesota Tax ID Number, if any:
Federal Employer ID Number (FEIN), if any:
Mailing Address: PO BOX 531
City: CHATFIELD State: MN Zip: 55923 County: FILLMORE
Name of Chief Executive Officer (CEO): ANDY HARSTAD
CEO Daytime Phone: 612-819-7467 CEO Email: hars2224@gmail.com
Email permit to (if other than the CEO): chatfieldeducationfoundation@gmail.com

NONPROFIT STATUS

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

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

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

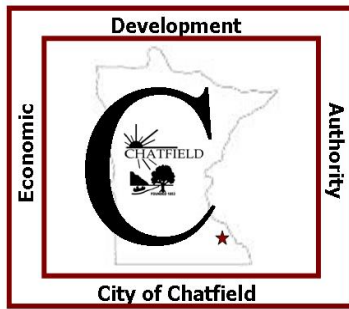
- [ ] A current calendar year Certificate of Good Standing
[X] IRS income tax exemption (501(c)) letter in your organization's name
[ ] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): JOY RIDGE EVENT CENTER
Physical Address (do not use P.O. box): 273 MILL CREEK RD NW
Check one: [X] City: CHATFIELD Zip: 55923 County: OLMSTED
Date(s) of activity (for raffles, indicate the date of the drawing): DECEMBER 2nd 2023

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

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



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

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October 9, 2023

MEMO

To: City Council  
From: Chris Giesen, EDA Coordinator  
RE: Enterprise Drive Rebate Application

### **Background**

An application for an Enterprise Drive construction rebate was submitted by Joshua Broadwater, LLC for 1572 Enterprise Drive (Block 2 Lot 2 Fingerson Donahoe 1st).

The Fillmore County Assessor has estimated that the taxable value of the land + building when completed to be \$240,800 which would qualify for a \$15,000 construction rebate. If approved the rebate will be paid upon issuance of a certificate of occupancy from the building inspector.

The EDA reviewed the application and recommends approval by council.

### **Action Requested**

Approve the application for a \$15,000 construction rebate as recommended by EDA.



# 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 PUBLIC WORKS COMMITTEE AND CITY COUNCIL  
**FROM:** CRAIG BRITTON  
**SUBJECT:** 2023 STREET IMPROVEMENT PROJECT – PAY APPLICATION 3  
**DATE:** OCTOBER 4, 2023  
**CC:** CITY ADMINISTRATOR, MICHELE PETERSON  
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Consideration of Pay Application #3 in the amount of \$371,345.77 to Griffin Construction for work completed on the 2023 Street Improvement Project.

**Background:** Griffin Construction has submitted Pay Application #3 in the amount of \$371,345.77 for work completed mainly on Grand Street SE and Hawley Street SE. Work completed includes the installation of the storm sewer on Grand Street, the installation of the sanitary sewer on Hawley Street and the placement of aggregate base on Grand Street SE. Underground work is expected to be completed on Hawley Street by October 6<sup>th</sup> at which time Griffin will begin street construction on Hawley Street. Remaining underground work will consist of the installation of the water main through the park. The contractor is working on a schedule for curb & gutter and driveways, but it is expected that work will take place within the next week. 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. Pay Application 3 - \$371,345.77
5. Retainage (5%) - \$51,473.03
6. Balance to Finish - \$728,548.13

Please let me know if you have any questions.

Craig Britton



## CHANGE ORDER NO. 1

|   |  |                                 |
|---|--|---------------------------------|
| CONTRACTOR:<br>Griffin Construction                 | WSN PROJECT NO.<br>2022-11251  |                                 |
| ADDRESS:<br>14070 Highway 52<br>Chatfield, MN 55923 | LOCATION OF WORK<br>Grand Street SE from 7 <sup>th</sup> Street SE to Valley Street SE<br>Hawley Street SE and Prospect Street |                                 |
|   |  | <b>CO-1 TOTAL: - \$1,317.65</b> |

This Contract is between the City of Chatfield and Contractor as follows:

The Contractor shall provide all equipment, material and labor to perform the work as specified below or as directed by the engineer in the field.

1. Reclaimed asphalt pavement from the reclamation of the street shall be considered an acceptable material for aggregate base in the bottom 6” of the aggregate base course in the street and under driveways and sidewalks on the project on the condition that it meets the gradation requirements laid out in the spec and MnDOT 3138. A new pay item will be added to the project and entitled “Reclaimed Asphalt Base.”

ITEM 1 - Payment for the reclaimed asphalt material shall be paid at \$0.75 less per ton than the original “Aggregate Base Class 5 Modified” amount. This results in a payment of \$17.40/ton for reclaimed material in comparison to \$18.15/ton for 100% natural crushed limestone material.

An estimate of the decrease in payment is found below assuming reclaimed material is used for the bottom 6” of the street base. In this estimate, only the top 6” of the street aggregate base course is 100% natural crushed limestone.

### ESTIMATE OF COST FOR AGGREGATE BASE

| Item                            | Unit | Unit Price | Plan Quantity | Est. Quantity | \$ Difference       |
|---------------------------------|------|------------|---------------|---------------|---------------------|
| Aggregate Base Class 5 Modified | Ton  | \$18.15    | 7,944         | 3,972         | \$72,091.80         |
| Reclaimed Asphalt Base          | Ton  | \$17.40    | --            | 3,972         | \$69,112.80         |
| Total                           |      |            |               |               | <b>- \$2,979.00</b> |

ITEM 2 - Bedrock was encountered in the area of the Prospect Street SE and Winona Street SE intersection. Payment for the Rock Excavation shall be made at a lump sum total of **\$1,661.35**.

Payment for the additional work in this change order shall be at the unit prices listed in the table below. The Contractor will not make claim of any kind or character whatsoever for any other costs or expenses that they may have incurred or that may be hereafter incurred in performing the work and furnishing the materials required by this Agreement.

**CHANGE ORDER NO. 1**

Issued By:  10-5-2023  
Project Engineer Date

Issued By: \_\_\_\_\_  
Owner Date

Accepted By: \_\_\_\_\_  
Contractor Date

PARTIAL PAYMENT ESTIMATE

Pay Estimate 3

|                                     |                           |                   |  |
|-------------------------------------|---------------------------|-------------------|--|
| Name of Contractor:<br>Griffin      |                           |                   |  |
| Name of Owner:<br>City of Chatfield |                           |                   |  |
| Date of Substantial Completion:     | Amount of Contract:       | Dates of Estimate |  |
| Original: 11/1/2023                 | Original: \$ 1,759,308.26 | From: 09-06-23    |  |
| Revised: NA                         | Revised: NA               | To: 09-29-23      |  |

