

CITY OF CHATFIELD COMMON COUNCIL
AGENDA
Council Chambers, Thurber Building, 21 Second Street SE
November 27, 2023, 7:00 P.M

- I. City Council Meeting, Monday, November 27, 2023, 7:00 p.m. City Council Chambers
 - a. Approve Agenda – Additions or Corrections
 - b. Consent Agenda:
 - i. Approval of minutes November 13, 2023
 - ii. Approve payment of claims.
 - iii. 2024 Contract for Services – Preservation Planner
 - iv. St Mary’s Catholic Church – Application for Exempt Lawful Gambling Permit
 - c. City Engineer’s Report – Craig Britton:
 - i. LRIP Application
 1. Resolution 2023-23 LRIP Funding for Winona Street / County Road 5
 - d. Fire Department – Luke Thieke
 - i. Tanker Repairs
 - e. Committee Reports:
 - i. Public Services Committee
 - ii. Park & Recreation
 - f. Mayor’s Report
 - g. City Administrator’s Report – Michele Peterson
 - h. Roundtable
 - i. Adjourn
 - j. Meeting Notices:
 - i. Public Services Committee (Councilors Bluhm and Frank) 4:30 p.m., Monday, October 23, 2023
 - ii. Park & Recreation Committee (Councilors Broadwater and Frank) 5:30 p.m., Monday, October 23, 2023

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES
Monday, November 13, 2023**

The Common Council of the City of Chatfield met in regular session on Monday, November 13, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

Others Present: Julie Burkholder, Chandler Burkholder, Katie Burkholder, Karen Reisner, Vanessa Hines, Brian Burkholder, Steven Schlichter, Desiree Schlichter, Michele Peterson, Andy O'Conner, Shane Fox, and Beth Carlson.

Consent Agenda

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

1. Approve October 23, 2023 meeting minutes
2. Approve payment of claims

Batch	Amount
2023 11FA01	\$536,352.08
2023 1026VNDRPRL	\$30,071.48
2023 10ADM03	\$75.75
2023 11ADM01	\$3,255.79
Total	\$569,755.10

3. 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
4. LRS Contract for Collection Services for Commercial properties
5. Police Department Training Tracking Software
6. Chatfield Cable Television Seasonal Event Coordinator Contract - Zac Shoupe
7. Certified Local Government Annual Report for 2023
8. Chatfield Youth Sports Association - Application for Exempt Permit for Gambling
9. Resolution 2023-21 Authorizing an Agreement for OHV Trail Maintenance Assistance Program
10. Resolution 2023-22 Authorizing Transfer of Funds and Closure of Certain Funds

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

Nays: None

Motion carried.

City Engineer's Report

Pay Request \$4 – Griffin Construction

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.

Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank, to approve Pay Application #4 in the amount of \$400,480.20 to Griffin Construction.

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

Nays: None

Motion carried.

Public Works Director Report

Wastewater Operator Recognition

Public Works Director, Brian Burkholder, recognized Wastewater Superintendent, Steven Schlichter with the Class B Operator of the Year award from the Minnesota Wastewater Operators Association.

Leadership Recognition

Mayor McBroom presented Brian Burkholder with an appreciation plaque for his leadership of the Public Works departments.

Committee Reports

Public Works Committee

Topics at the Public Works Committee included:

1. Pay Application #4 for Griffin Construction
2. LRIP grant application
3. Sewer repairs needed on Main Street
4. UV repair at the wastewater treatment plant
5. Snowplow Policy
6. Locate Policy
7. Mountain Bike Skills Park

Personnel-Budget Committee

Topics at the Personnel-Budget Committee included:

1. Personnel Policy updates
2. Finance Policy review
3. Public Safety Aid
4. 2024 fee schedule
5. Increase in water fees

Mayor's Report

Mayor McBroom encourages everyone to enjoy the weather while it lasts. He expressed his appreciation to the public works crews from all they do.

City Administrator's Report

City Administrator Michele Peterson has been working on the budget and fee schedule, personnel policy, a potential data practices policy, attending regional meetings for various groups, and working towards a nuisance complaint process.

Roundtable

Councilor Bluhm reminded everyone that the Presbyterian Church will be serving a Thanksgiving Day Meal for anyone wishing to join in. And Happy Thanksgiving to everyone.

Councilor Urban extended congratulations to Steven Schlichter and Brian Burkholder for their awards.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 7:09 PM.

