

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

September 13, 2021 7:00 P.M

- I. Chatfield City Council – September 13, 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 Settlement Agreement regarding Steven Kleiber v Nelson Auto Center.
 - D. Approve one pay step increase to Mitch Irish (G4 S6), Bill DuBord (G6 S6), Ryan Priebe (G7 S6) effective September 19 and Steve Schlichter (G8 S6) effective September 23.
 - E. Approve one pay step increase to Brian Burkholder (G9 S5) effective September 19.
 2. Ambulance Director Report – Rocky Burnett:
 - A. Training Room Chair upgrade
 - B. Power Load cot upgrade
 - C. Authorize hire of Jarrin Jax as EMT
 - D. Consider St. Charles Service Area Agreement
 3. Ordinance #455 – Gjere Zoning
 - A. Second Consideration
 - B. Publication
 4. Ordinance #456 – Mill Creek Overlook Zoning
 - A. Second Consideration
 - B. Publication
 5. Planning & Zoning Report:
 - A. Consider approval of Conditional Use Permit – Gjere Subdivision
 6. Delinquent Utilities
 - A. Public Hearing
 - B. Adopt Resolution to collect delinquencies
 7. S.C.S. Report:
 - A. Pool Heater Acquisition
 - B. Recognition of Mitch Irish – Class C Operator of the Year
 8. Committee Reports:
 - A. Personnel-Budget Committee
 - B. Public Works Committee
 9. Mayor’s Report:
 10. Clerk’s Report:
 - A. Budget 2022 Presentation
 11. Roundtable
 12. Adjourn.
 13. Meeting Notices:
 - A. Personnel-Budget Committee (Councilors Novotny & Urban) 4:30 p.m.
 - B. Public Works Committee (Councilors Novotny & Urban) 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, August 23, 2021

The Common Council of the City of Chatfield met in regular session on Monday, August 23, 2021. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

Members Present: Paul Novotny, Josh Broadwater, Mike Urban, Dave Frank, Pam Bluhm, and Russ Smith.

Members absent: None.

Others Present: Carla and Mr. Nelson, Shane Fox, Craig Britton, Chris Giesen, Damon Lueck, Karen Riesner, Fred Suhler, Darrell Richter, and Joel Young.

Consent Agenda

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

1. Approval of August 9, 2021 Meeting Minutes
2. Approve payment of claims
3. Approve use of City Park for Taste of the Trail event, sponsored by Chatfield Alliance, September 18

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

Nays: None

Motion carried.

Senator Carla Nelson

Senator Carla Nelson addressed the council, giving an update on the most recent senate session.

Enterprise Drive Development Incentive Program

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. A concept program and rebate schedule was recommended. Undeveloped lots will be removed from sales listing until they are fully improved with services. The 3% "finders fee" for realtors will be continued with the new program.

Council discussion involved possible alternatives to the proposal and why the committees formed the proposal the way they did.

Paul Novotny entered a motion, with a second by Dave Frank, to approve the Enterprise Drive Development Incentive Program.

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

Nays: None

Abstained: Councilor: Broadwater

Motion carried.

Ordinance #455 – First Consideration – Zoning of Gjere property

Josh Broadwater entered a motion, with a second by Paul Novotny, to approve the First Consideration of Ordinance #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.

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

Nays: None

Motion carried.

Ordinance #456 – First Consideration – Zoning of Mill Creek Overlook

Mike Urban entered a motion, with a second by Josh Broadwater, to approve the first consideration of Ordinance #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.

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

Nays: None

Motion carried.

Committee Reports

Public Services Committee

Councilors Bluhm and Frank were in attendance. Topics included:

- Fire Dept needs SCBA bottle replacements

Josh Broadwater entered a motion, with a second by Paul Novotny, to approve the purchase of 25 SCBA bottles from Fire Safety USA in the amount of \$25,861.25

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

Nays: None

Motion carried.

-Traffic concerns on Twifford Street

-Ambulance Dept would like to purchase chairs for the training room and two power-lift cots for the ambulances

Committee of the Whole

Mayor Smith along with councilors Novotny, Urban, Bluhm, Broadwater, and Frank were present for the committee of the whole meeting. The preliminary budget for 2022 was the topic.

Training videos for using iLegislate were introduced to the council to help them understand how to use the software which distributes meeting agendas.

Mayor's Report

Mayor Smith thanked the Western Days Committee for their hard work, they did a great job.

Clerk's Report

Approve Annual Budget policy update

Mike Urban entered a motion, with a second by Paul Novotny, to approve the newly revised Annual Budget policy. It will now read:

FINANCIAL MANAGEMENT POLICIES - ANNUAL BUDGET 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 judgements, 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.

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).

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

Nays: None

Motion carried.

Approve CCTV Contracts (Football, Technical Coordinator)

Josh Broadwater entered a motion, with a second by Dave Frank, to approve CCTV Contracts with E.B. Allen as the Volleyball Coordinator, Damon Lueck as the Technical Coordinator, and Andy O'Connor as the Football Coordinator, contingent on each person accepting the position.

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

Nays: None

Motion carried.

City Clerk Joel Young had two announcements:

1. The Center for the Arts construction project will start in November. Office staff will be using the senior room as offices during the construction.

2. The National Community Survey is live. Input is already being gathered. All households are encouraged to participate.

Councilor Urban mentioned the Small Cities Block Grant information is also arriving in people's mailboxes. Please fill out that as well.

Roundtable

Many thanks were given to the Western Days Committee and all they do and the city employees that help make it run smoothly.

Councilor Bluhm said the turn-out was awesome and the committee is already booking bands for next year's Western Days celebration.

Adjourn

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

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

Nays: None

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



City of Chatfield

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor DELUXE						
111656	08/31/2	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$76.24	DEPOSIT SLIPS
Vendor DELUXE					\$76.24	
Vendor ROOT RIVER STATE BANK						
111655	8/31/20	E 100-41500-310	City Clerk	Other Professional Servic	\$86.60	INT BANKING CHARGES 50 + 21.6 +
Vendor ROOT RIVER STATE BANK					\$86.60	
Batch Name 2021 08ADM02					\$162.84	
					\$162.84	

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Vendor AFLAC						
111644	845086	G 910-21712			\$36.14	ACCT #A8980 CANCER INS K COE
	845086	G 910-21712			\$82.94	ACCT #A8980 CANCER - BURKHOLDE
	845086	G 910-21718			\$54.47	ACCT #A8980 SPEVNT - BURKHOLDER
	845086	G 910-21713			\$21.58	ACCT #A8980 ACC - CARLSON
	845086	G 910-21724			\$52.00	ACCT #A8980 STD - CARLSON
	845086	G 910-21724			\$51.48	ACCT #A8980 DISABILITY - K COE
	845086	G 910-21713			\$40.04	ACCT #A8980 ACC - M ERICKSON
	845086	G 910-21715			\$17.20	ACCT #A8980 HOSPITAL INS M ERICS
	845086	G 910-21724			\$47.84	ACCT #A8980 STD - KEIGLEY
	845086	G 910-21724			\$43.68	ACCT #A8980 STD - LANDORF
	845086	G 910-21713			\$28.08	ACCT #A8980 ACC - LANDORF
	845086	G 910-21724			\$49.14	ACCT #A8980 STD - SCHMIEDEBERG
	845086	G 910-21713			\$21.58	ACCT #A8980 ACC - SCHMIEDEBERG
	845086	G 910-21715			\$56.29	ACCT #A8980 HOSPITAL INS B CARLS
					\$602.46	
Vendor AFLAC						
Vendor CHATFIELD PUBLIC LIBRARY						
111645	8/19/20	R 211-45500-3620	Libraries (GENERA		-\$175.00	SCRIP GAS CARDS
	8/19/20	G 910-21728			\$175.00	SCRIP GAS CARDS
					\$0.00	
Vendor CHATFIELD PUBLIC LIBRARY						
Vendor EFTPS						
111646	135091	G 910-21701			\$4,588.83	FEDERAL WH - STAFF
	135091	G 910-21709			\$1,886.86	MEDICARE WH - STAFF
	135091	G 910-21703			\$6,279.34	SOC SEC WH - STAFF
					\$12,755.03	
Vendor EFTPS						
Vendor EMPOWER						
111647	927521	G 910-21719			\$125.00	INVEST - SCHLICHTER
	927521	G 910-21719			\$72.24	INVEST - CARLSON
	927521	G 910-21719			\$118.53	INVEST - BURKHOLDER
	927521	G 910-21719			\$25.00	INVEST - COE
	927521	G 910-21719			\$50.00	INVEST - HYKE
	927521	G 910-21719			\$74.30	INVEST - PRIEBE
	927521	G 910-21719			\$123.11	INVEST - IRISH
	927521	G 910-21719			\$223.90	INVEST - DUBORD
					\$812.08	
Vendor EMPOWER						
Vendor MN DEPART. OF REV./WH TAX						
111648	0-972-3	G 910-21702			\$2,234.51	STATE TAX WH - STAFF
					\$2,234.51	
Vendor MN DEPART. OF REV./WH TAX						
Vendor PERA						
111649	SOMPE	G 910-21704			\$4,454.92	PERA - CITY COORDINATED
	SOMPE	G 910-21705			\$4,289.10	PERA - POLICE
	SOMPE	G 910-21704			\$56.24	DCP - ELECTED OFFICIAL
	SOMPE	E 230-42270-121	Ambulance	PERA	\$555.00	CEMTRIP - JULY
111650	SOMPE	G 910-21704			\$138.01	SOMPER000617120 SHORT PAY
					\$9,493.27	
Vendor PERA						
Vendor SUN LIFE ASSURANCE COMPANY						
111651	607511	G 910-21720			\$7.59	INSURANCE - SCHLICHTER D
	607511	G 910-21720			\$2.56	INSURANCE - PRIEBE
	607511	G 910-21720			\$2.56	INSURANCE - DUBORD



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
111651	607511	G 910-21720			\$2.56	INSURANCE - ERICKSON
	607511	G 910-21720			\$4.67	INSURANCE - FOX
	607511	G 910-21720			\$2.56	INSURANCE - IRISH
	607511	G 910-21720			\$2.56	INSURANCE - LANDORF
	607511	G 910-21720			\$2.56	INSURANCE - MILIANDER
	607511	G 910-21720			\$2.56	INSURANCE - CARLSON
	607511	G 910-21720			\$2.56	INSURANCE - SCHMIEDEBERG
	607511	G 910-21720			\$2.56	INSURANCE - SCHLICHTER S
	607511	G 910-21720			\$8.80	INSURANCE - HYKE
	607511	G 910-21720			\$37.03	INSURANCE - COE
	607511	G 910-21720			\$9.90	INSURANCE - BURNETT
	607511	G 910-21720			\$2.56	INSURANCE - BURKHOLDER
	607511	G 910-21720			\$298.76	INSURANCE - YOUNG
Vendor SUN LIFE ASSURANCE COMPANY					\$392.35	
Vendor TASC						
111652	08/19/2	G 910-21714			\$114.58	FSA - EmpE - SCHMIEDEBERG
Vendor TASC					\$114.58	
Batch Name 2021 08FPR02					\$26,404.28	
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2021 0827UTIL

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor UNITED STATES POSTAL SERVICE						
055357		E 603-49500-322	Refuse/Garbage (Postage	\$79.40	UTILITY BILL POSTAGE ALLOCATION
		E 602-49450-322	Sewer (GENERAL)	Postage	\$287.38	UTILITY BILL POSTAGE ALLOCATION
		E 601-49400-322	Water Utilities (GE	Postage	\$88.51	UTILITY BILL POSTAGE ALLOCATION
Vendor UNITED STATES POSTAL SERVICE					\$455.29	
Batch Name 2021 0827UTIL					\$455.29	
					\$455.29	