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      |
| <b>BID SCHEDULE A. - GRAND, PROSPECT ST SE</b> |                                       |                |          |             |             |             |             |               |             |
| 1  | CONTRACTOR TESTING - DENSITY          | L.S.           | 1        | \$4,550.00  | \$4,550.00  | 0.4         | \$1,820.00  | 0.9           | \$4,095.00  |
| 2  | MOBILIZATION                          | L.S.           | 1        | \$68,520.00 | \$68,520.00 | 0.15        | \$10,278.00 | 0.9           | \$61,668.00 |
| 3  | CLEARING                              | EACH           | 25       | \$335.00    | \$8,375.00  | 0           | \$0.00      | 20            | \$6,700.00  |
| 4  | GRUBBING                              | EACH           | 25       | \$335.00    | \$8,375.00  | 0           | \$0.00      | 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  | 1           | \$600.00    | 8             | \$4,800.00  |
| 8  | REMOVE MANHOLE (STORM)                | EACH           | 2        | \$600.00    | \$1,200.00  | 1           | \$600.00    | 1             | \$600.00    |
| 9  | REMOVE CATCH BASIN                    | EACH           | 8        | \$500.00    | \$4,000.00  | 8           | \$4,000.00  | 9             | \$4,500.00  |
| 10   | REMOVE GATE VALVE & BOX               | EACH           | 7        | \$300.00    | \$2,100.00  | 2           | \$600.00    | 5             | \$1,500.00  |
| 11   | REMOVE HYDRANT                        | EACH           | 4        | \$500.00    | \$2,000.00  | 2           | \$1,000.00  | 3             | \$1,500.00  |
| 12   | REMOVE CURB & GUTTER                  | LIN FT         | 3665     | \$3.00      | \$10,995.00 | 739         | \$2,217.00  | 3585          | \$10,755.00 |
| 13   | REMOVE SEWER PIPE (STORM)             | LIN FT         | 626      | \$15.00     | \$9,390.00  | 521         | \$7,815.00  | 521           | \$7,815.00  |
| 14   | REMOVE SEWER PIPE (SANITARY)          | LIN FT         | 1976     | \$6.00      | \$11,856.00 | 388         | \$2,328.00  | 1733.4        | \$10,400.40 |
| 15   | REMOVE PIPE CULVERT                   | LIN FT         | 32       | \$15.00     | \$480.00    | 0           | \$0.00      | 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    | 0           | \$0.00      | 20            | \$250.00    |
| 20   | REMOVE CONCRETE DRIVEWAY PAVEMENT     | SQ YD          | 747      | \$8.00      | \$5,976.00  | 0           | \$0.00      | 673           | \$5,384.00  |
| 21   | REMOVE BITUMINOUS PAVEMENT            | SQ YD          | 7353     | \$2.75      | \$20,220.75 | 4412        | \$12,133.00 | 6617.9        | \$18,199.23 |
| 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    | 0           | \$0.00      | 120           | \$240.00    |
| 24   | COMMON EXCAVATION (EV) (P)            | CU YD          | 3324     | \$15.40     | \$51,189.60 | 1493        | \$22,992.20 | 2493          | \$38,392.20 |
| 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  | 3           | \$375.00    | 8.5           | \$1,062.50  |

|    |   |        |       |             |              |      |             |        |              |
|----|---|--------|-------|-------------|--------------|------|-------------|--------|--------------|
| 27 | GEOTEXTILE FABRIC TYPE V                    | SQ YD  | 10763 | \$1.70      | \$18,297.10  | 2344 | \$3,984.80  | 6876   | \$11,689.20  |
| 28 | AGGREGATE BASE CLASS 5 MODIFIED             | TON    | 3972  | \$18.15     | \$72,091.80  | 528  | \$9,583.20  | 2905   | \$52,725.75  |
| 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  | 71   | \$4,714.40  | 170    | \$11,288.00  |
| 35 | 15" RC PIPE SEWER DESIGN 3006 CLASS V       | LIN FT | 258   | \$73.35     | \$18,924.30  | 27   | \$1,980.45  | 33     | \$2,420.55   |
| 36 | 18" RC PIPE SEWER DESIGN 3006 CLASS III     | LIN FT | 35    | \$78.55     | \$2,749.25   | 35   | \$2,749.25  | 35     | \$2,749.25   |
| 37 | 21" RC PIPE SEWER DESIGN 3006 CLASS III     | LIN FT | 27    | \$87.79     | \$2,370.33   | 27   | \$2,370.33  | 27     | \$2,370.33   |
| 38 | 24" RC PIPE SEWER DESIGN 3006 CLASS III     | LIN FT | 958   | \$101.82    | \$97,543.56  | 29   | \$2,952.78  | 958    | \$97,543.56  |
| 39 | 27" RC PIPE SEWER DESIGN 3006 CLASS III     | LIN FT | 315   | \$127.75    | \$40,241.25  | 315  | \$40,241.25 | 315    | \$40,241.25  |
| 40 | 30" RC PIPE SEWER DESIGN 3006 CLASS III     | LIN FT | 72    | \$149.85    | \$10,789.20  | 45   | \$6,743.25  | 45     | \$6,743.25   |
| 41 | MAINTENANCE OF SANITARY SEWER SERVICE       | L.S.   | 1     | \$19,750.00 | \$19,750.00  | 0.1  | \$1,975.00  | 1      | \$19,750.00  |
| 42 | CONNECT TO EXISTING SANITARY SEWER          | EACH   | 3     | \$500.00    | \$1,500.00   | 0    | \$0.00      | 3      | \$1,500.00   |
| 43 | CONNECT TO EXISTING STORM SEWER             | EACH   | 1     | \$750.00    | \$750.00     | 2    | \$1,500.00  | 4      | \$3,000.00   |
| 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  | 9    | \$15,210.00 | 20     | \$33,800.00  |
| 46 | SANITARY SEWER SERVICE (6" PVC)             | EACH   | 1     | \$1,860.00  | \$1,860.00   | 3    | \$5,580.00  | 3      | \$5,580.00   |
| 47 | 8" X 4" PVC WYE                             | EACH   | 27    | \$402.00    | \$10,854.00  | 4    | \$1,608.00  | 24     | \$9,648.00   |
| 48 | 8" X 6" PVC WYE                             | EACH   | 1     | \$472.00    | \$472.00     | 0    | \$0.00      | 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 | 388  | \$22,170.32 | 1780.9 | \$101,760.63 |
| 51 | INSTALL WATER SERVICE SYSTEM (1")           | EACH   | 27    | \$2,345.00  | \$63,315.00  | 11.5 | \$26,967.50 | 22.5   | \$52,762.50  |
| 52 | INSTALL WATER SERVICE SYSTEM (2")           | EACH   | 1     | \$4,930.00  | \$4,930.00   | 0    | \$0.00      | 1      | \$4,930.00   |
| 53 | CONNECT TO EXISTING WATER MAIN              | EACH   | 4     | \$1,500.00  | \$6,000.00   | 1    | \$1,500.00  | 4      | \$6,000.00   |
| 54 | HYDRANT                                     | EACH   | 4     | \$7,097.00  | \$28,388.00  | 2    | \$14,194.00 | 3      | \$21,291.00  |
| 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  | 3    | \$8,805.00  | 4      | \$11,740.00  |
| 57 | 8" GATE VALVE & BOX                         | EACH   | 11    | \$3,735.00  | \$41,085.00  | 4    | \$14,940.00 | 10     | \$37,350.00  |
| 58 | 6" PVC WATER MAIN                           | LIN FT | 98    | \$49.75     | \$4,875.50   | 82   | \$4,079.50  | 103    | \$5,124.25   |
| 59 | 8" PVC WATER MAIN                           | LIN FT | 2288  | \$56.50     | \$129,272.00 | 667  | \$37,685.50 | 1443.5 | \$81,557.75  |
| 60 | DUCTILE IRON FITTINGS                       | POUND  | 1213  | \$16.50     | \$20,014.50  | 391  | \$6,451.50  | 1479   | \$24,403.50  |
| 61 | CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL | EACH   | 12    | \$2,900.00  | \$34,800.00  | 4    | \$11,600.00 | 10     | \$29,000.00  |
| 62 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 | EACH   | 11    | \$3,515.00  | \$38,665.00  | 4    | \$14,060.00 | 11     | \$38,665.00  |
| 63 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020 | EACH   | 4     | \$5,068.00  | \$20,272.00  | 2    | \$10,136.00 | 4      | \$20,272.00  |
| 64 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020 | EACH   | 3     | \$5,795.00  | \$17,385.00  | 1    | \$5,795.00  | 2      | \$11,590.00  |
| 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  | 1    | \$3,547.00  | 8      | \$28,376.00  |