Ayes: None

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2023
 2023 11FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AIRGAS						
	550299	E 230-42270-210	Ambulance	Operating Expenses	\$173.58	OXYGEN
	914369	E 230-42270-210	Ambulance	Operating Expenses	\$67.11	OXYGEN
					\$240.69	
AIRGAS						
ARROW LIFT ACCESSIBILITY						
	P-SI439	E 250-46630-404	Community Dev -	Repairs/Maint Equipment	\$633.00	SRVC CNTRCT -11/7/2023-11/06/2024
					\$633.00	
ARROW LIFT ACCESSIBILITY						
AUSTIN PUBLIC LIBRARY						
	CHTFLD	E 211-45500-430	Libraries (GENERA	Misc. TRY NOT TO USE	\$16.95	DMGD THE LGND OF CHARLIE FISH
					\$16.95	
AUSTIN PUBLIC LIBRARY						
BIG GIRL STICKERS						
	2023-1	E 221-42280-350	Fire Department *	Print/Binding (GENERAL)	\$62.50	50 FD PRINTS 11X17 W LYOUT
					\$62.50	
BIG GIRL STICKERS						
BLACKSTONE PUBLISHING						
	212758	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$111.99	CUSTOMER ID 168011
					\$111.99	
BLACKSTONE PUBLISHING						
BROWNELLS, INC.						
	202341	E 100-42110-240	Police Administrati	Small Tools and Minor E	\$74.95	ARMRS WRNCH BFFR RTNR
					\$74.95	
BROWNELLS, INC.						
CANON FINANCIAL SERVICES, INC.						
	315882	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
					\$108.44	
CANON FINANCIAL SERVICES, INC.						
CENGAGE LEARNING						
	828905	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$27.19	ACCT 23762978
	818761	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$30.78	ACCT 23762978
					\$57.97	
CENGAGE LEARNING						
CHATFIELD PUBLIC SCHOOLS						
	1175	E 614-49840-240	Cable TV (GENER	Small Tools and Minor E	\$795.50	50% EPIPHAN 4K CORDS CBL
					\$795.50	
CHATFIELD PUBLIC SCHOOLS						
CHOSEN VALLEY TESTING, INC.						
	49139	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$3,800.00	GROEN PRK BRDGE GEOTECH SRVCS
					\$3,800.00	
CHOSEN VALLEY TESTING, INC.						
CUSTOM ALARM						
	564250	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$204.12	CHATFIELD PUBLIC LIBRARY
					\$204.12	
CUSTOM ALARM						
FIRE SAFETY USA, INC						
	179555	E 100-42110-240	Police Administrati	Small Tools and Minor E	\$449.85	3 BW CLP 2YR CO MTR
					\$449.85	
FIRE SAFETY USA, INC						
GRIFFIN CONSTRUCTION						
	10905	E 801-41100-500	Legislative	Cap. Outlay-GENERAL	\$17,308.06	ENTPRS DR BERM (FR RBT RSRV)
					\$17,308.06	
GRIFFIN CONSTRUCTION						
MARCO TECHNOLOGIES LLC.						
	INV118	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements	\$403.73	MIT ALLOC - 10%
	INV118	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$807.46	MIT ALLOC - 20%
	INV118	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements	\$201.86	MIT ALLOC - 5%



