

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

November 8, 2021 7:00 P.M

- I. Chatfield City Council – November 8, 2021 – 7:00 p.m. – City Council Chambers
 1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - C. Approval of ATV Trail Amendment
 - D. Approval of 2022 CEDA contract
 2. S.C.S. Report:
 3. Committee Reports:
 - A. Personnel-Budget Committee
 - B. Public Works Committee
 - C. Committee of the Whole
 4. Mayor's Report:
 5. Clerk's Report:
 6. Roundtable
 7. Adjourn.
 8. Meeting Notices:
 - A. Committee of the Whole (Nov. 5) 4:00 pm and Nov 6 9:00 a.m.
 - B. Personnel-Budget Committee (Councilors Novotny & Urban) 4:30 p.m.
 - C. Public Works Committee (Councilors Novotny & Urban) 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, October 25, 2021

The Common Council of the City of Chatfield met in regular session on Monday, October 25, 2021. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

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

Members absent: Councilor Paul Novotny.

Others Present: Lynda Karver, Shane Fox, Brian Burkholder, Fred Suhler Jr., Karen Reisner, and Joel Young.

Consent Agenda

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

1. Approval of October 11, 2021 meeting minutes
2. Approve payment of claims
3. Adopt resolution to make payment of \$7,625 for CCTV Administrative and Technical Services
4. Approve one-pay step increase to Scott Keigley to Grade 6, Maximum effective Nov. 15, 2021.
5. Approve appointment of officers to Fire Department.
6. Approve hire of EMTs.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

First Consideration of Ordinance #457, Setting fees for 2022

Councilor Dave Frank entered a motion, with a second by Councilor Mike Urban, to approve the first consideration of Ordinance #457, setting the fee schedule for 2022.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

S.C.S. Report

Authorize employee classification upgrade, Mitch Irish

Mitch Irish has expanded his skills and knowledge while being employed full time with the city. He has attained his Class D Water License and is the main equipment operator and equipment maintenance man. To acknowledge these milestones, staff is recommending a promotion to Senior Maintenance Worker/Assistant Wastewater Operator. With this comes a change to Grade 6, Minimum Step. Additional

responsibilities would be added to Irish's tasks including leading on the coordination of all street related projects and tasks. This promotion would take place on November 6, 2021.

Councilor Mike Urban entered a motion, with a second by Councilor Joshua Broadwater, to authorize an employee classification upgrade, moving Mitch Irish to Senior Maintenance Worker / Assistant Wastewater Operator, Grade 6 Step Minimum effective November 6, 2021.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Authorize Purchase of Grapple for the Front-End Loader

Public Works Committee has been discussing the purchase of a Grapple to be installed on the new John Deere loader bucket. After reviewing options into purchasing a grapple that would best work for city services needs, staff recommends the purchase of a MDS Ultra-Grip Grapple from RDO for a cost of \$8,300.

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to authorize the purchase of grapple for the front-end loader for a price of \$8,300 from RDO Equipment Co.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Leaf Pickup

Brian Burkholder, Superintendent of City Services reminded everyone that leaf pick up and street sweeping will be taking place this week.

Consider Authorization to Prepare Plans & Specification for the 2022 Water Improvement Project

Widseth has provided a proposal for the 2022 Water Capital Improvement Project. It includes preliminary and final design, advertising/bidding assistance, construction management and construction observation services. Items included in the project:

1. Old Territorial Tank
2. Old Territorial Concrete Ground Reservoir
3. South Reservoir 3
4. Well #2 Variable Frequency Drive
5. SCADA System (Supervisory Control and Data Acquisition)
6. Generators for Well #2

Councilor Mike Urban entered a motion, with a second by Councilor Joshua Broadwater, to authorize Widseth to prepare plans and specifications for the 2022 Water Improvement Project.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Committee Reports

Public Services Committee

Councilors Bluhm and Frank were present at the Public Services Committee. All topics were attended to in the consent agenda.

Committee of the Whole

The Mayor and all Councilors were present for the Committee of the Whole meeting. Mike Bubany presented the Capital Improvement plan and Joel Young presented a financial update.

Park & Rec

Park & Rec Committee met to finalize the ball field improvements project. The work has been completed and PureGreen Lawn Service needs to be paid for the work in the amount of \$2,400.

Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank, to authorize payment to PureGreen Lawn Service for \$2,400 for ball field improvements.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Mayor's Report

Mayor Smith reminded the public to keep vehicles off the street when there is snow to be removed. If you have new neighbors, let them know how they can sign up for alerts.

Clerk's Report

Approve: Third Quarter Financial Report

Updated Draft of the City's Debt Management Policy and Capital Outlay Policy

Approve updated Personnel Policy, effective January 1, 2002

Approve LEELS contract for 2022-2024

Councilor Mike Urban entered a motion, with a second by Councilor Joshua Broadwater, to approve the third quarter financial report, the updated City Debt Management Policy and Capital Outlay Policy, the updated Personnel Policy, and the LEELS contract.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Strategic Planning Retreat

A reminder that the Strategic Planning Retreat is scheduled for November 5th & 6th.