|  |        |       |            |                 |      |               |       |                 |
|--|--------|-------|------------|-----------------|------|---------------|-------|-----------------|
| 67 CONSTRUCT SANITARY MANHOLE (LF)         | LIN FT | 32.86 | \$300.00   | \$9,858.00      | 2.2  | \$660.00      | 26.24 | \$7,872.00      |
| 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      | 0.15 | \$742.50      | 0.9   | \$4,455.00      |
| 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        | 0.4  | \$200.00      | 0.9   | \$450.00        |
| 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      | 1    | \$1,500.00    | 1     | \$1,500.00      |
| 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     |                 |
| 85 ROCK EXCAVATION                         | L.S.   | 1     | \$1,661.35 | \$1,661.35      | 1    | \$1,661.35    | 1     | \$1,661.35      |
| 86 RECLAIMED ASPHALT BASE                  | TON    | 3972  | \$17.40    | \$69,112.80     | 2083 | \$36,244.20   | 2083  | \$36,244.20     |
| <b>TOTALS =</b>                            |        |       |            | \$ 1,758,008.76 |      | \$ 390,890.28 |       | \$ 1,029,460.63 |

|                   |    |  |  |  |  |                              |                                  |
|-------------------|----|--|--|--|--|------------------------------|----------------------------------|
| AMOUNT EARNED     |    |  |  |  |  | THIS PERIOD<br>\$ 390,890.28 | TOTAL TO DATE<br>\$ 1,029,460.63 |
| AMOUNT RETAINED   | 5% |  |  |  |  | \$ 19,544.51                 | \$ 51,473.03                     |
| PREVIOUS PAYMENTS |    |  |  |  |  | \$ -                         | \$ 606,641.83                    |
| <b>AMOUNT DUE</b> |    |  |  |  |  | <b>\$ 371,345.77</b>         | <b>\$ 371,345.77</b>             |

Estimated Percentage of Job Completed: 59%  
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: 10/4/23 \_\_\_\_\_

**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: 10/4/2023 \_\_\_\_\_



## 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)*

P&Z Meeting – October 2<sup>nd</sup>, 2023.





## City of Chatfield

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# AGENDA

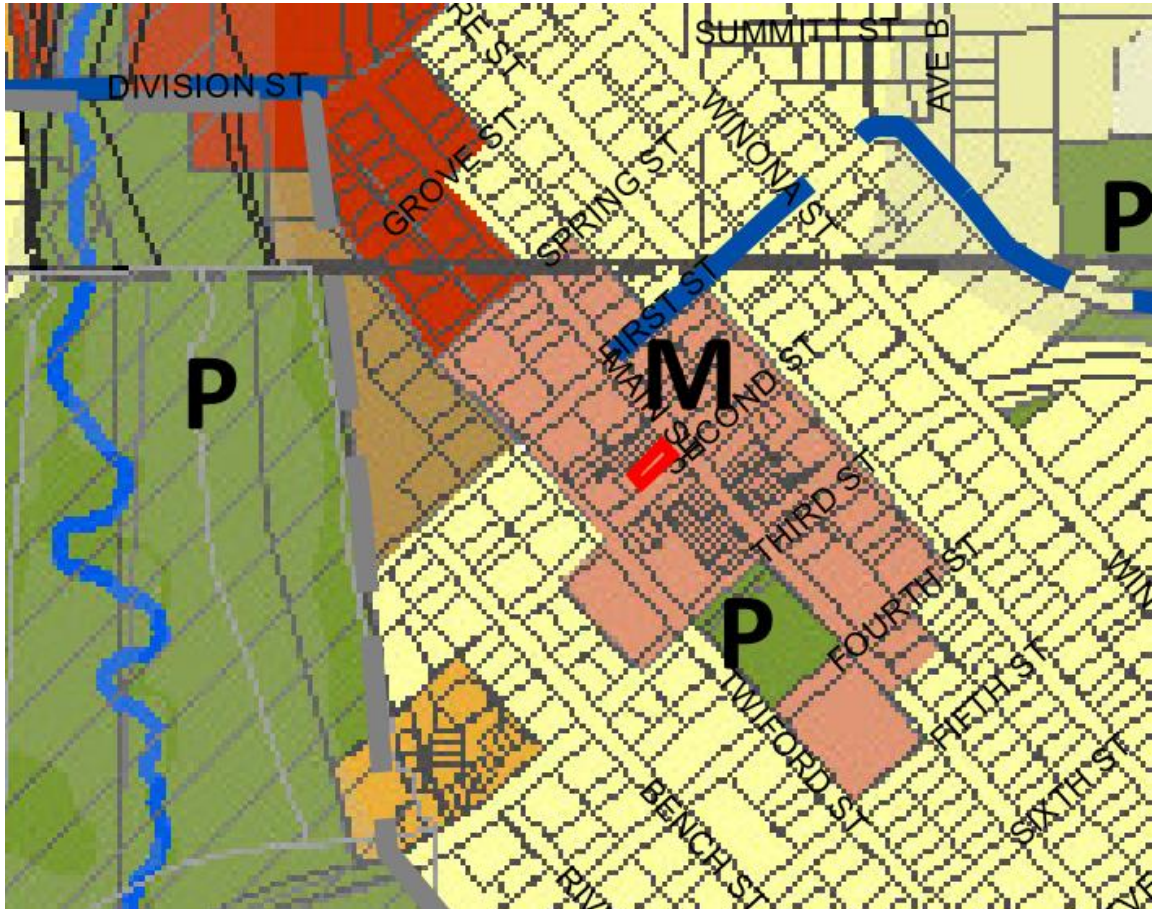
- I. Call to Order: 10/02/2023  
Introduction to the new City Administrator.
- II. Approve Prior Meeting Minutes (April 3<sup>rd</sup>, 2023)
- III. Public Hearing Items
  - A. Conditional Use Permit by Jamie and Robin Arthur (Jac's)
- IV. Non-Public Hearing Items
- V. Staff Recap
- VI. Adjourn

# Existing Conditions

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- **Location of Property:** The property is located at 129 S Main Street. Also, the location of Jac's Bar and Grill.