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2023
 2023 11FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	INV118	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements	\$201.86	MIT ALLOC - 5%
	INV117	E 801-49950-500	IT Shared Compon	Cap. Outlay-GENERAL	\$1,419.00	SRVR2023-BLD OUT & KOMTG
	INV116	E 100-41500-240	City Clerk	Small Tools and Minor E	\$18.70	PWR CRD
	INV116	E 801-49950-500	IT Shared Compon	Cap. Outlay-GENERAL	\$3,268.78	SRVR2023-LICSTD EXT5YR
	INV118	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$403.73	MIT ALLOC - 10%
	INV118	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$403.73	MIT ALLOC - 10%
	INV116	E 801-49950-500	IT Shared Compon	Cap. Outlay-GENERAL	\$1,288.91	SRVR2023-APC BU
	INV117	E 801-49950-500	IT Shared Compon	Cap. Outlay-GENERAL	\$2,590.00	SRVR2023-SRVR2022 LCNS PCK
	INV118	E 230-42270-403	Ambulance	Prev. Maint. Agreements	\$807.46	MIT ALLOC - 20%
	INV118	E 100-41500-403	City Clerk	Prev. Maint. Agreements	\$807.46	MIT ALLOC - 20%
MARCO TECHNOLOGIES LLC.					\$12,622.68	
MN DEPARTMENT OF HEALTH						
	OCT-DE	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$2,697.00	SYSTM 123002 QTRLY 1,110 CNNCTN
MN DEPARTMENT OF HEALTH					\$2,697.00	
SCHMIDT GOODMAN OFFICE PROD						
	16019	E 801-41500-240	City Clerk	Small Tools and Minor E	\$971.57	LEAP CHR-MP
SCHMIDT GOODMAN OFFICE PROD					\$971.57	
THE SILVER GRILLE						
	87844	E 100-41100-430	Legislative	Misc. TRY NOT TO USE	\$111.67	STRTGC PLNNG SSSN PIZZAS
THE SILVER GRILLE					\$111.67	
THREADS CUSTOM APPAREL						
	5312	E 100-43100-152	Street Maintenanc	Clothing	\$17.18	BB-JOHN LOGO RC
	5298	E 100-43100-152	Street Maintenanc	Clothing	\$670.00	NEW STRT EE APPRL
THREADS CUSTOM APPAREL					\$687.18	
USA BLUEBOOK						
	INV001	E 602-49450-216	Sewer (GENERAL)	Lab Supplies	\$427.83	ELCTRD
USA BLUEBOOK					\$427.83	
WINONA COUNTY						
	3046	E 230-42270-209	Ambulance	Training Institution	\$70.00	11/01/2023
	3046	E 230-42270-209	Ambulance	Training Institution	\$45.00	9 BLLS 11/06/2023
WINONA COUNTY					\$115.00	
WIT BOYZ INC.						
	9808	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$1,453.77	UTV - OIL SGNL SKID WNTRZ
WIT BOYZ INC.					\$1,453.77	
2023 11FA02					\$42,950.72	
ABILITY BUILDING CENTER						
	18389	E 100-41940-302	Municipal Building	Contracted Help	\$1,106.86	CLEANING-OCT
ABILITY BUILDING CENTER					\$1,106.86	
ARAMARK						
	256018	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$366.32	RUG SERVICE
ARAMARK					\$366.32	
CENTURYLINK-TELE						
	11/01/2	E 601-49400-321	Water Utilities (GE	Telephone	\$21.14	612 E10-0825 1/5 NEW CIRCUIT
	11/01/2	E 230-42270-321	Ambulance	Telephone	\$130.25	1500 1/5 DID LINES
	11/01/2	E 100-42110-321	Police Administrati	Telephone	\$130.24	1500 1/5 DID LINES
	11/01/2	E 100-41500-321	City Clerk	Telephone	\$21.14	612 E10-0825 1/5 NEW CIRCUIT
	11/01/2	E 100-42110-321	Police Administrati	Telephone	\$21.14	612 E10-0825 1/5 NEW CIRCUIT



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2023
 2023 11FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	11/01/2	E 230-42270-321	Ambulance	Telephone	\$21.14	612 E10-0825 1/5 NEW CIRCUIT
	11/01/2	E 100-46630-321	Community Dev -	Telephone	\$156.92	3966 TOUR CENTER
	11/01/2	E 211-45500-321	Libraries (GENERA	Telephone	\$83.78	3480 LIBRARY
	11/01/2	E 211-45500-321	Libraries (GENERA	Telephone	\$101.30	2911 LIBRARY ELEVATOR
	11/01/2	E 100-43100-321	Street Maintenanc	Telephone	\$130.24	1500 1/5 DID LINES
	11/01/2	E 100-41500-321	City Clerk	Telephone	\$130.24	1500 1/5 DID LINES
	11/01/2	E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	1500 1/5 DID LINES
	11/01/2	E 100-43100-321	Street Maintenanc	Telephone	\$21.14	612 E10-0825 1/5 NEW CIRCUIT
CENTURYLINK-TELE					\$1,098.91	
EO JOHNSON, BUSINESS TECH.						
	INV143	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$5.40	#56246 NETWORK L9124 MP C4503
	INV143	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$18.97	#56246 NETWORK L9124 MP C4503
	INV143	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$20.77	#56246 NETWORK L9124 MP C4503
	INV143	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$9.94	#56246 NETWORK L9124 MP C4503
	INV143	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$9.94	#56246 NETWORK L9124 MP C4503
	INV143	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$5.42	#56246 NETWORK L9124 MP C4503
	INV143	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$9.94	#56246 NETWORK L9124 MP C4503
	INV143	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$9.94	#56246 NETWORK L9124 MP C4503
	INV143	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$3.36	#46719-01 POLICE L7545
EO JOHNSON, BUSINESS TECH.					\$93.68	
HAWKINS, INC.						
	662498	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$40.00	WATER SUPPLY CHEMICALS
HAWKINS, INC.					\$40.00	
HEBL CLEANING & RESTORATION						
	275418	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$745.00	QUARTERLY CARPET MAINT
HEBL CLEANING & RESTORATION					\$745.00	
HUNTINGTON ELECTRIC LLC						
	6840	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$383.97	SERVICE CALL - LITHONIA FIXTURE
	6840	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$307.77	SERVICE CALL - ICE RINK
HUNTINGTON ELECTRIC LLC					\$691.74	
MIDWEST MACHINERY CO.						
	985636	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$32.06	V-BELT
MIDWEST MACHINERY CO.					\$32.06	
MIENERGY COOPERATIVE						
	11/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$39.54	333119004 85007649 STALB LS
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS
	11/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$344.20	333119003 85007624 JOHNST WELL
	11/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$445.23	333119002 85007612 HSD BS
	11/07/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$36.96	333119001 8500759501 52 SIGN
MIENERGY COOPERATIVE					\$1,275.93	
NEW LINE MECHANICAL						
	23173	E 100-43100-403	Street Maintenanc	Prev. Maint. Agreements	\$423.42	TEST RPZ
NEW LINE MECHANICAL					\$423.42	
QUADIENT LEASE						
	Q10406	E 100-42110-322	Police Administrati	Postage	\$16.40	LEASE N17081395 POSTAGE MACHIN
	Q10406	E 100-41500-322	City Clerk	Postage	\$82.08	LEASE N17081395 POSTAGE MACHIN
	Q10406	E 100-41910-322	Planning and Zoni	Postage	\$16.42	LEASE N17081395 POSTAGE MACHIN
	Q10406	E 230-42270-322	Ambulance	Postage	\$16.42	LEASE N17081395 POSTAGE MACHIN