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	IN2117	E 100-41500-310	City Clerk	Other Professional Servic	\$250.00	COMPLIANCE FEE ASSESSMENT - DUE
Vendor TASC					\$250.00	
Vendor US BANK ONE CARD						
08-25-2	E 100-41500-322	City Clerk	Postage		\$55.00	USPS - STAMPS
08-25-2	E 211-45500-211	Libraries (GENERA	Program Expenses		\$11.10	ORIENTAL TRADING - BOOK MARKS
08-25-2	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN		\$342.26	SAMS CLUB - CONCESSIONS
08-25-2	E 100-42110-210	Police Administrati	Operating Supplies (GEN		\$8.86	DOLLAR GENERAL - 9V
08-25-2	E 100-41500-435	City Clerk	Licences, Permits and Fe		\$120.00	MN SOS - NOTARY
08-25-2	E 100-41500-433	City Clerk	Dues and Subscriptions		\$15.95	LAST PASS
08-25-2	E 100-43100-331	Street Maintenanc	Travel Expenses		\$35.65	2 GREEN MILL - CONF MEAL
08-25-2	E 100-41500-208	City Clerk	Training and Instruction		\$215.00	MN STATE COLLEGES - CLERKS ADV A
08-25-2	E 100-41100-430	Legislative	Miscellaneous (GENERAL		\$99.49	SILVER GRILLE - COW
08-25-2	E 100-41500-433	City Clerk	Dues and Subscriptions		\$46.00	MCFOA - DUES
08-25-2	E 100-41500-433	City Clerk	Dues and Subscriptions		\$15.16	LAST PASS
08-25-2	R 100-45200-3955	Parks (GENERAL)			-\$5.50	APR MAY JUN REBATE ALLOC
08-25-2	R 602-49450-3955	Sewer (GENERAL)			-\$25.38	APR MAY JUN REBATE ALLOC
08-25-2	R 601-49400-3955	Water Utilities (GE			-\$0.37	APR MAY JUN REBATE ALLOC
08-25-2	R 100-46323-3955	Heritage Preservat			-\$1.14	APR MAY JUN REBATE ALLOC
08-25-2	E 100-41500-435	City Clerk	Licences, Permits and Fe		\$21.50	WINONA COUNTY RECORDER
08-25-2	E 601-49400-208	Water Utilities (GE	Training and Instruction		\$43.49	GREEN MILL - 2 MEAL CONF
08-25-2	R 211-45500-3955	Libraries (GENERA			-\$19.10	APR MAY JUN REBATE ALLOC
08-25-2	R 100-45124-3955	Swimming Pools -			-\$43.63	APR MAY JUN REBATE ALLOC
08-25-2	R 230-42270-3955	Ambulance			-\$5.11	APR MAY JUN REBATE ALLOC
08-25-2	R 100-42110-3955	Police Administrati			-\$21.52	APR MAY JUN REBATE ALLOC
08-25-2	R 100-41500-3955	City Clerk			-\$59.33	APR MAY JUN REBATE ALLOC
08-25-2	R 100-41100-3955	Legislative			-\$1.06	APR MAY JUN REBATE ALLOC
08-25-2	E 100-41500-433	City Clerk	Dues and Subscriptions		\$115.00	IIMC - DUES
08-25-2	E 601-49400-322	Water Utilities (GE	Postage		\$36.00	USPS - WATER SAMPLE POSTAGE
Vendor US BANK ONE CARD					\$998.32	
Vendor WM HANSON WASTE REMOVAL						
29444	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal		\$12,926.46	GARBAGE SERVICE - 1,173 P/U @ 11.
29444	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal		\$44.23	GARBAGE SERVICE - CITY HALL
29444	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal		\$2,096.64	GARBAGE SERVICE - OC ENVIRON FEE
29444	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal		\$225.54	GARBAGE SERVICE - WWTP
29444	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal		\$1,141.73	GARBAGE SERVICE - FUEL SURCHARG
29444	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal		\$584.55	GARBAGE SERVICE - FIRE HALL
Vendor WM HANSON WASTE REMOVAL					\$17,019.15	
Batch Name 2021 09FA01					\$117,841.61	
Vendor ABILITY BUILDING CENTER						
10568	E 100-41940-302	Municipal Building	Contracted Help		\$2,060.00	cleaning crew 5 days /week
Vendor ABILITY BUILDING CENTER					\$2,060.00	
Vendor ALLIED 100						
197880	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$243.00	POWER SUPPLY CABLE,COUESE VIDE
Vendor ALLIED 100					\$243.00	
Vendor AMAZON CAPITAL SERVICES, INC.						
1THM-L	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$202.57	COM TOURN. EMS BAGS, CHEST SEAL
1QML-G	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$38.95	WOUND TREATMENT
1GQW-	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$35.26	PAGER BELT CLIP
Vendor AMAZON CAPITAL SERVICES, INC.					\$276.78	



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Check Nbr Invoice Account	Dept Descr	Object Descr	Amount	Comments
Vendor ARAMARK				
256000 E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$251.24	RUG SERVICE
Vendor ARAMARK			\$251.24	
Vendor BADGER METER				
800800 E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$85.95	1/2 BEACON NETWORK PER UNIT
800800 E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$85.95	1/2 BEACON NETWORK PER UNIT
Vendor BADGER METER			\$171.90	
Vendor CENEX FLEET FUELING				
218332 E 100-46630-212	Community Dev -	Vehicle Operating Suppli	\$17.20	CITY CAR - PARADES
218332 E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$106.79	STREET 1
218332 E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$149.50	471A
218332 E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$213.92	WWTP 1 - SCHLICHTER
218332 E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$166.06	WATER 1
218332 E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$314.65	STREET 4 - IRISH
218332 E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$159.14	STREET3 50% - DUBORD
218332 E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$37.24	STREET 2
218332 E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$335.12	POLICE SQUAD 3
218332 E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$90.07	POLICE SQUAD 1-CHIEF
218332 E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$302.58	POLICE SQUAD 2
218332 E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$746.32	PARK DESK
218332 E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$41.50	FIRE TANKER 6
218332 E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$19.23	FIRE GRASS RIG
218332 E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$80.24	FIRE ENGINE 2
218332 E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$113.16	FIRE ENGINE 1
218332 E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$141.25	471B
218332 E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$159.13	STREET3 50% - DUBORD
Vendor CENEX FLEET FUELING			\$3,193.10	
Vendor CHATFIELD LUMBER CO				
110136 E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$108.59	PINE
Vendor CHATFIELD LUMBER CO			\$108.59	
Vendor CHATFIELD PARTS HOUSE				
817987 E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$15.99	LOCK SNICKEL TULIP
08/31/2 E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$20.44	SNAD PAD, KNIFE TAPING
E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$31.98	TRASH BAGS
08/31/2 E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$19.98	OIL DRY
819501 E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$14.98	PAINTBRUSH
819132 E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$48.99	STAIN EXT. NEW CEDAR
818969 E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$9.21	ADAPTER
818985 E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$34.97	PVC CEMENT, 2-VALVE 3/4 BALL LEV
818945 E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$15.87	SOCKET ADAPTER
817936 E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$7.99	PAINTBRUSH
818929 E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$137.94	V-BELT
818919 E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$1.57	BOLT,NUT
818531 E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$2.29	REDUCER PIPE FITTING
818266 E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$2.94	CONDUIT STRAPS
818258 E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$3.88	BUSHING, ELBOW
818245 E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$38.43	BALL VALVE PVC
818095 E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$5.49	CLEAR WELD
817.93 E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$25.98	HI PWR V-BELT
817991 E 100-42110-210	Police Administrati	Operating Supplies (GEN	\$11.49	9V-2 BATTERY



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	818966	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$14.75	BALL VALVE, COUPLING, PIPE
	817418	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$120.99	CABLE TIE
	817815	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$213.99	TRIGGER REPAIR, LUN EYE, 5 TON PIN
	815992	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$57.98	BALLAST ELEC.
	817658	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$17.56	COUPLING
	817954	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$3.20	BOLT
	817270	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$1.60	BOLT
	817152	E 602-49450-240	Sewer (GENERAL)	Small Tools and Minor E	\$120.98	POWERATED BELT, SEARCH LIGHT
	817989	E 100-42110-210	Police Administrati	Operating Supplies (GEN	\$6.78	WINDSHIELD WASHER
	817080	E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$18.99	GRIP AND GRAB
	816598	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$19.00	NUTS, HEX CAP
	816237	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$7.49	CABLE TIE
	815992	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$33.98	PROPNE CYLINDER, TORCH HEAD SELF
	817797	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$0.95	BOLT
Vendor CHATFIELD PARTS HOUSE					<u>\$1,088.65</u>	
Vendor CITY OF CHATFIELD						
	08/27/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$651.00	10-00000001-00-4 THURBER BLDG GA
	08/27/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$282.59	10-00000031-00-3 WWTP
	08/27/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$85.98	10-00000071-005 TOURIST CENTER
	08/27/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$137.62	10-00000081-008 CITY SHOP
	08/27/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$63.50	10-00000051-009 FIRE HALL
	08/27/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$1,361.07	10-00000121-007 POOL
	08/27/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$64.31	10-00000011-007PUBLIC LIBRARY
Vendor CITY OF CHATFIELD					<u>\$2,646.07</u>	
Vendor CONSTRUCTION MANAGEMENT SERVIC						
	8/1-8/3	E 100-42400-440	Building Inspectio	Building Inspections	\$1,198.45	INSPECTIONS
	8/1-8/3	E 100-42400-441	Building Inspectio	Plan Review	\$198.24	PLAN REVIEW
Vendor CONSTRUCTION MANAGEMENT SERVIC					<u>\$1,396.69</u>	
Vendor EARL F. ANDERSON						
	012734	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$45.00	RND CAP ADAPTOR
Vendor EARL F. ANDERSON					<u>\$45.00</u>	
Vendor EO JOHNSON, BUSINESS TECH.						
	100207	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$72.03	#56246 NETWORK L9124 MP C4503
	100207	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$40.00	#46719-01 POLICE L7545
	100207	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$20.58	#56246 NETWORK L9124 MP C4503
	100207	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$20.58	#56246 NETWORK L9124 MP C4503
	100207	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	100207	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	100207	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	100207	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$78.89	#56246 NETWORK L9124 MP C4503
	100207	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
Vendor EO JOHNSON, BUSINESS TECH.					<u>\$383.00</u>	
Vendor EXPERT BILLING, LLC						
	8886	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$990.00	TRANSPORTS BILLED -
Vendor EXPERT BILLING, LLC					<u>\$990.00</u>	
Vendor FARRELL EQUIPMENT & SUPPLY CO.						
	119929	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$235.06	BROOM. SHOVEL, GLOVES
	120093	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$27.90	LARGE TOOL HANDZ GLOVES
Vendor FARRELL EQUIPMENT & SUPPLY CO.					<u>\$262.96</u>	



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Vendor OLMSTED COUNTY PUBLIC WORKS						
4407 R	E 100-43100-406	Street Maintenanc	Street-Grdng/Chlrd/Crckf		\$5,626.40	APPLIED CHLORIDE
					\$5,626.40	
Vendor OLMSTED COUNTY PUBLIC WORKS						
Vendor ON SITE SANITATION						
119213	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$70.00	001411-006 GP - 558 OTRNE TIPPED
					\$70.00	
Vendor ON SITE SANITATION						
Vendor QUILL.COM						
189647	E 100-41940-210	Municipal Building	Operating Supplies (GEN		\$19.38	LIME/CAL. REMOVER
187701	E 100-41500-210	City Clerk	Operating Supplies (GEN		\$203.98	TONER CART.
					\$223.36	
Vendor QUILL.COM						
Vendor SCHUMACHER ELEVATOR CO						
09/01/2	E 100-41940-302	Municipal Building	Contracted Help		\$188.75	MUNI ELEV MAINT
					\$188.75	
Vendor SCHUMACHER ELEVATOR CO						
Vendor SCHWAAB, INC						
CO7558	E 100-41500-200	City Clerk	Office Supplies (GENERA		\$40.25	NOTARY STAMP
					\$40.25	
Vendor SCHWAAB, INC						
Vendor SOUTHEAST MECHANICAL						
28394	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$432.78	FIXED LEAK REPLACED ELBOW
					\$432.78	
Vendor SOUTHEAST MECHANICAL						
Vendor ZEP MANUFACTURING						
900658	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN		\$93.32	BLACK BAGS 2.0 ML
					\$93.32	
Vendor ZEP MANUFACTURING						
Batch Name 2021 09FA01U					\$25,418.53	
					\$143,260.14	