# Land Use

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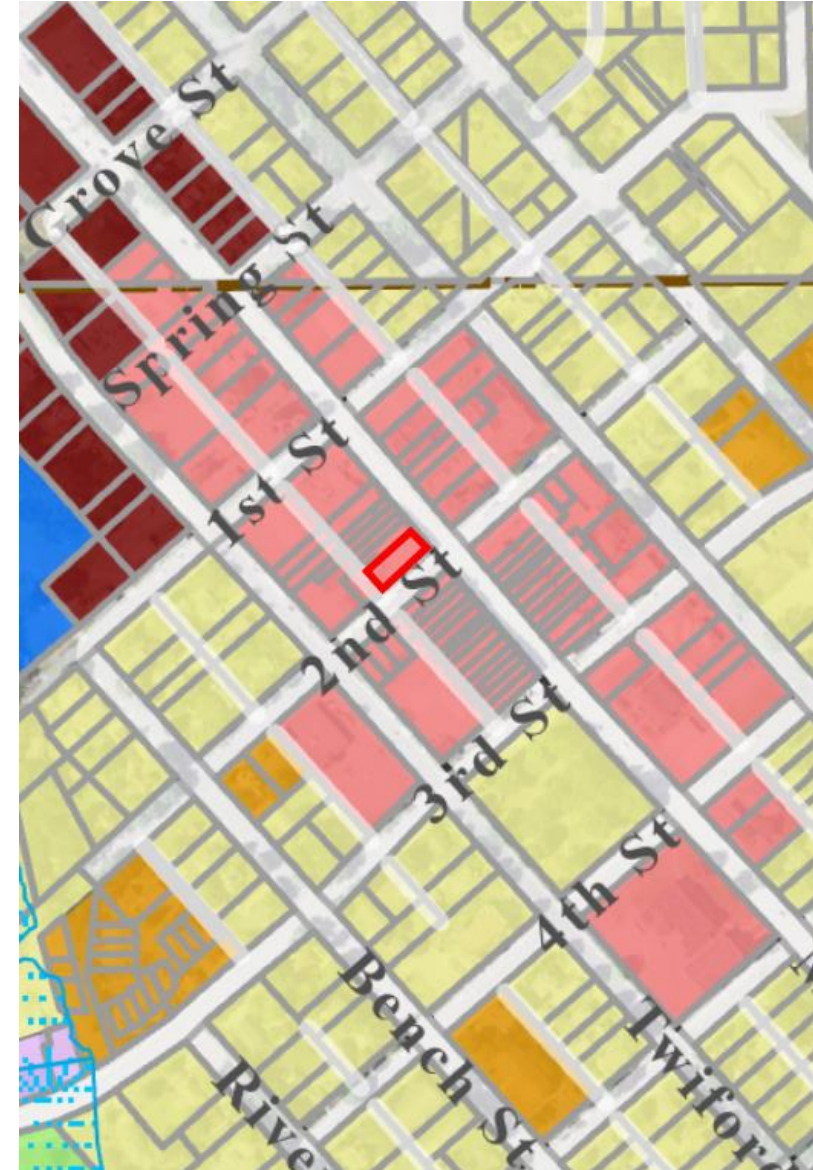
- **Land Use Designation:**
- Historic Downtown Commercial.
- This designation is, *“intended primarily for commercial businesses that need fewer customer parking stalls and smaller facilities. Typical uses include: businesses services, clothing services, equipment sales and services, food markets, restaurants, barbers and beauty shops, and retail sales.”*



# Zoning District

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- **Zoning District Designation:** B-1 (General Commercial).
- The purpose of the B-1 Zoning District is, *“to encourage the continuation of a viable downtown and concentrated commercial area by allowing retail, service, office and entertainment facilities as well as public and semipublic uses.”*
- Residential uses located above street level commercial establishments and Bed and Breakfasts are Conditional Uses.



# List of Conditional Uses

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(d) *Conditional uses.* The following are conditional uses for property zoned general commercial and shall require a conditional use permit as set forth and regulated by article II, sections [113-78](#) through [113-82](#) of this chapter:

- (1) Automotive services including auto equipment sales, car wash service, new and used car sales lots, trailer sales area, gasoline service station and auto repair garages.
- (2) Recreation services, including theaters, bowling alleys, poolrooms, dance halls roller and ice skating rinks.
- (3) Hotels, motels, private clubs, bed and breakfasts and lodges.
- (4) Wholesale establishments, taverns, nightclubs, on and off-sale liquor stores.
- (5) Trade schools.
- (6) Commercial parking garages and ramps.
- (7) Drive-in restaurants, drive-in banks, and other drive-in services.
- (8) Open-air display areas for the sale of products such as garden furniture, hardware items, nursery stock or automobiles or areas used to display rental equipment such as tools or trailers.
- (9) Buildings or uses customarily incidental to the uses listed in this subsection when located on the same property, and which will not be detrimental either by reason of odor, smoke, noise, dust or vibration, to the surrounding neighborhood.
- (10) Care centers for children or adults.
- (11) Residential uses located above or below street-level commercial establishments.
- (12) Other uses which, in the opinion of the planning commission or the city council, are of the same general character as the permitted uses and which will not be detrimental to the central business district.

(e) *Performance standards.* The following are performance standards for property zoned general commercial:

- (1) *Height.* The maximum height of all buildings and structures shall be 45 feet.
- (2) *Front, side and rear yard, lot coverage, lot area and frontage.* For all permitted uses in the B-1 district, there are no minimum requirements for front, side or rear yards, lot coverage, lot area or frontage. All conditional uses shall meet the minimum requirements as specified by the planning commission and city council.
- (3) *Screening and fencing.* The city may require the screening or fencing of commercial uses on side and rear yards which face residential or rural residential districts.
- (4) *Additional regulations.* Additional requirements for parking, shopping centers and other regulations are set forth in article VI.

# DIVISION 6. - OFF-STREET PARKING AND LOADING LOT ACCESS

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Sec. 113-412. - Parking requirements.

