

**CITY OF CHATFIELD COMMON COUNCIL**  
**AGENDA**  
**March 14, 2022 7:00 P.M**

- I. Chatfield City Council – March 14, 2022 – 7:00 p.m. – City Council Chambers
1. Consent Agenda:
    - A. Approval of minutes of prior meetings.
    - B. Approve payment of claims.
    - C. Approve resolution to reestablish election precincts and polling location.
    - D. Approve resolution to establish polling place for special primary election.
    - E. Approve temporary liquor license for Chatfield Center for the Arts for events at St. Mary's Church, March 25, April 29 and May 14.
    - F. Approve a one step pay increase for Desiree Schlichter, to Grade 4, Step 1 effective March 16, 2022.
  2. City Charter Considerations:
    - A. First Consideration Ordinance 458 - Elimination of Health Officer
    - B. First Consideration Ordinance 459 - City Manager/Administrator
  3. Ambulance Director Report (Rocky Burnett):
    - A. Proposal to implement a First Response Vehicle.
  4. EDA Report – Chris Giesen:
    - A. Tax Increment Financing Resolution
  5. City Engineer Report (Craig Britton):
    - A. Resolution to Advertise for Bids – Water Improvement Project.
    - B. Consider recommendation of the Planning Commission to amend the zoning ordinance and direct the City Attorney to draft an ordinance to do so.
  6. S.C.S. Report:
  7. Committee Reports:
    - A. Personnel-Budget Committee
    - B. Public Works Committee
  8. Mayor's Report:
  9. Clerk's Report:
  10. Roundtable
  11. Adjourn.
  12. 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, February 28, 2022**

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The Common Council of the City of Chatfield met in regular session on Monday, February 28, 2022. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

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

**Members absent:** None.

**Others Present:** Fred Suhler Jr., Steven Schlichter, Desiree Schlichter, Craig Britton, Chris Giesen, Karen Reisner, Gretchen Mensink-Lovejoy, Shane Fox, Lynda Karver, Curt Sorenson, Jenny Bradt, and Joel Young.

#### Consent Agenda

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

1. February 14, 2022 Meeting Minutes
2. Approve payment of claims
3. Approve appointment of Andy O'Connor as CCTV Administrator
4. Approve one month of Interim CCTV Administrator pay to Damon Lueck to aid in the CCTV Administrator transition
5. Approve pay application #1 for Construction Management services \$138,351.84

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

**Nays:** None

**Motion carried.**

#### Public Hearing – Amend the City Charter to eliminate the position of Health Officer

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The Charter Commission is recommending amending Chapter 3, repealing Section 21 "City Health Officer." The city hasn't had a Health Officer for many years. County Health Departments have been relied upon instead. Repealing this section will reflect how the city is actually functioning.

The public hearing opened at 7:01 p.m.

Mayor Smith asked for comments thrice. No comments were made.

The public hearing closed at 7:02 p.m.

#### Public Hearing – Amend the City Charter to install the position of City Administrator

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The Charter Commission has made a recommendation to amend parts of the Charter to replace the position of city clerk with the position of manager/administrator. The city has been operating as if it has a

city administrator, the amendments will acknowledge that change within the Charter.

The public hearing opened at 7:02 p.m.

Jenny Bradt shared her support for the proposed amendment. By naming the current city clerk position as administrator, Bradt feels it will be easier to recruit a replacement for position in the future. Many cities in the surrounding area have an administrator.

With no further comments, the public hearing closed at 7:06 p.m.

City Clerk, Joel Young, reminded council that the final vote on these recommended amendments to the Charter must take place within 30 days of the hearings. Councilors can plan on the first consideration at the next meeting and the final consideration at the March 28th meeting. All councilors need to be in attendance and vote yes for the amendment to pass with the final consideration.

### *Ambulance Director's Report*

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Ambulance Director, Rocky Burnett, gave a quick overview of 2021 Ambulance activity including EMT classes, call volume, equipment updates, and membership numbers.