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2023
 2023 11FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	Q10406	E 601-49400-322	Water Utilities (GE	Postage	\$16.42	LEASE N17081395 POSTAGE MACHIN
	Q10406	E 602-49450-322	Sewer (GENERAL)	Postage	\$16.42	LEASE N17081395 POSTAGE MACHIN
QUADIENT LEASE					\$164.16	
2023 11FA02U					\$6,038.08	
					\$48,988.80	

((BatchID] in (19476,19477))



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2023
 2023 1109VNDRPR

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BLUE CROSS BLUE SHIELD						
112403	231101	G 910-21721			\$111.21	PR VNDR LBLTY
BLUE CROSS BLUE SHIELD					\$111.21	
CHATFIELD PUBLIC LIBRARY						
112401	2023-2	R 211-45500-3620	Libraries (GENERA		-\$100.00	PR VNDR LBLTY
	2023-2	G 910-21728			\$100.00	PR VNDR LBLTY
CHATFIELD PUBLIC LIBRARY					\$0.00	
EFTPS						
112396	902724	G 910-21701			\$5,102.80	PR VNDR LBLTY
	902724	G 910-21703			\$5,956.02	PR VNDR LBLTY
	902724	G 910-21709			\$1,803.72	PR VNDR LBLTY
EFTPS					\$12,862.54	
EMPOWER MNDCP						
112399	113922	G 910-21719			\$713.70	PR VNDR LBLTY
EMPOWER MNDCP					\$713.70	
HEALTH EQUITY						
112400	0gqcxbj	G 910-21726			\$2,392.09	PR VNDR LBLTY
HEALTH EQUITY					\$2,392.09	
LAW ENFORCEMENT LABOR SERVICES						
058671	NOV-23	G 910-21717			\$270.00	PR VNDR LBLTY
LAW ENFORCEMENT LABOR SERVICES					\$270.00	
MN REVENUE						
112397	0-908-0	G 910-21702			\$2,552.97	PR VNDR LBLTY
MN REVENUE					\$2,552.97	
PERA						
112398	SOMPE	G 910-21704			\$6,022.97	PR VNDR LBLTY
	SOMPE	G 910-21705			\$4,140.51	PR VNDR LBLTY
	SOMPE	E 230-42270-121	Ambulance	PERA	\$470.00	OCT 2023
PERA					\$10,633.48	
TASC						
112402	PVR11/	G 910-21714			\$331.26	PR VNDR LBLTY
TASC					\$331.26	
2023 1109VNDRPR					\$29,867.25	
					\$29,867.25	

((BatchID] in (19479))

2024 CONTRACT FOR SERVICES
PRESERVATION PLANNER

SCOPE OF SERVICES

Robert C. Vogel, doing business as Pathfinder CRM, LLC, agrees to provide the following professional services to the City of Chatfield:

- A. Serve as the City's Preservation Planner.
- B. Staff the Heritage Preservation Commission and provide City officials with technical advice in all matters relating to heritage preservation, including preservation planning, identification and evaluation of heritage resources, heritage landmark nominations, design review and compliance, and public education.
- C. Prepare applications for grants for heritage preservation projects as directed by the City Clerk.
- D. Provide information, education, and training in preservation to City officials, property owners, and the general public.
- E. Serve as the HPC's liaison with the Advisory Committee of the Chatfield Center for the Arts.
- F. Review development projects and applications for Certificates of Appropriateness in relation to Heritage Landmark properties.
- G. Perform such other tasks as directed by the City Administrator.