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Vendor CHATFIELD PUBLIC LIBRARY							
	111658	9/2/202	G 910-21728			\$175.00	SCRIP GAS CARDS
		9/2/202	R 211-45500-3620	Libraries (GENERA		-\$175.00	SCRIP GAS CARDS
						<hr/>	
Vendor CHATFIELD PUBLIC LIBRARY						\$0.00	
Vendor DELTA DENTAL							
	111659	RIS000	G 910-21711			\$32.74	HYKE - EE
		RIS000	G 910-21711			\$108.48	ERICKSON - FAMILY
		RIS000	G 910-21711			\$32.74	IRISH - EE
		RIS000	G 910-21711			\$108.48	KEIGLEY - FAMILY
		RIS000	G 910-21711			\$108.48	PRIEBE - FAMILY
		RIS000	G 910-21711			\$108.48	SCHLICHTER - FAMILY
		RIS000	G 910-21711			\$32.74	COE - EE
						<hr/>	
Vendor DELTA DENTAL						\$532.14	
Vendor EFTPS							
	111660	155961	G 910-21701			\$4,409.11	FEDERAL - STAFF
		155961	G 910-21709			\$1,621.14	MEDICARE WH - STAFF
		155961	G 910-21703			\$5,072.34	SOC SEC WH - STAFF
						<hr/>	
Vendor EFTPS						\$11,102.59	
Vendor EMPOWER							
	111661	931657	G 910-21719			\$50.00	INVESTMENT - 1055 HYKE
		931657	G 910-21719			\$93.90	INVESTMENT - 0859 PRIEBE
		931657	G 910-21719			\$125.00	INVESTMENT - 4045 SCHLICHTER
		931657	G 910-21719			\$72.24	INVESTMENT - 6789 CARLSON
		931657	G 910-21719			\$133.12	INVESTMENT - 2163 BURKHOLDER
		931657	G 910-21719			\$223.48	INVESTMENT - 8692 DUBORD
		931657	G 910-21719			\$25.00	INVESTMENT - 2449 WANGEN
		931657	G 910-21719			\$117.98	INVESTMENT - 4421 IRISH
						<hr/>	
Vendor EMPOWER						\$840.72	
Vendor HEALTHEQUITY							
	111662	09/03/2	G 910-21726			\$50.00	DUBORD - EE
		09/03/2	G 910-21726			\$250.00	HYKE - ER
		09/03/2	G 910-21726			\$250.00	IRISH - ER
		09/03/2	G 910-21726			\$500.00	LANDORF - ER
		09/03/2	G 910-21726			\$250.00	MILIANDER - ER
		09/03/2	G 910-21726			\$183.34	YOUNG - EE
		09/03/2	G 910-21726			\$500.00	YOUNG - ER
		09/03/2	G 910-21726			\$100.00	SCHLICHTER - EE
		09/03/2	G 910-21726			\$500.00	SCHLICHTER - ER
		09/03/2	G 910-21726			\$183.34	ERICKSON - EE
		09/03/2	G 910-21726			\$500.00	ERICKSON - ER
		09/03/2	G 910-21726			\$125.00	ELDER - ER
		09/03/2	G 910-21726			\$500.00	DUBORD - ER
		09/03/2	G 910-21726			\$250.00	PRIEBE - ER
		09/03/2	G 910-21726			\$42.50	COE - EE
		09/03/2	G 910-21726			\$250.00	COE - ER
		09/03/2	G 910-21726			\$50.00	CARLSON - EE
		09/03/2	G 910-21726			\$250.00	CARLSON - ER
		09/03/2	G 910-21726			\$100.00	BURNETT - EE
		09/03/2	G 910-21726			\$500.00	BURNETT - ER
		09/03/2	G 910-21726			\$40.00	BURKHOLDER - EE



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111662	09/03/2	G 910-21726			\$250.00	BURKHOLDER - ER
	09/03/2	G 910-21726			\$50.00	ELDER - EE
Vendor HEALTHEQUITY					\$5,674.18	
Vendor LAW ENFORCEMENT LABOR SERVICES						
	SEP-21	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - MILIA
	SEP-21	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - LAND
	SEP-21	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - KEIGL
	SEP-21	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - STEVE
Vendor LAW ENFORCEMENT LABOR SERVICES					\$254.00	
Vendor MN PEIP						
111664	111091	G 910-21706			\$546.12	COE - EE - MED ADV HSA HP
	111091	G 910-21706			\$766.42	SCHMIEDEBERG - EE - MED ADV HIGH
	111091	G 910-21706			\$1,463.06	SCHLICHTER - FAMILY - MED ADV HS
	111091	G 910-21706			\$546.12	PRIEBE - EE - MED ADV HSA PONE
	111091	G 910-21706			\$546.12	MILIANDER - EE - MED ADV HSA HP
	111091	G 910-21706			\$766.42	LEWIS - EE - MED ADV HIGH HP
	111091	G 910-21706			\$1,463.06	LANDORF - EE+SP - MED ADV HSA HP
	111091	G 910-21706			\$546.12	IRISH - EE - MED ADV HSA PONE
	111091	G 910-21706			\$546.12	HYKE - EE - MED ADV HSA HP
	111091	G 910-21706			\$1,854.38	FOX - FAMILY - MED ADV VALUE BCBS
	111091	G 910-21706			\$1,463.06	ERICKSON - FAMILY - MED ADV HSA H
	111091	G 910-21706			\$1,463.06	DUBORD - EMP+SP - MED ADV HSA H
	111091	G 910-21706			\$546.12	CARLSON - EE - MED ADV HSA HP
	111091	G 910-21706			\$1,463.06	BURNETT - FAMILY - MED ADV HSA B
	111091	G 910-21706			\$546.12	BURKHOLDER - EE - MED ADV HSA HP
	111091	G 910-21706			\$1,463.06	YOUNG - EE+SP - MED ADV HSA BCBS
	111091	G 910-21706			\$546.12	ELDER - EE - MED ADV HSA HP
Vendor MN PEIP					\$16,534.54	
Vendor MN REVENUE						
111663	1-238-6	G 910-21702			\$2,153.86	STATE TAX WH
Vendor MN REVENUE					\$2,153.86	
Vendor NCPERS GROUP LIFE INSURANCE						
	384000	G 910-21707			\$16.00	LIFE INSURANCE - IRISH
	384000	G 910-21707			\$16.00	LIFE INSURANCE - CARLSON
	384000	G 910-21707			\$16.00	LIFE INSURANCE - MILIANDER
	384000	G 910-21707			\$16.00	LIFE INSURANCE - COE
	384000	G 910-21707			\$16.00	LIFE INSURANCE - YOUNG
Vendor NCPERS GROUP LIFE INSURANCE					\$80.00	
Vendor PERA						
111665	SOMPE	G 910-21705			\$4,565.39	PERA - POLICE
	SOMPE	G 910-21704			\$4,727.35	PERA - CITY COORDINATED
Vendor PERA					\$9,292.74	
Vendor TASC						
111666	09/02/2	G 910-21714			\$114.58	FSA MEDICAL - EmpE SCHMIEDEBERG
Vendor TASC					\$114.58	
Batch Name 2021 09FPR01					\$46,579.35	



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Nbr							
						\$46,579.35	

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Vendor MN REVENUE						
111657	0-659-5	E 100-45124-437	Swimming Pools -	Sales Tax - Purchases	\$359.00	7316521 POOL SALES & ADM
	0-659-5	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$35.00	7316521 WTR TWR LEASE SALES
	0-659-5	E 100-45200-436	Parks (GENERAL)	Sales Tax	\$64.00	7316521CAMP SITE
	0-659-5	E 603-49500-436	Refuse/Garbage (Sales Tax	\$1,003.00	7316521 GARBAGE TAX
Vendor MN REVENUE					\$1,461.00	
Vendor PRIORITY PAYMENT SYSTEMS						
111667	8/31/21	E 100-45124-323	Swimming Pools -	Administration Expense	\$133.73	CC PROCESSING FEES
Vendor PRIORITY PAYMENT SYSTEMS					\$133.73	
Batch Name 2021 09MNREV					\$1,594.73	
					\$1,594.73	

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fwhtlaw.com

**FABYANSKE
WESTRA
HART &
THOMSON**

August 30, 2021

Via U.S. Mail and Email

Frederick S. Suhler, Jr.
City Hall
21 Second Street SE
Chatfield, MN 55923

**Re: SETTLEMENT - State of Minnesota, *et al.*, *ex rel.* Steven Kleiber v. Nelson
Auto Center, Inc. *et al.*
District Court File No.: 62-CV-19-876
Appellate Court Case No.: A20-0653**

Dear Mr. Suhler:

We represent Steven Kleiber. You are receiving this letter because you have been identified as the attorney for the City of Chatfield (“Chatfield”). As you may recall, Mr. Kleiber commenced the above titled *qui tam* action (the “Action”) under the Minnesota False Claims Act (“MFCA”) related to alleged overcharging by Nelson Auto Center, Inc. (“Nelson Auto”) for police and emergency vehicles under state contract numbers 37669 and 83065 (the “Contracts”). Your client, Chatfield, was one of the entities Mr. Kleiber asserted claims on behalf of in the Action.

Since commencement of the Action, Mr. Kleiber and Defendants have agreed to settle the Action for a total sum of \$1.1 million. A copy of the Proposed Mediated Settlement Agreement with Exhibits A-E (the “Settlement Agreement”) is enclosed. The Settlement Agreement has been submitted to and approved by Judge Thomas A. Gilligan of the Ramsey County District Court. A copy of the District Court’s Interim Order approving the Settlement Agreement is also enclosed.

Although set out in detail in the Settlement Agreement, you should be aware that the total amount of the settlement proceeds are to be distributed as follows:

1. \$478,131.50 to entities on whose behalf Mr. Kleiber pursued claims in the Action, such as Chatfield;
2. \$200,980.50 to Mr. Kleiber as his distribution pursuant to § 15C.13 of the MFCA;
3. \$34,558.15 to Mr. Kleiber’s attorneys, Fabyanske, Westra, Hart & Thomson, P.A. (“FWHT”), for costs incurred in the Action as provided for in § 15C.12 of the MFCA; and

4. \$386,329.85 to FWHT for attorneys' fees incurred in the Action as provided for in § 15C.12 of the MFCA.

Under the terms of the settlement agreement, the distribution amount each individual entity, such as Chatfield, is entitled to is \$158.06 per vehicle purchased under the Contracts that Mr. Kleiber identified the respective entity was allegedly overcharged for. The per vehicle amount was determined by taking the total amount to be distributed to the entities (\$478,131.50) and dividing that by the number of vehicles purchased that Mr. Kleiber identified entities were allegedly overcharged on, 3,025.

Mr. Kleiber identified that Chatfield was allegedly overcharged on 2 vehicle purchases under the Contracts. Thus, Chatfield's distribution under the Settlement Agreement would be \$316.12. A complete calculation of the distribution amount for each entity Mr. Kleiber pursued claims on behalf of in the Action is attached as Exhibit B to the Settlement Agreement.