### *EDA Report*

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#### *Joy Ridge Event Center Loan*

Joy Ridge Event Center LLC owners Mike, Kirsten, and Sue Tangen have requested a \$40,000 loan to assist with renovation costs/unforeseen renovation costs associated with the opening of their new event center. The EDA recommends that the city council approve this loan as requested.

**Councilor Mike Urban entered a motion, with a second by Councilor Paul Novotny,** to approve the \$40,000 EDA loan for Joy Ridge Event Center.

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

**Nays:** None

**Motion carried.**

#### *Hotel Study*

Constructing a new hotel in the community has been one of the highest development priorities. A recent strategic planning session reiterated this by setting a goal of "a hotel is started" by the end of 2022. A subcommittee has been started to address this goal.

There is serious interest of a new investment group that is considering the construction of a 49 room hotel with a pool. The project cost is estimated to be around \$8,000,000 and would build a name brand franchise like an AmericInn or GrandStay. The current prospect anticipates being able to meet this goal and begin construction possibly as soon as summer or fall 2022.

The EDA commissioned a hotel feasibility market study in 2015. The information in this study is seven years old and was geared for different circumstances. An updated study is needed. A current/updated study, done by 3rd party professionals will help secure final investment commitments and the final loan package. The total cost of such a study is \$8,600. HMI, the consultants that conducted the first study would follow a similar process as last time and produce a new study that would best reflect current market conditions.

**Councilor Joshua Broadwater entered a motion, with a second by Councilor Pam Bluhm,** to authorize HMI Group to conduct a hotel market study for \$8,600.

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

**Nays:** None

**Motion carried.**

## S.C.S. Report

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### *Lone Stone Lift Station Proposal*

The pumps at the Lonestone Lift Station were found to be in poor condition during a 2021 inspection. The pumps were installed in 2003 and staff is recommending to replace them. Quality Flow has estimated the project to cost \$28,970. \$28,963 from the CIP has been assigned to this project.

**Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank,** to authorize the LoneStone Lift Station Proposal.

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

**Nays:** None

**Motion carried.**

### *Lab Floor at WWTP*

The old vinyl flooring in the lab room at the WWTF is deteriorating and needs replacing. Swedebro has submitted a quote to remove the old vinyl floor and install new epoxy floor coating with a cost of \$2950 for a solid grey color. It would be an additional \$250 to add flake to it. Funds from the Repair and Maintenance of Buildings account 401 would be used for the project.

**Councilor Mike Urban entered a motion, with a second by Councilor Paul Novotny,** to authorize replacing the Lab Floor at the Wastewater Treatment Plant for \$3200 with flake added.

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

**Nays:** None

**Motion carried.**

### *ToolCat Replacement*

The Toolcat is currently on a 3-year rotation and is up for replacement. A quote from Bobcat of the Coulee Region for the Toolcat is \$15,000 which includes a few upgrades with the new model. This does not include the full warranty that we purchased on the previous units. The cost for a full 3 year/2,000 hr. warranty is \$3,500 which would need to be purchased within the first 12 months. Our current Capital Plan for the replacement shows \$13,792 for the Toolcat.

**Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater,** to authorize replacement of the Toolcat along with the additional 3 year/2,000 hr warranty.

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

**Nays:** None

**Motion carried.**

## City Engineer Report

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### *Storm Sewer Improvement Proposal*

There is an existing storm sewer system at the intersection of Bench Street and 6th Street SW that needs improvements that will reduce the potential for erosion and will drastically improve the aesthetics through the properties that contain the existing drainage swales. WIDSETH has put a proposal together for the project with an estimated cost of \$22,130.

**Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank,** to approve WiSETH's Storm Sewer Improvement Proposal in the amount of \$22,130.

