

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

August 23, 2021 7:00 P.M

- I. Chatfield City Council – August 23, 2021 – 7:00 p.m. – City Council Chambers
 1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - C. Approve use of City Park for Taste of the Trail event, sponsored by Chatfield Alliance, September 18.
 2. Senator Carla Nelson
 3. Consider Enterprise Drive Development Incentive Program – Chris Giesen
 4. Consider authorization to prepare plans and specifications for the 2022 Water Improvement Project – Craig Britton
 5. Ordinance #455 - First Consideration – zoning of Gjere property.
 6. Ordinance #456 - First Consideration – zoning of Mill Creek Overlook
 7. S.C.S. Report:
 - A.
 8. Committee Reports:
 - A. Public Services Committee
 - B. Committee of the Whole
 9. Mayor's Report:
 - A.
 10. Clerk's Report:
 - A. Approve Annual Budget policy update.
 - B. Approve CCTV Contracts (Football, Technical Coordinator)
 - a. E.B. Allen – Volleyball Coordinator
 - b. Damon Lueck – Technical Coordinator
 - c. Andy O'Connor – Football Coordinator
 11. Roundtable
 12. Adjourn.
 13. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
 - B. Committee of the Whole 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, August 9, 2021

The Common Council of the City of Chatfield met in regular session on Monday, August 9, 2021. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

Members Present: Councilor Paul Novotny, Councilor Mike Urban, Mayor Russell Smith, Councilor Dave Frank, and Councilor Pam Bluhm.

Members absent: Councilor Joshua Broadwater.

Others Present: Fred Suhler Jr., Joel Young, Brian Burkholder, Craig Britton, Karen Reisner, Damon Lueck, and Shane Fox.

Installation of Dave Frank as city council member

Oath of Office

City Clerk, Joel Young administered the oath of office to Dave Frank, the newest member of the city council.

Athenian Oath – Mayor Russ Smith

Mayor Smith presented Councilor Frank with a plaque of the Athenian Oath which basically states that as a council:

We will ever strive for the ideals and sacred things of the city, both alone and with many;

We will unceasingly seek to quicken the sense of public duty;

We will revere and obey the city's laws;

We will transmit this city not only not less, but greater, better and more beautiful than it was transmitted to us.

Consent Agenda

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

1. Approval of July 26, 2021 Meeting Minutes
2. Approve payment of claims
3. Approve Olmsted County Maintenance Agreement

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Planning & Zoning Report

Adopt resolution to approve the Giere Addition General Development Plan and Preliminary Plat

Mike and Julie Sogla are proposing a development for a hotel, single-family homes, and townhomes. The proposed development is located adjacent to Mill Creek Road NW and Division Street NW. This is also the general area for the rezone requests to R-2 (Medium Density Residential) and B-2 (Neighborhood Commercial). The Hotel portion of the request is the northern portion of the property. This portion of the property is proposed to be the B-2 Neighborhood Commercial Zoning District. The remainder of the property adjacent to Mill Creek Road and Division Street are proposed to be rezoned to the R-2 in order to allow for residential homes and townhomes.

At the August 2nd, 2021 Planning and Zoning Commission Meeting, a Public Hearing was held and the Commission heard and recommended approval for the General Development Plan, Zoning District Amendment and Preliminary Plat.

Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank, to adopt A Resolution to Approve a General Development Plan and Preliminary Plat

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

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

Whereas, an application came forward for a request to build a hotel, single-family and town home style medium density development, and

Whereas, a public hearing has been held to consider the General Development Plan, Preliminary Plat and Amendment for a hotel, single-family and townhome style medium-density development, and

Whereas, the Planning Commission approved the request with the following thirteen conditions:

1. A letter of credit or performance bond payment for an amount to be determined by the City is required for the improvements to Division Street NW.
2. Upon completion of the improvements to Division Street NW and acceptance by the City, the developer shall dedicate all improvement to the city free and clear of all liens and encumbrances.
3. Grading Plan approval is required prior to the application of the Final Plat, unless other arrangements are made with the City Engineer and Public Works.
4. Parkland Dedication Fees will need to be determined and paid prior to, or at the time of, application of the Final Plat.
5. A Development Agreement with the City will be required prior to the application of the Final Plat.
6. HOA documents need to be submitted as part of the Final Plat application identifying ownership and maintenance of sanitary sewer services and water mains within Mill Creek Road as well as the private road and common area spaces of the townhome development.
7. Coordination and approval are required by the City Public Works Department to best determine where the sidewalk and/or trail connection locations should be for the hotel and residential uses.
8. Coordination and approval are required by the City Public Works Department to best determine where the water and sewer connection locations should be for the hotel and residential uses.
9. Fire hydrant(s) will be required per the direction and coordination of the City Public Works Department.
10. The driveway to the proposed single family detached dwellings will also be private and the responsibility of the Homeowner's Association and not the City.
11. All zoning ordinance and building code requirements must be reviewed and approved through the building permit process for all uses.
12. The General Development Plan expires after five years and will have to be resubmitted for approval if the platting process has not been finished through to the recording of the final plat.
13. A Conditional Use Permit for a Planned Unit Development is required for the single family attached/townhome development as identified on the preliminary plat. Any other development for future phases that do not meet the setbacks, lot width, and other provisions of the R-2 Zoning District will also need a Conditional Use Permit for a Planned Unit Development.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Chatfield approves the General Development Plan and Preliminary Plat with the thirteen conditions stated above.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Adopt resolution to authorize the City Attorney to draft an ordinance to re-zone the Gjere Addition property from Rural Residential to Neighborhood Commercial and Medium Density Residential.

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to adopt A Resolution to Authorize an Amendment to the Zoning Map

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

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

Whereas, an application came forward for a request to amend the zoning district map to B-2 (Neighborhood Commercial) and R-2 (Medium Density Residential) from the RR (Rural Residential) Zoning District to allow for a hotel, single family, and townhome medium density style development, and

Whereas, amendments to the zoning map are allowed per Ordinance by petition of the land owner, and

Whereas, a public hearing has been held to consider the amendment of the zoning map, and

Whereas, the Planning Commission has recommended the amendment of the zoning district map to B-2 (Neighborhood Commercial) and R-2 (Medium Density Residential) from the RR (Rural Residential) Zoning District to allow for a hotel, single family, and townhome medium density style development to be consistent with the Comprehensive Plan and Land Use Plan Map.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Chatfield authorizes the City Attorney to draft an ordinance to amend the "official" Zoning Map from the RR (Rural Residential) Zoning District to the B-2 (Neighborhood Commercial) Zoning District and the R-2 (Medium Density Residential) Zoning District.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Adopt resolution to approve the Mill Creek Overlook General Development Plan

Main Street Properties, LLP is proposing a development for an apartment building with underground parking and an RV Campground adjacent to Mill Creek Park. The proposed apartment is located adjacent to 1st Street SW and at the end of Bench Street SW. This is also the general area for the rezone request to R-2 (modified to Mixed Use). The RV Campground portion of the request is the northern portion of the property and is adjacent to Twiford Street SW. This portion of the property would remain as the B-2 Neighborhood Commercial Zoning District.