(a) Off-street parking required. In all zoning districts with the exception of allowed uses in B-1 districts, off-street parking facilities for the storage of self-propelled motor vehicles for the use of occupants, employees and patrons of the buildings or structures hereafter erected, altered or extended shall be provided and maintained as herein prescribed, and in the following minimum quantities:

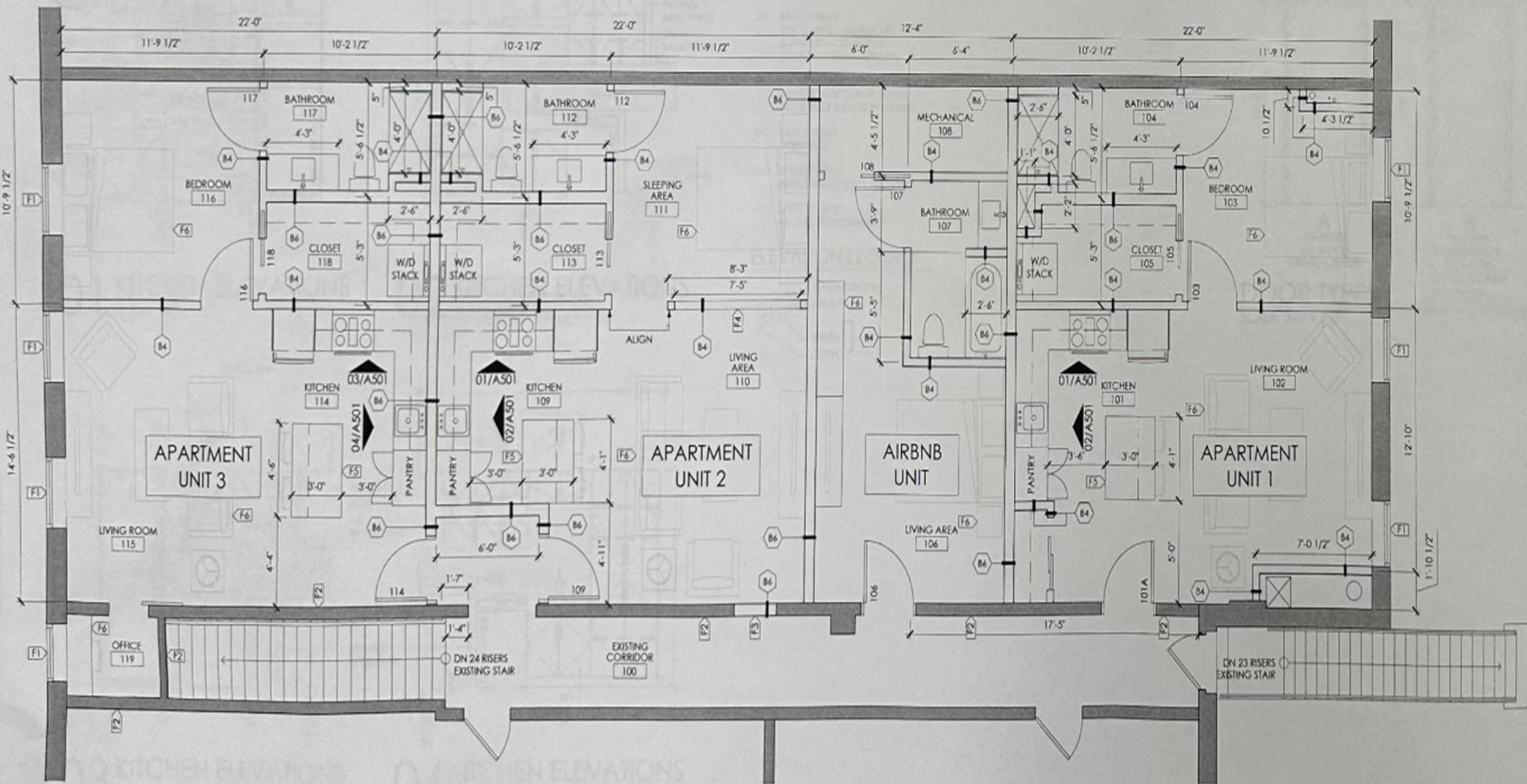
# Jac's Apartments Proposed Development

**Request:** To convert an existing structure with above street level space into three apartments and an AirBnB.

- First floor will remain Jac's Bar and Grill
- Three apartments: all one bedroom, with kitchens, individual laundry, bathrooms, storage, and living space.
- AirBnB Unit: All the same amenities except laundry.
- Parking:
  - Currently four off-street parking stalls on site.
  - B-1 does not require off street parking
  - Multi-family: 1/1-bedroom







**01 FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



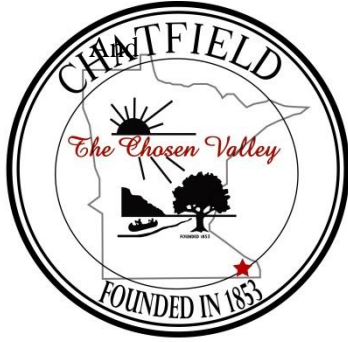


## Findings of Fact in the Staff report.

### Staff is recommending approval with four conditions:

- 1) All parking for the residential uses will need to be accommodated on site so that there is not any additional burden on the public street and alley.
- 2) All site triangles at the intersecting street and alley must be maintained.
- 3) Any changes to the existing parking on site will need to be reviewed and approved through the Conditional Use Permit process.
- 4) Any changes, other than what is being proposed, to the existing building's exterior or interior will need to be reviewed and approved through the Conditional Use Permit Amendment Process.

# Questions?



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
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## MEMORANDUM

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**TO:** CITY COUNCIL  
**FROM:** LOGAN TJOSEM, ZONING ADMINISTRATOR AND PLANNER  
**SUBJECT:** 129 S MAIN STREET (JAC'S) CONDITIONAL USE PERMIT  
**DATE:** 10/04/2023  
**CC:**

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**Location and Background:** The property at 129 S Main Street is located within the B-1 General Commercial Zoning District and is the location of Jac's Bar and Grill.

**Proposed Use:** The proposed residential use with three apartments and an AirBnB located above street-level commercial establishments is a conditional use permit.

**Details of the request:** The proposed request is to convert an existing structure at the address listed above into a residential use with three apartments and an AirBnB located above a commercial use. The first floor will remain as Jac's Bar and Grill. The upstairs apartments will consist of all one bedroom units with kitchens, individual laundry, bathrooms, storage and living space. The AirBnB unit has all of the same amenities except laundry. There are currently four off-street parking stalls behind the existing building. Four off street parking stalls are required based on one off-street parking stall per each 1-bedroom unit.

**Public Notice:** The public hearing notice was requested to the "official" paper September 12<sup>th</sup>, 2023.

**Action:** In granting a conditional use permit, the city council shall consider the advice and recommendations of the planning commission and the effect of the proposed use on the comprehensive plan and upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the city council shall make the following findings, where applicable:

**Findings of Fact:**

1. The use will not create an excessive burden on existing parks, schools, streets or other public facilities which service or are proposed to serve the area.

*The proposed mixed commercial/residential use will not create an excessive burden on existing parks, schools, streets or other public facilities. It is an existing building with four off-street parking stalls designated for the property.*

2. The use will be sufficiently compatible or separated by distance from adjacent single-family homes so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.

*The proposed mixed commercial/residential use will be constructed within an already existing building and will not depreciate the value of the surrounding existing homes.*

3. The structure and site shall have the appearance that will not have an adverse effect upon adjacent residential properties.