That being said, while Mr. Kleiber and Defendants have agreed to settle the action, and the District Court has approved their agreement, the terms of the settlement agreement and § 15C.05(a) of the MFCA require both the District Court *and* the Prosecuting Attorney (as defined by § 15C.01 of the MFCA) to consent to the settlement and dismissal of the Action and to provide their reasons for consenting in order for the settlement to be finalized.

To that end, after your review of the enclosed settlement documents and the District Court's Interim Order, we request that you indicate in writing whether your client, Chatfield, approves the settlement and the reasons for consenting, or objects to the settlement and the reasons for such objection. To make this election simpler for each entity, the parties may make their respective elections by filling out the form on the following page and returning it by mail or email at the following addresses:

Mailing Address: Fabyanske, Westra, Hart & Thomson, P.A.
Attn: Mark R. Becker & Alexander B. Athmann
333 South Seventh Street, Suite 2600
Minneapolis, MN 55402

Bassford Remele, P.A.
Attn: Jonathan P. Norrie
100 South Fifth Street, Suite 1500
Minneapolis, MN 55402

Neaton & Puklich, P.L.L.P.
Attn: Michael L. Puklich
7975 Stone Creek Drive, Suite 120
Chanhassen, MN 55317

Email Address: mbecker@fwhtlaw.com
aathmann@fwhtlaw.com

jnorrie@bassford.com
mic@neatonpuklich.com

Of course, if Chatfield wishes to submit its own written response, providing for either its approval or objection to the Settlement Agreement and its reasons for such election rather than submit the provided form, it is welcome to do so. You and Chatfield should also be aware that under the terms of the Settlement Agreement, if Chatfield does not submit an objection within 60 days after receiving this notice, Chatfield will be deemed to have approved the settlement. Prior to the expiration of the 60 day period, if Chatfield is unable to resolve its objection with Mr. Kleiber's counsel and Defendants' counsel, Chatfield must file its objection in Ramsey County District Court, case number 62-CV-19-876.

If you have any questions regarding this letter, the Settlement Agreement, or the Action in general, please feel free to contact myself or my colleague Alex Athmann (aathmann@fwhtlaw.com).

Sincerely,



Mark R. Becker

MRB/

Encl.

cc: Alex Athmann (aathmann@fwhtlaw.com)

Jonathan Norrie (jnorrie@bassford.com)

Mic Puklich (puklich@gmail.com)

SETTLEMENT ELECTION FORM

☐ I, Frederick Suhler, Jr, Prosecuting Attorney for City of Chatfield, approve the settlement and dismissal of the action titled State of Minnesota, *et al.*, *ex rel.* Steven Kleiber v. Nelson Auto Center, Inc. *et al.*, court file no. 62-CV-19-876, under the terms of the Proposed Mediated Settlement Agreement approved by the Ramsey County District Court in its Interim Order dated August 20, 2021 pursuant to Minn. Stat. § 15C.05(a). The reasons for my consent to the settlement and dismissal of the action, on behalf of the City of Chatfield, are as set forth in Exhibit D to the Proposed Mediated Settlement Agreement.

Date: _____ Signature: _____

☐ I, _____, Prosecuting Attorney for _____, object to the settlement and dismissal of the action titled State of Minnesota, *et al.*, *ex rel.* Steven Kleiber v. Nelson Auto Center, Inc. *et al.*, court file no. 62-CV-19-876, under the terms of the Proposed Mediated Settlement Agreement approved by the Ramsey County District Court in its Interim Order dated August 21, 2021 for the following reasons:

Date: _____ Signature: _____

INTEROFFICE MEMORANDUM

TO: JOEL YOUNG, CITY CLERK & PUBLIC SERVICE COMMITTEE

FROM: ROCKY BURNETT

SUBJECT: TRAINING ROOM CHAIRS

DATE: 8/13/2021

CC:

The training room gets used for many things but mostly for EMT classes and Ambulance meetings. During EMT classes our students sit in this area for 4 hours at a time. We have done a good job of keeping the area looking good and being functional. The tables have been replaced on an as needed basis and I believe it maybe time to look at replacing the chairs in that room. The chairs are starting to rip and should be replaced. I would recommend we replace them with the same style of chair that is in the guest area of the council chambers. These chairs are listed as HON Olson stacking chairs. I have found them on Amazon for \$400.00 for 4 chairs. The recommendation is to buy 20 chairs for a cost of about \$2,000.00.

Please feel free to reach out with any question you may have about this.

Thanks for your support

Rocky Burnett

INTEROFFICE MEMORANDUM

TO: JOEL YOUNG, CITY CLERK & PUBLIC SERVICE COMMITTEE

FROM: ROCKY BURNETT

SUBJECT: POWER LOAD COT UPGRADE

DATE: 8/16/2021

CC:

During the review process of our capital goods program, I noticed that we are scheduled to replace our cots in both ambulances in 2029 with \$31,000 being budgeted at that time for each cot. I have been looking into the power load system for our existing cots and received a quote from Fire Safety USA to upgrade at a cost of \$31,000 each this year. Being that the estimate will be higher in 8 years I started to think maybe we should look at upgrading now.

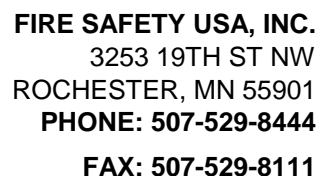
Our current system has an electronic part that raises and lowers the cot legs without much effort from the EMT but must be held in the air while the legs are being raised and lowered. The power load system requires no lifting from the EMT at all. Once the cot is locked into place on the load system the cot is raised by the power arms and not the human running it. This is the feature that increases safety for the EMT and patient as it reduces the chance of not being able to lift the patient manually.

. The power load system would be a big benefit for our EMT's and increase safety for our patients. It looks like we could make this purchase without pushing back any other capital purchases. This system would be moved from truck to truck as they are replaced.

Attached is the quote I received from Fire Safety USA. Please feel free to reach out with any question you may have about this.

Thanks for your support

Rocky Burnett



SHIP TO ADDRESS:	
CHATFIELD AMBULANCE SERVICE	

7/22/2021

QTY	ITEM	DESCRIPTION	PRICE EACH	PRICE EXTENDED
1	639005550001.00	STRYKER MTS POWER LOAD	\$25,681.82	\$25,681.82
1	6500700049	6500 POWERLOAD UPGRADE KIT	\$3,236.00	\$3,236.00
11	LABOR-GOLD	LABOR/TRAVEL HRS	\$129.00	\$1,419.00
1	SHOP SUPPLIES	Accessories/ supplies	\$45.00	\$45.00
				\$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				\$30,381.82

INTEROFFICE MEMORANDUM

TO: CHATFIELD CITY COUNCIL

FROM: ROCKY BURNETT

SUBJECT: NEW EMT

DATE: 9/8/2021

CC:

The ambulance service is looking for authorization to hire a new EMT. Jarrin Jax reached out to me about joining our service. Jarrin is from the Stewartville area and just recently passed her NREMT test. I met with her and went over our equipment and our lounge with her, she is interested in doing a 12–24-hour shift on the weekend at least once a month. It is my recommendation that we would bring her on to our service.

Thanks for the consideration

Rocky

Service Area Coverage Agreement Between

CHATFIELD AMBULANCE & ST. CHARLES AMBULANCE

PURPOSE:

The purpose of this agreement is to identify and record the willingness of the above listed organizations to mutually assist each other during periods of scheduling difficulties when one of the services signatory to this agreement is unable to staff a legal crew configured to adhere to Minnesota Statute 144E.

SERVICE FEES:

Services agree and understand there will be no bill sent by the service covering the other service's primary service area under this agreement. Each service agrees to be responsible for billing directly those patient(s) who are transported as a result of providing service area coverage. Usual and customary charges will apply. It shall be the responsibility of the transporting agency to collect reimbursement for patient transport services rendered.

LIABILITY COVERAGE:

Each service agrees to provide and maintain its own appropriate liability, auto, workers compensations, and professional malpractice insurance in amounts that, at a minimum, are equal to those that are required by law and State Licensure.

1. For the purposes of the Minnesota Municipal Tort Liability Act (MN Statute 466), the employees and officers of the responding party are deemed to be employees (as defined in MN Statute 466.01, subdivision 6) of the requesting party.
2. The requesting party agrees to defend and indemnify the responding party against any claims brought or actions filed against the responding party or any officer, employee, or volunteer of the responding party for injury to, death of, or damage to the property of any third request for assistance by the requesting party pursuant to this agreement.
3. No party to this agreement nor any officer of any party shall be liable to any other party or to any other person for failure of any party to furnish assistance to any other party.

COMMUNICATIONS:

Communications between Ambulances and their Communication Center(s) will take place on their customary dispatch channels.

RECIPROCITY OF SIMILAR ASSISTANCE:

It is the intent of this agreement that both services will provide the same type of reciprocal service area coverage to each other whenever possible.

PROCESS:

1. If one service identifies gaps in the duty schedule, the service needing coverage assistance will contact the other service signatory to this agreement by end of business office hours on the day prior to the day when coverage is needed. In the event scheduling assistance is needed throughout a weekend, notification will be made by end of business office hours on the Friday preceding the weekend.
2. Notification will be made via email. Emails will be sent to the designated person(s) of the service being requested for coverage at an address agreeable to both services. A confirmation email will be required to verify the service being requested for coverage can indeed facilitate this request. Copies of these emails will be retained for verification of this coverage. In the event email is not available, efforts will be made to contact the service representative via phone. Records will be obtained when email is available.
3. Services will assure maps of service areas are readily available for all service areas covered under this agreement.
4. Services understand coverage is restricted to no more than 12 hours per 24 hour period.
5. Notification of this coverage will be made to the respective County Public Safety Answering Point (PSAP) or the agency responsible for dispatching both services signatory to this agreement. This notification will be made by the service requesting the service area coverage.
6. Notification will be made to crew members of both services signatory to this agreement. This notification will be made by the designated person(s) from each service.
7. In the event the service requesting service area coverage has members available after the covering service has been scheduled, the coverage by the second service will remain in effect with crew members from the service requesting service area coverage having the ability to first respond to requests for service.

If either party wishes to discontinue this agreement, the other party must be notified in writing 30 days in advance.

DATE: _____

Joel Young, City Clerk
City of Chatfield

DATE: _____

Rocky Burnett, Ambulance
DirectorCity of Chatfield

DATE: _____

Nick Koverman, Administrator
City of St. Charles

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 MULTIFAMILY 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

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.

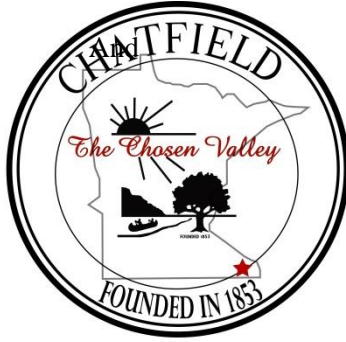
Passed and adopted by the City Council of the City of Chatfield, Minnesota, this day of September, 2021.

Approved:

Attest:

By its Mayor

By its City Clerk



City of Chatfield

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

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER
SUBJECT: GJERE ADDITION PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT
DATE: 9/9/2021
CC:

Recommendation: At the September 7th, 2021, Planning and Zoning Commission Meeting, the Commission heard and recommended approval for the Planned Unit Development Conditional Use Permit with 11 conditions. **A modification was made and clarified pertaining to setbacks which included a 25 ft. front yard setback from the private drive and a 20 ft. rear yard setback from Mill Creek Road.** See the attached Planning Commission Staff Report.

Location: The property is generally located in the SW ¼ of the SW ¼ of Section 31, Elmira Township, and at 273 Mill Creek Road NW, Chatfield, MN.