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to adopt A Resolution to Approve a General Development Plan

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

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

Whereas, an application came forward for a request to build an apartment and an RV Campground, and

Whereas, a public hearing has been held to consider the general development plan for an apartment and RV Campground, and

Whereas, the Planning Commission recommended approval of the request with the following eleven conditions:

1. Coordination and approval are required by the City Public Works Department to best determine where the water connection locations should be for the apartments and campground uses and potential looping of the watermain through the site.
2. Fire hydrant(s) will be required per the direction and coordination of the City Public Works Department.
3. The access drive to the proposed campsites must be private.
4. The drainage ditch and 24" inlet on site may need to be upsized and repaired per the direction and coordination of the City Public Works Department. Drainage easements may be required and will be reviewed as part of the preliminary and final platting process.
5. All existing utilities shall be shown on a revised General Development Plan, including but not limited to the sanitary sewer lines.
6. If required, the applicant is responsible for obtaining all necessary permits from the MPCA and MN Department of Health for the sanitary sewer and water main extensions.
7. All zoning ordinance and building code requirements must be reviewed and approved through the building permit process for the apartment.
8. The General Development Plan expires after five years and will have to be resubmitted for approval if the platting process has not been finished through to the recording of the final plat.
9. The RV Campground will require a Conditional Use Permit.
10. An updated and accurate legal description for the parcel with the apartments is required to better describe the zoning district boundary.

11. Coordination and approval are required by the City Public Works and Fire Department regarding fire suppression for the apartment building. The building will need to be sprinklered or have plug-in stations on various floors to allow for internal firefighting, or some other method, so as not to cause financial burdens on the City, such as, requiring an update to the fire station or the purchase of a ladder truck.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Chatfield to approve the Mill Creek Overlook General Development Plan with the eleven conditions listed above.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Adopt resolution to authorize the City Attorney to draft an ordinance to approve a zoning district amendment to designate a certain portion of the Mill Creek Overlook property as R-2 Medium Density Residential.

Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank, to adopt A Resolution to Approve an Amendment to the Zoning Map

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

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

Whereas, an application came forward for a request to amend the zoning district map to R-2 (Medium Density Residential) to allow for an apartment, and

Whereas, amendments to the zoning map are allowed per Ordinance by petition of the land owner, and

Whereas, a public hearing has been held to consider the amendment of the zoning map, and

Whereas, the Planning Commission has recommended the approval the request with a special modification to the Mixed Use Zoning District rather than the R-2 (Medium Density Residential) Zoning District to be even more consistent with the Comprehensive Plan and Land Use Plan Map.

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Chatfield authorizes the City Attorney to draft an ordinance to amend the "official" Zoning Map from the B-2 (Neighborhood Commercial) Zoning District to the Mixed-Use Zoning District.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Consider Resolution directing Lodging Tax to The Chatfield Alliance

By law, money collected from lodging tax must be spent on promotion activities. The Chatfield Alliance has been designated as the organization in charge of such activities, therefore this resolution will direct money collected as lodging tax will go to the Chatfield Alliance for promotional activities.

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to adopt A Resolution Directing Proceeds of the Local Lodging Tax to The Chatfield Alliance

Whereas, the City of Chatfield imposes a lodging tax on anyone who provides lodging services at a hotel, motel, rooming house, tourist court or resort or other than the rent or leasing thereof for a continuous period of 30 days or more, and

Whereas, the purpose of this tax is to fund a tourism promotion bureau for the purpose of marketing and promoting the area as a tourist region, and

Whereas, the Chatfield Economic Development Authority has entered into an agreement to designate the Chatfield Alliance as the community's Destination Marketing Organization,

Now, Therefore, Be It Resolved by the Common Council of the City of Chatfield that 95% of all lodging tax proceeds received by the City be paid to the Chatfield Alliance to support their effort to market and promote the area as a tourist region.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

S.C.S. Report

Purchase of pump and heater for swimming pool

In order to operate, the pool needs two pumps. The city currently only has two pumps. Staff is recommending purchasing a third pump as a backup. If something would cause a pump to fail, the city would be prepared to put the backup pump to work, saving weeks of down time.

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to approve the purchase of a backup pump for the swimming pool from Richio for \$6960.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Staff has researched options for a new pool heater and is recommending a Raypak 1.8 million BTU boiler from Superior Plumbing for \$38,710. The heater would arrive this year and warranty starts upon installation which will happen next year. Council has a few more questions to be answered before making their decision.

Committee Reports

Personnel-Budget Committee

Councilors Novotny and Urban were in attendance. Topics included:

1. Annual Budget Policy Review
2. 2022 Budget Process
3. CCTV Administration
4. Charter Commission Input
5. LELS Proposal
6. American Rescue Plan Funds

Public Works Committee

Councilors Novotny and Urban were in attendance. Topics included:

1. Electric Vehicle Charging Station
2. Enterprise Drive Property
3. Hwy 30 Bridge Design
4. 2022 Water Improvement Project

Mayor's Report

Mayor Smith asked Councilor Bluhm to remind people where Western Days Buttons can be purchased.

Clerk's Report

City Clerk Joel Young welcomed Councilor Frank back to the council.

Roundtable

Councilor Novotny- There is work that needs to be done on the ball fields at Mill Creek Park. The Chatfield Youth Baseball Association is willing to do the work and cover the cost if the city is willing to let them do the work. Councilor Novotny feels that our ball fields are not kept up as nicely as they should be and would like to allow this group to do the work and possibility pay them back after further discussions take place.

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to authorize the Chatfield Youth Baseball Association to do maintenance on the city owned ball fields

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Councilor Frank- Is ready to be back on the council after a five year break.