COMPENSATION

For the services described above in paragraphs A through F, Pathfinder CRM will be paid a retainer of fourteen thousand dollars (\$14,000), to be paid in quarterly installments of three thousand five hundred dollars (\$3500), due on the first of January, the first of April, the first of July, and the first of October, 2024.

Pathfinder CRM agrees to invoice the City at the rate of one hundred dollars (\$100) per hour, plus direct expenses, for all work performed under paragraph G.

This contract for services shall be in effect from January 1 until December 31, 2024.

PATHFINDER CRM, LLC

THE CITY OF CHATFIELD

Robert C. Vogel, Principal

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: ST MARY CATHOLIC CHURCH
Previous Gambling Permit Number: [redacted]
Minnesota Tax ID Number, if any: [redacted]
Federal Employer ID Number (FEIN), if any: [redacted]
Mailing Address: 405 BENCH STREET SW
City: CHATFIELD State: MN Zip: 55923 County: FILLMORE
Name of Chief Executive Officer (CEO): FR. EDWARD MCGRATH
CEO Daytime Phone: 507-867-3922 CEO Email: [redacted]
Email permit to (if other than the CEO): bookkeeper.hfc@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [x] 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
[] 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): ST MARY PARISH
Physical Address (do not use P.O. box): 323 TWIFORD ST SW
Check one:
[x] City: CHATFIELD Zip: 55923 County: FILLMORE
[] Township: Zip: County:
Date(s) of activity (for raffles, indicate the date of the drawing): FEBRUARY 11, 2024

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.

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

The application is acknowledged with no waiting period.

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

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

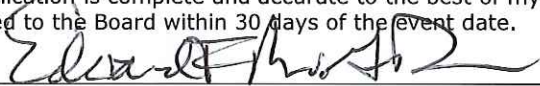
Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 11/06/2023

(Signature must be CEO's signature; designee may not sign)

Print Name: FR. EDWARD MCGRATH

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

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

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

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

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

MEMORANDUM

TO: CHATFIELD PUBLIC WORKS COMMITTEE AND CITY COUNCIL
FROM: CRAIG BRITTON
SUBJECT: LOCAL ROAD IMPROVEMENT PROGRAM GRANT – WINONA STREET SE (COUNTY ROAD 5)
DATE: NOVEMBER 22, 2023
CC: CITY ADMINISTRATOR, MICHELE PETERSON
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consideration of a resolution applying for funding through the Local Road Improvement Program (LRIP) for the Winona Street SE (CSAH 5) improvements from TH 52 to Hwy 30 in the amount of \$1,339,217. Attached to this memo is a resolution for Council’s consideration.

Background: Winona Street SE (County 5) is considered to be a route of regional significance and is eligible for LRIP funding through MnDOT. Last month, Michele spoke with Ron Gregg (Fillmore County Engineer) about the aging utilities under Winona Street and Ron indicated that the County would sponsor an LRIP grant application from the City to improve Winona Street. We have been working with Ron to get the required paperwork completed for the application, which is due to MnDOT on December 8, 2023. This years grant application includes projects to be completed in the next three years (2024-2026) and Ron indicated that County funds would be available in 2026 to fund the County’s portion of the cost of the Winona Street improvements. In the event the City receives the LRIP grant for the improvement project, the City would be the beneficiary of the full amount of the award.

Items that are not eligible for reimbursement under the grant include, engineering and administration costs and the replacement of City utilities such as sanitary sewer and watermain. It is estimated that the costs for these items would total \$401,765, which includes a 10% contingency amount.

Because the County is sponsoring the grant application, we filled out the attached resolution for the County board to pass at their board meeting. Along with the cost estimate and resolution from the County Board supporting the application, a conflict of interest statement from the City, project area maps, resolution approving the submittal of the application from the City and project schedules are required to be submitted with the application as well.

3rd Street SW (CSAH 2) is another County State Aid street that is eligible for LRIP funding. Ron indicated that, at this time, the County can not commit to funding both the Winona Street and 3rd Street SW projects. Therefore, with the aged and undersized City utilities under Winona Street, it is proposed that Winona Street be completed first. However, if Council feels that 3rd Street SW is more of a priority, the resolution could be revised to include 3rd Street SW in the grant application instead of Winona Street.