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

**Nays:** None

**Motion carried.**

## Committee Reports

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### *Public Services Committee*

Councilors Frank and Bluhm were in attendance. Topics included:

1. Garbage bags and garbage fees
2. Ambulance First response vehicle

### *Committee of the Whole*

Mayor Smith and council members were present for the Committee of the Whole meeting. The main topics of discussion were review of the National Community Survey, review of the progress being made in pursuit of the initiatives identified in the strategic plan, and cyber security training.

## Mayor's Report

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Mayor Smith gave a reminder, even though we are having some nicer days, if we get snow, get your cars off the streets so the plows can do their job.

## Clerk's Report

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### *Household Hazardous Waste Collection September 13, 2022, 3:00 to 6:00 p.m.*

Notice to the public, the Household Hazardous Waste Collection is set for September 13, 2022 from 3 to 6 p.m.

### *SE MN Regional Transit Proposal*

A Proposal to create a regional transit group has been brought forward by a group of volunteers trying to establish a Transportation Management Organization for Southeast MN. They have asked for our support via a resolution asking for \$2.50 per capita to fund such an organization. This would amount to approximately \$7500. The council has chosen to wait for more information before taking action on the proposed resolution.

### *Property Conveyance - Johnson*

The property addresses are 1910 and 1914 Johnson Street SE, Chatfield, MN, and is generally located north of US Highway 52 on the south end of the City. Attorney Lee Novotny, on behalf of the property owner, Mark Johnson ETAL Steven Johnson, is requesting a lot line shift to correct a driveway encroachment of approximately five and a half feet. Staff recommends approval for the requested conveyance.

**Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater,** to approve the Property Conveyance for 1910 and 1914 Johnson Street SE.

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

**Nays:** None

**Motion carried.**

### *Property Conveyance – Habitat for Humanity*

The property address is 307 Avenue B NE, Chatfield, MN, and is located on the corner of Avenue B NE and Cliff Street NE. Alfonso Burton, on behalf of the property owner, Habitat for Humanity, is requesting a conveyance of land for a single-family attached (duplex dwelling). The property would be split in two so each side of the duplex will be on its own parcel of land. Staff recommends approval for the requested conveyance.

**Councilor Joshua Broadwater entered a motion, with a second by Councilor Paul Novotny,** to approve the property conveyance for 307 Avenue B NE.

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

**Nays:** None

**Motion carried.**

### *Special Election Notice*

Governor Tim Walz has issued a Writ of Special Election to fill a vacancy in the office of Congressional Representative for Congressional District 1 and of a special primary to nominate candidates for the special election.

### *Approval of Beth Carlson to apply to be Treasurer of Municipal Clerks & Finance Officers Association*

Deputy Clerk Beth Carlson is applying for the treasurer position for the Municipal Clerks & Financial Officers Association of Minnesota and is looking for support of the council to go with that application.

**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm,** to approve that Beth Carlson apply to be Treasurer of Municipal Clerks & Finance Officers Association.

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

**Nays:** None

**Motion carried.**

### *ARPA Resolution*

The final rule for using ARPA funds has been released. By adopting Resolution No. 22.02.28, a Resolution to elect the standard allowance available under the revenue loss provision of the Corona Virus Local Fiscal Recovery Fund established under the American Rescue Plan Act, the city may spend the funds as they see fit with no further reporting.

**Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban,** to adopt Resolution No. 22.02.28, a Resolution to elect the standard allowance available under the revenue loss provision of the Corona Virus Local Fiscal Recovery Fund established under the American Rescue Plan Act.

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

**Nays:** None

**Motion carried.**

### *Acceptance of Donation*

**Councilor Joshua Broadwater entered a motion, with a second by Councilor Mike Urban,** to adopt the RESOLUTION ACCEPTING A DONATION TO THE CITY.

WHEREAS, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Chatfield Firefighters Activity Association \$15,000

WHEREAS, the terms or conditions of the donations, if any, are as follows:

To be used for Fire Truck/Equipment needs

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

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

**Nays:** None

**Motion carried.**

### Roundtable

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Councilor Broadwater asks that everyone really look at the Charter Commission's recommendation for the administrator's position and understand what it means and does.

