

**CITY OF CHATFIELD COMMON COUNCIL**  
**AGENDA**  
**Council Chambers, Thurber Building, 21 Second Street SE**  
**November 13, 2023, 7:00 P.M**

- I. City Council Meeting, Monday, November 13, 2023, 7:00 p.m. City Council Chambers
  - a. Approve Agenda – Additions or Corrections
  - b. Consent Agenda:
    - i. Approve of minutes October 23, 2023.
    - ii. Approve payment of claims.
    - iii. Determine not to waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04 for the City’s Property & Casualty Insurance renewal for 2024.
    - iv. LRS Contract for Collection Services for Commercial properties
    - v. Police Department Training Tracking Software
    - vi. Chatfield Cable Television Seasonal Event Coordinator Contract – Zac Shoupe
    - vii. Certified Local Government Annual Report for 2023
    - viii. Chatfield Youth Sports Association – Application for Exempt Permit for Gambling
    - ix. Resolution 2023-21 Authorizing an Agreement for OHV Trail Maintenance Assistance Program
    - x. Resolution 2023-22 Authorizing Transfer of Funds and Closure of Certain Funds
  - c. City Engineer’s Report – Craig Britton:
    - i. Pay Request #4 – Griffin Construction
  - d. Public Works Director Report
    - i. Wastewater Operator Recognition
  - e. Committee Reports:
    - i. Personnel-Budget Committee
    - ii. Public Works Committee
  - f. Mayor’s Report
  - g. City Administrator’s Report – Michele Peterson
  - h. Roundtable
  - i. Adjourn
  - j. Meeting Notices:
    - i. Personnel-Budget Committee (Councilors Novotny and Urban) 4:30 p.m., Monday, November 13, 2023
    - ii. Public Works Committee (Councilors Novotny and Urban) 5:30 p.m., Monday, November 13, 2023

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i. Personnel-Budget Committee

ii. Public Works Committee

f. Mayor's Report

g. City Administrator's Report – Michele Peterson

h. Roundtable

i. Adjourn

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**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, October 23, 2023**

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The Common Council of the City of Chatfield met in regular session on Monday, October 23, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

**Members absent:** Councilor Josh Broadwater.

**Others Present:** Fred Suhler Jr., Michele Peterson, Beth Carlson, Andy O'Conner, Karen Reisner, Kay Wangen, Steven Schlichter, Desiree Schlichter, Craig Britton, Commissioner Brian Mueller, Gretchen Lovejoy-Mensink and Shane Fox.

#### Approve Agenda – Additions of Corrections

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**Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban,** to Approve the addition of Resolution 2023-20 to the Consent Agenda.

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

**Nays:** None

**Absent:** Councilor: Broadwater

**Motion carried.**

#### Consent Agenda

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

1. Approval of October 9, 2023 meeting minutes
2. Approve payment of claims:

<b>Batch Name</b>	<b>Amount</b>
2023 1012VNDRPR	\$51,090.75
2023 10ADM02	\$12,696.87
2023 10FA02	\$87,573.87
<b>Total</b>	<b>\$151,361.49</b>

3. Approve use of City Park by Chatfield Alliance to display 10 evergreen trees Nov 15 - Feb 3
4. Review and accept Quarterly Financial Report
5. Approve letter of resignation from Leslie Tannahill, NREMT
6. Approve 2024 CEDA Contract for EDA staffing services
7. Approve Resolution 2023-19 Donation of Funds
8. Approve Resolution 2023-20 Authorizing Execution of Agreement

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

**Nays:** None

**Absent:** Councilor: Broadwater

**Motion carried.**

Thanks was given to outgoing NREMT Leslie Tannahill.

## Public Works Report

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### *Quote for Vactor Replacement Parts*

The jetting hose and leader hose are showing wear. Replacement costs are \$3204.88 from MACQUEEN.

**Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban,** to approve the purchase of replacement parts, from MACQUEEN in the amount of \$3204.88.

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

**Nays:** None

**Absent:** Councilor: Broadwater

**Motion carried.**

The accumulator also needs replacing. The quote for that part is \$2432.32.

**Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank,** to approve the purchase of the accumulator in the amount of \$2432.32.

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

**Nays:** None

**Absent:** Councilor: Broadwater

**Motion carried.**

## Committee Reports

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### *Public Services Committee*

Topics of the Public Services Committee included:

- Contract with LRS Collection Service
- Speed Sign Contract
- Public Safety Aid
- Management software for tracking and reporting police training

### *Committee of the Whole*

Financial Advisor Mike Bubany presented a financial overview with capital outlay, future projections and scenarios.

## Mayor's Report

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Mayor McBroom expressed thanks to Leslie Tannahill for her years of service as an EMT. He also expressed condolences to the Dean Narveson family.

## City Administrator's Report

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### *Public Works Maintenance Position*

Four interviews were conducted for the Public Works Maintenance Position. The recommendation is to approve the hiring of John Pfursich. This position would begin at a grade 4, step 1 within the 2023 Pay Grid. Starting date will be determined.

**Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank,** to approve the hiring of John Pfursich at Grade 4, Step 1 for the Public Works Maintenance Position.

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

**Nays:** None

**Absent:** Councilor: Broadwater  
**Motion carried.**

## Roundtable

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No comments or concerns were brought forward.

## Adjourn

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**Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank, to adjourn at 7:07 PM.**

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

**Nays:** None

**Absent:** Councilor: Broadwater

**Motion carried.**

/s/Beth M Carlson  
City Clerk



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: November 2023  
 2023 11FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>AMBULANCE REFUND</b>						
045306		E 230-42270-810	Ambulance	Refund	\$200.00	AMBULANCE REFUND
					\$200.00	
<b>AMBULANCE REFUND</b>						
<b>ANDY OCONNOR</b>						
#19 OC		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>AT&amp;T MOBILITY</b>						
110320		E 220-42280-321	Fire Department *	Telephone	\$49.77	507.884.4423 FIRE
110320		E 220-42280-321	Fire Department *	Telephone	\$38.23	507.551.8200 AMB IBR
110320		E 230-42270-321	Ambulance	Telephone	\$49.77	507.513.5974 AMBULANCE
110320		E 100-42110-320	Police Administrati	Communications (GENER	\$38.23	507.513.5954 POLICE AIR CARD
110320		E 100-42110-218	Police Administrati	Confiscation/Forfeitures	\$38.23	507.513.5937 POLICE AIR CARD
110320		E 230-42270-321	Ambulance	Telephone	\$49.77	507.513.5925 AMBULANCE
110320		E 100-42110-321	Police Administrati	Telephone	\$49.77	507.272.5506 POLICE CHIEF
110320		E 100-42110-321	Police Administrati	Telephone	\$44.73	507.272.5382 POLICE 872
110320		E 100-42110-321	Police Administrati	Telephone	\$44.73	507.272.5386 POLICE 873
					\$403.23	
<b>AT&amp;T MOBILITY</b>						
<b>BAKER &amp; TAYLOR BOOKS</b>						
STMNT		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$1,362.58	ACCOUNT L6248262
					\$1,362.58	
<b>BAKER &amp; TAYLOR BOOKS</b>						
<b>BANYON DATA SYSTEMS</b>						
001645		E 100-41500-435	City Clerk	Licences, Permits and Fe	\$95.00	REVTRAK MODULE SUPORT
001645		E 100-41500-435	City Clerk	Licences, Permits and Fe	\$195.00	FIXED ASSETS SUPPORT
001645		E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$197.50	50% UB METER DEVICE SUPPORT
001645		E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$197.50	50% UB METER DEVICE SUPPORT
					\$685.00	
<b>BANYON DATA SYSTEMS</b>						
<b>BLACKSTONE PUBLISHING</b>						
212615		E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$102.80	CUSTOMER ID 168011
					\$102.80	
<b>BLACKSTONE PUBLISHING</b>						
<b>CANON FINANCIAL SERVICES, INC.</b>						
314141		E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
					\$108.44	
<b>CANON FINANCIAL SERVICES, INC.</b>						
<b>CHATFIELD ALLIANCE, INC</b>						
2023 JU		E 100-46630-300	Community Dev -	Promotional Expense	\$130.82	95% LODGING TAX JUL-OCT LOFT
					\$130.82	
<b>CHATFIELD ALLIANCE, INC</b>						
<b>CHATFIELD BODY SHOP</b>						
13907		E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$66.12	2014 EXPLR LOG
14388		E 220-42280-240	Fire Department *	Small Tools and Minor E	\$89.16	BTTRY PGR SYS
14388		E 230-42270-240	Ambulance	Small Tools and Minor E	\$89.16	BTTRY PGR SYS
14388		E 100-42110-240	Police Administrati	Small Tools and Minor E	\$89.16	BTTRY PGR SYS
					\$333.60	
<b>CHATFIELD BODY SHOP</b>						
<b>CHATFIELD CENTER FOR THE ARTS</b>						
NOV 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>CHATFIELD PARTS HOUSE</b>						
907010		E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$1.50	CTTR PIN
906204		E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$18.99	BTTRY