*The building's appearance will not change and will not have an adverse effect on the surrounding neighborhood.*

4. The use is reasonably related to the overall needs of the city and to the existing land use.

*A mixed commercial/residential use is a reasonable request for the general commercial zoning district. The use conforms to both the zoning district and the land use for the property as a Conditional Use Permit and is encouraged by the City's strategic planning initiative.*

5. The use is consistent with the purposes of this Article and the purposes of the zoning district in which the applicant intends to locate the proposed use.

*This conditional use permit request is consistent with the B-1 Zoning District and the General Commercial land use within the Chatfield Comprehensive Plan.*

6. The use is not in conflict with the comprehensive plan of the city.

*Remodeling an existing building to a mixed commercial/residential building is compatible with the Comprehensive Plan goals and policies for this property.*

7. The use does not cause traffic hazard or congestion.

*The proposed use will not adversely cause traffic hazards or congestion.*

8. Adequate utilities, access roads, drainage and other necessary facilities have been or will be provided.

*The proposed mixed commercial/residential building as an existing building has adequate utility connections and will be properly drained away from existing buildings.*

**Conditions of Approval:**

Staff is recommending approval with the following conditions:

- 1) All parking for the residential uses will need to be accommodated on site so that there is not any additional burden on the public street and alley.
- 2) All site triangles at the intersecting street and alley must be maintained.
- 3) Any changes to the existing parking on site will need to be reviewed and approved through the Conditional Use Permit process.
- 4) Any changes, other than what is being proposed, to the existing building's exterior or interior will need to be reviewed and approved through the Conditional Use Permit Amendment Process.

**Attachments:**

- 1) Conditional Use Permit Application
- 2) Site Plan
- 3) Floor Plans

**Resolution 2023-18**  
**A Resolution to Recommend Approval of a**  
**Conditional Use Permit**

**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 District Map which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas**, an application came forward for a residential use with three apartments and an AirBnB located above a street-level commercial establishment at 129 S Main Street (Jac's) as a conditional use permit, and

**Whereas**, a public hearing has been held with the Planning Commission to consider the Conditional Use Permit for a residential use with three apartments and an AirBnB located above a street-level commercial establishment, and

**Whereas**, the Planning Commission approved the request with the following four conditions, with a slight modification to condition number one:

- 1) All parking for the residential uses will need to be accommodated and marked per code on site so that there is not any additional burden on the public street and alley.
- 2) All site triangles at the intersecting street and alley must be maintained.
- 3) Any changes to the existing parking on site will need to be reviewed and approved through the Conditional Use Permit process.
- 4) Any changes, other than what is being proposed, to the existing building's exterior or interior will need to be reviewed and approved through the Conditional Use Permit Amendment Process.

**NOW THEREFORE BE IT RESOLVED** that the Planning & Zoning Commission of the City of Chatfield recommends that the City Council approve the Conditional Use Permit with four conditions.

**Private Residence/Ash Tree Inventory**  
**Deemed Hazardous**

**September 25, 2023**

|   |                        |      |     |                           |
|---|------------------------|------|-----|---------------------------|
| - | 607 James St -         | 3/4  | (1) |                           |
| - | 710 James St           | 3/4  | (1) |                           |
| - | 506 James St           | 3/4  | (2) |                           |
| - | 12 Northview LN        | full | (2) |                           |
| - | 14 Southview Dr        | full | (1) |                           |
| - | 506 Margaret St        | full | (2) |                           |
| - | 504 Margaret St        | full | (2) |                           |
| - | 704 Burr Oak Ave       |      | (2) | Treated by property owner |
| - | 640 Burr Oak AVE       | 3/4  | (1) |                           |
| - | 1012 Wahlen Valley     | full | (2) |                           |
| - | 506 Cliff St           | full | (1) |                           |
| - | 518 Division St        | full | (1) | Back yard, group of 3     |
| - | 424 Grove St           | full | (1) |                           |
| - | 16 Winona St           | full | (1) |                           |
| - | 320 Ave B              | full | (1) |                           |
| - | 213 Division St        | full | (2) |                           |
| - | 221 Division St        | full | (1) |                           |
| - | 207 Cliff St           | 3/4  | (1) |                           |
| - | 29 Fillmore St         | 3/4  | (1) |                           |
| - | 28 Main St N           | full | (3) |                           |
| - | 391 Main St N          | 3/4  | (1) | White Ash                 |
| - | 125 Twiford St         | full | (2) |                           |
| - | 217 2 <sup>nd</sup> St | full | (1) | White Ash                 |
| - | 114 Bench St           | full | (1) |                           |
| - | 205 3 <sup>rd</sup> St | full | (1) |                           |
| - | Mill Pond Estates      | full | (2) |                           |
| - | 315 River St           | full | (1) |                           |
| - | 350 3 <sup>rd</sup> St | full | (1) |                           |
| - | 405 River St           | full | (1) |                           |
| - | 533 River St           | full | (1) |                           |
| - | 705 River St           | full | (2) |                           |
| - | 45 Library LN          | full | (2) |                           |
| - | 327 Bench St           | 3/4  | (1) |                           |
| - | 615 Main St S          | full | (1) |                           |
| - | 809 Main St S          | full | (1) |                           |
| - | 822 Main St S          | full | (1) |                           |

|   |                        |      |     |   |
|---|------------------------|------|-----|---|
| - | 920 Main St S          | full | (1) |   |
| - | 929 Main St S          | full | (1) |   |
| - | State Property         | full | (2) |   |
| - | 114 Valley St          | full | (1) |   |
| - | 125 5 <sup>th</sup> St | 3/4  | (1) |   |
| - | 603 Winona St          | full | (1) |   |
| - | 809 Winona St          | full | (1) |   |
| - | 920 Grand St           | full | (1) | Treated by property owner                             |
| - | 910 Winona St          | full | (1) | Grand St side   |
| - | 322 Prospect St        | full | (1) |   |
| - | 729 Grand St           | full | (1) | Back alley easement                                   |
| - | 811 Root River St      | full | (1) |   |
| - | 933 Root River St      | full | (1) |   |
| - | 492 Coe-Z LN           | full | (4) |   |
| - | 1557 Pine St           | full | (1) |   |
| - | 530 Hawkey St          | full | (4) |   |
| - | 1582 Pleasant St       | full | (2) |   |
| - | 728 Fillmore St        |      | (1) | Treated by property owner                             |
| - | 600 Burr Oak Ave       | full | (1) |   |
| - | 1910 Johnson St        | 3/4  | (2) | ROW, resident remove, wants wood. City remove stumps. |
| - | 1801 Hwy 52 S          | full | (2) | Chosen Valley Golf Course                             |
| - | 1915 Hwy 52 S          | full | (4) |   |
| - | 3 Winona St            | ½    | (1) | Boulevard Tree. To be removed by City                 |
| - | 818 Grand St           |      | (1) | Treated by property owner                             |

**Total Properties- 60**

**Total Infested Trees-86**

**Total Treated Trees- 5**

## Shade Tree Disease Inspection Notice

Date of Notice:

Property Owner:

Mailing Address:

**The following described property has been inspected for Emerald Ash Borer (EAB) | Dutch Elm Disease | Oak Wilt nuisance:**

Property Address:

Description:

One 17" EAB infested ash tree has been identified in the SE corner of this parcel.