### Adjourn

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

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

**Nays:** None

**Motion carried.**

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Russ Smith, Mayor

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Beth Carlson, Deputy Clerk



City of Chatfield

Batch Listing - Unposted Summary

Current Period: February 2022

2022 02ADM04

03/01/22 8:36 AM

Page 1

Check							
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
<b>Vendor ROOT RIVER STATE BANK</b>							
111806	02/28/2	E 100-41500-310	City Clerk	Other Professional Servic	\$79.35	INT BANKING CHARGES 15 + 19.35 +	
<b>Vendor ROOT RIVER STATE BANK</b>					\$79.35		
Batch Name 2022 02ADM04					\$79.35		
					\$79.35		

([BatchID] in (17081))





City of Chatfield

Batch Listing - Unposted Summary

Current Period: February 2022

2022 02UTIL

02/25/22 1:39 PM

Page 1

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor UNITED STATES POSTAL SERVICE							
056085	472315	E 603-49500-322	Refuse/Garbage (	Postage		\$84.78	POSTAGE ALLOCATION
	472315	E 602-49450-322	Sewer (GENERAL)	Postage		\$306.64	POSTAGE ALLOCATION
	472315	E 601-49400-322	Water Utilities (GE	Postage		\$97.25	POSTAGE ALLOCATION
Vendor UNITED STATES POSTAL SERVICE						\$488.67	
Batch Name 2022 02UTIL						\$488.67	
						\$488.67	

([BatchID] in (17075))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: February 2022

2022 03ADM01

03/03/22 10:35 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor HMI INC.</b>						
056124	FEB 24,	E 240-46500-310	Economic Dev (GE	Other Professional Servic	\$4,300.00	CHATFIELD, MN - HOTEL MARKET STU
<b>Vendor HMI INC.</b>					\$4,300.00	
<b>Vendor MN REVENUE</b>						
111815	0-249-9	E 614-49840-437	Cable TV (GENER	Sales Tax - Purchases	\$6.00	7316521 CCTV SALES
	0-249-9	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$29.00	7316521 WTR TWR LEASE SALES
	0-249-9	E 603-49500-436	Refuse/Garbage (	Sales Tax	\$1,034.00	7316521 GARBAGE TAX
<b>Vendor MN REVENUE</b>					\$1,069.00	
<b>Vendor PRIORITY PAYMENT SYSTEMS</b>						
111807	2/28/22	E 100-45124-323	Swimming Pools -	Administration Expense	\$4.81	CC PROCESSING FEES
<b>Vendor PRIORITY PAYMENT SYSTEMS</b>					\$4.81	
Batch Name 2022 03ADM01					\$5,373.81	
					\$5,373.81	

([BatchID] in (17086))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: January 2022

2022 03ADM02

03/08/22 8:13 AM

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor REVTRAK JETPAY</b>						
111816	FEB 20	E 603-49500-323	Refuse/Garbage (	Administration Expense	\$192.93	2022 ADMIN FEE ALLOC 17.35%
	FEB 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$697.79	2022 ADMIN FEE ALLOC 62.75%
	FEB 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$221.29	2022 ADMIN FEE ALLOC 19.90%
	FEB 20	E 230-42270-323	Ambulance	Administration Expense	\$72.54	ADMIN FEE ALLOC
<b>Vendor REVTRAK JETPAY</b>					\$1,184.55	
Batch Name 2022 03ADM02					\$1,184.55	
					\$1,184.55	

([BatchID] in (17098))