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 Current Period: November 2023  
 2023 11FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	906195	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$10.97	RLLR TRY
	907366	E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$2.30	PIN
	907840	E 100-43100-210	Street Maintenanc	Operating Expenses	\$15.92	BD SIGN
	907297	E 220-42280-210	Fire Department *	Operating Expenses	\$35.99	SUPPORT
	908564	E 250-46630-404	Community Dev -	Repairs/Maint Equipment	\$1,373.22	FLTRS
	908564	E 100-41940-210	Municipal Building	Operating Expenses	\$59.88	FLTRS
	908315	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$5.99	BTTRY
	907079	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$14.98	GT VLV HWY30
	906173	E 100-43100-210	Street Maintenanc	Operating Expenses	\$6.04	STRT FL
	908038	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$3.99	ANTIFREEZE
	906203	E 220-42280-210	Fire Department *	Operating Expenses	\$5.99	500W
	906955	E 100-43100-210	Street Maintenanc	Operating Expenses	\$5.99	RPR MNDR
<b>CHATFIELD PARTS HOUSE</b>					<u>\$1,561.75</u>	
<b>CHATFIELD PUBLIC SCHOOL</b>						
	1171	E 615-49840-240	Cable TV (GENER	Small Tools and Minor E	\$3,337.72	50% B&H EPHPHAN 4K XMTR PRTBLE
<b>CHATFIELD PUBLIC SCHOOL</b>					<u>\$3,337.72</u>	
<b>CHS</b>						
	411 -IH	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$32.00	50LB 23-0-15
	521572	E 100-41940-210	Municipal Building	Operating Expenses	\$477.01	DSL GNRTR
	521572	E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$159.00	DSL GNRTR
<b>CHS</b>					<u>\$668.01</u>	
<b>CMS</b>						
	804-23	E 100-42400-440	Building Inspectio	Building Inspections	\$1,730.33	INSPECTIONS
	804-23	E 100-42400-441	Building Inspectio	Plan Review	\$209.30	PLAN REVIEW
<b>CMS</b>					<u>\$1,939.63</u>	
<b>CULLIGAN WATER</b>						
	588-10	E 100-41500-210	City Clerk	Operating Expenses	\$28.15	WTR SRVC
<b>CULLIGAN WATER</b>					<u>\$28.15</u>	
<b>DEED</b>						
	NOV 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$648.39	CDAP-18-0018-H-FY19 EZ FABIV
	NOV 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$1,866.89	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
	NOV 20	E 361-46620-610	Revolving Loan Fu	Interest	\$69.80	CDAP-18-0018-H-FY19 EZ FABIV
	NOV 20	E 361-46620-610	Revolving Loan Fu	Interest	\$105.62	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
<b>DEED</b>					<u>\$2,690.70</u>	
<b>DSG</b>						
	S10317	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$104.21	GATE VALVE EXT
	S10317	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$472.91	GATE VALVE EXT
	S10317	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$472.91	RSR BX
<b>DSG</b>					<u>\$1,050.03</u>	
<b>EB ALLEN</b>						
	NOV 20	E 614-49840-302	Cable TV (GENER	Contracted Help	\$806.00	GVB 2023 PMT 2 OF 2 NOV (FOR OCT)
<b>EB ALLEN</b>					<u>\$806.00</u>	
<b>EXPERT BILLING, LLC</b>						
	11866	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$930.00	TRANSPORTS BILLED - SEP
<b>EXPERT BILLING, LLC</b>					<u>\$930.00</u>	
<b>FIRST NETWORK SYSTEMS</b>						
	1200	E 614-49840-302	Cable TV (GENER	Contracted Help	\$1,345.50	09/2023-08/2024 CCTV TECH COORD-



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<b>FIRST NETWORK SYSTEMS</b>					\$1,345.50	
<b>GRANICUS</b>						
173807	E 100-41500-438	City Clerk	Internet Expenses	\$582.94	MEETING EFFICIENCY SUITE	
173807	E 100-41500-438	City Clerk	Internet Expenses	\$301.52	OPEN PLATFORM SUITE	
173807	E 100-41500-438	City Clerk	Internet Expenses	\$589.64	GOV TRANSPARENCY SUITE	
173807	E 100-41500-438	City Clerk	Internet Expenses	\$134.01	ENCODING SOFTWARE	
173807	E 100-41500-438	City Clerk	Internet Expenses	\$63.82	UPGRADE TO SDI 720P	
<b>GRANICUS</b>					\$1,671.93	
<b>GREEN LAWCARE</b>						
34547	E 100-45124-404	Swimming Pools -	Repairs/Maint Equipment	\$132.00	FBR RPR - TB RMBRSD MDCTYELC	
34257	E 100-45124-404	Swimming Pools -	Repairs/Maint Equipment	\$218.24	RPR BRKN HDS LINE - GRFN TO REIM	
<b>GREEN LAWCARE</b>					\$350.24	
<b>GRIFFIN CONSTRUCTION</b>						
PAYEST	E 423-43200-500	Construction Fund	Cap. Outlay-GENERAL	\$400,480.20	2022-11251 2023 STRT IMP PRJCT	
<b>GRIFFIN CONSTRUCTION</b>					\$400,480.20	
<b>HOLIDAY OUTDOOR DECOR</b>						
INV111	E 100-43100-210	Street Maintenanc	Operating Expenses	\$179.00	FCPLTS BNDNG STRPS	
<b>HOLIDAY OUTDOOR DECOR</b>					\$179.00	
<b>KWIK TRIP</b>						
109320	E 220-42280-210	Fire Department *	Operating Expenses	\$17.96	4 X24PK	
<b>KWIK TRIP</b>					\$17.96	
<b>LOFFLER</b>						
451580	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$23.28	CANON DXC3725I OVERAGE CHARGE	
<b>LOFFLER</b>					\$23.28	
<b>MACQUEEN EQUIPMENT</b>						
P53437	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$3,461.94	VACTOR TRK PRTS	
P53541	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$2,806.03	ACCMLTR - VCTR PRTS	
<b>MACQUEEN EQUIPMENT</b>					\$6,267.97	
<b>MARCO TECHNOLOGIES LLC.</b>						
INV118	E 801-42110-240	Police Administrati	Small Tools and Minor E	\$660.00	IMPLMNT BCA SYS USE NTFCTN	
INV117	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$10.00	1 PLNG DEPT EXCHANGE ON LINE + A	
INV117	E 100-41100-435	Legislative	Licences, Permits and Fe	\$60.00	6 LEG EXCHANGE ON LIN P1 & ACTIV	
INV117	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$10.00	1 EDA EXCHANGE ON LINE + ACTIVE	
INV117	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$40.00	2 WW BUS PREM	
INV117	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$40.00	2 AMB BUS PREM	
INV117	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$20.00	1 FD BUS PREM	
INV117	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$90.00	4 MS BUS PREM & 1 VM EXCH + ACTI	
INV117	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$20.00	1 PARKS BUS PREM	
INV117	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$10.00	1 POOL EXCHANGE ON LINE + ACTIVE	
INV117	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$20.00	1 MS BUS PREM	
INV117	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$200.00	10 PD MS BUS PREM	
INV117	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$20.00	1 WTR BUS PREM	
<b>MARCO TECHNOLOGIES LLC.</b>					\$1,200.00	
<b>MIENERGY COOPERATIVE</b>						
485994	E 801-41100-500	Legislative	Cap. Outlay-GENERAL	\$1,563.64	ENT DR LOT2 NEW ELCTRCL SRVC	
<b>MIENERGY COOPERATIVE</b>					\$1,563.64	
<b>NBS CALIBRATIONS</b>						