All infested trees are marked with Orange 'X' and have been positively diagnosed and/or declared a public nuisance according to Chapter 32 Article II – Shade Tree Disease of the City of Chatfield code of ordinance. **The property owner must manage the removal of all marked trees and must return the included Private Property Tree Work Permit to the City within 14 days from the date printed on this notice via mail (21 Second Street SE), email ([bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)), or fax (507-867-9093).**

**X - Marked Trees** - If your tree is marked with an 'X' the tree must be removed within **30 days** from the date printed on this notice. Tree removal does not require full removal of the stump. The stump must be cut to 6" or less.

**If the property owner fails to remove a positively diagnosed tree within the specified time frame, the City will manage the removal.**

The city will obtain unit<sup>1</sup> bids from licensed and insured tree care contractors for the removal of the infested tree(s). The cost for removal of the infested tree will not be known until the city requests quotations from contractors for the removal. The removal does not include removal of the stump. The property owner will be billed for the removal and disposal costs incurred by the City for each property identified on this notice. Property owners who wish to obtain more specific information relative to the removal procedure, or if you no longer own the property, or this notice was sent to you in error, please contact Public Works.

Please find a copy of ordinance enclosed for your reference.

<sup>1</sup>Unit bids are defined as costs for removal of each infested tree.



**PRIVATE PROPERTY TREE WORK PERMIT APPLICATION SHADE TREE DISEASE INSPECTION NOTICE**

**PERMIT MUST BE RETURNED WITHIN 14 DAYS OF DATE PRINTED ON NOTICE**

Date of Notice:

Property Owner:

Address:

**The following described property has been inspected for Emerald Ash Borer (EAB) | Dutch Elm Disease | Oak Wilt nuisance:**

Description:

**One 17" EAB infested ash tree has been identified in the SE corner of this parcel.**

**This permit must be filled out and returned to the City office via email, mail, or fax within 14 days from the date printed on this notice.**

**TYPE OF WORK (Select One)**

**CITY MANAGES REMOVAL OF TREE & BILLS PROPERTY OWNER:** The City will obtain unit bids from licensed and insured contractor. The cost for removal of the infested tree will not be known until the City requests quotations from contractors for the removal. The removal does not include removal of the stump. The property owner will be billed for the removal and disposal costs incurred by the City for each property identified on this notice.

**PROPERTY OWNER MANAGES REMOVAL OF TREE:** Removal must take place within 30 days following date on this notice. If licensed contractor is hired to perform work, please indicate name of contractor and the date work is to be completed below.

Name of Contractor Hired:

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Date Contractor Will Remove Tree(s):

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**Preferred Method of Contact:**

Property Owner Contact Name:

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Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE  
DEPARTMENT USE ONLY

Permit Conditions:

## Chapter 32 VEGETATION

### ARTICLE I. IN GENERAL

**Secs. 32-1—32-18. Reserved.**

### ARTICLE II. SHADE TREE DISEASE

**Sec. 32-19. Conflicts.**

Where the provisions of this chapter conflict or are inconsistent with any other provision of this Code or with any rule promulgated by the Minnesota Commissioners of Agriculture or Natural Resources, the provisions of this chapter shall supersede, except in instances where the other ordinance or rule is more stringent, in which case the more stringent provision shall apply and control.

(Code 1999, § 3.7; Ord. No. 441, § 1, 2-25-2019)

**Sec. 32-20. Purpose.**

The city council has determined that health of certain elm, oak and ash shade trees within the city are threatened by fatal tree diseases known as Dutch Elm Disease and Oak Wilt, and the infestation of ash trees (*Fraxius* spp) by an insect pest known as the "emerald ash borer" (*Agrilus Planipemmis*). It has further determined that the loss of these shade trees that are growing upon public or private property that are subject to said diseases or infestation by the aforementioned insect pest, would substantially depreciate the value of property within the city; and impair the safety, good order, general welfare and convenience of the public. Therefore, it is declared to be the city council's intention to control and prevent the spread of these specific tree diseases, or proliferation of the insect pest the emerald ash borer.

(Code 1999, § 3.6.1; Ord. No. 441, § 2, 2-25-2019)

**Sec. 32-21. Office of tree inspector established.**

The office of tree inspector is hereby created. The powers and duties of the tree inspector as set forth further in this chapter are conferred upon the person appointed and acting as the city director of the department of public works, or such director's designee. The tree inspector shall coordinate, under the direction and control of the city council, all city activities relating to the control and prevention of shade tree diseases known as Dutch Elm

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Disease and Oak Wilt; and elimination of the insect pest emerald ash borer. The tree inspector shall recommend to the city council the details of a program for the control of such shade tree diseases and eradication of such insect pest and perform such other duties incident to implementation of such program adopted by the city council.

(Code 1999, § 3.6.2; Ord. No. 441, § 3, 2-25-2019)

Editor's note(s)—Ord. No. 441, § 3, adopted Feb. 25, 2019, changed the title of § 32-21 from tree inspector established to office of tree inspector established.

### **Sec. 32-22. Reserved.**

Editor's note(s)—Ord. No. 441, § 4, adopted Feb. 25, 2019, repealed § 32-22, which pertained to the program of plant pest control and derived from the Code of 1999, § 3.6.3.

### **Sec. 32-23. Nuisance declared.**

- (a) The following things are public nuisances if found within the city:
- (1) Any living or standing elm tree or part thereof infected with the fungus that causes Dutch Elm Disease (*Ophiostoma ulmi* or *Ophiostoma novo-ulmi*) or which harbors any of the elm bark beetles (*scolytus multistriatus*, *hylurgopinus rufipes*, or *S. Schevyrewi*);
  - (2) Any dead elm tree or part thereof, including logs, branches, stumps firewood or other elm material from which the bark has not been removed or burned;
  - (3) Any living or dead oak tree or part thereof infected to any degree with oak wilt fungus (*ceratocytis fagacearum*);
  - (4) Any living or dead ash tree (*Fraxinus* spp) or part thereof infected to any degree with the insect emerald ash borer (*Agilus Planipennis*);
  - (5) Any tree creating a public hazard whether the tree is on public or private property, and without regard for any damage to the tree;
  - (6) Any standing dead trees or dead brush.
- (b) No person shall permit any public nuisance to remain on any premises owned or controlled by said person. A nuisance described in this section is subject to abatement by the city as provided in subpart A, chapter 16, of this Code and the costs of such abatement may be recovered by the city as provided therein.