Councilor Bluhm Western Days is almost here, the parade is looking to be awesome this year. Special thanks to the city crews for the extra work they will be doing.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2021

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AT&T MOBILITY						
X08032	E 220-42280-321	Fire Department *	Telephone		\$49.92	507.884.4423 FIRE
X08032	E 100-42110-321	Police Administrati	Telephone		\$44.89	507.272.5382 POLICE 872
X08032	E 100-42110-321	Police Administrati	Telephone		\$44.89	507.272.5386 POLICE 873
X08032	E 100-42110-321	Police Administrati	Telephone		\$49.92	507.272.5506 POLICE CHIEF
X08032	E 230-42270-321	Ambulance	Telephone		\$49.92	507.513.5925 AMBULANCE
X08032	E 100-42110-218	Police Administrati	Confiscation/Forfeitures		\$38.23	507.513.5937 POLICE AIR CARD
X08032	E 230-42270-321	Ambulance	Telephone		\$49.92	507.513.5974 AMBULANCE
X08032	E 100-42110-320	Police Administrati	Communications (GENER		\$38.23	507.513.5954 POLICE AIR CARD
					\$365.92	
Vendor AT&T MOBILITY						
Vendor BENIKE CONSTRUCTION						
54748	E 454-43200-500	Construction Fund	Cap. Outlay-GENERAL		\$12,500.00	JOB#21183 CCA PHASE II
Vendor BENIKE CONSTRUCTION					\$12,500.00	
Vendor CHATFIELD BODY SHOP						
9621	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$46.50	2014 EXP LOF
9573	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$50.00	2017 EXP LOF
9625	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$525.47	2017 EXP REAR BRAKES
Vendor CHATFIELD BODY SHOP					\$621.97	
Vendor CHATFIELD COMMERCIAL CLUB						
	E 100-41100-433	Legislative	Dues and Subscriptions		\$160.00	COMMERCIAL CLUB DUES
Vendor CHATFIELD COMMERCIAL CLUB					\$160.00	
Vendor CIVIL AIR PATROL MAGAZINE						
JN 2707	E 100-42110-433	Police Administrati	Dues and Subscriptions		\$195.00	
Vendor CIVIL AIR PATROL MAGAZINE					\$195.00	
Vendor COMPUTER DANAMICS						
35008	E 100-42110-240	Police Administrati	Small Tools and Minor E		\$17.45	FLASH DRIVE
Vendor COMPUTER DANAMICS					\$17.45	
Vendor COM-TEC LAND MOBILE RADIO						
24292	E 231-42270-580	Ambulance	Cap. Outlay-Other Equip		\$2,245.70	5 MOTOROLA MINITOR W 3YR EXT W
Vendor COM-TEC LAND MOBILE RADIO					\$2,245.70	
Vendor MARCO TECHNOLOGIES LLC.						
INV902	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements		\$166.65	MIT ALLOCATION -08/14-09/13/2021
INV902	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements		\$333.29	MIT ALLOCATION -08/14-09/13/2021
INV902	E 230-42270-403	Ambulance	Prev. Maint. Agreements		\$666.59	MIT ALLOCATION -08/14-09/13/2021
INV902	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements		\$333.29	MIT ALLOCATION -08/14-09/13/2021
INV902	E 100-41500-403	City Clerk	Prev. Maint. Agreements		\$666.59	MIT ALLOCATION -08/14-09/13/2021
INV904	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe		\$4.00	1 POOL EXCHANGE ON LINE
INV902	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements		\$166.65	MIT ALLOCATION -08/14-09/13/2021
INV902	E 100-42110-403	Police Administrati	Prev. Maint. Agreements		\$666.59	MIT ALLOCATION -08/14-09/13/2021
INV904	E 100-41100-435	Legislative	Licences, Permits and Fe		\$24.00	6 LEG EXCHANGE ON LIN P1
INV904	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe		\$4.00	1 PLNG DEPT EXCHANGE ON LINE
INV904	E 100-41500-435	City Clerk	Licences, Permits and Fe		\$8.00	1 VM ONLINE P1 & UNASSIGNED
INV904	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe		\$4.00	1 EDA EXCHANGE ON LINE
INV902	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements		\$333.29	MIT ALLOCATION -08/14-09/13/2021
Vendor MARCO TECHNOLOGIES LLC.					\$3,376.94	
Vendor MN DEPARTMENT OF HEALTH						
8/9/202	E 601-49400-386	Water Utilities (GE	Well Testing Fees		\$2,697.00	QTRLY FEES 1,110
Vendor MN DEPARTMENT OF HEALTH					\$2,697.00	



City of Chatfield

Batch Listing - Unposted Summary

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	817157	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$9.98	ODOR GENIE
Vendor CHATFIELD PARTS HOUSE					\$9.98	
Vendor EO JOHNSON, BUSINESS TECH.						
	996519	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$7.09	#56246 NETWORK L9124 MP C4503
	996518	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$2.77	#46719-01 POLICE L7545
	996519	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$3.87	#56246 NETWORK L9124 MP C4503
	996519	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$7.09	#56246 NETWORK L9124 MP C4503
	996519	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$7.09	#56246 NETWORK L9124 MP C4503
	996519	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$14.83	#56246 NETWORK L9124 MP C4503
	996519	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$7.09	#56246 NETWORK L9124 MP C4503
	996519	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$13.55	#56246 NETWORK L9124 MP C4503
	996519	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$3.87	#56246 NETWORK L9124 MP C4503
Vendor EO JOHNSON, BUSINESS TECH.					\$67.25	
Vendor FILLMORE COUNTY JOURNAL						
	125670	E 100-41500-350	City Clerk	Print/Binding (GENERAL)	\$11.49	CLERK - COUNCIL MIN, ORD, SUM BU
	125668	E 100-41500-350	City Clerk	Print/Binding (GENERAL)	\$68.94	CLERK - COUNCIL MIN, ORD, SUM BU
Vendor FILLMORE COUNTY JOURNAL					\$80.43	
Vendor MAIER TREE & LAWN						
	915903	E 100-43100-411	Street Maintenanc	Tree Maintenance / EAB	\$322.13	STORM DAMAGE TREE SURGERY
Vendor MAIER TREE & LAWN					\$322.13	
Vendor MEDIACOM						
	07/26/2	E 100-41500-438	City Clerk	Internet Expenses	\$104.97	1/3 CITY HALL HSD & STATIC IPS
	07/26/2	E 100-42110-438	Police Administrati	Internet Expenses	\$104.96	1/3 CITY HALL HSD & STATIC IPS
	07/26/2	E 230-42270-438	Ambulance	Internet Expenses	\$104.97	1/3 CITY HALL HSD & STATIC IPS
Vendor MEDIACOM					\$314.90	
Vendor MIENERGY COOPERATIVE						
	08/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$645.02	333119003 85007624 JOHNST WELL
	08/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$863.07	333119002 85007612 HSD BS
	08/05/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$46.67	333119004 85007649 STALB LS
	08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$398.22	333119005 85010070 HSD STLGHTS
	08/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$31.30	333119001 8500759501 52 SIGN
Vendor MIENERGY COOPERATIVE					\$1,984.28	
Vendor MISSION COMMUNICATIONS, LLC						
	105425	E 602-49450-321	Sewer (GENERAL)	Telephone	\$694.80	SERVICE PACKAGE 1 YR RENEWAL
Vendor MISSION COMMUNICATIONS, LLC					\$694.80	
Vendor OLMSTED CNTY HEALTH DEPART.						
	344	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$223.20	BACTERIA
Vendor OLMSTED CNTY HEALTH DEPART.					\$223.20	
Vendor OLSON TREE AND LANDSCAPING						
	3248	E 100-43100-411	Street Maintenanc	Tree Maintenance / EAB	\$4,500.00	TREE TRIMMING REMOVAL GRINDING
Vendor OLSON TREE AND LANDSCAPING					\$4,500.00	
Vendor ON SITE SANITATION						
	000117	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$244.00	001411-006 GP - 558 OTRNE
	000117	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$82.00	001411-0005 SHADY OAK PARK
	000117	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$244.00	001411-0002 MC BF-160 DIVSTNW
	000117	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$82.00	001411-0003 MC HSP-160 DIVSTNW
	000117	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$82.00	001411-0004 MC HSA-559 OTRNE