Proposed Use: Mike and Julie Sogla are proposing a Planned Unit Development townhome development as part of the recently approved Zone Change, General Development and Preliminary Plat. The proposed development is located adjacent to Mill Creek Road NW and Division Street NW. The portion of the property adjacent to Mill Creek Road and Division Street is the proposed area for the residential townhomes.

Public Hearing Notification: A public notice was placed in the “official” paper on August 23rd, 2021 as well as notification letters sent out for a public hearing to be held on Tuesday, September 7th, 2021.

Action: Per the Zoning Ordinance, after receiving the comments and recommendations of the planning commission, the city council shall consider the Planned Unit Development Conditional Use Permit at the next regularly scheduled meeting. The city council shall approve, approve it subject to certain conditions, or disapprove within 30 days.



City of Chatfield

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

TO: PLANNING & ZONING COMMISSION
FROM: LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER
SUBJECT: GJERE ADDITION PLANNED UNIT DEVELOPMENT CONDITIONAL USE PERMIT
DATE: 9/02/2021
CC:

Location of Property: The property is generally located in the SW ¼ of the SW ¼ of Section 31, Elmira Township, and at 273 Mill Creek Road NW, Chatfield, MN.

Proposed Use: Mike and Julie Sogla are proposing a Planned Unit Development townhome development as part of the recently approved Zone Change, General Development and Preliminary Plat. The proposed development is located adjacent to Mill Creek Road NW and Division Street NW. The portion of the property adjacent to Mill Creek Road and Division Street is the proposed area for the residential townhomes.

Existing Land Use - The Land Use Plan and Map designates the current property as Medium Density Residential. The Medium Density Residential area is designated close to downtown commercial and city services and public transportation.

Existing Zoning District - The property recently received approval for the area encompassing the townhomes to be R-2. The R-2 – Medium Density Residential District is consistent with the intent of the Comprehensive Plan.

Street Patterns and Access- The townhomes have a private drive off Division Street, also connecting to a private drive to the Event Center. There is no direct access off of Mill Creek Road.

Sidewalks: There are not currently any sidewalks along Mill Creek Road NW or Division Street NW.

Public Utilities: There is currently an 8” sanitary sewer main within the Mill Creek Road right-of-way and an 8” watermain currently on the site and also coming from Mill Creek Road.

Parkland Dedication: Parkland dedication is not required for a Planned Unit Development, however, section 111-222 of the Subdivision Code states, “plats need .1 acres per residential unit to be dedicated for parks”. Parkland Dedication Fees need to be determined.

Referral Comments:

1. Chatfield Public Works, contained in conditions of approval.
2. County Surveyor, responded and had no comments at this time.
3. City Engineer, contained in conditions of approval.

Public Hearing Notification: A public notice was placed in the “official” paper on August 23rd, 2021 as well as notification letters sent out for a public hearing to be held on Tuesday, September 7th, 2021.

Growth Guidelines per the City’s Land Use Plan: See Staff responses in **Bold** below:

1. Growth should occur in conjunction with municipal services and facilities. Municipal service areas should be well defined and expanded to accommodate and encourage orderly development. **There are currently existing municipal services and facilities serving the site.**
2. The City should allow for future development needs by identifying the long-term growth needs in areas where the land use is best suited. **The land use plan designation for this site is for Medium Density Residential. By definition, the Medium Density Residential area is designated to be close to downtown commercial and city services and public transportation. A proposed medium density residential development is consistent with the land use plan intent for these designations.**
3. Medium and high-density housing should be developed in close proximity to commercial, industrial and institutional centers. **The proposed medium density residential is adjacent to the B-2 Neighborhood Commercial and within a couple of blocks of the downtown.**
4. Provide for continued diversity and growth of businesses in the commercial business districts through redevelopment, preservation, and building and property improvements. **Improvements, diversity, and growth will be achieved as part of the proposed residential development.**
5. Concentrate industrial development in industrial parks with existing or planned public facilities and services. **N/A**
6. Preserve land which has a unique recreational, geological, environmental significance, or good agricultural land. **N/A**

7. Protect and preserve properties of historical, architectural, and cultural significance by designating buildings, sites, structures, and districts as heritage preservation sites. **N/A**

8. Development in the 100-year floodplain should be regulated and limited to uses which are properly flood-protected or do not have a detrimental effect on the floodplain. **The property is within Zone X per the FEMA Floodplain designation and is above the 100-year floodplain.**

9. Adopt regulations that encourage residential and commercial planned unit developments, cluster subdivisions, common interest communities, provisions for common open space, subdivision innovation and other similar provisions which provide for flexibility in development design and an opportunity to mix dwelling types and commercial uses. **This proposal is part of a larger development recently approved which includes a mix of uses including a hotel and a residential component with an HOA and common areas, which is consistent with encouraging flexibility in development design, mixing dwelling types and commercial uses.**

10. Ensure the recreational facilities are adequately provided as the City continues to experience population growth. Encourage and promote joint cooperation and planning of school and park facilities. **Connection to the existing trail and park system through sidewalks or trails are not shown and are encouraged.**

Locational Criteria

b. Medium density residential uses are most suitable in areas that contain the following characteristics:

i. Level to fairly rolling terrain, lying outside floodplain areas or areas with steep slopes. **The proposed residential development is outside of the floodplain with fairly rolling terrain and some topographic challenges. The property has steep slopes but are accounted for by the design and layout of the buildings and access drives of the development.**

ii. In close proximity to commercial areas, employment centers, recreational areas, or other neighborhood support facilities. **The proposed residential development is adjacent to the B-2 Neighborhood Commercial area and within a couple of blocks of the downtown.**

iii. Having good access by means of collector, arterial, and expressway streets to employment centers, commercial areas, and community facilities. **Private drives lead to and through the proposed development to Division Street (Proposed Collector) to Highway 52 and also Mill Creek to Highway 30 (Minor Arterial). In addition, the site has good access to downtown, employment centers, commercial areas, and community facilities.**

- iv. Buffered from commercial, industrial and other incompatible activities. **The rolling terrain and Mill Creek Road creates a scenic view and buffer to any incompatible activities.**

Article V. Planned Unit Development: Sec. 113-213. Purpose

The purposes of this article are:

- (1) To encourage a more creative and efficient development of land and its improvements than is possible under the more restrictive application of zoning requirements such as lot sizes and building setbacks, while at the same time meeting the standards and purposes of the comprehensive plan and preserving the health, safety and welfare of the citizens.
- (2) To allow for a mixture of residential units in an integrated and well-planned area.
- (3) To ensure concentration of open space into more usable areas, and the preservation of the natural resources of the site including, wetlands, woodlands, steep slopes and scenic areas.

Sec. 113-215. Conditional use permit required; standards. Staff responses are in **BOLD** below:

A conditional use permit shall be required of all planned unit developments. The city may approve a planned unit development only if it finds that the development satisfies all the following standards, in addition to meeting the requirements of article II, division 3 of this chapter, except for the time limit:

- (1) The planned unit development is consistent with the city's comprehensive plan. **The land use plan designation for this site is for Medium Density Residential. By definition, the Medium Density Residential area is designated to be close to downtown commercial and city services and public transportation. A proposed medium density residential PUD development is consistent with the land use plan intent for these designations.**
- (2) The planned unit development is an effective and unified treatment of the development possibilities in the project site and the development plan provides for the preservation of unique natural amenities such as streams, stream banks, wooded cover, rough terrain, and similar areas. **The proposed residential development is outside of the floodplain with fairly rolling terrain and some topographic challenges. The property has steep slopes but are accounted for by the design and layout of the buildings and access drives of the development.**
- (3) The planned unit development can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site. **There are townhomes across Mill Creek Road of a similar design, lot placement and character and the proposed project would be in harmony with the existing and future development of the surrounding area.**

- (4) Financing is available to the applicant on conditions and in an amount which is sufficient to ensure completion of the planned unit development. **Financing appears to be available and the applicant intends to break ground this Fall.**
- (5) The tract under consideration is under single control. **The tract under consideration is under single control by the Sogla family.**

In addition to the criteria and standards set forth above for the granting of conditional use permits, the following additional findings shall be made before any PUD preliminary development plan is approved.

- (1) The proposed PUD is in conformance with the city's comprehensive plan. **The land use plan designation for this site is for Medium Density Residential. By definition, the Medium Density Residential area is designated to be close to downtown commercial and city services and public transportation. A proposed medium density residential PUD development is consistent with the land use plan intent for these designations.**
- (2) The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property, and will not be detrimental to the potential surrounding uses. **There are townhomes across Mill Creek Road of a similar design, lot placement and character and the proposed project would be in harmony with the existing and future development of the surrounding area.**
- (3) Each phase of the proposed development, as it is proposed to be completed, is of sufficient size, composition, and arrangement that its construction, marketing and operation of dwelling units and common open space are balanced and coordinated. **The proposed development, as proposed, is of sufficient size, composition and arrangement will be balanced and coordinated**
- (4) The PUD will not create an excessive burden on parks, schools, streets, and other public facilities and utilities which are proposed to serve the district. **The PUD will not create an excessive burden on parks, school, streets and other public facilities and utilities as proposed.**
- (5) The proposed total development is designed in such a manner as to form a desirable and unified environment within its own boundaries. **A desirable and unified environment is proposed as part of the development.**

Staff Recommendations: Staff is recommending approval of the Planned Unit Development and Conditional Use Permit with the following 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) **In Townhome Association/HOA documents, there needs to be language and clear**

understanding that no parking of vehicles is allowed along Mill Creek Road.

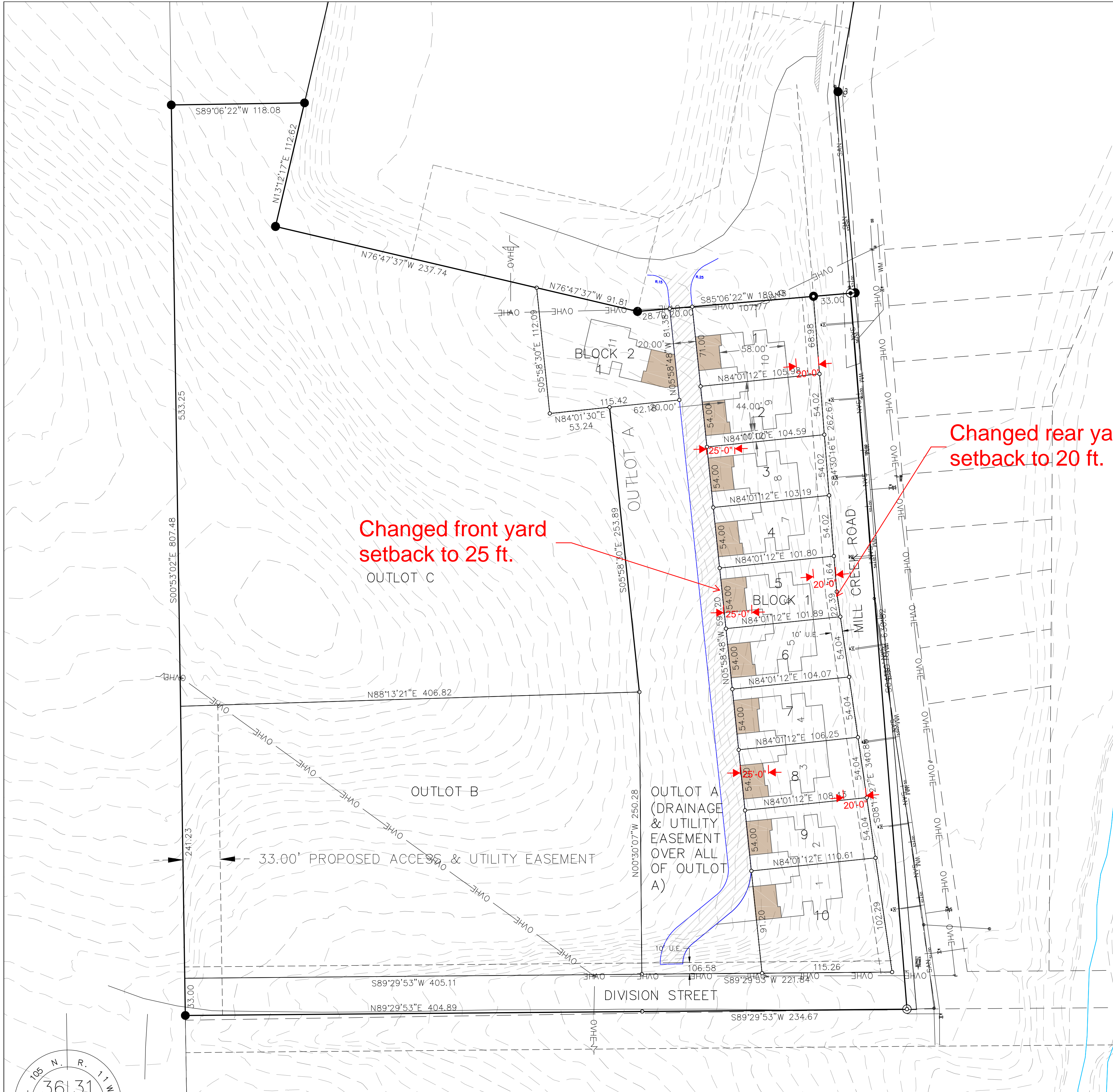
- 4) When improvements are made to Division Street, trails will need to be part of the connection.**
- 5) Grading Plan approval is required prior to the application of the Final Plat, unless other arrangements are made with the City Engineer and Public Works.**
- 6) Parkland Dedication Fees will need to be determined and paid prior to, or at the time of, application of the Final Plat.**
- 7) A Development Agreement is not required for this phase of development with the City but will be required for future phases of development.**
- 8) 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.**
- 9) 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.**
- 10) Fire hydrant(s) may be required per the direction and coordination of the City Public Works Department.**
- 11) All zoning ordinance and building code requirements must be reviewed and approved through the building permit process.**