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2022

2022 03FA01

03/10/22 10:10 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor AT&amp;T MOBILITY</b>						
030320	E 220-42280-321	Fire Department *	Telephone		\$49.62	507.884.4423 FIRE
030320	E 100-42110-321	Police Administrati	Telephone		\$44.60	507.272.5382 POLICE 872
030320	E 100-42110-321	Police Administrati	Telephone		\$44.60	507.272.5386 POLICE 873
030320	E 100-42110-321	Police Administrati	Telephone		\$49.62	507.272.5506 POLICE CHIEF
030320	E 230-42270-321	Ambulance	Telephone		\$49.62	507.513.5925 AMBULANCE
030320	E 100-42110-218	Police Administrati	Confiscation/Forfeitures		\$38.23	507.513.5937 POLICE AIR CARD
030320	E 100-42110-320	Police Administrati	Communications (GENER		\$38.23	507.513.5954 POLICE AIR CARD
030320	E 230-42270-321	Ambulance	Telephone		\$49.62	507.513.5974 AMBULANCE
030320	E 100-45200-321	Parks (GENERAL) -	Telephone		\$39.09	507.551.8045 RINK CAMERA
<b>Vendor AT&amp;T MOBILITY</b>					\$403.23	
<b>Vendor BAKER &amp; TAYLOR BOOKS</b>						
FEB 202	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books		\$423.14	ACCOUNT L6248262
<b>Vendor BAKER &amp; TAYLOR BOOKS</b>					\$423.14	
<b>Vendor BCA</b>						
000006	E 100-42110-320	Police Administrati	Communications (GENER		\$180.00	ANNUAL CJDN
<b>Vendor BCA</b>					\$180.00	
<b>Vendor BENIKE CONSTRUCTION</b>						
55571	E 454-43200-500	Construction Fund	Cap. Outlay-GENERAL		\$70,772.91	JOB#21183 CCA PHASE II CM APP TW
<b>Vendor BENIKE CONSTRUCTION</b>					\$70,772.91	
<b>Vendor BLACKSTONE PUBLISHING</b>						
202893	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M		\$223.95	CUSTOMER ID 168011
<b>Vendor BLACKSTONE PUBLISHING</b>					\$223.95	
<b>Vendor CHATFIELD BODY SHOP</b>						
10754	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$50.50	LOF
10875	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$207.83	BATTERY REMOVE & REPLACE
<b>Vendor CHATFIELD BODY SHOP</b>					\$258.33	
<b>Vendor CHATFIELD CENTER FOR THE ARTS</b>						
MAR 20	E 250-46630-310	Community Dev -	Other Professional Servic		\$3,333.33	EDA & CCA MONTHLY LEASE 09/2021-0
2022-0	E 454-43200-310	Construction Fund	Other Professional Servic		\$8,649.13	UTIL REIMB - FEB
<b>Vendor CHATFIELD CENTER FOR THE ARTS</b>					\$11,982.46	
<b>Vendor CHATFIELD EDA</b>						
EMCG	E 360-46620-308	Revolving Loan Fu	Loan Dispersment		\$400.00	LOAN ORIGATION FEE JOY RIDGE R
<b>Vendor CHATFIELD EDA</b>					\$400.00	
<b>Vendor CHATFIELD PARTS HOUSE</b>						
836854	E 220-42280-240	Fire Department *	Small Tools and Minor E		\$148.99	DRIL DRVR BT
<b>Vendor CHATFIELD PARTS HOUSE</b>					\$148.99	
<b>Vendor CUSTOM ALARM</b>						
503380	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment		\$195.62	CHATFIELD PUBLIC LIBRARY
<b>Vendor CUSTOM ALARM</b>					\$195.62	
<b>Vendor DEED</b>						
EZIV M	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE		\$635.75	CDAP-18-0018-H-FY19 EZ FABIV
EZIV M	E 361-46620-610	Revolving Loan Fu	Interest		\$82.44	CDAP-18-0018-H-FY19 EZ FABIV
MAR 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE		\$1,833.86	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
MAR 20	E 361-46620-610	Revolving Loan Fu	Interest		\$138.65	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
<b>Vendor DEED</b>					\$2,690.70	