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2021

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor ON SITE SANITATION					\$734.00	
Vendor PEOPLES ENERGY COOPERATIVE						
08/05/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$532.39	2402500 CHATFIELD LIBRARY	
08/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$91.19	2428000 MILL CREEK PARK	
08/05/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$68.48	242390 MILL CREEK PK - LIFT ST	
08/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$72.27	2410200 MAIN ST-CITY PARK	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$85.42	2410100 1/4 FIRE HALL	
08/05/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$256.20	2410100 3/4 FIRE HALL	
08/05/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$116.04	2410000 318 S MAIN ST-WHISTLE	
08/05/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$500.67	2407900 1/3 21 2ND ST SE	
08/05/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$3,093.27	2430200 126 LIBRARY LN WWTP	
08/05/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$500.66	2407900 1/3 21 2ND ST SE	
08/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$62.00	2438500 MILL CREEK PARK	
08/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$265.55	2367400 TOURIST PARK	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$45.00	2182100 SIREN - 10210 HILLSIDE	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$150.50	2154400 10208 HILLSIDE DRIVE	
08/05/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$500.67	2407900 1/3 21 2ND ST SE	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$73.56	3260100 301 TH 52 - TRAFFIC SI	
08/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$30.36	2432400 400 3RD ST SW	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$142.15	3265100 20 2ND ST SE - LIGHTS	
08/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$33.00	2432200 CHATFIELD SIGN	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$125.77	3260000 52 3RD ST SW - STL MTR	
08/05/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$3,060.72	3237701 107 UNION ST NE	
08/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$32.84	3211800 250 OLD TERRITORIAL RD	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$1,798.00	3011800 STREET LIGHTS	
08/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$811.43	3011700 BLUFF ST WELL	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$33.04	2447300 UNION ST NE - XING	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$41.25	2436500 CR 2 HWY S	
08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$184.00	7823600 MEYERS AND TERMAR	
Vendor PEOPLES ENERGY COOPERATIVE					\$12,706.43	
Vendor PRAXAIR						
651973	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$48.53	HIGH PRESSURE	
Vendor PRAXAIR					\$48.53	
Vendor SCHUMACHER ELEVATOR CO						
905298	E 100-41940-302	Municipal Building	Contracted Help	\$188.75	MUNI ELEV MAINT	
Vendor SCHUMACHER ELEVATOR CO					\$188.75	
Vendor THATCHER POOLS						
83209-	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$55.13	CHLORINE, PH INDICATOR SOLUTION	
Vendor THATCHER POOLS					\$55.13	
Vendor THE CHATFIELD NEWS, LLC						
1249	E 614-49840-350	Cable TV (GENER	Print/Binding (GENERAL)	\$23.80	ADD FOR CABLE ADMIN	
Vendor THE CHATFIELD NEWS, LLC					\$23.80	
Vendor UC LABORATORY						
109611	E 602-49450-217	Sewer (GENERAL)	Testing	\$813.87	WWTP LABS	
Vendor UC LABORATORY					\$813.87	
Vendor ZEP MANUFACTURING						
933653	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$113.77	ECOSFT GRNSL MLTFLD TWL	
900656	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$92.32	43X60 BLK BAG 2.0 ML	



City of Chatfield

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Check							
Nbr	Invoice	Account	Dept	Descr	Object	Descr	Amount
							Comments
Vendor ZEP MANUFACTURING							\$206.09
Batch Name 2021 08FA02U							\$24,857.01
							\$67,269.99

([BatchID] in (16346,16343))



City of Chatfield

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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor CHATFIELD PUBLIC LIBRARY							
	111634	8/05/20	G 910-21728			\$175.00	SCRIP GAS CARDS
		8/05/20	R 211-45500-3620	Libraries (GENERA		-\$175.00	SCRIP GAS CARDS
						\$0.00	
Vendor CHATFIELD PUBLIC LIBRARY							
Vendor DELTA DENTAL							
	111635	CNS000	G 910-21711			\$108.48	PRIEBE - FAMILY
		CNS000	G 910-21711			\$108.48	KEIGLEY - FAMILY
		CNS000	G 910-21711			\$32.74	IRISH - EE
		CNS000	G 910-21711			\$32.74	HYKE - EE
		CNS000	G 910-21711			\$108.48	ERICKSON - FAMILY
		CNS000	G 910-21711			\$32.74	COE - EE
		CNS000	G 910-21711			\$108.48	SCHLICHTER - FAMILY
						\$532.14	
Vendor DELTA DENTAL							
Vendor EFTPS							
	111636	511577	G 910-21701			\$4,632.77	FEDERAL - STAFF
		511577	G 910-21709			\$1,772.94	MEDICARE WH - STAFF
		511577	G 910-21703			\$5,924.98	SOC SEC WH - STAFF
						\$12,330.69	
Vendor EFTPS							
Vendor EMPOWER							
	111637	925521	G 910-21719			\$25.00	INVESTMENT - 2449 COE
		925521	G 910-21719			\$127.42	INVESTMENT - 2163 BURKHOLDER
		925521	G 910-21719			\$72.24	INVESTMENT - 6789 CARLSON
		925521	G 910-21719			\$223.20	INVESTMENT - 8692 DUBORD
		925521	G 910-21719			\$50.00	INVESTMENT - 1055 HYKE
		925521	G 910-21719			\$125.00	INVESTMENT - 4045 SCHLICHTER
		925521	G 910-21719			\$122.36	INVESTMENT - 4421 IRISH
		925521	G 910-21719			\$80.81	INVESTMENT - 0859 PRIEBE
						\$826.03	
Vendor EMPOWER							
Vendor HEALTHEQUITY							
	111638	08/09/2	G 910-21726			\$40.00	BURKHOLDER - EE
		08/09/2	G 910-21726			\$125.00	ELDER - ER
		08/09/2	G 910-21726			\$50.00	DUBORD - EE
		08/09/2	G 910-21726			\$500.00	DUBORD - ER
		08/09/2	G 910-21726			\$42.50	COE - EE
		08/09/2	G 910-21726			\$250.00	COE - ER
		08/09/2	G 910-21726			\$50.00	CARLSON - EE
		08/09/2	G 910-21726			\$250.00	CARLSON - ER
		08/09/2	G 910-21726			\$500.00	BURNETT - ER
		08/09/2	G 910-21726			\$250.00	BURKHOLDER - ER
		08/09/2	G 910-21726			\$50.00	ELDER - EE
		08/09/2	G 910-21726			\$250.00	MILIANDER - ER
		08/09/2	G 910-21726			\$100.00	BURNETT - EE
		08/09/2	G 910-21726			\$183.34	ERICKSON - EE
		08/09/2	G 910-21726			\$250.00	HYKE - ER
		08/09/2	G 910-21726			\$500.00	LANDORF - ER
		08/09/2	G 910-21726			\$250.00	PRIEBE - ER
		08/09/2	G 910-21726			\$500.00	SCHLICHTER - ER
		08/09/2	G 910-21726			\$100.00	SCHLICHTER - EE
		08/09/2	G 910-21726			\$500.00	YOUNG - ER
		08/09/2	G 910-21726			\$183.34	YOUNG - EE