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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	013778	E 602-49450-240	Sewer (GENERAL)	Small Tools and Minor E	\$200.00	CALIB/CLN ADJ SCALE
<b>NBS CALIBRATIONS</b>					\$200.00	
<b>OLMSTED CNTY HEALTH DEPART.</b>						
	689	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$202.50	BACTERIA
<b>OLMSTED CNTY HEALTH DEPART.</b>					\$202.50	
<b>SCHUMACHER ELEVATOR CO</b>						
	905977	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$167.43	LIB ELEV MAINT
<b>SCHUMACHER ELEVATOR CO</b>					\$167.43	
<b>SELCO</b>						
	051740	E 211-45500-414	Libraries (GENERA	Automated Operations	\$447.37	ILS PCKG
<b>SELCO</b>					\$447.37	
<b>SUNSHINE FOODS</b>						
	001067	E 230-42270-205	Ambulance	Service Incentives/Rewa	\$52.54	AMB PRTY TRY CK
	002050	E 100-41100-210	Legislative	Operating Expenses	\$19.85	COW WTR CK
<b>SUNSHINE FOODS</b>					\$72.39	
<b>THE CHATFIELD NEWS, LLC</b>						
	12/30/2	E 100-41500-433	City Clerk	Dues and Subscriptions	\$40.00	CLRK SBSCRPTN
<b>THE CHATFIELD NEWS, LLC</b>					\$40.00	
<b>THE SILVER GRILLE</b>						
	87575	E 100-41100-430	Legislative	Misc. TRY NOT TO USE	\$96.64	COTW FOOD
<b>THE SILVER GRILLE</b>					\$96.64	
<b>US BANK ONE CARD</b>						
	OCT 20	E 100-42110-153	Police Administrati	Uniform Allowance	\$24.81	EARPHONE CONNECT
	OCT 20	E 230-42270-209	Ambulance	Training Institution	\$42.95	AHA-BLS INSTRCT
	OCT 20	E 100-41500-210	City Clerk	Operating Expenses	\$107.94	FUN EXPRESS-HLLWN CNDY
	OCT 20	E 801-41940-580	Municipal Building	Cap. Outlay-Other Equip	\$18.92	LOWES-CTYHLL LNDS CP
	OCT 20	E 230-42270-340	Ambulance	Advertising	\$55.75	SAMS-HLLWN
	OCT 20	E 100-42400-434	Building Inspectio	Surcharge Fee	\$319.50	MNDPTL&I - SEP 2023 SRCHRG
	OCT 20	E 100-42400-434	Building Inspectio	Surcharge Fee	\$313.50	MNDPTL&I - JUN 2023 SRCHRG
	OCT 20	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPLE-STRG
	OCT 20	E 100-45200-208	Parks (GENERAL)	Training and Instruction	\$145.00	UOFM EXT - PSEE RECERT
	OCT 20	E 100-41500-208	City Clerk	Training and Instruction	\$30.00	LMC - FALL FORUM
	OCT 20	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$59.25	MENARDS - MULCH
	OCT 20	E 211-45500-322	Libraries (GENERA	Postage	\$4.67	USPS - ASHLND OR PSTG
	OCT 20	E 211-45500-211	Libraries (GENERA	Program Expenses	\$42.54	TARGET-CNDY CPCKS
	OCT 20	E 100-41500-309	City Clerk	Conference Expense	\$8.00	EVENTBRITE - SEMLM FALL
	OCT 20	E 100-42110-208	Police Administrati	Training and Instruction	\$75.00	BCA-TRNG
	OCT 20	E 601-49400-322	Water Utilities (GE	Postage	\$5.50	WTR SMPL PSTG
	OCT 20	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$397.56	AMAZON.COM MKTP -DVDS
	OCT 20	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$34.00	MN HORT SCTY - NRTHN GARD
<b>US BANK ONE CARD</b>					\$1,685.88	
<b>WIDSETH SMITH NOLTING &amp; ASSOC.</b>						
		E 801-41100-500	Legislative	Cap. Outlay-GENERAL	\$130.00	2022-11251 2023 ST - BERM FILES
	226863	E 100-41910-310	Planning and Zoni	Other Professional Servic	\$10,260.00	2023-10094 15 PLANNING
	226862	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$6,725.00	2022-11946 GROEN PARK PED BRDG
		E 423-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$36,008.10	2022-11251 GRND&PRSPCT STREET P
<b>WIDSETH SMITH NOLTING &amp; ASSOC.</b>					\$53,123.10	
<b>WINONA COUNTY</b>						



**City of Chatfield**  
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	SMT#0	E 230-42270-209	Ambulance	Training Institution	\$5.00	CPR BLS CARDS
	SMT 00	E 230-42270-209	Ambulance	Training Institution	\$60.00	CPR BLS CARDS
<b>WINONA COUNTY</b>					\$65.00	
<b>WM HANSON WASTE REMOVAL</b>						
	36409	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$153.78	GARBAGE SERVICE - CITY MAINT BLD
	36409	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$14,973.00	1,150 RESIDENTIAL PU @ 13.02
	36409	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,096.64	RESIDENTIAL OC ENV FEE
	36409	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$66.12	GARBAGE SERVICE - CITY HALL
	36409	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$109.24	GARBAGE SERVICE - WWTP
	36409	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$1,832.52	RESIDENTIAL FUEL SURCHARGE
	36409	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$127.93	GARBAGE SERVICE - PARKS (FIRE HAL
<b>WM HANSON WASTE REMOVAL</b>					\$19,359.23	
<b>ZACHARY SHOUBE</b>						
	NOV 20	E 614-49840-302	Cable TV (GENER	Contracted Help	\$806.00	CC&SB 11/2023-10/2024 PYMN 1 OF 2
<b>ZACHARY SHOUBE</b>					\$806.00	
<b>ZOLL MEDICAL CORPORATION</b>						
	384674	E 230-42270-210	Ambulance	Operating Expenses	\$139.85	ECG ELCTRDS
<b>ZOLL MEDICAL CORPORATION</b>					\$139.85	
2023 11FA01					\$509,137.32	
<b>ALLEGRA</b>						
	23408	E 100-41500-210	City Clerk	Operating Expenses	\$115.73	AP ENVELOPES / GENERAL SUPPLIES
<b>ALLEGRA</b>					\$115.73	
<b>AMAZON CAPITAL SERVICES, INC.</b>						
	13TN X	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$51.43	PENS, LABELS, CLIPBOARD, POST IT
	13TN X	E 801-41500-240	City Clerk	Small Tools and Minor E	\$429.00	HP COLOR LASER PRINTER
	13TN X	E 100-45124-152	Swimming Pools -	Clothing	\$192.90	10, HEAT GEAR LONG SHORTS
	13TN X	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$15.49	TOILET FLAPPERS
	13TN X	E 100-41940-210	Municipal Building	Operating Expenses	\$34.99	33 GLAON RECYCLE BAGS
<b>AMAZON CAPITAL SERVICES, INC.</b>					\$723.81	
<b>CENEX FLEET FUELING</b>						
	275957	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$75.69	PARK 1
	275957	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$355.53	PARK DESK
	275957	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$149.47	FIRE ENGINE 1
	275957	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$161.49	STREET 5 - SCHLICHTER
	275957	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$189.55	WWTP 2 - IRISH
	275957	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$334.63	471A
	275957	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$239.70	WWTP 1 - SCHLICHTER
	275957	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$139.88	STREET 2
	275957	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$354.20	POLICE SQUAD 3
	275957	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$184.87	STREET 1
	275957	E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$167.23	WATER 1
	275957	E 100-41500-212	City Clerk	Vehicle Operating Suppli	\$33.39	CITY CAR - CLERK
	275957	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$75.41	STREET3
	275957	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$38.92	POLICE SQUAD 1-CHIEF
	275957	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$438.21	POLICE SQUAD 2
	275957	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$139.19	471B
	275957	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$173.62	STREET 4 - IRISH
<b>CENEX FLEET FUELING</b>					\$3,250.98	