Please feel free to reach out with any questions.

Craig Britton

**CITY OF CHATFIELD RESOLUTION
LOCAL ROAD IMPROVEMENT PROGRAM
FUNDING FOR WINONA STREET/COUNTY ROAD 5**

WHEREAS, the City of Chatfield desires to improve Winona Street SE from Trunk Highway (TH) 52 to 3rd Street SE in Fillmore County, and

WHEREAS, the desired road improvement will provide capacity or congestion relief to Main Street S, or TH 52, and

WHEREAS, Winona Street SE will contribute to regional economic development efforts, and

WHEREAS, the City of Chatfield desires to apply for a Local Road Improvement Program (LRIP) grant for improvements of the above roadway, and

WHEREAS, Cities with populations less than 5,000 must have a County sponsor for the Local Road Improvement Program, and

NOW THEREFORE BE IT RESOLVED, that the City of Chatfield supports the application to the Local Road Improvement Program with Fillmore County acting as Sponsoring Agency for the improvements of the above roadway, and

BE IT FURTHER RESOLVED that City of Chatfield acknowledges and commits to funding 100 percent of the engineering and all other costs that are not eligible for Local Road Improvement Program funding and will provide future maintenance and comply with all applicable laws, rules and regulations of the funding agency.

ADOPTED this 27th of November 2023.

Mayor – City of Chatfield

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the Chatfield City Council on November 27th, 2023.

City Administrator

BOARD OF COUNTY COMMISSIONERS
FILLMORE COUNTY, MINNESOTA

DATE: November ____,
2023

Resolution # _____

Motion by: _____

Department: Highway
Name: Winona Street SE/CSAH 5 Project
Chatfield Grant Application

Seconded by: _____

WHEREAS, the City of Chatfield wishes to apply for funding through the MnDOT Local Road Improvement Program (LRIP) for the Winona Street SE/ County State Aid Highway 5 project, and

WHEREAS, the Winona Street SE/ County State Aid Highway 5 project includes street and utility reconstruction, drainage improvements, and sidewalk improvements and additions that will improve safety and functionality within the project extents, and

WHEREAS, the LRIP, administered by the Minnesota Department of Transportation, makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the LRIP requires a City, such as Chatfield, that is not a state-aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed project construction year for the project is 2026.

NOW, THEREFORE, BE IT RESOLVED by the Fillmore County Board of Commissioners, that:

1. The County supports the City of Chatfield's pursuit of LRIP funds for the Winona Street SE/ County State Aid Highway 5 project, and
2. The County agrees to sponsor the City of Chatfield's Local Road Improvement Program application to MnDOT and act as the city's sponsor and fiscal agent for this project.

ATTEST:

Larry Hindt – Chair

Bobbie Hillery - Administrator

AYES:
RECUSED

PROJECT LOCATION

Chatfield, MN



0 200 400 Feet

Winona Street Project

2023-11957

11/8/2023



FILLMORE COUNTY HIGHWAY DEPARTMENT

"PROJECTS WITHIN INCORPORATED CITIES"

The Fillmore County Board of Commissioners is dedicated to adopt and follow a uniform policy involving joint County/City projects within incorporated limits, and to utilize it in conjunction with the policy for "Acceptance of Construction Standards and Specifications":

When projects, scheduled for approval in the 'Five (5) Year Capital Improvement Program', are proposed, the County Engineer and/or his representative(s) will meet with agents of the affected City/Village to discuss the project.

Items for discussion shall be, but not limited to:

- 1) Project scope; what, where, why, etc.
- 2) Project timeline; when,
- 3) Needs of each agency, who,
- 4) Funding sources (*), how much and from where
- 5) Necessary agreements

*County funding sources shall be: available Federal Transportation funds, State Aid funds, and local tax funds.

*City/Village funding sources shall be: Federal Transportation funds, local general revenue funds and/or local property assessments.