Census Information

The Census information was included was an informational item.

Beth Carlson achieves designation of Master Municipal Clerk by IIMC

Beth Carlson has achieved the designation of Master Municipal Clerk by the International Institute of Municipal Clerks. This is the highest designation a clerk can achieve.

Consider Request for Extension to Close Property Sale

Josh Broadwater purchased a lot on Enterprise Drive recently and is scheduled to close on the sale 10/29/21 (this Friday). Due to unforeseen circumstances, he is asking for a 2 week extension on the closing, to 11/12/21. All other terms of the sale have been met.

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to extend the close of the property sale until November 12, 2021.

Ayes: Councilors: Urban, Frank, and Bluhm

Nays: None

Absent: Councilor: Novotny

Abstained: Councilor: Broadwater

Motion carried.

Roundtable

Councilor Broadwater reminds everyone to get out and vote on November 2.

Councilor Frank asks everyone to be aware of kids out for trick or treating over the weekend.

Adjourn

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

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



City of Chatfield
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 2021 10ADM02

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor BOBCAT OF THE COULEE REGION						
055583	01-465	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$72.26	CP FILTER
Vendor BOBCAT OF THE COULEE REGION					\$72.26	
Vendor ROCHESTER MOTOR CARS						
055584	F22800	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$34,540.00	SDTY F350 4WD REG CAP - SILVER
Vendor ROCHESTER MOTOR CARS					\$34,540.00	
Vendor TASC						
111699	10/26/2	E 100-41500-310	City Clerk	Other Professional Servic	\$15.00	COBRA - ADMINISTRATION FEE
Vendor TASC					\$15.00	
Batch Name 2021 10ADM02					\$34,627.26	
					\$34,627.26	

([BatchID] in (16633))



City of Chatfield
Batch Listing - Unposted Summary
Current Period: October 2021
2021 10ADM04

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Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
Vendor ROOT RIVER STATE BANK							
111709		E 100-41500-310	City Clerk	Other Professional Servic	\$74.30	INT BANKING CHARGES 40 + 19.30 +	
Vendor ROOT RIVER STATE BANK					\$74.30		
Batch Name 2021 10ADM04					\$74.30		
					\$74.30		

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2021 10FPR02

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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AFLAC							
	111700	633332	G 910-21724			\$43.68	ACCT #A8980 STD - LANDORF
		633332	G 910-21712			\$82.94	ACCT #A8980 CANCER - BURKHOLDE
		633332	G 910-21718			\$54.47	ACCT #A8980 SPEVNT - BURKHOLDER
		633332	G 910-21713			\$21.58	ACCT #A8980 ACC - CARLSON
		633332	G 910-21724			\$52.00	ACCT #A8980 STD - CARLSON
		633332	G 910-21715			\$56.29	ACCT #A8980 HOSPITAL INS B CARLS
		633332	G 910-21724			\$51.48	ACCT #A8980 DISABILITY - K COE
		633332	G 910-21712			\$36.14	ACCT #A8980 CANCER INS K COE
		633332	G 910-21713			\$40.04	ACCT #A8980 ACC - M ERICKSON
		633332	G 910-21724			\$47.84	ACCT #A8980 STD - KEIGLEY
		633332	G 910-21713			\$28.08	ACCT #A8980 ACC - LANDORF
		633332	G 910-21724			\$49.14	ACCT #A8980 STD - SCHMIEDEBERG
		633332	G 910-21713			\$21.58	ACCT #A8980 ACC - SCHMIEDEBERG
		633332	G 910-21715			\$17.20	ACCT #A8980 HOSPITAL INS M ERICS
						\$602.46	
Vendor AFLAC							
Vendor CHATFIELD PUBLIC LIBRARY							
	111701	10/28/2	G 910-21728			\$175.00	SCRIP GAS CARDS
		10/28/2	R 211-45500-3620	Libraries (GENERA		-\$175.00	SCRIP GAS CARDS
						\$0.00	
Vendor CHATFIELD PUBLIC LIBRARY							
Vendor DELTA DENTAL							
	111708	CNS000	G 910-21711			\$108.48	ERICKSON - FAMILY
		CNS000	G 910-21711			\$108.48	PRIEBE - FAMILY
		CNS000	G 910-21711			\$108.48	KEIGLEY - FAMILY
		CNS000	G 910-21711			\$32.74	HYKE - EE
		CNS000	G 910-21711			\$32.74	COE - EE
		CNS000	G 910-21711			\$108.48	SCHLICHTER - FAMILY
		CNS000	G 910-21711			\$32.74	IRISH - EE
						\$532.14	
Vendor DELTA DENTAL							
Vendor EFTPS							
	111702	220969	G 910-21701			\$3,827.30	FEDERAL WH - STAFF
		220969	G 910-21709			\$1,335.26	MEDICARE WH - STAFF
		220969	G 910-21703			\$4,008.32	SOC SEC WH - STAFF
						\$9,170.88	
Vendor EFTPS							
Vendor EMPOWER							
	111703	943994	G 910-21719			\$116.13	INVEST - IRISH
		943994	G 910-21719			\$234.15	INVEST - DUBORD
		943994	G 910-21719			\$77.25	INVEST - PRIEBE
		943994	G 910-21719			\$50.00	INVEST - HYKE
		943994	G 910-21719			\$25.00	INVEST - WANGEN
		943994	G 910-21719			\$122.08	INVEST - BURKHOLDER
		943994	G 910-21719			\$72.24	INVEST - CARLSON
		943994	G 910-21719			\$125.00	INVEST - SCHLICHTER
						\$821.85	
Vendor EMPOWER							
Vendor MN DEPART. OF REV./WH TAX							
	111704	0-972-1	G 910-21702			\$1,861.43	STATE TAX WH - STAFF
						\$1,861.43	
Vendor MN DEPART. OF REV./WH TAX							
Vendor PERA							
	111705	SOMPE	G 910-21704			\$4,637.15	PERA - CITY COORDINATED