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<b>CITY OF CHATFIELD</b>						
10/20/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA		\$65.53	10-00000011-00-7 PUBLIC LIBRARY
10/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$65.53	10-00000081-008 CITY SHOP
10/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$65.53	10-00002410-91-8 PWFAC1
10/20/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA		\$409.30	10-00000031-00-3 WWTP
10/20/2	E 220-42280-380	Fire Department *	Utility Services (GENERA		\$74.53	10-00000051-00-9 FIRE HALL
10/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$65.53	10-00000101-01-4 PWFAC2
10/20/2	E 100-41940-380	Municipal Building	Utility Services (GENERA		\$226.28	10-00000001-00-4 THURBER BLDG GA
10/20/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$65.53	10-00000071-00-5 TOURIST CENTER
					\$1,037.76	
<b>CITY OF CHATFIELD</b>						
<b>DAKOTA COUNTY TECHNICAL COLLEGE</b>						
S10317	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$104.21	A-51 HYDRANT OIL
					\$104.21	
<b>DAKOTA COUNTY TECHNICAL COLLEGE</b>						
<b>EO JOHNSON, BUSINESS TECH.</b>						
INV142	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$48.00	#46719-01 POLICE L7545
INV142	E 230-42270-404	Ambulance	Repairs/Maint Equipment		\$87.15	#56246 NETWORK L9124 MP C4503
INV142	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$45.65	#56246 NETWORK L9124 MP C4503
INV142	E 100-41500-404	City Clerk	Repairs/Maint Equipment		\$95.45	#56246 NETWORK L9124 MP C4503
INV142	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$45.65	#56246 NETWORK L9124 MP C4503
INV142	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment		\$45.65	#56246 NETWORK L9124 MP C4503
INV142	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment		\$45.65	#56246 NETWORK L9124 MP C4503
INV142	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment		\$24.90	#56246 NETWORK L9124 MP C4503
INV142	E 100-41500-404	City Clerk	Repairs/Maint Equipment		\$31.14	#56246 NETWORK L9124 MP C4503
INV142	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment		\$24.90	#56246 NETWORK L9124 MP C4503
INV142	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$14.89	#56246 NETWORK L9124 MP C4503
INV142	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment		\$8.12	#56246 NETWORK L9124 MP C4503
INV142	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment		\$8.12	#56246 NETWORK L9124 MP C4503
INV142	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment		\$14.89	#56246 NETWORK L9124 MP C4503
INV142	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$14.89	#56246 NETWORK L9124 MP C4503
INV142	E 230-42270-404	Ambulance	Repairs/Maint Equipment		\$28.43	#56246 NETWORK L9124 MP C4503
INV142	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment		\$14.89	#56246 NETWORK L9124 MP C4503
					\$598.37	
<b>EO JOHNSON, BUSINESS TECH.</b>						
<b>FREDERICK S. SUHLER, ATTY</b>						
11/01/2	E 100-41100-304	Legislative	Legal Fees		\$45.00	ADDITIONAL TASKS - 10/2023
11/01/2	E 100-41100-304	Legislative	Legal Fees		\$600.00	MONTHLY RETAINER -10/2023
					\$645.00	
<b>FREDERICK S. SUHLER, ATTY</b>						
<b>GOPHER STATE ONE CALL</b>						
310028	E 601-49400-310	Water Utilities (GE	Other Professional Servic		\$83.70	ACCOUNT #MN00240
					\$83.70	
<b>GOPHER STATE ONE CALL</b>						
<b>HAWKINS, INC.</b>						
661030	E 601-49400-210	Water Utilities (GE	Operating Expenses		\$804.45	WATER SUPPLY CHEMICALS
					\$804.45	
<b>HAWKINS, INC.</b>						
<b>HBC</b>						
11/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses		\$29.99	50% 1520399 BNCH/RVR 1 OF 3 CLLC
11/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses		\$30.00	50% 1520399 UTLTY PL/HS 1 OF 3 CL
11/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses		\$30.00	50% 1520399 BNCH/RVR 1 OF 3 CLLC
11/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses		\$29.99	50% 1520399 WTR RSVR 1 OF 3 CLLC
11/02/2	E 100-45200-438	Parks (GENERAL)	Internet Expenses		\$45.49	50% 1520399 19 2ND ST SW
11/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses		\$29.99	50% 1520399 UTLTY PL/HS 1 OF 3 CL



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	11/02/2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$40.53	1439299 867-4321BASIC & TOLL
	11/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$30.00	50% 1520399 WTR RSVR 1 OF 3 CLLC
	11/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$45.49	50% 1520399 19 2ND ST SW
	11/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$110.98	1439299 BUS VALUE PKG 120MBPS
<b>HBC</b>					<u>\$422.46</u>	
<b>JACOB GARTNER TRUCKING</b>						
	10/31/2	E 100-43100-210	Street Maintenanc	Operating Expenses	\$1,567.50	HAULING IN WINTER SAND
<b>JACOB GARTNER TRUCKING</b>					<u>\$1,567.50</u>	
<b>LINDE</b>						
	392264	E 100-43100-210	Street Maintenanc	Operating Expenses	\$51.29	HIGH PRESSURE
<b>LINDE</b>					<u>\$51.29</u>	
<b>LUMEN-LEVEL3 (WEBEX)</b>						
	661574	E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC
<b>LUMEN-LEVEL3 (WEBEX)</b>					<u>\$244.38</u>	
<b>MEDIACOM</b>						
	10/26/2	E 100-42110-438	Police Administrati	Internet Expenses	\$101.53	1/3 CITY HALL HSD & STATIC IPS
	10/26/2	E 100-41500-438	City Clerk	Internet Expenses	\$101.53	1/3 CITY HALL HSD & STATIC IPS
	10/26/2	E 230-42270-438	Ambulance	Internet Expenses	\$101.84	1/3 CITY HALL HSD & STATIC IPS
<b>MEDIACOM</b>					<u>\$304.90</u>	
<b>MINNESOTA ENERGY RESOURCES</b>						
112393	384816	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$9.58	00002 FH 25% STREET
	384816	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$22.98	00002 FH 60% FIRE
	384816	E 230-42270-380	Ambulance	Utility Services (GENERA	\$41.52	00001 MUNI - AMB 1/3
	384817	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$118.83	00014 PPLS 19 SCND ST SW
	384816	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.76	00006 CEMENT 389 SW 3RD ST
	384816	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$41.52	00001 MUNI 1/3
	384816	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$59.77	000011 POOL
	384816	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$41.52	00001 MUNI - POLICE 1/3
	384816	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$5.77	00002 FH 15% WATER
	384818	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$59.77	00015 547 HLLSD BSTR STTN
	384819	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$59.77	00016 100 OTR GNRTR
	384816	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$246.75	00003 WWTP - LIBRARY LN
	384816	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$150.76	00005 LIBRARY
<b>MINNESOTA ENERGY RESOURCES</b>					<u>\$923.30</u>	
<b>OLSON TREE AND LANDSCAPING</b>						
	5160	E 100-43100-411	Street Maintenanc	Tree Maintenance	\$2,310.00	TREE TRIMMING REMOVAL GRINDING
<b>OLSON TREE AND LANDSCAPING</b>					<u>\$2,310.00</u>	
<b>PEOPLES ENERGY COOPERATIVE</b>						
EM NO		E 100-42110-380	Police Administrati	Utility Services (GENERA	\$359.00	2407900 1/3 21 2ND ST SE
EM NO		E 220-42280-380	Fire Department *	Utility Services (GENERA	\$154.76	2410100 3/4 FIRE HALL
EM NO		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$93.82	3260100 301 TH 52 - TRAFFIC SI
EM NO		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$10.00	2182100 SIREN - 10210 HILLSIDE
EM NO		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$294.07	2400202 PPLS 19 SCND ST SW
EM NO		E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$328.56	2402500 LIBRARY 322 MAIN ST S
EM NO		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$156.56	2154400 10208 HILLSIDE DRIVE
EM NO		E 230-42270-380	Ambulance	Utility Services (GENERA	\$359.00	2407900 1/3 21 2ND ST SE
EM NO		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$58.65	2447300 UNION ST NE - XING
EM NO		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$57.00	2432200 CHATFIELD SIGN
EM NO		E 220-42280-380	Fire Department *	Utility Services (GENERA	\$193.38	2410000 318 S MAIN ST-WHISTLE



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EM NO	E 601-49400-380		Water Utilities (GE	Utility Services (GENERA	\$58.78	3211800 250 OLD TERRITORIAL RD
EM NO	E 100-45200-380		Parks (GENERAL)	Utility Services (GENERA	\$687.75	2428000 MILL CREEK PARK
EM NO	E 601-49400-380		Water Utilities (GE	Utility Services (GENERA	\$755.79	3011700 BLUFF ST WELL
EM NO	E 100-43100-380		Street Maintenanc	Utility Services (GENERA	\$160.20	3265100 20 2ND ST SE - LIGHTS
EM NO	E 100-45200-380		Parks (GENERAL)	Utility Services (GENERA	\$58.00	2438500 MILL CREEK PARK
EM NO	E 100-43100-380		Street Maintenanc	Utility Services (GENERA	\$170.96	3260000 52 3RD ST SW - STL MTR
EM NO	E 100-45200-380		Parks (GENERAL)	Utility Services (GENERA	\$53.70	2432400 400 3RD ST SW
EM NO	E 100-43100-380		Street Maintenanc	Utility Services (GENERA	\$65.13	3376900 EV CHARGER - 405 MAIN ST
EM NO	E 602-49450-380		Sewer (GENERAL)	Utility Services (GENERA	\$141.58	242390 MILL CREEK PK - LIFT ST
EM NO	E 100-45200-380		Parks (GENERAL)	Utility Services (GENERA	\$84.23	2410200 MAIN ST-CITY PARK
EM NO	E 100-43100-380		Street Maintenanc	Utility Services (GENERA	\$51.58	2410100 1/4 FIRE HALL
EM NO	E 100-43100-380		Street Maintenanc	Utility Services (GENERA	\$66.68	2436500 CR 2 HWY S
EM NO	E 100-45124-380		Swimming Pools -	Utility Services (GENERA	\$289.85	3237701 107 UNION ST NE
EM NO	E 100-41940-380		Municipal Building	Utility Services (GENERA	\$359.00	2407900 1/3 21 2ND ST SE
EM NO	E 100-43100-380		Street Maintenanc	Utility Services (GENERA	\$179.00	7823600 MEYERS AND TERMAR
EM NO	E 602-49450-380		Sewer (GENERAL)	Utility Services (GENERA	\$3,052.70	2430200 126 LIBRARY LN WWTP
EM NO	E 100-43100-380		Street Maintenanc	Utility Services (GENERA	\$2,057.00	3011800 STREET LIGHTS
<b>PEOPLES ENERGY COOPERATIVE</b>					<u>\$10,356.73</u>	
<b>QUADIENT - FOLDING MACHINE</b>						
Q10406	E 100-41500-403		City Clerk	Prev. Maint. Agreements	\$164.16	FOLDING MACHINE STD MAINT AGRE
<b>QUADIENT - FOLDING MACHINE</b>					<u>\$164.16</u>	
<b>QUILL.COM</b>						
352863	E 100-41500-240		City Clerk	Small Tools and Minor E	\$38.99	PRINTING CALCILATOR
352863	E 100-41940-210		Municipal Building	Operating Expenses	\$96.99	Z FOLD PPR TOWELS
352863	E 100-41500-200		City Clerk	Office Supplies (GENERA	\$21.99	FLEX ELITE BL PENS
352108	E 603-49500-210		Refuse/Garbage (	Operating Expenses	\$18.27	UB PER PAPER ALLOC 19.24%
352108	E 602-49450-210		Sewer (GENERAL)	Operating Expenses	\$57.50	UB PERF PAPER ALLOC 60.58%
352108	E 601-49400-210		Water Utilities (GE	Operating Expenses	\$19.15	UB PERF PAPER ALLOC 20.18%
<b>QUILL.COM</b>					<u>\$252.89</u>	
<b>SCHUMACHER ELEVATOR CO</b>						
905983	E 100-41940-403		Municipal Building	Prev. Maint. Agreements	\$200.24	MUNI ELEV MAINT
<b>SCHUMACHER ELEVATOR CO</b>					<u>\$200.24</u>	
<b>THOMPSON SAND</b>						
10/18/2	E 100-43100-210		Street Maintenanc	Operating Expenses	\$1,155.00	154 CY. SAND
<b>THOMPSON SAND</b>					<u>\$1,155.00</u>	
<b>UC LABORATORY</b>						
118013	E 602-49450-217		Sewer (GENERAL)	Testing	\$881.31	WWTP LABS
<b>UC LABORATORY</b>					<u>\$881.31</u>	
<b>WIT BOYZ INC.</b>						
9774	E 100-43100-404		Street Maintenanc	Repairs/Maint Equipment	\$359.12	SERVICE AND DOT FRIEFHTLINER
9766	E 100-43100-404		Street Maintenanc	Repairs/Maint Equipment	\$657.47	SERVICE AND DOT #1
<b>WIT BOYZ INC.</b>					<u>\$1,016.59</u>	
2023 11FA01U					<u>\$27,214.76</u>	
					<u>\$536,352.08</u>	