City of Chatfield

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111638	08/09/2	G 910-21726			\$500.00	ERICKSON - ER
	08/09/2	G 910-21726			\$250.00	IRISH - ER
Vendor HEALTHEQUITY					\$5,674.18	
Vendor LAW ENFORCEMENT LABOR SERVICES						
	AUG-21	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - STEVE
	AUG-21	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - MILIA
	AUG-21	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - KEIGL
	AUG-21	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - LAND
Vendor LAW ENFORCEMENT LABOR SERVICES					\$254.00	
Vendor MN DEPART. OF REV./WH TAX						
111639	1-400-2	G 910-21702			\$2,243.40	STATE TAX WH
Vendor MN DEPART. OF REV./WH TAX					\$2,243.40	
Vendor NCPERS GROUP LIFE INSURANCE						
	384000	G 910-21707			\$16.00	LIFE INSURANCE - YOUNG
	384000	G 910-21707			\$16.00	LIFE INSURANCE - COE
	384000	G 910-21707			\$16.00	LIFE INSURANCE - MILIANDER
	384000	G 910-21707			\$16.00	LIFE INSURANCE - CARLSON
	384000	G 910-21707			\$16.00	LIFE INSURANCE - IRISH
Vendor NCPERS GROUP LIFE INSURANCE					\$80.00	
Vendor PERA						
	111640	SOMPE G 910-21705			\$4,080.75	PERA - POLICE
		SOMPE G 910-21704			\$4,663.27	PERA - CITY COORDINATED
Vendor PERA					\$8,744.02	
Vendor TASC						
	111641	08/05/2 G 910-21714			\$114.58	FSA MEDICAL - EmpE SCHMIEDEBERG
Vendor TASC					\$114.58	
Batch Name 2021 08FPR01					\$30,799.04	
					\$30,799.04	

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City of Chatfield

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor REVTRAK JETPAY						
111642	JULY 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$753.85	ADMIN FEE ALLOC 63.12%
	JULY 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$232.17	ADMIN FEE ALLOC 19.44%
	JULY 20	E 603-49500-323	Refuse/Garbage (Administration Expense	\$208.30	ADMIN FEE ALLOC 17.45%
	JULY 20	E 230-42270-323	Ambulance	Administration Expense	\$96.32	ADMIN FEE ALLOC
	JULY 20	E 100-42400-323	Building Inspectio	Administration Expense	\$4.86	ADMIN FEE ALLOC
	JULY 20	E 100-45200-323	Parks (GENERAL)	Administration Expense	\$6.28	ADMIN FEE ALLOC
	JULY 20	E 100-42110-323	Police Administrati	Administration Expense	\$0.87	ADMIN FEE ALLOC
	JULY 20	E 100-42700-323	Animal Control - L	Administration Expense	\$0.35	ADMIN FEE ALLOC
Vendor REVTRAK JETPAY					\$1,303.00	
Batch Name 2021 08RT					\$1,303.00	
					\$1,303.00	

([BatchID] in (16347))

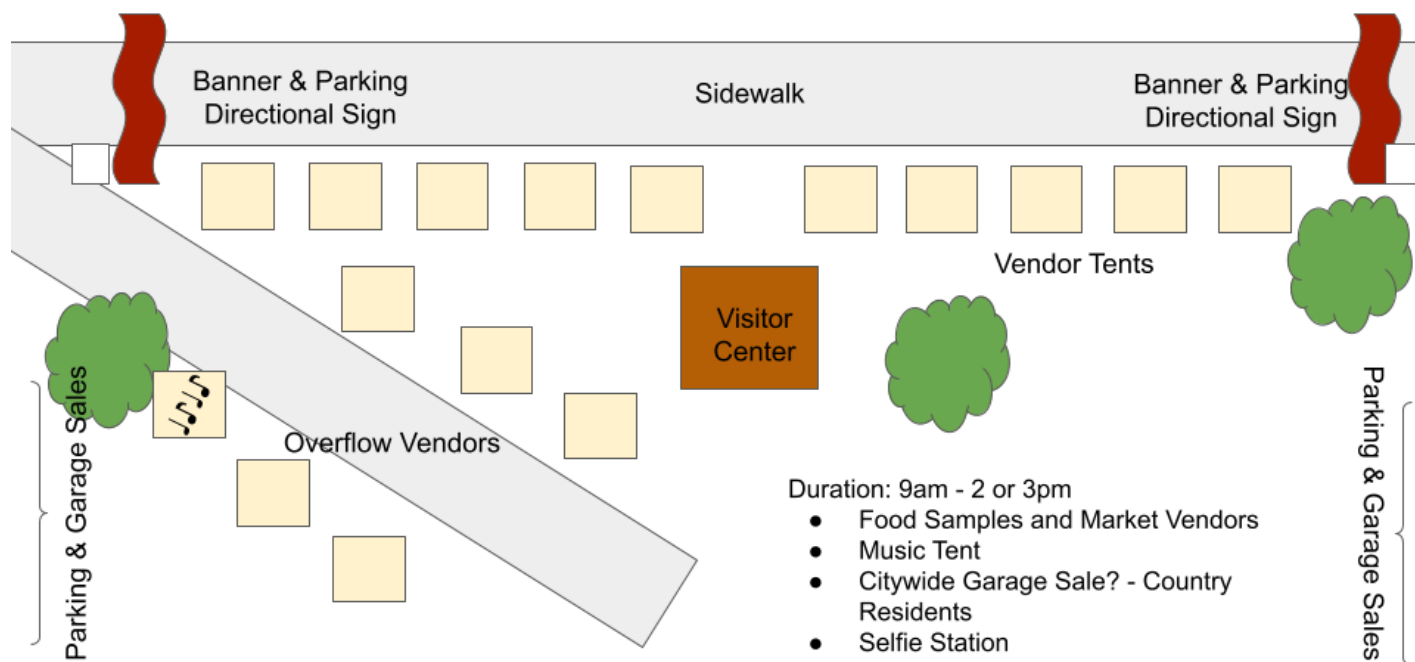
Root River Trails Towns Taste of the Trail Chatfield Alliance Park Use Request

The goal of Taste of the Trail is to highlight the unique tastes (literally and figuratively) of each community along the Root River water and bike trails. On this date, Chatfield will be featured along with Fountain, Preston and Harmony.