Summary:

The request is for a Planned Unit Development as a Conditional Use Permit. The General Development Plan, Zoning District Amendment and Preliminary Plat were previously approved. Staff is suggesting approval with the above eleven conditions. The Planning Commission needs to make a recommendation to the City Council to approve, approve with conditions, or deny the request as presented.

Attachments:

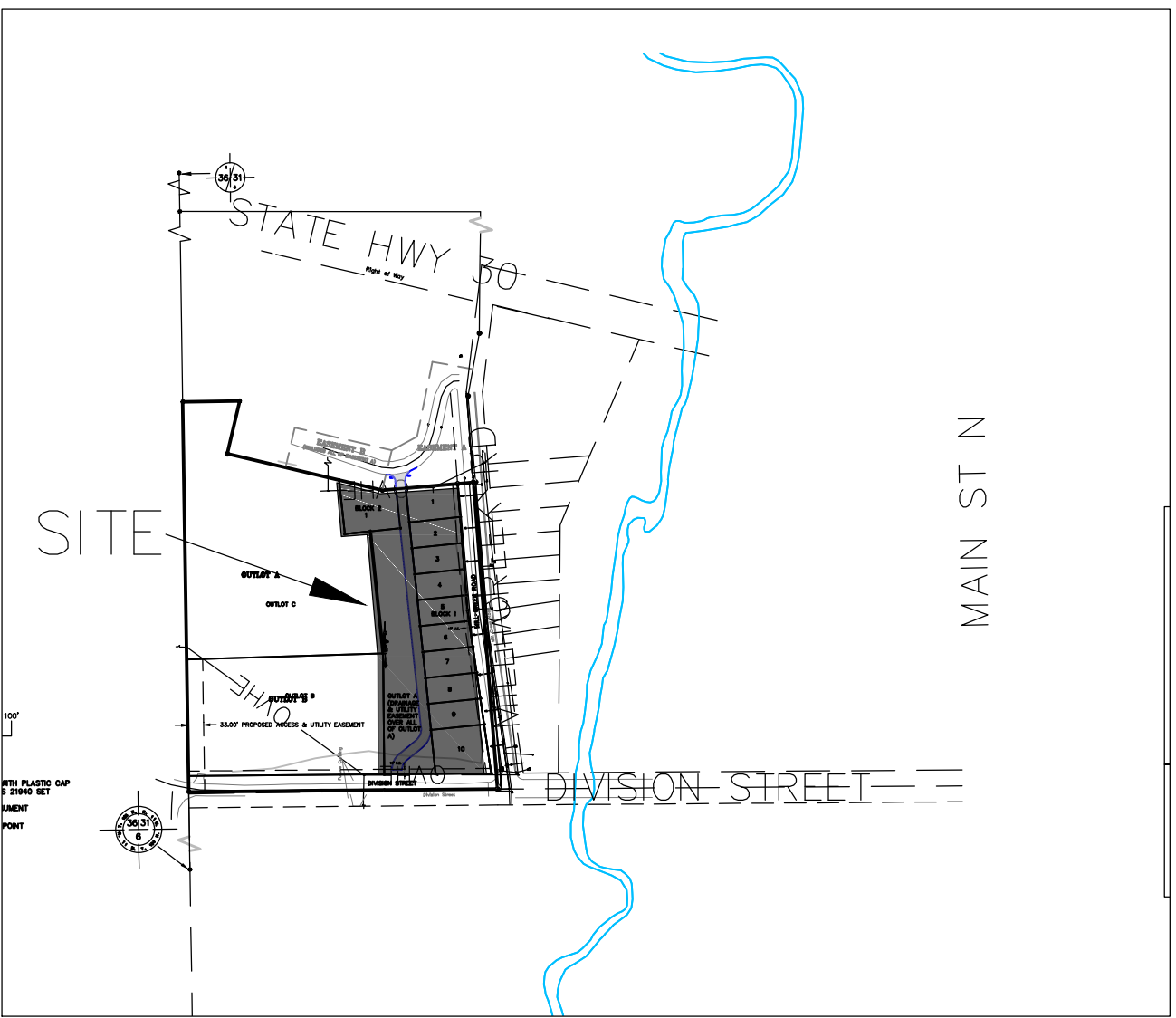
1. Gjere Addition PUD and CUP Letter
2. Preliminary Plat



PROJECT CALCULATIONS:
DEVELOPABLE AREA (BLOCKS 1&2): 3.41 ACRES
11 PROPOSED LOTS
OUTLOT "A" AREA: 1.07 ACRES
654 LINEAR FEET OF ROAD
ALL STREETS ARE PRIVATE
EXISTING IMPERVIOUS: 0.00 ACRES
WETLANDS: 0.00 ACRES

OWNERS/ DEVELOPERS
MICHAEL SOGLA
22453 STATE HWY 16
WYKOFF, MN 55990

ENGINEER & SURVEYOR
G-CUBED INC.
14070 HWY. 52 SE
CHATFIELD, MN 55923

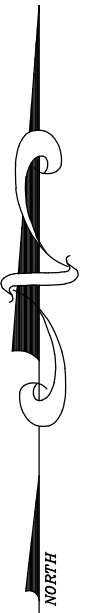


VICINITY MAP
T. 105 N., R. 11 W., SEC. 31
"NOT TO SCALE"

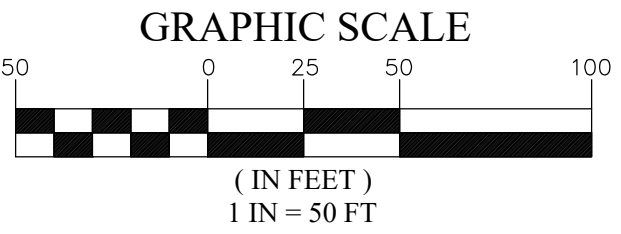
LAND DESCRIPTION:
That part of the West Half of the Southwest Quarter of Section 31, Township 105 North, Range 11 West, Olmsted County, Minnesota, described as follows:

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, 807.48 feet to an iron pipe; thence EAST 117.99 feet to an iron pipe; thence South 14°06'00" West 112.62 feet to an iron pipe; thence South 75°54'00" East 329.56 feet to an iron pipe; thence North 86°00'00" East 193.59 feet to the point of beginning, containing 9.67 acres, more or less.

EXCEPT
BERNARDS FIRST ADDITION, according to the recorded plat thereof on file and of record at the office of the County Recorder, Olmsted County, Minnesota.



- SPIKE SET
- IRON PIPE WITH PLASTIC CAP STAMPED LS 21940 SET
- FOUND MONUMENT
- △ COMPUTED POINT



A Resolution to Approve the Gjere Addition Planned Unit Development

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 town home style medium density development as a Planned Unit Development within the R-2 Medium Density Residential Zoning District, and

Whereas, the City's Planning and Zoning Commission has held a public hearing to consider the townhome style medium-density development as a Planned Unit Development, and

Whereas, the Planning Commission approved the request with a modification to the front yard setback to 25 feet and a rear yard setback of 20 feet, and

Whereas, the Planning Commission has developed a recommendation that the City Council approve the Planned Unit Development based on a set of findings of facts and contingent upon certain conditions,

Now, therefore, be it resolved by the Common Council of the City of Chatfield to approve the Planned Unit Development based on the following findings of fact:

- (1) The planned unit development is consistent with the city's comprehensive plan. **The land use plan designation for this site is for Medium Density Residential. By definition, the Medium Density Residential area is designated to be close to downtown commercial and city services and public transportation. A proposed medium density residential PUD development is consistent with the land use plan intent for these designations.**
- (2) The planned unit development is an effective and unified treatment of the development possibilities in the project site and the development plan provides for the preservation of unique natural amenities such as streams, stream banks, wooded cover, rough terrain, and similar areas. **The proposed residential development is outside of the floodplain with fairly rolling terrain and some topographic challenges. The property has steep slopes but are accounted for by the design and layout of the buildings and access drives of the development.**
- (3) The planned unit development can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site. **There are townhomes across Mill Creek Road of a similar design, lot placement and character and the proposed project would be in harmony with the existing and future development of the surrounding area.**

- (4) Financing is available to the applicant on conditions and in an amount which is sufficient to ensure completion of the planned unit development. **Financing appears to be available and the applicant intends to break ground this Fall.**
- (5) The tract under consideration is under single control. **The tract under consideration is under single control by the Sogla family.**

In addition to the criteria and standards set forth above for the granting of conditional use permits, the following additional findings shall be made before any PUD preliminary development plan is approved.