((BatchID] in (19411,19410))



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<b>AFLAC</b>							
	112386	531819	G 910-21713			\$111.28	PR VNDR LBLTY
		531819	G 910-21712			\$119.08	PR VNDR LBLTY
		531819	G 910-21715			\$73.49	PR VNDR LBLTY
		531819	G 910-21718			\$54.47	PR VNDR LBLTY
		531819	G 910-21724			\$269.10	PR VNDR LBLTY
						<u>\$627.42</u>	
<b>AFLAC</b>							
<b>CHATFIELD PUBLIC LIBRARY</b>							
	112384	10/26/2	R 211-45500-3620	Libraries (GENERA		-\$100.00	PR VNDR LBLTY
		10/26/2	G 910-21728			\$100.00	PR VNDR LBLTY
						<u>\$0.00</u>	
<b>CHATFIELD PUBLIC LIBRARY</b>							
<b>DELTA DENTAL</b>							
	112387	CNS000	G 910-21711			\$988.16	PR VNDR LBLTY
						<u>\$988.16</u>	
<b>DELTA DENTAL</b>							
<b>EFTPS</b>							
	112379	242985	G 910-21703			\$5,034.62	PR VNDR LBLTY
		242985	G 910-21709			\$1,526.70	PR VNDR LBLTY
		242985	G 910-21701			\$4,741.32	PR VNDR LBLTY
						<u>\$11,302.64</u>	
<b>EFTPS</b>							
<b>EMPOWER   MNDCP</b>							
	112382	113509	G 910-21719			\$693.54	PR VNDR LBLTY
						<u>\$693.54</u>	
<b>EMPOWER   MNDCP</b>							
<b>HEALTH EQUITY</b>							
	112383	7cic9bi	G 910-21726			\$2,517.09	PR VNDR LBLTY
						<u>\$2,517.09</u>	
<b>HEALTH EQUITY</b>							
<b>MN REVENUE</b>							
	112389	1-203-2	G 910-21702			\$0.05	BAL DUE ON Q3 RET.
	112380	0-843-2	G 910-21702			\$2,360.89	PR VNDR LBLTY
						<u>\$2,360.94</u>	
<b>MN REVENUE</b>							
<b>MN UNEMPLOYMENT INSURANCE</b>							
	112390	130973	E 211-45500-140	Libraries (GENERA	Unemployment Comp (G	\$190.96	Q3 BELL
						<u>\$190.96</u>	
<b>MN UNEMPLOYMENT INSURANCE</b>							
<b>NCPERS GROUP LIFE INSURANCE</b>							
		384000	G 910-21707			\$96.00	PR VNDR LBLTY
						<u>\$96.00</u>	
<b>NCPERS GROUP LIFE INSURANCE</b>							
<b>PERA</b>							
	112381	SOMPE	G 910-21704			\$5,883.05	PR VNDR LBLTY
		SOMPE	G 910-21705			\$3,874.38	PR VNDR LBLTY
						<u>\$9,757.43</u>	
<b>PERA</b>							
<b>SUN LIFE ASSURANCE COMPANY</b>							
	112388	110521	G 910-21720			\$595.56	PR VNDR LBLTY
						<u>\$595.56</u>	
<b>SUN LIFE ASSURANCE COMPANY</b>							
<b>TASC</b>							
	112391	IN2899	E 100-41500-310	City Clerk	Other Professional Servic	\$16.04	COBRA - ADMINISTRATION FEE
	112385	10/26/2	G 910-21714			\$331.25	PR VNDR LBLTY
						<u>\$347.29</u>	
<b>TASC</b>							



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: October 2023  
 2023 1026VNDPRL

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>UNITED STATES POSTAL SERVICE</b>						
058600	575021	E 603-49500-322	Refuse/Garbage (	Postage	\$114.37	UB PSTG ALLCTN 19.24%
	575021	E 602-49450-322	Sewer (GENERAL)	Postage	\$360.12	UB PSTG ALLCTN 60.58%
	575021	E 601-49400-322	Water Utilities (GE	Postage	\$119.96	UB PSTG ALLCTN 20.18%
<b>UNITED STATES POSTAL SERVICE</b>					\$594.45	
2023 1026VNDPRL					\$30,071.48	
					\$30,071.48	

((BatchID] in (19436))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: October 2023  
 2023 10ADM03

Check							
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
<b>ROOT RIVER STATE BANK</b>							
112392	2023 1	E 100-41500-310	City Clerk	Other Professional Servic	\$75.75	INT BANKING CHARGES 40+20.75 + 1	
<b>ROOT RIVER STATE BANK</b>					\$75.75		
2023 10ADM03					\$75.75		
					\$75.75		

((BatchID] in (19452))





**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: November 2023  
 2023 11ADM01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>MN REVENUE</b>						
112395	1-133-4	E 100-43100-437	Street Maintenanc	Sales Tax - Purchases	\$1.00	7316521 CHRGR SLSTX
	1-133-4	E 100-41500-437	City Clerk	Sales Tax - Purchases	\$3.00	7316521 CHRGS FR SRVCS SLSTX
	1-133-4	E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$1.00	7316521 POLICE CHRGS
	1-133-4	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$79.00	7316521 WTR TWR LEASE SALES
	1-133-4	E 603-49500-436	Refuse/Garbage (	Sales Tax	\$1,053.00	7316521 GARBAGE TAX
<b>MN REVENUE</b>					\$1,137.00	
<b>REVTRAK JETPAY</b>						
112394	OCT 20	E 100-42400-323	Building Inspectio	Administration Expense	\$19.49	RT ADMIN FEE ALLOC
	OCT 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$19.92	RT ADMIN FEE ALLOC
	OCT 20	E 100-42110-323	Police Administrati	Administration Expense	\$1.06	RT ADMIN FEE ALLOC
	OCT 20	E 230-42270-323	Ambulance	Administration Expense	\$116.11	RT ADMIN FEE ALLOC
	OCT 20	E 603-49500-323	Refuse/Garbage (	Administration Expense	\$377.53	2023 ADMIN FEE ALLOC 19.24%
	OCT 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$1,188.71	2023 ADMIN FEE ALLOC 60.58%
	OCT 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$395.97	2023 ADMIN FEE ALLOC 20.18%
<b>REVTRAK JETPAY</b>					\$2,118.79	
2023 11ADM01					\$3,255.79	
					\$3,255.79	

((BatchID] in (19460))

# LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

## LIABILITY COVERAGE – WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- o *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- o *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000 on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- o *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

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City of Chatfield accepts liability coverage limits of \$ 2,000,000 from the League of Minnesota Cities Insurance Trust (LMCIT).