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111705	SOMPE	G 910-21705			\$4,394.71	PERA - POLICE	
Vendor PERA					\$9,031.86		
Vendor SUN LIFE ASSURANCE COMPANY							
111706	640795	G 910-21720			\$2.56	INSURANCE - IRISH	
	640795	G 910-21720			\$2.56	INSURANCE - CARLSON	
	640795	G 910-21720			\$2.56	INSURANCE - MILIANDER	
	640795	G 910-21720			\$2.56	INSURANCE - PRIEBE	
	640795	G 910-21720			\$2.56	INSURANCE - SCHMIEDEBERG	
	640795	G 910-21720			\$12.39	INSURANCE - BURNETT	
	640795	G 910-21720			\$2.56	INSURANCE - SCHLICHTER S	
	640795	G 910-21720			\$7.59	INSURANCE - SCHLICHTER D	
	640795	G 910-21720			\$2.56	INSURANCE - LANDORF	
	640795	G 910-21720			\$298.76	INSURANCE - YOUNG	
	640795	G 910-21720			\$37.03	INSURANCE - COE	
	640795	G 910-21720			\$2.56	INSURANCE - DUBORD	
	640795	G 910-21720			\$2.56	INSURANCE - ERICKSON	
	640795	G 910-21720			\$4.67	INSURANCE - FOX	
	640795	G 910-21720			\$2.56	INSURANCE - BURKHOLDER	
	640795	G 910-21720			\$8.80	INSURANCE - HYKE	
Vendor SUN LIFE ASSURANCE COMPANY					\$394.84		
Vendor TASC							
111707	10/28/2	G 910-21714			\$114.58	FSA - EmpE - SCHMIEDEBERG	
Vendor TASC					\$114.58		
Batch Name 2021 10FPR02					\$22,530.04		
					\$22,530.04		

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Check							
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
Vendor UNITED STATES POSTAL SERVICE							
055585	453728	E 603-49500-322	Refuse/Garbage (Postage	\$85.55	UTILITY BILL POSTAGE ALLOCATION	
	453728	E 602-49450-322	Sewer (GENERAL)	Postage	\$309.64	UTILITY BILL POSTAGE ALLOCATION	
	453728	E 601-49400-322	Water Utilities (GE	Postage	\$95.36	UTILITY BILL POSTAGE ALLOCATION	
Vendor UNITED STATES POSTAL SERVICE					\$490.55		
Batch Name 2021 10UTIL					\$490.55		
					\$490.55		

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor MN REVENUE						
111710	0-203-1	E 100-43100-437	Street Maintenanc	Sales Tax - Purchases	\$8.00	7316521 CHGS FOR SERVICES TAX
	0-203-1	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$28.00	7316521 WTR TWR LEASE SALES
	0-203-1	E 100-45200-436	Parks (GENERAL)	Sales Tax	\$22.00	7316521CAMP SITE
	0-203-1	E 603-49500-436	Refuse/Garbage (Sales Tax	\$1,019.00	7316521 GARBAGE TAX
Vendor MN REVENUE					\$1,077.00	
Vendor PRESTON DMV						
055586	11/02/2	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$2,304.93	2022 FORD 4293 REG TITLE
Vendor PRESTON DMV					\$2,304.93	
Batch Name 2021 11ADM01					\$3,381.93	
					\$3,381.93	