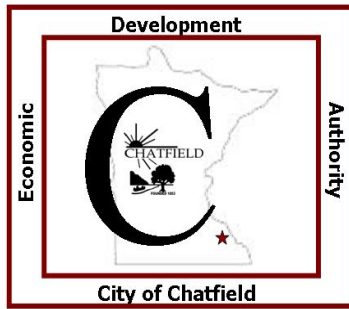
The Chatfield Alliance (representational member of the Root River Trail Towns) is requesting use of the city park on September 18, 2021 from 9-3. Please see diagram below for a draft layout of the event.

Other information to note:

- We are waiting to hear from the Chatfield Commercial Club about hosting the Fall City-wide Garage Sales on the same date. If they do, they would also like to request use of city park for the out-of-town residents. Space for them has been integrated into the event layout.
- Food samples will be offered and as such a temporary food license and insurance has been obtained by Root River Trail Towns.



Taste of the Trail - Sept 18th - Proposed Park Layout



Chatfield Economic Development Authority
Thurber Community Center - Chatfield Municipal Building
21 Second Street SE
Chatfield, MN 55923
Voice 507.867.1523 Fax 507.867.9093
www.ci.chatfield.mn.us

August 23, 2021

To: City Council
From: Chris Giesen, EDA
RE: Enterprise Drive Development Incentive Program

Background

After many discussions with EDA and the public works committee, and in an effort to see construction occur on the Enterprise Drive lots, a concept was created for a new program to incent lot sales, new tax base, and new utility users – as well as new or expanded businesses, jobs, etc...

This program would provide an incentive to purchase a lot and build a new commercial building by providing a rebate to the owner once construction is completed, based on the taxable value of the property once complete. Only lots along Enterprise Drive zoned as B3 (light commercial) would qualify for the rebate.

The EDA and public works committee reviewed the concept program and the following rebate schedule was recommended:

Estimated Taxable Value	250,000	300,000	350,000	400,000	450,000
Annual Est. City Taxes Paid	4,456	5,504	6,553	7,601	8,650
Incentive Amount	20,000	25,000	30,000	35,000	40,000

In addition, it was recommended that in addition to the rebate listed on the above schedule that an additional \$4,200 rebate be awarded for projects completed within 12 months of the program start.

It is also recommended that the undeveloped lots 12 and 13, as well as the undeveloped portion of Lot 1 Block 4, be removed from sales listings until such time as they are fully improved with services.

It has been recommended that the 3% “finders fee” for realtors be continued with this new program.

Recommended Program Outline:

1. Applicant would submit a program application and purchase offer to EDA staff for review.
 - a. Applicant must purchase lot at advertised price.
 - b. Applicant must provide taxable value estimate from Fillmore County with application.
 - c. Applicant must finish construction within 12 months of purchase.
 - d. Incentive amount paid out once certificate of occupancy is issued based on the amount approved in application.
2. Public works committee reviews purchase offer.
3. EDA reviews incentive application.
4. City council approves both the sale and incentive.
5. Incentive amount would be on a sliding scale based on the above schedule, dependent upon the estimated future value of the land and building once construction is completed.
6. Duration of incentive program: 24 months.
7. Duration of extra \$4,200 incentive program: 12 months.
8. Building constructed must be of equal or greater taxable value than building proposed in application. Estimate of taxable value from Fillmore County in application will be used for rebate basis, no adjustments will be made to rebate amount after approval by council.
9. Minimum rebate amount: \$20,000.
10. Maximum rebate amount: \$40,000 (or \$44,200 if completed within first 12 months of program).
11. EDA staff will publish application materials and market the program.



Ordinance No 455

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ZONING; AMENDING THE PREVIOUSLY ADOPTED “OFFICIAL ZONING MAP” OF THE CITY OF CHATFIELD BY CHANGING THE EXISTING ZONING DISTRICT DESIGNATION ESTABLISHED THEREIN FOR CERTAIN LANDS CONTAINED WITHIN A PORTION OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 105 NORTH, RANGE 11 WEST, OLMSTED COUNTY, MINNESOTA, FROM THE RURAL RESIDENTIAL DISTRICT (“RR”) TO THE LOW DENSITY RESIDENTIAL DISTRICT (“R-2”); AND, CHANGING THE EXISTING ZONING DISTRICT DESIGNATION ESTABLISHED THEREIN FOR CERTAIN LANDS CONTAINED WITHIN A PORTION OF THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 105 NORTH, RANGE 11 WEST, OLMSTED COUNTY MINNESOTA.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA:

Section 1. The “Official Zoning Map” of the City of Chatfield, Minnesota, established by and described in the provisions of the *Chatfield Code*, Subpart B, Chapter 113, Article III, Section 155, is amended by changing the existing zoning district designation set forth therein for the following described lands contained within a portion of the West Half of the Southwest Quarter of Section 31, Township 105 North, Range 11 West, Olmsted County, Minnesota, from the Rural Residential district (“RR”) to the Multifamily Residential district (“R-2”), to wit:

That part of the West Half of the Southwest Quarter of Section 31, Township 105 North, Range 11 West, Olmsted County, Minnesota, described as follows:

Commencing at the southwest corner of said Section 31; thence on an assumed bearing of North along the west line of said Section 31 a distance of 512.52 feet (recorded distance = 7.7 chains or 508.20 feet) to the center of the public road and a set iron pipe with a plastic cap stamped "RLS #21940" (IRON PIPE); thence continuing North 1600.50 feet (24.25 chains) to an IRON PIPE; thence South 89°00'00" East 633.12 (recorded distance = 9.32 chains or 615.12 feet) to the center of the highway and an IRON PIPE; thence South 1°30'00" West 508.77 feet to the centerline of Trunk Highway No. 30; thence continuing South 1°30'00" West 141.33 feet to an IRON PIPE; thence South 11°00'00" West 132.00 feet to an IRON PIPE; thence South 4°00'00" East 178.97 feet to an IRON PIPE and to the point of beginning; thence continuing South 4°00'00" East 637.90 feet; thence North 89°34'07" West 647.82 feet to the west line of said West Half of the Southwest Quarter; thence North, along said west line, 274.23 feet; thence North 89°06'58" East 406.63 feet; thence North 05°04'53" West 253.89 feet; thence South 84°55'07" West 53.24 feet; thence North 05°04'53" West 112.09 feet; thence South 75°54'00" East 91.81 feet to an IRON PIPE; thence North 86°00'00" East 193.59 feet to

the point of beginning, containing 6.01 acres, more or less.