(Code 1999, § 3.6.4; Ord. No. 441, § 5, 2-25-2019)

### **Sec. 32-24. Inspection and investigation.**

The tree inspector shall inspect all premises and places within the city as often as practicable to determine whether any condition described in section 32-23(a) of this chapter exists. The tree inspector shall investigate all reported incidents of the presence in a tree of fungus that causes Dutch Elm Disease or Oak Wilt or infestation of a tree by elm bark beetles or emerald ash borer. In making such an inspection, the tree inspector or authorized agent may enter upon private premises for the purpose of carrying out any duty imposed by this section.

(Code 1999, § 3.6.5; Ord. No. 441, § 6, 2-25-2019)

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## **Sec. 32-25. Abatement.**

In the process of abating a nuisance described in section 32.23(a) of this chapter, the tree inspector shall cause the tree that is infected or subject to infestation and its wood to be sprayed, removed, burned or otherwise effectively treated so as to destroy the source of the infection or infestation and prevent the spread of such infection or infestation to nearby trees.

(Code 1999, § 3.6.6; Ord. No. 441, § 7, 2-25-2019)

## **Sec. 32-26. Procedures for removal of infected trees and wood.**

- (a) Tree inspector's investigation, notice, and reports. Whenever the tree inspector finds with reasonable certainty that the infestation exists in any tree or wood in any public or private place in the city, he shall proceed as follows:
- (1) If the tree inspector finds that the danger of infestation of other trees is not imminent, he shall make a written report of his finding to the city council which shall proceed by:
    - a. Abating the nuisance as a public improvement; or
    - b. Abating the nuisance as provided in subsections (b) and (c) of this section.
  - (2) If the tree inspector finds that the danger of infestation of other trees is imminent, he shall notify the abutting property owner by certified mail that the nuisance will be abated within a specified time, not less than five days from the date of mailing of such notice. The tree inspector shall immediately report such action to the city council, and after the expiration of the time limited by the notice he may abate the nuisance.
- (b) City council action.
- (1) Upon receipt of the tree inspector's report required by this subsection, the city council shall by resolution order the nuisance abated. Before action is taken on such resolution, the city council shall publish notice of its intention to meet to consider taking action to abate the nuisance. This notice shall be mailed to affected property owners and published once no less than one week prior to such meeting. The notice shall state the time and place of the meeting, the streets affected, the action proposed, the estimated cost of the abatement, and the proposed bases of assessment, if any, of costs.
  - (2) At such hearing or adjournment thereof, the city council shall hear property owners with reference to the scope and desirability of the proposed project.
  - (3) The city council shall thereafter adopt a resolution nullifying or confirming the original resolution with such modifications as it considers desirable and provide for the doing of the work by day labor or by contract.
- (c) Tree inspector's records. The tree inspector shall keep a record of the costs of abatements done under this subsection for which assessments are to be made, stating and certifying the description of the land, lots, or parcels involved, and the amount chargeable to each.
- (d) On or before October 15 of each year the clerk shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this subsection. The city council may then assess and spread the charges or any portion thereof against the property involved as a special assessment, pursuant to the law for certification to the county auditor and collection the following year along with current taxes.

(Code 1999, § 3.6.7)

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State law reference(s)—Special assessments to collect certain unpaid charges, Minn. Stat. § 429.101.

**Sec. 32-27. Reserved.**

Editor's note(s)—Ord. No. 441, § 8, adopted Feb. 25, 2019, repealed § 32-27, which pertained to spraying elm trees and derived from the Code of 1999, § 3.6.8.

**Sec. 32-28. Transporting of certain wood prohibited.**

No person shall transport within the city, except to an approved disposal site, any bark-bearing elm wood, bark-bearing ash (*Fraxinus* spp) wood that has been infested by the emerald ash borer, or bark-bearing oak wood from a tree infected by the Oak Wilt fungus without having first obtained a permit from the tree inspector.

The tree inspector shall grant such permit only when the purposes of this chapter will be served thereby.

(Code 1999, § 3.6.9; Ord. No. 441, § 9, 2-25-2019)

Editor's note(s)—Ord. No. 441, § 9, adopted Feb. 25, 2019, changed the title of § 32-28 from transporting elm wood prohibited to transporting of certain wood prohibited.

**Sec. 32-29. Interference prohibited.**

No person shall prevent, delay or interfere with the tree inspector or his agents while they are engaged in performing duties imposed by this section.

(Code 1999, § 3.6.10)

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### **Sec. 32-30. Stockpiling or storing kinds of wood.**

The stockpiling or storing of any bark-bearing elm wood, bark-bearing ash (*Fraxinus* spp) wood that has been infested by the emerald ash borer, or bark-bearing oak wood from a tree infected by the oak wilt fungus is prohibited, except during the period of September 15 through April 1 of the following year. Any such wood not utilized by April 1 of that year shall be immediately removed from the city and disposed of in an approved disposal site.

(Code 1999, § 3.6.11; Ord. No. 441, § 10, 2-25-2019)

Editor's note(s)—Ord. No. 441, § 10, adopted Feb. 25, 2019, changed the title of § 32-30 from stockpiling or storing elm logs to stockpiling or storing kinds of wood.

### **Sec. 16-4. Abatement.**

- (a) *Notice.* Whenever any city officer determines that a public nuisance exists within the city, the officer shall notify in writing the owner and occupant of the premises on which such nuisance exists, and any other person causing or creating such nuisance, of such fact and order that such nuisance be immediately terminated or abated. The notice that a nuisance exists may be served on the owner or occupant of the premises in person or by United States Mail, certified, return receipt requested. If the premises on which a nuisance exists is not occupied but the identity of the owner of the premises is not known, the notice that a nuisance exists may be served by posting the same on the premises for a period of 72 consecutive hours. Any notice that a nuisance exists that is served or posted must state:
- (1) The location (or legal description) of the property on which the nuisance exists;
  - (2) An identification of the nature of the nuisance, with reference to a particular section of the Chatfield Code in question;
  - (3) The steps required to be taken by the owner or occupant of the premises to abate the nuisance and a schedule, setting forth a reasonable amount of time in order to do so;
  - (4) If the owner or occupant, or other responsible party relating to the premises, does not take measures to abate the nuisance within the time schedule set forth, the city may take steps to abate the nuisance, and assess the costs to the owner of the premises, or use whatever means are legally available to the city to make the owner, occupant or other responsible party personally responsible for the costs of abatement;
  - (5) The owner, occupant, or other responsible party has a right to appeal the city officer's designation that a public nuisance exists by filing an appeal in writing with the city clerk on or before the date set forth in the notice requiring the nuisance to be abated.
- (b) *Hearing.* If an appeal is filed pursuant to subsection (a)(5) herein, the matter shall be heard before the city council at the next regular scheduled meeting of the city council, scheduled at least ten days subsequent to receipt of the notice of appeal. The owner, occupant or other responsible party involved with the premises on which the nuisance is alleged to exist shall be given notice of such hearing on such appeal by first class mail.
- (c) *Emergency abatement.* If there is an immediate threat to public health or safety, or immediate threat of significant damage or harm to adjacent private property, the city may act to abate the nuisance without the prior notice or hearing required by this chapter.

(Code 1999, § 8.4.4; Ord. No. 402, § 1, 12-12-2011)