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor REVTRAK JETPAY						
111711	OCT 21	E 100-45200-323	Parks (GENERAL)	Administration Expense	\$9.42	ADMIN FEE ALLOC
	OCT 21	E 230-42270-323	Ambulance	Administration Expense	\$39.33	ADMIN FEE ALLOC
	OCT 21	E 603-49500-323	Refuse/Garbage (Administration Expense	\$204.95	ADMIN FEE ALLOC 17.45%
	OCT 21	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$741.75	ADMIN FEE ALLOC 63.12%
	OCT 21	E 601-49400-323	Water Utilities (GE	Administration Expense	\$228.45	ADMIN FEE ALLOC 19.44%
Vendor REVTRAK JETPAY					\$1,223.90	
Batch Name 2021 11ADM02					\$1,223.90	
					\$1,223.90	

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor ACTIVE911, INC						
341335	E 220-42280-433	Fire Department *	Dues and Subscriptions		\$433.00	AGENCY SUBSCRIPTION & 10 FAMILY
					\$433.00	
Vendor ACTIVE911, INC						
Vendor AIRGAS						
911907	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$69.51	OXYGEN
					\$69.51	
Vendor AIRGAS						
Vendor ALLIED 100						
201330	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$526.42	BATTERIES PADZ
					\$526.42	
Vendor ALLIED 100						
Vendor AMERICAN ENGINEERING TESTING						
INV-03	E 454-43200-310	Construction Fund	Other Professional Servic		\$3,800.00	MORTAR TESTING
					\$3,800.00	
Vendor AMERICAN ENGINEERING TESTING						
Vendor BANYON DATA SYSTEMS						
001621	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe		\$197.50	1/2 UB METER DEVICE SUPPORT
001621	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe		\$197.50	1/2 UB METER DEVICE SUPPORT
001621	E 100-41500-435	City Clerk	Licences, Permits and Fe		\$95.00	REVTRAK MODULE SUPPORT
001621	E 100-41500-435	City Clerk	Licences, Permits and Fe		\$195.00	FIXED ASSETS SUPPORT
					\$685.00	
Vendor BANYON DATA SYSTEMS						
Vendor BOUND TREE MEDICAL						
842635	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$56.34	CATHETER GERMICIDAL
					\$56.34	
Vendor BOUND TREE MEDICAL						
Vendor CHATFIELD CENTER FOR THE ARTS						
NOV 20	E 250-46630-310	Community Dev -	Other Professional Servic		\$3,333.33	EDA & CCA MONTHLY LEASE 09/2021-0
					\$3,333.33	
Vendor CHATFIELD CENTER FOR THE ARTS						
Vendor CHATFIELD PARTS HOUSE						
824265	E 100-41940-210	Municipal Building	Operating Supplies (GEN		\$0.84	HARWARE SOAP DISH
823088	E 100-43100-240	Street Maintenanc	Small Tools and Minor E		\$15.99	SLEDGE
823356	E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E		\$33.98	RAKE 60W
823398	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN		\$2.08	SCREWS
823516	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E		\$39.99	PADLOCK
823697	E 601-49400-401	Water Utilities (GE	Repairs/Maint Buildings		\$14.98	WINDOW FOAM
825367	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN		\$1.59	STYRENE
825686	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli		\$142.47	FILTER LAMPS
825950	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$4.99	MASKING TAPE
823088	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli		\$23.98	DIESEL EX
826186	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN		\$20.87	STYRENE STAPES
824422	E 100-43100-240	Street Maintenanc	Small Tools and Minor E		\$22.99	SHIP AUG
826059	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$4.29	PLUG
					\$329.04	
Vendor CHATFIELD PARTS HOUSE						
Vendor COMPUTER DANAMICS						
35354	E 454-43200-310	Construction Fund	Other Professional Servic		\$193.49	CCA - MOVE NETWORK
					\$193.49	
Vendor COMPUTER DANAMICS						
Vendor CORE & MAIN						
P81197	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$265.98	STARGRIP RESTRAINT
					\$265.98	
Vendor CORE & MAIN						
Vendor DAMON LUECK						
1141	E 614-49840-302	Cable TV (GENER	Contracted Help		\$1,250.00	10/2021-08/2022 CCTV TECH COORD