**Check one:**

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting November 13, 2023

Signature/Date \_\_\_\_\_ 11/13/23 Position \_\_\_City Administrator\_\_\_\_\_

*Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044*

CONTRACT FOR COLLECTION OF GARBAGE, RUBBISH,  
REFUSE, OR SOLID WASTE BETWEEN THE CITY OF  
CHATFIELD, MINNESOTA, AND LRS RECYCLES,

This agreement, made this 13 day of November 2023, by and between the City of Chatfield, a municipal corporation organized under the laws of the State of Minnesota (“City”) and LRS of Minnesota, LLC (“LRS”), WITNESSETH that:

WHEREAS, the provisions of Section 22-26, of Chapter 22, of Part II, Subpart A, Article II, of the *Chatfield Code*, require that a person or entity providing services consisting of collection of garbage, rubbish, refuse or solid waste within the City enter into a contract with the City; and,

WHEREAS, LRS has submitted to City an application to provide services consisting of the collection and disposal of garbage, rubbish, refuse or sold waste within the city to commercial or industrial accounts; and,

WHEREAS, the City Council has reviewed LRS application to provide such service and found that the information provided therein is complete, and LRS is qualified to provide such service within the city.

Now therefore, in consideration of the mutual premises set forth, is AGREED between the parties as follows:

1. LRS agrees that it will provide within the City during the term of this agreement services consisting of the collection and disposal of garbage, rubbish, refuse or solid waste to commercial or industrial accounts, under the terms and conditions set forth in a certain “Application for Collection and Disposal of Commercial Waste” dated May 16, 2012, previously submitted to City, which application is appended to and made a part hereof as “Exhibit A”.
2. LRS agrees that in providing such service to an individual commercial or industrial customer within City during the term of this agreement, it will comply with all requirements that apply to such service required by the provisions of Chapter 22, of Part II, Subpart A, Article II of the *Chatfield Code*, except for those provisions relating to City approval of rates charged individual customers, and any other provisions which by their nature have no application to LRS’s provision of service to commercial or industrial accounts.
3. The rights of LRS to provide collection or disposal of garbage, rubbish, refuse or sold waste disposal services in the City under this agreement may not be sold, transferred, or otherwise assigned without prior approval of the City.
4. LRS acknowledges that its right to provide certain services under the terms and conditions of this agreement does not permit it to provide services consisting of collection or disposal of garbage, rubbish, refuse or solid waste in the City to an individual account that would be classified as residential under the terms and conditions

of the City's existing contract with another provider.

- 5. This agreement shall be in force and effect for a period of three (3) years and may be extended at any time at an earlier date by the mutual agreement of the parties.

Agreed to between the parties the date set forth above.

CITY OF CHATFIELD

LRS of Minnesota, LLC

By:

By:

\_\_\_\_\_

\_\_\_\_\_

Its Mayor

Its \_\_\_\_\_

Attest:

\_\_\_\_\_

\_\_\_\_\_

Its \_\_\_\_\_

Its City Clerk



**Chatfield Police Department**  
**Chief Shane Fox**

21 2<sup>nd</sup> St SE  
Chatfield, MN 55923  
Phone: 507-867-1515  
Fax: 507-867-1483

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## MEMORANDUM

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Date: October 18, 2023

To: Mayor, Public Services Committee

From: Chief Shane Fox

Subject: Training software

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I looked at a demo for training software from a company based in Minnesota. The company, ConfiTrek Inc., developed software to track officer training. With this software, I would be able to track, in one location, all officer training.

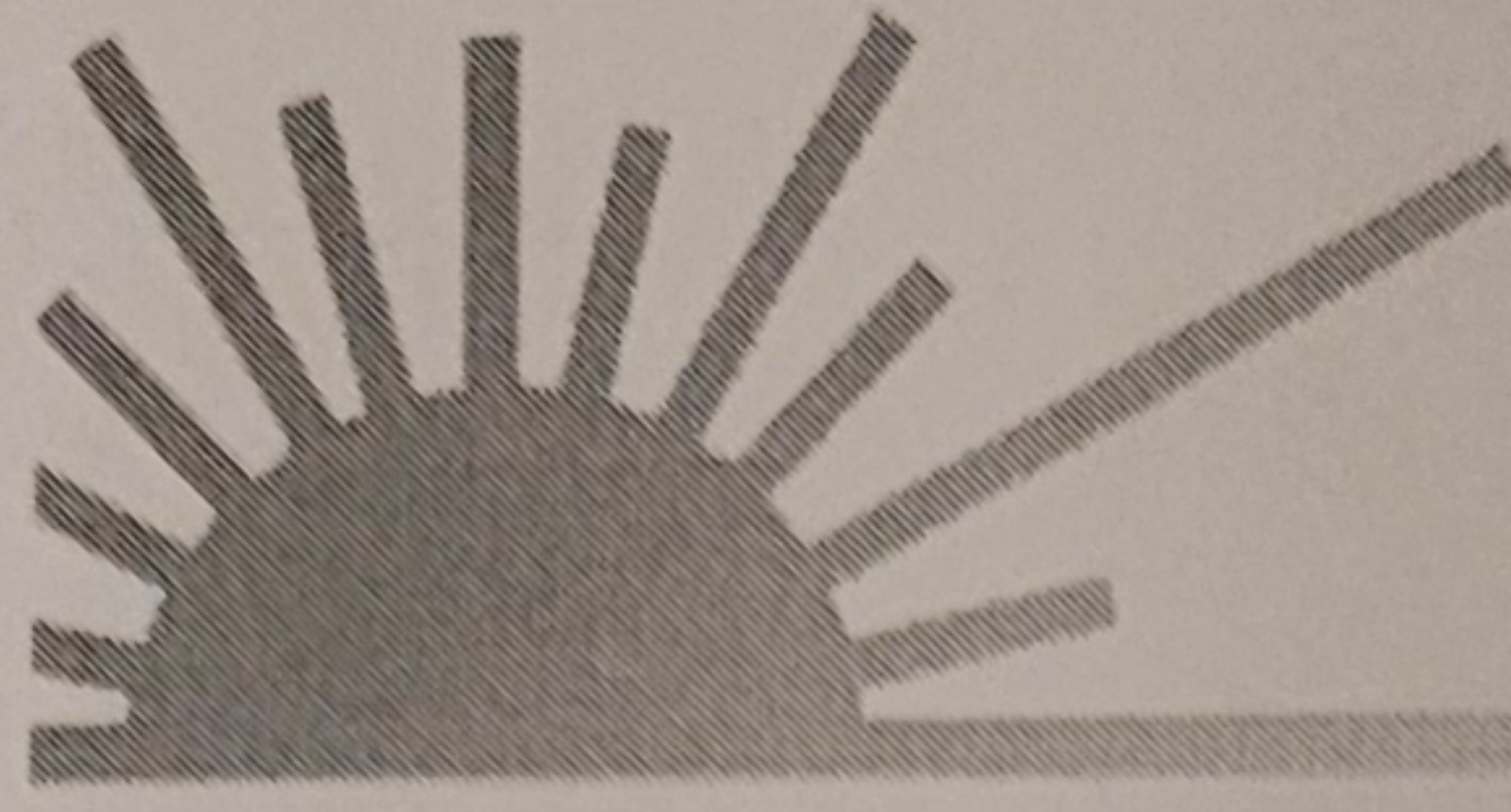
This software would also auto-generate the report that I send to the MN POST board every June for reimbursement of training funds.

I have been quoted a price of \$480.00 a year for the subscription, which is \$8.00 a month per fulltime officer. There is no charge for parttime officers.

Thank you for your consideration.

*Shane*





# 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: Zachary Shoupe  
Address: 4202 2nd St NW  
City, Rochester State: MN Zip Code: 55901

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

Role: Chatfield Cable Television Seasonal Event Coordinator – City Council & School Board Meetings

Beginning: 11/01/2023 Ending: 10/31/2024

Compensation: \$1,612.00 per season (two equal installments \$806.00)

1. This consultant will serve as the primary individual responsible for coordinating the volunteers and activities necessary to film and broadcast Chatfield Public Schools Football (Volleyball / Boys Basketball / Girls Basketball / Wrestling / Cross Country and Track and Golf / Softball / Baseball / Music and Drama / Community Concerts and Parades and Events / City Council & School Board Meetings).
2. This position works closely with the Cable Television Administrator.
3. The primary duties include but are not limited to:
  - a. Recruit and coordinate volunteers for all events during the respective sport or season.
  - b. Volunteer to set up, tear down and return equipment for each event, or recruit a volunteer to do so if you are unavailable.
  - c. Manage the operation of each event, insert the sd card int CCTV computer for the technical coordinator to process the footage.
4. Compensation for these services will be, payable in two equal installments after Cable Television Administrator and City Council approval of the agreement signed by the contractor and Mayor. The first payment will be made approximately 15 days after the end of the first month of the season and the second payment will be made approximately 15 days after the second month of the season.
5. 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.
6. 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.
7. 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 at the end of the basketball season.