- (1) The proposed PUD is in conformance with the city's comprehensive plan. **The land use plan designation for this site is for Medium Density Residential. By definition, the Medium Density Residential area is designated to be close to downtown commercial and city services and public transportation. A proposed medium density residential PUD development is consistent with the land use plan intent for these designations.**
- (2) The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property, and will not be detrimental to the potential surrounding uses. **There are townhomes across Mill Creek Road of a similar design, lot placement and character and the proposed project would be in harmony with the existing and future development of the surrounding area.**
- (3) Each phase of the proposed development, as it is proposed to be completed, is of sufficient size, composition, and arrangement that its construction, marketing and operation of dwelling units and common open space are balanced and coordinated. **The proposed development, as proposed, is of sufficient size, composition and arrangement will be balanced and coordinated**
- (4) The PUD will not create an excessive burden on parks, schools, streets, and other public facilities and utilities which are proposed to serve the district. **The PUD will not create an excessive burden on parks, school, streets and other public facilities and utilities as proposed.**
- (5) The proposed total development is designed in such a manner as to form a desirable and unified environment within its own boundaries. **A desirable and unified environment is proposed as part of the development.**

And be it further resolved that the approval is contingent on the following eleven 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) In Townhome Association/HOA documents, there needs to be language and clear understanding that no parking of vehicles is allowed along Mill Creek Road.**
- 4) When improvements are made to Division Street, trails will need to be part of the connection.**

- 5) 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.**
- 6) Parkland Dedication Fees will need to be determined and paid prior to, or at the time of, application of the Final Plat.**
- 7) A Development Agreement is not required for this phase of development with the City but will be required for future phases of development.**
- 8) 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.**
- 9) 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.**
- 10) Fire hydrant(s) may be required per the direction and coordination of the City Public Works Department.**
- 11) All zoning ordinance and building code requirements must be reviewed and approved through the building permit process.**

City of Chatfield

21 Second St SE
Chatfield, MN 55923
507-867-3810

DATE 8/25/2021
Account 00- [REDACTED] -00-7

[REDACTED].000

[REDACTED]
CHATFIELD MN 55923

Delinquent Amount **\$65.47**

|||||

Property Address [REDACTED]

DELINQUENT UTILITY CHARGES NOTIFICATION

FIRST NOTIFICATION

Each year, the City of Chatfield is required to review all accounts and take action to bring them current. This is a standard practice and has been followed for many years. City records indicate the utility account for the above named property is in arrears. It is necessary to bring this account current.

Fees and penalties to consider:

- Late fees of 1.5% will be added to any unpaid balance on the 20th of each month
- A 10% administrative fee will be added to a balance when assessment occurs
- A \$25 filling fee will be added to a balance when assessment occurs

To avoid the account balance from being assessed to property taxes, the outstanding balance on the account must be paid no later than Sept 8, 2021. Any unpaid balance after September 8, 2021, along with fees and penalties mentioned above, will be assessed to the property taxes.

A hearing for assessment of unpaid utility charges will be held on Monday, September 13, 2021, during the regular council meeting starting at 7:00 pm.

If you have any questions please feel free to give me a call at 507-867-3810. Thank you for your consideration in this matter.

Beth M Carlson, MMMC
Deputy City Clerk
Chatfield, MN

Account	Full Property Address	Full Billing Name	Delinquent Amount	10% Admin Fee	Filing Fee	Total Assessm ent	PIN	County
01-00005330-30-7	303 FIFTH STREET SE	SCOTT/JENNIFER BIER	\$433.17	\$43.32	\$25.00	\$501.49	26.0018.020	Fillmore
01-00037332-00-5	320 OLD TERRITORIAL ROAD	JOHNSON PROPERTIES	\$4,174.44	\$417.44	\$25.00	\$4,616.88	26.0018.030	Fillmore
01-00037334-00-7	340 OLD TERRITORIAL ROAD	JOHNSON PROPERTIES	\$3,130.80	\$313.08	\$25.00	\$3,468.88	26.0018.040	Fillmore
01-00030431-50-3	315 RIVER STREET SW	JENNIFER ANDERSON	\$81.87	\$8.19	\$25.00	\$115.06	26.0057.010	Fillmore
01-00002422-50-0	225 SECOND STREET SW	MIKE GLENZINSKI	\$400.65	\$40.07	\$25.00	\$465.72	26.0084.040	Fillmore
01-00036361-03-3	613 WINONA STREET SE	MICHAEL EVANS	\$236.70	\$23.67	\$25.00	\$285.37	26.0098.000	Fillmore
01-00036352-70-1	527 WINONA STREET SE	TRACEY BRANDT	\$80.70	\$8.07	\$25.00	\$113.77	26.0104.000	Fillmore
01-00018302-10-6	21 FILLMORE STREET SE	ANDREA REINHARDT	\$56.09	\$5.61	\$25.00	\$86.70	26.0139.000	Fillmore
01-00000501-00-7	10 MAIN STREET SOUTH	PAUL STEPHAS	\$1,237.78	\$123.78	\$25.00	\$1,386.56	26.0142.000	Fillmore
02-00000622-00-2	220 MAIN STREET SOUTH	CHATFIELD NEWS	\$85.51	\$8.55	\$25.00	\$119.06	26.0168.000	Fillmore
01-00018342-90-4	429 FILLMORE STREET SE	BRENTON DAVIDSON	\$918.20	\$91.82	\$25.00	\$1,035.02	26.0183.000	Fillmore
01-00018340-30-0	403 FILLMORE STREET SE	TRAVIS & ELSIE THOMPSON	\$474.47	\$47.45	\$25.00	\$546.92	26.0187.000	Fillmore
01-00018351-50-8	515 FILLMORE STREET SE	CASSANDRA JUERS	\$1,189.13	\$118.91	\$25.00	\$1,333.04	26.0194.000	Fillmore
01-00000651-80-5	518 MAIN STREET SOUTH	MARY HIGGINS	\$1,048.59	\$104.86	\$25.00	\$1,178.45	26.0199.000	Fillmore
01-00000661-40-0	614 MAIN STREET SOUTH	PATRICK/JANET LAWLER	\$1,083.98	\$108.40	\$25.00	\$1,217.38	26.0206.000	Fillmore
01-00018370-50-3	705 FILLMORE STREET SE	MATTHEW KRAMER	\$558.32	\$55.83	\$25.00	\$639.15	26.0211.000	Fillmore
01-00000651-70-8	517 MAIN STREET SOUTH	RICK/MICHELLE SPELTZ	\$208.30	\$20.83	\$25.00	\$254.13	26.0224.000	Fillmore
01-00033450-80-6	508 TWIFORD STREET SW	TROY FOX	\$1,337.40	\$133.74	\$25.00	\$1,496.14	26.0228.000	Fillmore
02-00000620-70-9	207 MAIN STREET SOUTH	ZHENG YU ZHENG	\$2,177.35	\$217.74	\$25.00	\$2,420.09	26.0240.000	Fillmore
01-00000620-72-4	207 1/2 MAIN STREET SOUTH	ZHENG YU ZHENG	\$934.52	\$93.45	\$25.00	\$1,052.97	26.0240.000	Fillmore
01-00003420-50-7	205 THIRD STREET SW	ERIC OTTMAN	\$1,304.74	\$130.47	\$25.00	\$1,460.21	26.0353.000	Fillmore
01-00012420-30-7	203 BENCH STREET SW	CHARLES KARVER	\$1,512.38	\$151.24	\$25.00	\$1,688.62	26.0356.000	Fillmore
01-00002421-70-3	217 SECOND STREET SW	KEVIN KEEL	\$51.98	\$5.20	\$25.00	\$82.18	26.0366.000	Fillmore
01-00029321-60-8	216 PROSPECT STREET SE	CHAD/MARSHA TREICHEL	\$1,381.96	\$138.20	\$25.00	\$1,545.16	26.0369.000	Fillmore
00-00019390-41-3	904 GRAND STREET SE	KYLIE HASS	\$74.35	\$7.44	\$25.00	\$106.79	26.0376.000	Fillmore
01-00019370-90-0	709 GRAND STREET SE	MIKE KESTER	\$745.55	\$74.56	\$25.00	\$845.11	26.0412.000	Fillmore
01-00028360-40-6	604 PARK STREET SE	DAVID GEELAN	\$649.20	\$64.92	\$25.00	\$739.12	26.0425.000	Fillmore
01-00092014-90-6	468 PLEASANT STREET SW	LINUS HAMMELL	\$121.92	\$12.19	\$25.00	\$159.11	26.0443.010	Fillmore
01-00092014-07-4	1488 COE-Z LANE SW	MARLA DROGEMULLER ETAL	\$195.45	\$19.55	\$25.00	\$240.00	26.0444.000	Fillmore
01-00052619-18-9	1918 HIGHWAY 52 SOUTH	ALISHA SWIFT	\$1,172.19	\$117.22	\$25.00	\$1,314.41	26.0479.020	Fillmore
01-00001311-00-5	1364 LONE STONE COURT SE	BENJAMIN LEVAN	\$1,958.22	\$195.82	\$25.00	\$2,179.04	26.0568.000	Fillmore
01-00002971-00-4	1305 LONE STONE COURT SE	ROBERT GARSON	\$1,943.49	\$194.35	\$25.00	\$2,162.84	26.0682.000	Fillmore
01-00002901-00-3	1227 LONE STONE COURT SE	Casey & Heather Borgen	\$1,073.96	\$107.40	\$25.00	\$1,206.36	26.0700.000	Fillmore
01-00002871-00-7	1125 LONE STONE COURT SE	REX MCGRAW	\$210.67	\$21.07	\$25.00	\$256.74	26.0714.000	Fillmore

Account	Full Property Address	Full Billing Name	Delinquent Amount	10% Admin Fee	Filing Fee	Total Assessm ent	PIN	County
01-00027140-10-6	401 MARGARET STREET NE	PAUL EGGERS	\$1,447.46	\$144.75	\$25.00	\$1,617.21	51.31.12.000151	Olmsted
01-00027150-70-1	507 MARGARET STREET NE	CARL GOLDSMITH	\$203.23	\$20.32	\$25.00	\$248.55	51.31.12.000158	Olmsted
01-00024160-20-2	602 JAMES STREET NE	MATT BOLEY	\$1,357.17	\$135.72	\$25.00	\$1,517.89	51.31.13.000186	Olmsted
01-00071203-00-8	203 DIVISION STREET NE	MIKE/WENDY KIRCHNER	\$865.92	\$86.59	\$25.00	\$977.51	51.31.31.000053	Olmsted
01-00036125-50-7	255 WINONA STREET NE	CHRIS SHOFNER	\$1,357.01	\$135.70	\$25.00	\$1,517.71	51.31.31.000070	Olmsted
01-00036123-50-5	235 WINONA STREET NE	Jodi & Lance Bosma	\$560.49	\$56.05	\$25.00	\$641.54	51.31.31.000073	Olmsted
01-00001431-00-8	364 MAIN STREET NORTH	KAREN KILLORAN	\$741.22	\$74.12	\$25.00	\$840.34	51.31.31.077667	Olmsted
01-00021121-70-9	217 HARWOOD AVE NE	DAVID VOGEN	\$189.32	\$18.93	\$25.00	\$233.25	51.31.34.000063	Olmsted
01-00036122-07-0	223 WINONA STREET NE	JASON/KATHY KUMPF	\$519.70	\$51.97	\$25.00	\$596.67	51.31.34.000075	Olmsted
01-00000501-20-1	12 MAIN STREET NORTH	COURTNEY BUSS	\$1,471.81	\$147.18	\$25.00	\$1,643.99	51.31.34.000332	Olmsted
02-00000511-80-7	114 MAIN STREET NORTH	BRENS SALON	\$83.06	\$8.31	\$25.00	\$116.37	51.31.34.000339	Olmsted
01-00018101-40-2	14 FILLMORE STREET NE	Josh Crary	\$693.57	\$69.36	\$25.00	\$787.93	51.31.34.000347	Olmsted
01-00018301-50-3	15 FILLMORE STREET SE	JOSH AXLEY	\$352.43	\$35.24	\$25.00	\$412.67	51.31.34.000375	Olmsted
01-00018300-30-8	3 FILLMORE STREET SE	VERONICA HORSMAN	\$1,633.53	\$163.35	\$25.00	\$1,821.88	51.31.34.000377	Olmsted
01-00039110-05-6	1005 SUDEN CIRCLE NE	BRYAN COLE	\$277.59	\$27.76	\$25.00	\$330.35	51.31.41.000109	Olmsted
01-00034141-80-2	418 UNION STREET NE	NANCY PETER	\$1,123.92	\$112.39	\$25.00	\$1,261.31	51.31.42.000242	Olmsted
01-00016141-50-3	415 CLIFF STREET NE	TODD/JESSICA STAILEY	\$1,441.05	\$144.11	\$25.00	\$1,610.16	51.31.42.000245	Olmsted
01-00034150-70-7	507 UNION STREET NE	ANGELA/WARREN BOYSEN	\$1,706.01	\$170.60	\$25.00	\$1,901.61	51.31.42.000260	Olmsted
01-00016162-60-7	626 CLIFF STREET NE	GRACE HOOK	\$234.61	\$23.46	\$25.00	\$283.07	51.31.42.000289	Olmsted
01-00011140-20-6	402 AVENUE C NE	TORY RUNKLE	\$715.88	\$71.59	\$25.00	\$812.47	51.31.42.000312	Olmsted
01-00032350-00-4	500 SUMMIT STREET NE	PAUL STEPHAS	\$1,087.41	\$108.74	\$25.00	\$1,221.15	51.31.43.000011	Olmsted
00-00036300-62-2	6 BURR OAK AVENUE NE	PAUL STEPHAS	\$87.36	\$8.74	\$25.00	\$121.10	51.31.43.000014	Olmsted
01-00020142-50-3	425 GROVE STREET NE	DARWIN BODE	\$803.92	\$80.39	\$25.00	\$909.31	51.31.43.000228	Olmsted
01-00017152-80-7	528 DIVISION STREET NE	KATIE MOUSETH	\$527.51	\$52.75	\$25.00	\$605.26	51.31.43.000285	Olmsted