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	1141	E 614-49840-302	Cable TV (GENER	Contracted Help	\$875.00	ADMIN OCT - RESOLUTION
	1141	E 614-49840-302	Cable TV (GENER	Contracted Help	\$875.00	ADMIN SEPT - RESOLUTION
	1141	E 614-49840-302	Cable TV (GENER	Contracted Help	\$7,625.00	APR-AUG ADMIN & TECH RESOLUTIO
Vendor DAMON LUECK					\$10,625.00	
Vendor DEED						
	NOV 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$1,852.95	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
	NOV 20	E 361-46620-610	Revolving Loan Fu	Interest	\$119.57	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
	FY19 N	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$648.29	CDAP-18-0018-H-FY19 EZ FABIV
	FY19 N	E 361-46620-610	Revolving Loan Fu	Interest	\$69.90	CDAP-18-0018-H-FY19 EZ FABIV
Vendor DEED					\$2,690.71	
Vendor FIRE SAFETY USA, INC						
	152776	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$1,309.00	ISO PUMP TEST ENGINE 1 & ENGINE
	152786	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$37.38	HONEYWELL O-RING
	152754	E 100-42110-210	Police Administrati	Operating Supplies (GEN	\$450.00	3 CO METERS
	152654	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$26,556.00	AIR BOTTLES
Vendor FIRE SAFETY USA, INC					\$28,352.38	
Vendor GRANICUS						
	145474	E 100-41500-438	City Clerk	Internet Expenses	\$273.49	OPEN PLATFORM SUITE
	145474	E 100-41500-438	City Clerk	Internet Expenses	\$57.88	UPGRADE TO SDI 720P
	145474	E 100-41500-438	City Clerk	Internet Expenses	\$534.82	GOV TRANSPARENCY SUITE
	145474	E 100-41500-438	City Clerk	Internet Expenses	\$528.75	MEETING EFFICIENCY SUITE
	145474	E 100-41500-438	City Clerk	Internet Expenses	\$121.55	ENCODING SOFTWARE
Vendor GRANICUS					\$1,516.49	
Vendor GRIFFIN CONSTRUCTION						
	9793	E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$4,075.00	HYDRANT REPLACEMENT LABOR
Vendor GRIFFIN CONSTRUCTION					\$4,075.00	
Vendor KAESER COMPRESSORS						
	914846	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$1,536.19	VENTILATOR RADIAL
Vendor KAESER COMPRESSORS					\$1,536.19	
Vendor PATHFINDER CRM, LLC						
	221021	E 454-43200-310	Construction Fund	Other Professional Servic	\$1,710.00	CCA PHASE II - CONSTRUCTION DOC
Vendor PATHFINDER CRM, LLC					\$1,710.00	
Vendor PUMP AND METER SERVICE, INC.						
	112159	E 454-43200-310	Construction Fund	Other Professional Servic	\$1,531.60	JOB 1121594 20% DOWN
Vendor PUMP AND METER SERVICE, INC.					\$1,531.60	
Vendor PURE GREEN LAWN SERVICES						
	6291	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$2,400.00	GRADE 2 FIELDS
Vendor PURE GREEN LAWN SERVICES					\$2,400.00	
Vendor SE MINNESOTA EMS						
	12726	E 230-42270-208	Ambulance	Training and Instruction	\$50.00	ANATOMY LAB COURSE
	12730	E 230-42270-208	Ambulance	Training and Instruction	\$50.00	ANATOMY LAB COURSE
Vendor SE MINNESOTA EMS					\$100.00	
Vendor UC LABORATORY						
	110489	E 602-49450-217	Sewer (GENERAL)	Testing	\$496.50	WWTP LABS
Vendor UC LABORATORY					\$496.50	
Vendor US BANK ONE CARD						
	10-25-2	E 100-41500-438	City Clerk	Internet Expenses	\$104.97	MEDIACOM - 1/3 CITY HALL HSD & ST