It is Fillmore County's responsibility to fund reconstruction/resurfacing of the roadway to include:

Pavement removal	Excavation and embankment
Appropriate share of storm sewer	Street lighting (non-ornamental)
New minimum nine (9) ton bituminous pavement	Centerline striping
Miscellaneous turf establishment	Share of right-of-way
Share of design/engineering costs	Necessary permits, if any...
50% Curb & Gutter removal	50% Sidewalk removal
50% Driveway removal	50% Sidewalk (new or replacement)
50% Curb & Gutter (new or replacement)	50% Driveways (affected by road Construction)

It is the City/Village responsibility to fund appurtenance items, which include:

50% Curb & gutter removal	50% Sidewalk removal
50% Driveway removal	Appropriate share of storm sewer
50% Curb & gutter (new or replacement)	50% Sidewalk (new or replacement)
50% Driveways (affected by road construction)	Street lighting (ornamental)
City Utilities (Sewer & Water)	Share of right-of-way
Miscellaneous turf establishment	Share of design/engineering costs
Necessary permits, if any...	
50% Bikeways (new or replacement within the R/W or adjacent to the road surface) Parallel with the roadway alignment. This only applies when the work is associated with a County State Aid Municipal Highway Project.	

The items listed above are not 'complete', but are a representation of major items.

When all items are discussed and it is agreed that a project will proceed, an 'Agreement' shall be drafted, approved and signed by representatives of both agencies. Upon consensus of the City/Village a public hearing/informational meeting will be scheduled.

This policy is considered to represent a fair and equitable means of conducting the business of Fillmore County.

This 'uniform' policy, after adoption, shall be utilized for all projects affected by it, until such time that it is amended or rescinded by the Fillmore County Board of Commissioners.

ADOPTED, by majority vote, June 25, 2002

Duane Bakke
Chairman

REVISED, by Majority Vote, March 5th, 2013

Randy Dahl
Chairman

ATTACHMENT A

On motion by Kaase and seconded by Dahl, the Board unanimously approved the cooperative agreement between the City of Peterson and Fillmore County for the reconstruction of County State Aid Highway 25 and recommended by the Highway Engineer.

STATE OF MINNESOTA
COUNTY OF FILLMORE

I, Bobbie Vickerman, Clerk of the Board of Fillmore County Commissioners, State of Minnesota, do hereby certify that the foregoing excerpt of minutes is a true and correct excerpt of minutes from the September 2, 2014 County Board meeting to be duly passed at the next meeting of the Fillmore County Board of Commissioners held on the 9th day of September, 2014.

Witness my hand and official seal at Preston, Minnesota this 2nd day of September, 2014.