Agreed to between the parties hereto, for the period set forth above.

\_\_\_\_\_  
Cable Television Administrator  
Sign & Date

Zachary Shoupe 10/27/2023  
\_\_\_\_\_  
Contractor  
Sign & Date

\_\_\_\_\_  
Mayor  
Sign & Date

**CITY OF CHATFIELD  
CERTIFIED LOCAL GOVERNMENT ANNUAL REPORT  
FEDERAL FISCAL YEAR 2023**

This report covers historic preservation activities in the City of Chatfield during the federal fiscal year beginning October 1, 2022 and ending September 30, 2023 (FY 2023).

**Heritage Preservation Commission**

The following individuals served on the Chatfield Heritage Preservation Commission (HPC) as voting members during FY 2023: Chris Giesen (chair), Michael Martin, Ruth Ann Lund, Ben Frederichs, Myrthis Griffith, Sara Sturgis and Pam Bluhm. Ms. Sturgis is the director of the Fillmore County Historical Society. Ms. Bluhm is a member of the Chatfield City Council. Robert C. Vogel, the city’s Preservation Planner, has served as HPC staff since 2008. He meets the Secretary of the Interior’s professional standards in History and Architectural History.

**National Register of Historic Places**

The following Chatfield properties are currently listed in the National Register:

- Chatfield Public Library. 304 S. Main Street
- Dickson, Samuel T., House. 225 SW Third St.
- Haven, George H., House and Annex (“The Oaks”). 130-132 Winona St.
- Lowell, Ellen M., House (“Oakenwald Terrace”). 218 Winona St.
- White, Milo, House (“Hazelwood”). 122 Burr Oak St.

No properties within the Chatfield city limits were nominated to the National Register during FY 2023.

**Local Designations**

The Chatfield Center for the Arts (Historic Chatfield High School and Auditorium-Gymnasium Addition, 405 S. Main St.) was designated a Heritage Landmark in 2012. No properties were nominated for Chatfield Heritage Landmark designation during FY 2023. Thirteen historic properties and one historic district have been evaluated by the HPC as eligible for local designation.

**Design Review**

By ordinance, no city building permit may be issued for a project involving a heritage landmark property without a Certificate of Appropriateness (COA) approved by the HPC. No COAs were issued during FY 2023. It is the policy of the City of Chatfield to protect all historic properties from adverse effects caused by activities permitted or funded by the city. Every community development project financed, permitted or sponsored by the city is reviewed by the city’s preservation planner for potential effects on heritage preservation resources. No historic



buildings or sites within the city limits were destroyed, damaged or otherwise adversely impacted by development projects during FY 2023.

### **Heritage Resources Survey and Inventory**

The HPC is responsible for conducting a systematic, ongoing survey of buildings, structures, sites, objects and districts which meet established criteria for historical, architectural, archaeological, engineering and cultural significance. The city's official heritage resources inventory documents over one hundred buildings, structures, sites, objects and districts that have been identified by survey; the local inventory is a component of the statewide historic properties inventory maintained by the SHPO.

### **Public Participation and Records Keeping**

The HPC held eight regular meetings during FY 2023. All HPC meetings were conducted in accordance with city policy and complied with the Minnesota Open Meeting Law. Minutes of meetings, reports and other records of the HPC are part of the permanent record of city government operations; these records are maintained in accordance with Minnesota Statutes §138.17 and are available for public inspection.

### **Other Activities**

- The last three interpretive signs were installed on the grounds of the Chatfield Center for the Arts, completing the final phase of the CLG grant-funded downtown interpretive sign project. The signs were officially dedicated on July 27.
- The HPC adopted community goals and commission objectives at its annual meeting on March 2, 2023.
- The annual Chill Fest in February included a "Self-Guided tour and History Hunt" of the historic Potter Auditorium developed by Sara Sturgis
- A metal sign identifying the Haven Wall as a publicly owned historic site was purchased and installed by the city's public works department.
- "Taking Chatfield's Past Into the Future" was the theme for Preservation Month 2023 program. The Preservation Month poster by Kay Wangen featured the historic Security Mutual Building (Chatfield Municipal Building). The HPC held a training session on May 4 that was facilitated by the city's preservation planner. Mike and Julie Sogla received the 2023 Preservation Award in recognition of their successful rehabilitation of the storefront at 209 Main St.
- Work continued on development of a preservation plan for the historic Haven Wall, 212 Winona St. The city contracted with Widseth Engineering for landscape architecture services to design an ADA compliant pedestrian access to the historic site.

- Phase II renovation and modernization of the former high school now used as the Chatfield Center for the Arts, a \$8.3 million project financed by the 2020 state bonding bill, was successfully completed.
- The HPC and its staff worked closely with the Chatfield Alliance and the Chatfield EDA to help develop heritage tourism programs.
- Planning got underway for interpretive signs at the Thurber Building, Haven Wall, and along Mill Creek.

**Assurances**

1. I hereby certify that the Chatfield Heritage Preservation Commission has adhered to the public participation provisions as stipulated under Section III.D of the "Minnesota Certified Local Government Procedures Manual" issued by the Minnesota State Historic Preservation Office.
2. I hereby certify that the Chatfield Heritage Preservation Commission has adhered to the procedures of the State Archives Department of the Minnesota Historical Society, regarding heritage preservation commission records.

Robert C. Vogel  
Preservation Planner

November 2, 2023  
Date

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

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

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

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

**Application Fee (non-refundable)**

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

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

**ORGANIZATION INFORMATION**

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

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

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

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

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

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

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

**NONPROFIT STATUS**

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

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

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

\_\_\_\_\_ **A current calendar year Certificate of Good Standing**  
Don't have a copy? Obtain this certificate from:  
MN Secretary of State, Business Services Division      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103      651-296-2803, or toll free 1-877-551-6767

\_\_\_\_\_ **IRS income tax exemption (501(c)) letter in your organization's name**  
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

\_\_\_\_\_ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
If your organization falls under a parent organization, attach copies of both of the following:  
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

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

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

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

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

Check each type of gambling activity that your organization will conduct:  
 Bingo       Paddlewheels       Pull-Tabs       Tipboards  
 Raffle (total value of raffle prizes awarded for the calendar year, including this raffle: \$ \_\_\_\_\_)

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

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

<p style="text-align: center;"><b>CITY APPROVAL</b> <b>for a gambling premises</b> <b>located within city limits</b></p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL</b> <b>for a gambling premises</b> <b>located in a township</b></p> <p>_____ The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>_____ The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

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

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

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

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>all gambling conducted on two or more consecutive days; or</li> <li>all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p><b>Mail application with:</b></p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
---	---

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

**City of Chatfield  
Resolution 2023-21**

**Resolution to Approve an Agreement Between the DNR State of Minnesota and the City of Chatfield  
and to authorize the City Clerk to Sign and Submit the Off-Highway Grant-in-Aid Program Application  
and Agreement for Trails Assistance Program Maintenance Project**

**Whereas**, the City of Chatfield has served as the Local Government sponsor of the Chatfield ATV Trail and has worked with the Chatfield ATV Club to effectively maintain the trail for a number of years, and

**Whereas**, the City of Chatfield has found that the trail represents a service desired by the residents of Chatfield as well as people throughout the area, and

**Whereas**, Chatfield Trails, Inc. has the resources necessary to properly maintain the trail,

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Chatfield that the State of Minnesota Off-Highway Vehicle Trail Assistance Program (grant-in-aid) Grant Agreement be approved as presented and

**BE IT FURTHER RESOLVED** that the City Clerk be authorized to sign and submit the OHV Trails Assistance Program Maintenance Application and Agreement as presented.

---

Beth Carlson, City Clerk

---

Date

# City of Chatfield

## Resolution 2023-22

### Resolution Authorizing the Transfer of Funds and to Close Certain Accounting Funds Due to Obsolescence

**Whereas**, the City of Chatfield uses a Fund Accounting system of tracking revenues, expenses, and cash balances relating to various activities, projects, and obligations, and

**Whereas** the City of Chatfield authorizes the transfer of funds to meet its budgetary obligations, and

Whereas, there is no longer a need to maintain a Fund for various activities, and

**Now Therefore, Be It Resolved** that the City Council authorizes the following transfer of funds and to close certain funds:

<u>Transfer From</u>	<u>Amount</u>	<u>Transfer To</u>	<u>Detail</u>
General Fund Cash (100-41000)	\$63,789.15	CCA Phase II (454-41000)	Construction Fund Shortage
Conferences Reserve (801-41100)	\$14,204.15	General Fund (100-41100)	Offset Executive Search
Undesignated Reserve (801-41000)	\$1,738.75	General Fund (100-41100)	Offset Executive Search
PW Facility (444-10100)	\$6,010.79	2022B Debt Service (344-10100)	Construction Fund Balance
Snr Citizens Reserve (801-41430)	\$7,203.58	Mncpl Bldg Reserve (801-41430)	Obsolete detail item
Park Improvement (801-45200)	\$5,672.96	Bandshell Project (801-45200)	Obsolete detail item
Mill Creek Park Light (801-42500)	\$7,056.09	Park Improvement (801-45200)	Obsolete detail item

<u>Fund</u>	<u>Action</u>
444 Public Works Facility Purchase/Construction Fund	Authorization to close due to obsolescence
454 CCA Phase II Construction Fund	Authorization to close due to obsolescence
350 Fifty Two Fitness TIF Fund	Authorization to close due to obsolescence
354 TIF 3-2 Lone Stone TIF Fund	Authorization to close due to obsolescence
357 TIF 3-4 E-Z Fab TIF	Authorization to close due to obsolescence

Approved by the Chatfield City Council this 13<sup>th</sup> day of November 2023.