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	10-25-2	E 230-42270-438	Ambulance	Internet Expenses	\$104.97	MEDIACOM - 1/3 CITYHALL HSD & ST
	10-25-2	E 100-41500-309	City Clerk	Conference Expense	\$703.38	IIMC - LODGING & TRAIN
	10-25-2	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$27.00	LAST PASS & OC
	10-25-2	E 100-42110-322	Police Administrati	Postage	\$9.20	USPS - EVIDENCE POSTAGE
	10-25-2	E 100-42110-438	Police Administrati	Internet Expenses	\$104.96	MEDIACOM - 1/3 CITYHALL HSD & ST
	10-25-2	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$2,982.50	ZORO.COM SPREADER
	10-25-2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$95.30	TARGET -
	10-25-2	E 211-45500-332	Libraries (GENERA	Continuing Education	\$49.00	LIBRARY WORKS - HOSTILE LIBRARY
	10-25-2	E 601-49400-322	Water Utilities (GE	Postage	\$5.10	USPS - WATER SAMPLE
	10-25-2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$39.95	MEDIACOM - WWTP PHONE
	10-25-2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$145.28	MEDIACOM - WWTP HSD & STATIC IP
	10-25-2	E 230-42270-152	Ambulance	Clothing	\$69.98	WALMART.COM - CARGO PANTS
Vendor US BANK ONE CARD					<u>\$4,441.59</u>	
Vendor UTILITY REFUND						
	606 JA	R 601-49400-3710	Water Utilities (GE		\$45.87	UTILITY REFUND - 606 JAMES ST NE
Vendor UTILITY REFUND					<u>\$45.87</u>	
Vendor WIT BOYZ INC.						
	8565	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$570.00	ECHO BAR CURLING BAR WEIGHT BA
	8603	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$434.55	RADIO INSTALL FREIGHTLINER DUMP
	8568	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$728.28	LOF SERVICE TRUCK & PUMP
Vendor WIT BOYZ INC.					<u>\$1,732.83</u>	
Vendor WM HANSON WASTE REMOVAL						
		E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$103.32	GARBAGE SERVICE - WWTP
		E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$45.15	GARBAGE SERVICE - CITY HALL
		E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$178.78	GARBAGE SERVICE - FIRE HALL
		E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$1,281.21	GARBAGE SERVICE - FUEL SURCHARG
		E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$2,114.56	GARBAGE SERVICE - OC ENVIRON FEE
		E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$12,959.52	GARBAGE SERVICE - 1,176 P/U @ 11.
Vendor WM HANSON WASTE REMOVAL					<u>\$16,682.54</u>	
Batch Name 2021 11FA01					<u>\$87,628.81</u>	
Vendor AMAZON CAPITAL SERVICES, INC.						
	1WWN-	E 100-46630-300	Community Dev -	Promotional Expense	\$132.48	HALLOWEEN CANDY AND BAGS
	1WWN-	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$76.98	BROTHER TONER CATRRIDGE
	1WWN-	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$104.93	CLAENING SUPPLIES GARBAGE BAGS
	16LJ-N	E 100-41500-240	City Clerk	Small Tools and Minor E	\$16.00	BOSTITCH PORTABLE ELEC. STAPLER
	1W46-9	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$13.98	NOTARY STAMP
	1TPL-Q	E 230-42270-209	Ambulance	Training Institution	\$106.66	EMERGENCY MEDICAL : First on scene
Vendor AMAZON CAPITAL SERVICES, INC.					<u>\$451.03</u>	
Vendor BADGER METER						
	800841	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$86.17	1/2 BEACON NETWORK PER UNIT
	800841	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$86.18	1/2 BEACON NETWORK PER UNIT
Vendor BADGER METER					<u>\$172.35</u>	
Vendor CENEX FLEET FUELING						
	222408	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$304.60	471A
	222408	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$237.89	POLICE SQUAD 2
	222408	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$46.28	STREET 4 - IRISH
	222408	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$145.33	WWTP 1 - SCHLICHTER
	222408	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$58.63	FIRE GRASS RIG
	222408	E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$182.97	WATER 1



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	222408	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$139.36	471B
	222408	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$336.57	STREET3 50% - DUBORD
	222408	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$336.58	STREET3 50% - DUBORD
	222408	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$24.16	STREET 2
	222408	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$361.61	POLICE SQUAD 3
	222408	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$65.80	POLICE SQUAD 1-CHIEF
	222408	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$245.99	PARK DESK
	222408	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$0.00	FIRE ENGINE 2
	222408	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$141.64	FIRE ENGINE 1
	222408	E 100-46630-212	Community Dev -	Vehicle Operating Suppli	\$22.49	CITY CAR - PARADES
	222408	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$146.65	STREET 1
	222408	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$116.69	STREET 5 - SCHLICHTER
Vendor CENEX FLEET FUELING					<u>\$2,913.24</u>	
Vendor CITY OF CHATFIELD						
	10/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$565.99	10-00000081-008 CITY SHOP
	10/20/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$181.54	10-00000031-00-3 WWTP
	10/20/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$64.31	10-00000071-005 TOURIST CENTER
	10/20/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$473.54	10-00000001-00-4 THURBER BLDG GA
	10/20/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$71.72	10-00000051-009 FIRE HALL
	10/20/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$64.31	10-00000011-007PUBLIC LIBRARY
Vendor CITY OF CHATFIELD					<u>\$1,421.41</u>	
Vendor CONSTRUCTION MANAGEMENT SERVIC						
	10/31/2	E 100-42400-441	Building Inspectio	Plan Review	\$155.76	PLAN REVIEW
	10/31/2	E 100-42400-440	Building Inspectio	Building Inspections	\$1,288.82	INSPECTIONS
Vendor CONSTRUCTION MANAGEMENT SERVIC					<u>\$1,444.58</u>	
Vendor EO JOHNSON, BUSINESS TECH.						
	103533	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$20.58	#56246 NETWORK L9124 MP C4503
	103533	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$72.03	#56246 NETWORK L9124 MP C4503
	103533	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	103533	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$78.89	#56246 NETWORK L9124 MP C4503
	103533	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	103533	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	103533	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$20.58	#56246 NETWORK L9124 MP C4503
	103533	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$40.00	#46719-01 POLICE L7545
	103533	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
Vendor EO JOHNSON, BUSINESS TECH.					<u>\$383.00</u>	
Vendor FILLMORE COUNTY JOURNAL						
	128861	E 100-41910-350	Planning and Zoni	Print/Binding (GENERAL)	\$12.06	P&Z MTG PH NOTICE PLATS
Vendor FILLMORE COUNTY JOURNAL					<u>\$12.06</u>	
Vendor FREDERICK S. SUHLER, ATTY						
	E 100-41100-304	Legislative	Legal Fees		\$500.00	MONTHLY RETAINER
	E 100-41100-304	Legislative	Legal Fees		\$0.00	ADDITIONAL TASKS
Vendor FREDERICK S. SUHLER, ATTY					<u>\$500.00</u>	
Vendor GOPHER STATE ONE CALL						
	110028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$85.05	ACCOUNT #MN00240
Vendor GOPHER STATE ONE CALL					<u>\$85.05</u>	
Vendor HAMMELL EQUIPMENT						
	140250	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$105.00	12 YARDS ROCK