Resolution to Authorize the Collection of Delinquent Utility Accounts with Property Taxes

Whereas, the City of Chatfield provides water, sewer and garbage services to residents of the community, and

Whereas, a number of these accounts become delinquent and overdue, and

Whereas, the City routinely takes action to collect these accounts on a monthly basis and an annual basis, and

Whereas, the City has notified all accounts that a public hearing would be held on Monday, September 13, 2021 so that any delinquency can be debated, and

Whereas, a public hearing has been conducted at which time no charge of delinquency was disputed,

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Chatfield authorize the City Clerk to prepare documentation that would cause the County Auditor to collect the delinquent utilities with property taxes.

INTEROFFICE MEMORANDUM

TO: Council
FROM: Brian Burkholder, SCS
SUBJECT: New Pool Heater
DATE: 9/2/2021

Action Requested: I am looking for your consideration and approval for the purchase of a new RayPak pool heater for \$36,149.

Background: Back in July we received 2 bids for the replacement of the old heater. Superior Plumbing came in at \$38,710 and Southeast Mechanical came in at \$35,649.

At a previous council meeting it was suggested to speak with Southeast Mechanical on the exclusions not including any electrical work, gas line/pressure issues or chimney/combustion issues.

After meeting with them, they did add \$500 to there bid to include any electrical work needed but until the new heater is up and running, they would not know whether any additional work would be needed for any gas line/pressure or chimney/combustion issues.

I recommend Southeast Mechanical's bid for \$36,149. Superior Plumbing installed our current heater during construction so I would not expect any additional gas line or combustion issues.

Thank you for your time,
Brian Burkholder



www.superiormechnical.us

PROPOSAL

TO: City of Chatfield

Email: rpriebe@ci.chatfield.mn.us

DATE: July 22, 2021

JOB: City Pool

BID DESCRIPTION: Pool Heater

BASE BID: \$ 38,710.00

INCLUSIONS:

(1) Raypak P1802C pool heater
Existing pumps to remain
Venting
Piping
Electrical
Disconnect, remove and dispose of existing equipment
Labor and materials

EXCLUSIONS:

N/A

ALTERNATES:

1. Raypak P2002C pool heater.....add \$ 6,450.00
2. Raypak P2005A pool heater.....add \$ 29,420.00

NOTE: Project quoted as tax exempt

Respectfully submitted,

Brian H. Lubbert
Project Manager/Estimator
Superior Mechanical

Accepted: _____

Date: _____

Late fee/rebiling charge – all past due accounts are charged at 18% annually or a minimum \$15.00 rebiling charge. Process fee for NSF payments \$35.00 charge.

Rochester 507.289.0229 Brainerd 218.568.4709

Plumbing HVAC Refrigeration Mechanical Insulation Irrigation Water Conditioning

Southeast Mechanical, Inc.

**25 Third Street SW
Chatfield, Mn 55923**

Ph: (507) 867-1604

Fax: (507) 867-3797

Email: semechanical507@gmail.com

July 23, 2021

**To: City of Chatfield
Attn: Ryan Priebe
21 SE 2 St.
Chatfield, Mn 55923**

Re: Pool Heater

Proposal

I propose to provide material and labor to replace existing pool boiler. I am quoting a 180 MBH and a 200 MBH boiler. The 180 MBH is what the calculated load is for the pool. Not knowing what exactly caused the existing boiler to fail I have concerns about gas supply issues and/or venting issues. We really won't know until we start up the new boiler. I am putting an exclusion on any gas line and/or venting issues that arise.

Material and Labor

- 1. RayPak pool boiler
Model: P1802C**
- 2. Misc. water pipping**
- 3. Disposal of old unit**

Total Investment price	\$35,649.00
-------------------------------	--------------------

Total Investment price for a P2002C boiler	\$40,763.00
---	--------------------

Exclusions

- 1. Any electrical work required.**
- 2. Any gas line or gas pressure issues.**
- 3. Any Chimney or combustion air issues.**

**Prices are good for 15 days. Terms are 50% down 100% due on completion.
If financing or a credit/debit card will be used there will be a 3% charge on total.**

Accepted by: _____

Thank You for the opportunity to propose your project. Please call me if you have any questions at 508-867-1604.

Thank You

**Lanny L. Isensee, CEO
Southeast Mechanical
25 SW 3rd ST
Chatfield, MN 55923**

Southeast Mechanical, Inc.

**25 Third Street SW
Chatfield, Mn 55923**

Ph: (507) 867-1604

Fax: (507) 867-3797

Email:semechanical507@gmail.com

July 23, 2021

**To: City of Chatfield
Attn: Ryan Priebe
21 SE 2 St.
Chatfield, Mn 55923**

Re: Pool Heater

Proposal

I propose to provide material and labor to replace existing pool boiler. I am quoting a 180 MBH and a 200 MBH boiler. The 180 MBH is what the calculated load is for the pool. Not knowing what exactly caused the existing boiler to fail I have concerns about gas supply issues and/or venting issues. We really won't know until we start up the new boiler. I am putting an exclusion on any gas line and/or venting issues that arise.

Material and Labor

- 1. RayPak pool boiler
Model: P1802C**
- 2. Misc. water pipping**
- 3. Disposal of old unit**

Total Investment price \$36,149.00

Total Investment price for a P2002C boiler \$40,763.00

Exclusions

1. Any gas line or gas pressure issues.
2. Any Chimney or combustion air issues.

Prices are good for 15 days. Terms are 50% down 100% due on completion.
If financing or a credit/debit card will be used there will be a 3% charge on total.

Accepted by: _____

Thank You for the opportunity to propose your project. Please call me if you have any questions at 508-867-1604.

Thank You



Lanny L. Isensee, CEO
Southeast Mechanical
25 SW 3rd ST
Chatfield, MN 55923

INTEROFFICE MEMORANDUM

TO: COUNCIL
FROM: BRIAN BURKHOLDER, SCS
SUBJECT: MITCH IRISH/MWOA AWARD
DATE: 2/17/2017

Action Requested: To recognize Mitch Irish on receiving the 2020 MWOA Award for Class C Operator of the year for the Southeast section of Minnesota.

Background: As you may recall, Mitch was nominated for the award a couple years back but due to Covid-19 circumstances, he was unable to receive his award publicly but did recently receive his plaque.

I wanted to take this time publicly to recognize Mitch Irish for his great accomplishments and for all his efforts in receiving this award.

I have included the application submitted by Steve Bushman stating all his efforts, experience, and accomplishments to receive this great award.

Congratulations Mitch Irish!

Brian Burkholder



MWOA 2017 Awards Nomination Application

The Minnesota Wastewater Operators Association Award categories: Class A, Class B, Class C, Class D, Collection System Awards SA, SB, SC, SD, Laboratory, Maintenance and Rookie of the Year

Application Deadline: Applications must be submitted to the Awards Chairperson by **May 1** each year.

Awards: Awards will be presented at the MWOA Annual Conference

Award Category Class C MWOA Section Southeast Section Member Since (year) 2020

Name Mitchell Irish Telephone 507-696-7001

Home Address 813 Twiford Street SW Chatfield, MN 55923

Employer City of Chatfield Certification (Class / #) C-68686779

Facility Description:

Mitch is a seasoned veteran when it comes to working for the City of Chatfield and the Wastewater System. The wastewater facility for the City of Chatfield is a class B facility. The plant uses an activated sludge process with the use of an oxidation ditch. The flow on a average day is 357,000 gallons and 487,000 gallons on a wet weather day. Aerobic digestion and reed beds are used for treating the sludge. UV is used to disinfect the effluent.

Title, Duties and Responsibilities:

Mitch is the assistant operator for the wastewater treatment facility. He conducted daily rounds at the facility and performs preventative and corrective maintenance when needed. Mitch is also responsible for the collections system and all lift stations in town. Mitch is also responsible to be on call for the city.

Education / Training:

St. Cloud Technical College (Water/Wastewater Environment Technology)
Wastewater Class C License
Water Class D License
Fire Fighter 1 & 2
Hazmat
CPR Certified

Experience:

Mitch has over 5 Years of wastewater operational experience with the City of Chatfield. Mitch continues to reach out with continued education in the field by attending MWOA, MRWA, MPCA and MDH schools. His continued education and being involved in city activities has earned Mitch his respect given by his peers. His training and commitment to the city would soon be tested as the Class B wastewater Operator suddenly left the city.

In June of 2019, the licensed wastewater operator from Chatfield suddenly left. The community was now without a Class B Operator for the Wastewater Plant. Mitch Irish was asked to step in immediately and fill that role with the aid of Steve Bushman from WHKS Engineering, who is a Class A Operator. Steve would be at the plant twice a week to work with Mitch on the needs of the facility. The facility had a filamentous bacteria problem along with some pumping issues. Mitch took on these issues and resolved the filamentous bacteria problem and dove straight into the corrective maintenance issues. Over the next 90 days Mitch Irish aided in the resolve of all process control issues as well as correcting all pumping issues in the plant.

Also noted at this time was a possible issue with a Significant Industrial User (SIU). The possible issue was the possibility of their discharge upsetting the plant process. However after working through all process control parameters within the plant it was determined the issue in question was brought on by a process within the plant. Mitch aided in the identification of this issue and the process was changed. A meeting and tour of the SIU was set up to improve and retain positive feedback with the SIU and the city. All of the facility's NPDES permit requirements were met and continue to be met.

With all of the facilities permit requirements being met the City of Chatfield now hired a Class B operator. Mitch went on to be the trainer for the new operator and work alongside him as well. He also assumed the responsibility to be on call every day until a new operator was hired and trained in. Mitch is a very positive person and is seeking his class B license when eligible to take his test.

Professional Organizations and Activities:

Mitch is an active member of MWOA and also participates in Minnesota Rural Water Association (MRWA) and Minnesota Department of Health (MDH) training. The City of Chatfield is also an active MnWarn Member. Mitch also enjoys outdoor activities of fishing and hunting. Mitch also finds time to spend time with family, friends and helping farmers with their field work.

Community / Civic Activities:

Mitch is actively engaged as a volunteer fire fighter for the City of Chatfield. Mitch is involved with the preparation, setup and volunteering during the city's annual event - Western Days.

Accomplishments, Achievements and Recognition:

*Through adversity as detailed above, Mitch has managed and operated the wastewater facility of Chatfield meeting all permitting standards of the NPDES Permit. The facility remains in compliance.

* MWOA Southeast Section Class C Operator of the Year 2019