SEAL


Bobbie Vickerman, Coordinator/Clerk
Fillmore County Board of Commissioners

PROJECT LOCATION

Chatfield, MN

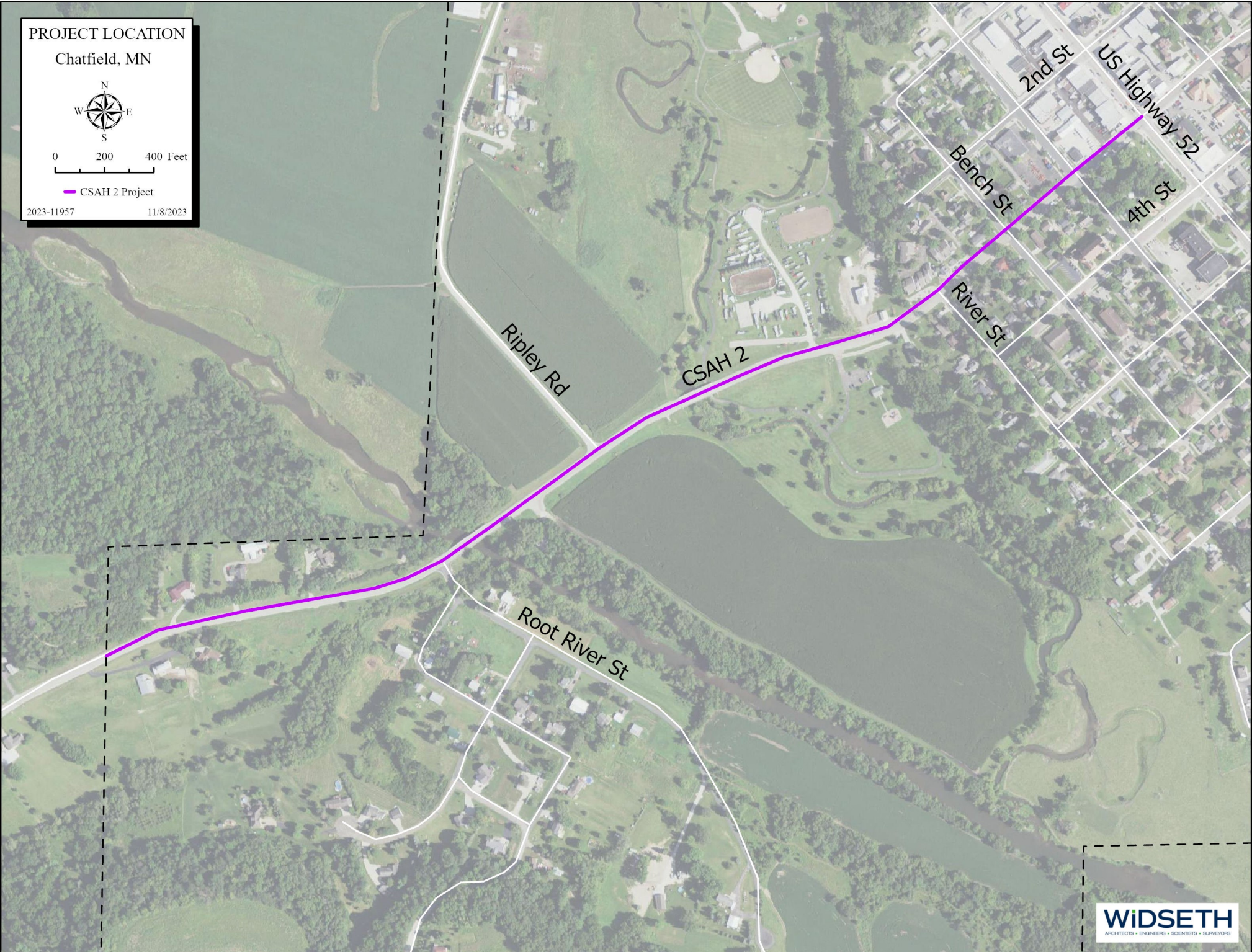


0 200 400 Feet

CSAH 2 Project

2023-11957

11/8/2023



CITY OF CHATFIELD
RESOLUTION 2023-23
LOCAL ROAD IMPROVEMENT PROGRAM
FUNDING FOR WINONA STREET/COUNTY ROAD 5

WHEREAS, the City of Chatfield desires to improve Winona Street SE from Trunk Highway (TH) 52 to 3rd Street SE in Fillmore County, and

WHEREAS, the desired road improvement will provide capacity or congestion relief to Main Street S, or TH 52, and

WHEREAS, Winona Street SE will contribute to regional economic development efforts, and

WHEREAS, the City of Chatfield desires to apply for a Local Road Improvement Program (LRIP) grant for improvements of the above roadway, and

WHEREAS, Cities with populations less than 5,000 must have a County sponsor for the Local Road Improvement Program, and

NOW THEREFORE BE IT RESOLVED, that the City of Chatfield supports the application to the Local Road Improvement Program with Fillmore County acting as Sponsoring Agency for the improvements of the above roadway, and

BE IT FURTHER RESOLVED that City of Chatfield acknowledges and commits to funding 100 percent of the engineering and all other costs that are not eligible for Local Road Improvement Program funding and will provide future maintenance and comply with all applicable laws, rules and regulations of the funding agency.

ADOPTED this 27th of November 2023.

Mayor – City of Chatfield

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the Chatfield City Council on November 27th, 2023.

City Administrator

WIT BOYZ INC.

5 MAIN ST NORTH

CHATFIELD, MN 55923

PHONE 507-867-2957 FAX 507-867-2928

EMAIL WITBOYZINC@GMAIL.COM TAX ID 30-0622703

Job Estimate

Estimate Number
Customer Information
CITY OF CHATFIELD FIRE DEPT. TANKER

Estimate Date	11/14/2023
Job Location	

Quantity	Material	Price	Amount
1	Tire replacement (Bauer Built)		3900
1	Insta Chains		3100
1	Drop Tank		7000
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Materials		14000	

Description of Work

Other Charges	Amount
Total Other Charges	

Labor	Hours	Rate	Amount
Install chains, and tank	24	135	3240
		0	0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Labor			3240
Total Materials			14000
Total Other			

Work Start Date

Signature

Subtotal	17240
Tax	
Total	17240

Thank you for your business!

Michele Peterson

From: AndyO <andrewj42@hbc.com>
Sent: Friday, November 10, 2023 7:17 PM
To: Michele Peterson
Subject: CCTV Administrator Resignation Notice

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

Good Evening...After much deliberation, I have decided to end my CCTV Administrator contract with the city of Chatfield, effective December 10th, 2023. I do not expect any pro-rated compensation for days worked in the month of December. At this time, and to perform the duties of the position as I envision them, I just can't remain in the Admin position, I don't have the time to spend in growing the brand so to speak. I would however like to remain in the coordinator positions for Football and Boys BB, if this is possible.

Thanks so much, I appreciate your time.

Andy O'Connor
507-951-8961

Sent from my iPhone