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Vendor HAMMELL EQUIPMENT			\$105.00	
Vendor HAWKINS, INC.				
605453 E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$977.67	WATER SUPPLY CHEMICALS
604772 E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$20.00	WATER SUPPLY CHEMICALS
601045 E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$33.58	WATER SUPPLY CHEMICALS
Vendor HAWKINS, INC.			\$1,031.25	
Vendor HUNTINGTON ELECTRIC LLC				
6043 E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$219.13	IN USE COVER/WALL PACK/LABOR
6043 E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$653.27	IN USE COVER/WALL PACK/LABOR
Vendor HUNTINGTON ELECTRIC LLC			\$872.40	
Vendor LUMEN-LEVEL3 (WEBEX)				
247233 E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC
Vendor LUMEN-LEVEL3 (WEBEX)			\$244.38	
Vendor MAYO CLINIC				
21-738 E 230-42270-415	Ambulance	Medical Services	\$329.93	PARAMEDIC INTERCEPT
Vendor MAYO CLINIC			\$329.93	
Vendor MINNESOTA ENERGY RESOURCES				
10/29/2 E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$216.18	00003 WWTP - LIBRARY LN
10/29/2 E 220-42280-380	Fire Department *	Utility Services (GENERA	\$43.72	00002 FH 60% FIRE
10/29/2 E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$18.22	00002 FH 25% STREET
10/29/2 E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$10.94	00002 FH 15% WATER
10/29/2 E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$45.00	000011 POOL
10/29/2 E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$49.54	00006 CEMENT 389 SW 3RD ST
10/29/2 E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$0.00	00005 LIBRARY
Vendor MINNESOTA ENERGY RESOURCES			\$383.60	
Vendor MRO SYSTEMS				
7348 E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$172.64	DRILL BIT ,HITCH PIN
Vendor MRO SYSTEMS			\$172.64	
Vendor OLSON TREE AND LANDSCAPING				
3469 E 100-43100-411	Street Maintenanc	Tree Maintenance / EAB	\$280.00	TREE TRIMMING REMOVAL GRINDING
Vendor OLSON TREE AND LANDSCAPING			\$280.00	
Vendor QUADIENT LEASE				
N91091 E 100-41910-322	Planning and Zoni	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
N91091 E 230-42270-322	Ambulance	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
N91091 E 601-49400-322	Water Utilities (GE	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
N91091 E 602-49450-322	Sewer (GENERAL)	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
N91091 E 100-42110-322	Police Administrati	Postage	\$17.33	LEASE N17081395 POSTAGE MACHIN
N91091 E 100-41500-322	City Clerk	Postage	\$86.61	LEASE N17081395 POSTAGE MACHIN
Vendor QUADIENT LEASE			\$173.22	
Vendor RUSKELL OUTDOOR SERVICES INC				
14949 E 100-45200-302	Parks (GENERAL)	Contracted Help	\$129.64	WEED CONTROL
Vendor RUSKELL OUTDOOR SERVICES INC			\$129.64	
Vendor THOMPSON SAND				
10/18/2 E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$490.00	70 CY OF SAND
Vendor THOMPSON SAND			\$490.00	
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						\$99,223.59	

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Amendment # 1 for Grant Contract # 193017

Contract Start Date:	<u>July 1, 2020</u>	Total Contract Amount:	<u>\$37,000.00</u>
Original Contract Expiration Date:	<u>June 30, 2022</u>	Original Contract:	<u>\$30,000.00</u>
Current Contract Expiration Date:	<u>N/A</u>	Previous Amendment(s) Total:	<u>\$0</u>
Requested Contract Expiration Date:	<u>N/A</u>	This Amendment:	<u>\$7,000.00</u>

This amendment is by and between the State of Minnesota, through its Commissioner of Natural Resources (“State”) and City of Chatfield, 21 2nd Street SE, Chatfield, MN 55923 (“Grantee”).

Recitals

The State has a grant contract with the Grantee identified as CFMS Contract Number 193017 (“Original Grant Contract”) to provide:

1. Keep the trail(s) reasonably safe for public use; provide sanitation and sanitary facilities when needed
2. Provide appropriate regulatory and informational signage; and provide other maintenance.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

Grant Contract Amendment

REVISION 1. Clause 4.3 “**Total Obligation**” is amended as follows:

4.3(a) The total obligation of the State for all compensation and reimbursements to the Grantee under this contract will not exceed ~~\$30,000.00~~ \$37,000.00.