Section 2. The "Official Zoning Map" of the City of Chatfield, Minnesota, established by and described in the provisions of the *Chatfield Code*, Subpart B, Chapter 113, Article III, Section 155, is amended by changing the existing zoning district designation set forth therein for the following described lands contained within a portion of the West Half of the Southwest Quarter of Section 31, Township 105 North, Range 11 West, Olmsted County, Minnesota, from the Rural Residential district ("RR") to the Neighborhood Commercial district ("B-2"), to wit:

That part of the West Half of the Southwest Quarter of Section 31, Township 105 North, Range 11 West, Olmsted County, Minnesota, described as follows:
Commencing at the southwest corner of said Section 31; thence on an assumed bearing of North along the west line of said Section 31 a distance of 512.52 feet (recorded distance = 7.7 chains or 508.20 feet) to the center of the public road and a set iron pipe with a plastic cap stamped "RLS #21940" (IRON PIPE); thence continuing North 1600.50 feet (24.25 chains) to an IRON PIPE; thence South 89°00'00" East 633.12 (recorded distance = 9.32 chains or 615.12 feet) to the center of the highway and an IRON PIPE; thence South 1°30'00" West 508.77 feet to the centerline of Trunk Highway No. 30; thence continuing South 1°30'00" West 141.33 feet to an IRON PIPE; thence South 11°00'00" West 132.00 feet to an IRON PIPE; thence South 4°00'00" East 178.97 feet to an IRON PIPE; thence continuing South 4°00'00" East 637.90 feet; thence North 89°34'07" West 647.82 feet to the west line of said West Half of the Southwest Quarter; thence North, along said west line, 274.23 feet to the point of beginning; thence North 89°06'58" East 406.63 feet; thence North 05°04'53" West 253.89 feet; thence South 84°55'07" West 53.24 feet; thence North 05°04'53" West 112.09 feet; thence North 75°54'00" West 237.75 feet to an IRON PIPE; thence North 14°06'00" East 112.62 feet; thence West 117.99 feet to said west line of the West Half of the Southwest Quarter; thence South, along said west line, 533.25 feet to the point of beginning, containing 3.66 acres, more or less.

Section 3. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield, Minnesota, this 13th day of September, 2021.

Approved:

Attest:

By its Mayor

By its City Clerk

Ordinance No 456

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ZONING; AMENDING THE PREVIOUSLY ADOPTED “OFFICIAL ZONING MAP” OF THE CITY OF CHATFIELD BY CHANGING THE EXISTING ZONING DISTRICT DESIGNATION ESTABLISHED THEREIN FOR CERTAIN LANDS CONTAINED IN A PORTION OF THE NE 1/4 OF SECTION 6, TOWNSHIP 104 NORTH, RANGE 11 WEST, AND PORTIONS OF BLOCKS 25 AND 40 OF THE ORIGINAL PLAT OF THE TOWN (NOW CITY) OF CHATFIELD, TOGETHER WITH THE VACATED PORTION OF STREETS AND ALLEYS CONTAINED THEREIN, FROM THE NEIGHBORHOOD COMMERCIAL DISTRICT (“B-2”) TO THE MIXED USE DISTRICT.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA:

Section 1. The “Official Zoning Map” of the City of Chatfield, Minnesota, established by and described in the provisions of the *Chatfield Code*, Subpart B, Chapter 113, Article III, Section 155, is amended by changing the existing zoning district designation set forth therein for certain lands contained in a portion of the NE 1/4 of Section 6, Township 104 North, Range 11 West, and portions of Blocks 25 and 40 of the Original Plat of the Town (now City) of Chatfield, together with the vacated portions of streets and alleys contained therein, from the Neighborhood Commercial district (“B-2”) to the Mixed Use district, to wit:

That part of the Northeast Quarter of Section 6, Township 104 North, Range 11 West, including parts of Blocks 25 and 40, together with those parts of Spring Street and Bench Street lying between said Blocks, and of the alleys, including vacated alleys in Block 40, all in the original plat of the Town (or Village) now the City of Chatfield and all bounded and described as follows:

Commencing at the Northwest Corner of the Northeast Quarter of said Section 6; thence Easterly along the North line of said Northeast Quarter a distance of 1520.00 feet; thence Southerly, deflecting 80 degrees 47 minutes 30 seconds to the right, 490.00 feet to the point of beginning; thence continuing on said bearing 128.33 feet; thence Southerly, deflecting 05 degrees 05 minutes 30 seconds to the right, 280.00 feet to the Southeasterly line of Block 40 in said original plat (Northwesterly line of First Street); thence Northeasterly 391.00 feet along said Southeasterly line of Block 40 and Block 25 to the most Easterly corner of Lot 10 in Block 2; thence Northwesterly 240.00 feet along the Northeasterly line of said Block 25 to the most Easterly corner of Lot Six (6) aforesaid Block 25; thence deflecting 59 degrees 08 minutes 58 seconds to the left, 178.40 feet to the point of beginning.

Containing 1.87 acres, more or less.

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

Passed and adopted by the City Council of the City of Chatfield, Minnesota, this day of September, 2021.

Approved:

Attest:

By its Mayor

By its City Clerk



SHIP TO ADDRESS:
CHATFIELD FIRE DEPARTMENT

DATE:
7/30/2021

QTY	ITEM	DESCRIPTION	PRICE EACH	PRICE EXTENDED
25	915188	HONEYWELL CARBON 2216 SCBA BOTTLE	\$1,034.45	\$25,861.25
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL				\$25,861.25

CONTRACT FOR CONSULTING SERVICES Chatfield Cable Television Seasonal Event Coordinator

This agreement, made this _____ day of _____, 2021, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and _____, (hereinafter "Consultant"), witnesseth that:

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) during the 2021 - 2022 school year.

This position works closely with the Cable Television Administrator.

2. 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.
3. Compensation for these services will be \$1500.00 per season, payable in two equal installments. 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.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on _____.

Agreed to between the parties hereto, the day and month set forth above.