MEMORANDUM

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**TO:** CHATFIELD PUBLIC WORKS COMMITTEE AND CITY COUNCIL  
**FROM:** CRAIG BRITTON  
**SUBJECT:** 2023 STREET IMPROVEMENT PROJECT – PAY APPLICATION 4  
**DATE:** NOVEMBER 8, 2023  
**CC:** CITY ADMINISTRATOR, MICHELE PETERSON  
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Consideration of Pay Application #4 in the amount of \$400,480.20 to Griffin Construction for work completed on the 2023 Street Improvement Project.

**Background:** Griffin Construction has submitted Pay Application #4 in the amount of \$400,480.20 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, water main and storm sewer on Hawley Street, the installation of the water main through the park, the placement of aggregate base on Grand Street SE and the first lift of bituminous pavement. The concrete crews resumed work on Monday of this week and are planning to be completed with the driveways and sidewalk by the end of the week. Remaining work for this year includes restoration items such as spreading topsoil, fine grading and seeding. 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. Pay Application 4 - \$400,480.20
6. Retainage (5%) - \$72,550.94
7. Balance to Finish - \$307,070.02

Please let me know if you have any questions.

Craig Britton

PARTIAL PAYMENT ESTIMATE

Pay Estimate 4

Name of Contractor: Griffin		
Name of Owner: City of Chatfield		
Date of Substantial Completion:	Amount of Contract:	Dates of Estimate
Original: 11/1/2023	Original: \$ 1,759,308.26	From: 09-30-23
Revised: NA	Revised: NA	To: 11-04-23

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	\$0.00	0.9	\$4,095.00
2	MOBILIZATION	L.S.	1	\$68,520.00	\$68,520.00	0	\$0.00	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	2	\$1,200.00	10	\$6,000.00
8	REMOVE MANHOLE (STORM)	EACH	2	\$600.00	\$1,200.00	0	\$0.00	1	\$600.00
9	REMOVE CATCH BASIN	EACH	8	\$500.00	\$4,000.00	0	\$0.00	9	\$4,500.00
10	REMOVE GATE VALVE & BOX	EACH	7	\$300.00	\$2,100.00	0	\$0.00	5	\$1,500.00
11	REMOVE HYDRANT	EACH	4	\$500.00	\$2,000.00	1	\$500.00	4	\$2,000.00
12	REMOVE CURB & GUTTER	LIN FT	3665	\$3.00	\$10,995.00	115	\$345.00	3700	\$11,100.00
13	REMOVE SEWER PIPE (STORM)	LIN FT	626	\$15.00	\$9,390.00	0	\$0.00	521	\$7,815.00
14	REMOVE SEWER PIPE (SANITARY)	LIN FT	1976	\$6.00	\$11,856.00	94	\$564.00	1827.4	\$10,964.40
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	204	\$734.40	367	\$1,321.20
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	465	\$3,720.00	1138	\$9,104.00
21	REMOVE BITUMINOUS PAVEMENT	SQ YD	7353	\$2.75	\$20,220.75	32	\$88.00	6649.9	\$18,287.23
22	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	657	\$8.00	\$5,256.00	674	\$5,392.00	933	\$7,464.00
23	REMOVE CONCRETE SIDEWALK	SQ FT	281	\$2.00	\$562.00	17	\$34.00	137	\$274.00
24	COMMON EXCAVATION (EV) (P)	CU YD	3324	\$15.40	\$51,189.60	0	\$0.00	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	5.5	\$687.50	14	\$1,750.00



27	GEOTEXTILE FABRIC TYPE V	SQ YD	10763	\$1.70	\$18,297.10	3373	\$5,734.10	10249	\$17,423.30
28	AGGREGATE BASE CLASS 5 MODIFIED	TON	3972	\$18.15	\$72,091.80	2623	\$47,607.45	5528	\$100,333.20
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	1335	\$132,725.70	1335	\$132,725.70
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	35	\$2,324.00	205	\$13,612.00
35	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	258	\$73.35	\$18,924.30	225	\$16,503.75	258	\$18,924.30
36	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	35	\$78.55	\$2,749.25	0	\$0.00	35	\$2,749.25
37	21" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	27	\$87.79	\$2,370.33	0	\$0.00	27	\$2,370.33
38	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	958	\$101.82	\$97,543.56	0	\$0.00	958	\$97,543.56
39	27" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	315	\$127.75	\$40,241.25	0	\$0.00	315	\$40,241.25
40	30" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	72	\$149.85	\$10,789.20	0	\$0.00	45	\$6,743.25
41	MAINTENANCE OF SANITARY SEWER SERVICE	L.S.	1	\$19,750.00	\$19,750.00	0	\$0.00	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	0	\$0.00	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	8	\$13,520.00	28	\$47,320.00
46	SANITARY SEWER SERVICE (6" PVC)	EACH	1	\$1,860.00	\$1,860.00	0	\$0.00	3	\$5,580.00
47	8" X 4" PVC WYE	EACH	27	\$402.00	\$10,854.00	4	\$1,608.00	28	\$11,256.00
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	94	\$5,371.16	1874.9	\$107,131.79
51	INSTALL WATER SERVICE SYSTEM (1")	EACH	27	\$2,345.00	\$63,315.00	9	\$21,105.00	31.5	\$73,867.50
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	0	\$0.00	4	\$6,000.00
54	HYDRANT	EACH	4	\$7,097.00	\$28,388.00	1	\$7,097.00	4	\$28,388.00
55	ADJUST VALVE BOX	EACH	11	\$275.00	\$3,025.00	0	\$0.00	0	
56	6" GATE VALVE & BOX	EACH	5	\$2,935.00	\$14,675.00	1	\$2,935.00	5	\$14,675.00
57	8" GATE VALVE & BOX	EACH	11	\$3,735.00	\$41,085.00	1	\$3,735.00	11	\$41,085.00
58	6" PVC WATER MAIN	LIN FT	98	\$49.75	\$4,875.50	25	\$1,243.75	128	\$6,368.00
59	8" PVC WATER MAIN	LIN FT	2288	\$56.50	\$129,272.00	763	\$43,109.50	2206.5	\$124,667.25
60	DUCTILE IRON FITTINGS	POUND	1213	\$16.50	\$20,014.50	308	\$5,082.00	1787	\$29,485.50
61	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	12	\$2,900.00	\$34,800.00	2	\$5,800.00	12	\$34,800.00
62	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	11	\$3,515.00	\$38,665.00	0	\$0.00	11	\$38,665.00
63	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	4	\$5,068.00	\$20,272.00	0	\$0.00	4	\$20,272.00
64	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	3	\$5,795.00	\$17,385.00	0	\$0.00	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	9	\$31,923.00

67 CONSTRUCT SANITARY MANHOLE (LF)	LIN FT	32.86	\$300.00	\$9,858.00	1.8	\$540.00	28.04	\$8,412.00
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	3902	\$87,404.80	3902	\$87,404.80
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	\$0.00	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	\$0.00	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	52	\$1,300.00	52	\$1,300.00
82 STABILIZED CONSTRUCTION EXIT	L.S.	1	\$1,500.00	\$1,500.00	0	\$0.00	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	0	\$0.00	1	\$1,661.35
86 RECLAIMED ASPHALT BASE	TON	3972	\$17.40	\$69,112.80	0	\$0.00	2083	\$36,244.20
<b>TOTALS =</b>				\$ 1,758,008.76		\$ 421,558.11		\$ 1,451,018.74

		THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED		\$ 421,558.11	\$ 1,451,018.74
AMOUNT RETAINED	5%	\$ 21,077.91	\$ 72,550.94
PREVIOUS PAYMENTS		\$ -	\$ 977,987.60
<b>AMOUNT DUE</b>		<b>\$ 400,480.20</b>	<b>\$ 400,480.20</b>

Estimated Percentage of Job Completed: 82%  
Contractor's Construction Progress: On Schedule

**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies that to the best of their knowledge, information and belief

**ENGINEER'S CERTIFICATION:**

The undersigned certifies that the work has

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

**Contractor: Griffin**

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

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

**APPROVED BY OWNER:**

**Owner: City of Chatfield**

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

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

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: \_\_\_\_\_