4.3 (b) Obligation is distributed as documented below, to provide for public use the following trail(s) specified in this grant contract agreement:

List Trail Name (s): Chatfield. ~~\$30,000.00~~ \$37,000.00

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15 and 16C.05

Signed: _____

Date: _____

SWIFT Contract/PO No(s). 193017/3000187240

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____

Title: _____

Date: _____

Distribution:

Agency

Grantee

State's Authorized Representative

Contract for Professional Services

This contract is made and entered into by Community and Economic Development Associates, a Minnesota nonprofit corporation exempt from income tax as an organization operated for charitable purposes within the meaning of Internal Revenue Code section 501(c)(3), hereafter “CEDA”, and the Economic Development Authority of the City of Chatfield, an agency or affiliate of a political subdivision of the State of Minnesota, hereafter “the Authority”, to define the terms by which CEDA shall provide technical and management expertise services to the Authority.

I. Agreement scope and purpose. The Authority hereby retains CEDA to perform to its benefit the services described in paragraph II, to the end of the Authority more effectively accomplishing:

- * Prevention and/or combat of community and neighborhood deterioration and revitalization of deteriorated neighborhoods;
- * Attraction and/or retention of businesses that would not, but for the assistance provided, choose to locate/remain in the area;
- * The securing of businesses who will be required to provide jobs for unemployed and underemployed residents of the community; and
- * The expansion of business opportunities for minority entrepreneurs and other entrepreneurs that are viable business opportunities to enhance the well being of the community and/or for businesses who are unable to obtain financing from conventional sources

II. Services to be provided by CEDA. CEDA agrees to provide technical and management expertise in the form of staff and materials to the Authority. Staff’s services, and associated materials, will be provided in order to facilitate and support the accomplishment of the Authority’s undertakings to the ends described in the preceding paragraph. CEDA’s staff and materials shall be made available toward efforts in the following specific arenas of the Authority’s needs and operations:

- * Accessing of grantor funding for the Authority’s economic development programming
- * Providing loan packaging services for the Authority’s business assistance programs
- * Administering local, regional and state revolving loan funds, if appropriate
- * Drafting the Authority’s Economic Development Annual Work Plan(s)
- * Planning, facilitating, and/or directly conducting the Authority’s community and business development projects, including as necessary, staffing those projects as directed by the Authority in consultation with CEDA. These efforts shall include (but are not limited to), the following:
 - * seeking city and county involvement
 - * developing relationships and partnerships to enhance the Authority’s goals
 - * preparing economic development guidelines
 - * promoting the use of local assets to support and promote value-added processes and unique based businesses
- * Assisting with local surveys related to business and industry, community, and land and buildings
- * Assisting with the Authority’s economic development marketing efforts and coordination through website development and maintenance
- * Coordinating and hosting forums in which the Authority’s economic development programming are open for the public’s review

III. Obligations of the Authority.

- A. The Authority shall reimburse CEDA for staff time provided at the rate of \$46,280 not to exceed annually. This is based on an average of sixteen hours per week.
- B. Materials, conferences, meetings and the like shall be paid for on a unit basis agreed to by the Authority in writing prior to the provision of the materials.

C. The Authority shall be responsible to provide payment to CEDA within 30 days of the submission of each invoice provided by CEDA.

IV. Obligations of CEDA.

A. CEDA is performing services as an independent contractor. Accordingly, the provision of staff by CEDA to provide technical and management expertise to the Authority under this Agreement neither creates a release of CEDA staff to employment at the Authority nor makes such staff subject to supervision by the Authority.

B. CEDA has no authority or right, express or implied, to assume or create any obligation or responsibility on behalf of the Authority or to bind the Authority in any manner. CEDA will not represent the contrary, either expressly or implicitly, to anyone.

C. CEDA is solely responsible for payroll tax responsibilities related to each of its staff persons whose time is provided under this Agreement and shall acquire and maintain necessary insurance related to their efforts under this Agreement, including carrying workers' compensation insurance coverage at all times. CEDA shall supply the Authority with certification of such coverage.

D. CEDA shall be responsible to invoice the Authority for staff time and materials provided under this Agreement on a periodic basis, no less frequently than quarterly.

V. Period/Termination. The term of this Agreement is one year, commencing January 1, 2022. The Agreement may be terminated earlier in its term upon 30 days' written notice by CEDA to the Authority or by the Authority to CEDA. Upon termination, the Authority shall be liable to pay CEDA for services performed at \$46,280 per year and materials provided under this Agreement prior to and through the effective date of termination, unless otherwise specifically agreed by the parties in writing.

VI. Construction of Agreement. This Agreement is to be performed and construed under Minnesota law, and supersedes any and all prior agreements and contains the entire agreement of the parties.

CITY OF CHATFIELD

By _____

Its _____

Date _____

By _____

Its City Clerk

Date _____

COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATES

By 

Its CEO/President

Date October 21, 2021