Mayor

Contractor

CONTRACT FOR CONSULTING SERVICES
Chatfield Cable Television Technical Coordinator

This agreement, made this _____ day of _____, 2021, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and _____, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for the technical aspects of the cable television access board and the operations of the local access channel, CCTV. This position works closely with the Cable Television Administrator, Seasonal Coordinators and volunteers.
2. The primary duties include but are not limited to:
 - a. Maintain an accurate inventory of all equipment, maintain the equipment and coordinate the use of that equipment.
 - b. Plan for equipment upgrades and replacement.
 - c. Troubleshoot technical issues during events.
 - d. Train volunteers to use the equipment.
 - e. Edit video and audio, and arrange for edited content to broadcast on the local television channel.
 - f. Assists the CCTV Administrator or Seasonal Coordinators when they are unavailable or need additional assistance.
3. Compensation for these services will be \$15,000 per year, payable in equal installments on a monthly basis. The first payment will be made within fifteen days of completion of the first month of services provided and each month thereafter.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on _____.

Agreed to between the parties hereto, the day and month set forth above.

 Mayor

 Contractor

CONTRACT FOR CONSULTING SERVICES

Chatfield Cable Television Administrator

This agreement, made this _____ day of _____, 2021, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and _____, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for the administration of the cable television access board and the development and operations of the local access channel, CCTV. This includes the promotion of the CCTV Service, volunteer recruitment and support and developing and maintaining a sound financial and organizational structure of the Service. This position serves as the primary staff for the Cable Television Access Board.

This position works closely with the president of the Cable Television Access Board, the City Clerk, Mayor and City Council and communicates routinely with the Chatfield Public Schools, various volunteers and other interested parties.

2. The primary duties include but are not limited to:
 - a. Plan, organize and coordinate activities to ensure Cable TV Access Board-established goals and objectives are achieved.
 - b. Complete grant applications and develop recommendations regarding proposed projects.
 - c. Prepare and manage the annual budget of the Cable TV Access Board.
 - d. Prepare agendas and meeting packets, performing all necessary research for meetings of the Cable TV Access Board; maintain related files.
 - e. Attend meetings of the Cable TV Access Board; oversee the publication of meeting notices as required by law; prepare minutes of all proceedings and oversee maintenance of accurate and complete records of all actions.
 - f. Prepare all Cable TV Access Board related correspondence.
 - g. Represent Cable TV Access Board to City Council as appropriate.
 - h. Responsible for recruiting and retention of Seasonal coordinators and other volunteers as needed.
 - i. Develop and recommend cable tv related policies.
 - j. Maintain an accurate inventory of all assets of the Service.
 - k. Develop and maintain collaborative relationships with other appropriate entities, such as the local school district, the local cable television service providers, other local access channel boards, etc.
 - l. Maintain and schedule events for programming and publicize that schedule.
 - m. Represent the City at local, regional and statewide cable tv related organizations.
 - n. Work closely with the CCTV Marketing consultant to achieve funding goals.
 - o. Work closely with CCTV Tech Coordinator to ensure equipment and video content is working properly.
 - p. Assist the CCTV Technical Coordinator or the Seasonal Coordinators when they are unavailable or need additional assistance.
 - q. Recruit volunteers for "Fine arts events," Western Days Parade and other covered events at the Chatfield Center for the Arts.
3. Compensation for these services will be \$15,000 per year, payable in equal installments on a monthly basis. The first payment will be made within fifteen days of completion of the first month of services provided and each month thereafter.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an

employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.

6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on _____.

Agreed to between the parties hereto, the day and month set forth above.

Mayor

Contractor

PURPOSE

To provide a stable financial environment for the City of Chatfield's operations that allows the City to provide quality services to its residents in a fiscally responsible manner designed to keep services and taxes as consistent as possible over time. This annual budget policy is meant to serve as the framework upon which consistent operations may be built and sustained.

The primary goals in preparing the City's Operating and Capital Budgets are.

1. Maintain a steady, predictable, local tax rate, with a long-term goal of reducing the tax rate over time.
2. To maintain the City's debt per capita at \$3,500 or lower.
3. Maintain positive reserves in the City's enterprise funds (sewer and water).
4. Develop a budget based on specified needs and goals.
5. Develop work plans based on specific outcomes in an effort to develop result-based budgets.
6. Maintain public safety and public works programming that reasonably assures the public of their personal safety, convenience, and maintenance of property value.
7. Develop and maintain technology, communication, and administrative services that allow all interested parties to be well informed, while protecting the City's critical data and operating systems.

OPERATING BUDGET POLICIES

Scope - It is the City's policy to budget for all governmental and enterprise funds. The City considers our operating budget to consist solely of the General Fund. The City is required to report levy and expenditure amounts for our Debt Service Fund for Truth-in-Taxation (TNT) purposes, but these levies and expenditures are usually related to capital spending decisions and are therefore excluded from the operating budget policy.

Accounting - The General Fund uses the modified accrual basis of accounting for budgeting and reporting purposes. Revenues are recognized when they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Stakeholder Input. The annual budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new programs made outside the annual budget process are discouraged. The City will provide ample time and opportunity for public input into its budget process every year, including the use of the required TNT (truth in taxation) hearing. The City provides opportunity for public input into its budget process every year, including the required TNT (Truth in Taxation) hearing.

Balanced Budget Adoption - The operating budget (General Fund) for the City will be balanced. The City will not use internal or external short-term borrowing, asset sales, or one-time accounting changes to balance the General Fund budget. The balanced budget will include a reasonable annual appropriation for contingencies.

Budgetary Controls - The legal level of budgetary control is at the department level within the General Fund even though budgetary data is presented at lower levels (e.g. Operating Supplies, Small Tools & Minor Equipment, Other Professional Services, and Capital Outlay). Expenditures may not legally should not exceed budget appropriations for the department unless offset by increases in revenues or unless the purchase was made in accordance with the City's Equipment Replacement / Capital Improvement Plan. All unencumbered appropriations lapse at year-end.

The City Clerk may approve budgetary transfers. The City Council may approve supplemental purchases.

Monitoring - Department heads are responsible for administration of their respective department budgets. Such responsibility includes reviewing monthly financial reports to detect errors and assess progress, staying within budget authorization, and submitting requests for budget adjustments, when required.

REVENUE POLICIES

Policies - The City will endeavor to maintain a diversified and stable revenue system to shelter programs and services from short-term fluctuations in any single revenue source.

Property Taxes - It is beneficial for residents and for the City to keep tax rates competitive and consistent from year to year. The City will strive to proactively avoid large increases in the tax rate.

Fees and Charges - The City will consider policy objectives and market rates when setting fees.

Investment Income - The City will reasonably budget for investment revenue in our operating budget based on the conservative investment strategy outlined in our investment policy (under separate cover).

Adopted by City Council September 08, 2008

Revisions: _____, 2021