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor FIRE SAFETY USA, INC						
157367	E 230-42270-152	Ambulance	Clothing		\$365.00	FLEECE
157022	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip		\$2,290.00	TURNOUT GEAR - VIPER COAT PANT
					\$2,655.00	
Vendor FIRST NETWORK SYSTEMS						
1155	E 614-49840-302	Cable TV (GENERA	Contracted Help		\$1,250.00	10/2021-08/2022 CCTV TECH COORD
1155	E 614-49840-302	Cable TV (GENERA	Contracted Help		\$875.00	FEB 2022 ADMIN @70% 1250.00
					\$2,125.00	
Vendor GALE						
772135	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books		\$29.68	ACCT 23762978
					\$29.68	
Vendor GRANICUS						
149101	E 100-41500-438	City Clerk	Internet Expenses		\$57.88	UPGRADE TO SDI 720P
149101	E 100-41500-438	City Clerk	Internet Expenses		\$534.82	GOV TRANSPARENCY SUITE
149101	E 100-41500-438	City Clerk	Internet Expenses		\$528.75	MEETING EFFICIENCY SUITE
149101	E 100-41500-438	City Clerk	Internet Expenses		\$273.49	OPEN PLATFORM SUITE
149101	E 100-41500-438	City Clerk	Internet Expenses		\$121.55	ENCODING SOFTWARE
					\$1,516.49	
Vendor JOY RIDGE						
EMCG	E 360-46620-308	Revolving Loan Fu	Loan Dispersment		\$39,462.00	EDA REVOLVING LOAN DISBURSMENT
					\$39,462.00	
Vendor KWIK TRIP						
111817	102599	E 211-45500-211	Libraries (GENERA	Program Expenses	\$2,160.00	SCRIP CARDS
					\$2,160.00	
Vendor LHB, INC.						
200442.	E 454-43200-310	Construction Fund	Other Professional Servic		\$14,625.00	PROJECT 200442.00 CCA - PHASE 2
					\$14,625.00	
Vendor LOFFLER						
396816	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment		\$12.42	CANON DXC3725I OVERAGE CHARGE
					\$12.42	
Vendor MACTA						
00230	E 614-49840-433	Cable TV (GENERA	Dues and Subscriptions		\$160.00	MEMBERSHIP DUES - 31 JAN 2023
					\$160.00	
Vendor MANAHAN MACHINE SHOP						
75895	E 220-42280-404	Fire Department *	Repairs/Maint Equipment		\$38.18	STEEL
					\$38.18	
Vendor MN DEPARTMENT OF HEALTH						
03/31/2	E 601-49400-386	Water Utilities (GE	Well Testing Fees		\$2,697.00	QTRLY FEES 1,110
					\$2,697.00	
Vendor MN POLLUTION CONTROL AGENCY						
056126	SS TYP	E 602-49450-208	Sewer (GENERAL)	Training and Instruction	\$130.00	SCHLICHTER - TYPE IV REFRESHER
					\$130.00	
Vendor OLMSTED COUNTY PROP REC & LIC						
CGEM	E 360-46620-308	Revolving Loan Fu	Loan Dispersment		\$46.00	RECORDING FEE JOY RIDGE RL
EMCG	E 360-46620-308	Revolving Loan Fu	Loan Dispersment		\$92.00	MORTGAGE TAX - JOY RIDGE RL
					\$138.00	
Vendor OLMSTED COUNTY PROP REC & LIC						





# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2022

2022 03FA01

03/10/22 10:10 AM

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	2731	E 230-42270-209	Ambulance	Training Institution	\$220.00	BLS E CARDS HRTSAVER ECARDS
<b>Vendor WINONA COUNTY</b>					\$220.00	
<b>Vendor WIT BOYZ INC.</b>						
	8759	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$1,061.81	TOW & FIX FUEL PUMP ENGINE FAN
	8772	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$165.54	REPLACE BAD SWITCH
<b>Vendor WIT BOYZ INC.</b>					\$1,227.35	
<b>Vendor WM HANSON WASTE REMOVAL</b>						
	30864	E 100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	\$187.53	GARBAGE SERVICE - FIRE HALL
	30864	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$45.45	GARBAGE SERVICE - CITY HALL
	30864	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,092.16	GARBAGE SERVICE - OC ENVIRON FEE
	30864	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$12,915.44	GARBAGE SERVICE - 1,172 P/U @ 11.0
	30864	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$1,463.00	GARBAGE SERVICE - FUEL SURCHARG
	30864	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$125.85	GARBAGE SERVICE - WWTP
<b>Vendor WM HANSON WASTE REMOVAL</b>					\$16,829.43	
<b>Vendor ZOLL MEDICAL CORPORATION</b>						
	345547	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$94.09	USB ADAPTER
<b>Vendor ZOLL MEDICAL CORPORATION</b>					\$94.09	
Batch Name 2022 03FA01					\$199,475.52	
<b>Vendor</b>						
<b>Vendor</b>						
<b>Vendor AMAZON CAPITAL SERVICES, INC.</b>						
	1TGW-	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$192.26	CORPORATE MINUTE BOOK
	1TGW-	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$15.69	TRIPLE AAA BATTERIES 24 PACK
	1TGW-	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$29.49	TENERGY TN160 BATTERY CHARGER
	1TGW-	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$31.00	SPRAYWAY GLASS CLEANER
	1WMY-	E 100-42110-240	Police Administrati	Small Tools and Minor E	\$7.19	T&S BRASS DUAL AEREATOR KEY
	1WMY-	E 100-42110-240	Police Administrati	Small Tools and Minor E	\$360.40	BROTHER HL-WIRELESS LASER PRINT
<b>Vendor AMAZON CAPITAL SERVICES, INC.</b>					\$636.03	
<b>Vendor ARAMARK</b>						
	02/28/2	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$282.67	RUG SERVICE
<b>Vendor ARAMARK</b>					\$282.67	
<b>Vendor BADGER METER</b>						
	800925	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$86.32	1/2 BEACON NETWORK PER UNIT
	800925	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$86.33	1/2 BEACON NETWORK PER UNIT
<b>Vendor BADGER METER</b>					\$172.65	
<b>Vendor CENEX FLEET FUELING</b>						
	230364	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$32.61	FIRE GRASS RIG
	230364	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$226.95	471A
	230364	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$196.78	STREET 4 - IRISH
	230364	E 100-41500-212	City Clerk	Vehicle Operating Suppli	\$67.25	CITY CAR - CLERK
	230364	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$148.66	471B
	230364	E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$194.14	WATER 1
	230364	E 100-45200-212	Parks (GENERAL) -	Vehicle Operating Suppli	\$236.45	STREET3 50% - DUBORD
	230364	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$236.45	STREET3 50% - DUBORD
	230364	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$198.50	STREET 2
	230364	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$205.80	STREET 1
	230364	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$59.99	POLICE SQUAD 1-CHIEF





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	230364	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$177.16	POLICE SQUAD 2
	230364	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$4.83	FIRE TANKER 6
	230364	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$235.69	POLICE SQUAD 3
	230364	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$75.96	STREET 5 - SCHLICHTER
<b>Vendor CENEX FLEET FUELING</b>					\$2,297.22	
<b>Vendor CENTURYLINK-TELE</b>						
	03/01/2	E 100-42110-321	Police Administrati	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	03/01/2	E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	03/01/2	E 230-42270-321	Ambulance	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	03/01/2	E 100-43100-321	Street Maintenanc	Telephone	\$130.25	612 E10-0825 1/5 NEW CIRCUIT
	03/01/2	E 100-41500-321	City Clerk	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
<b>Vendor CENTURYLINK-TELE</b>					\$651.21	
<b>Vendor CHATFIELD BODY SHOP</b>						
	10828	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$58.50	OIL FILTER, LUBE AND CHANGE OIL
<b>Vendor CHATFIELD BODY SHOP</b>					\$58.50	
<b>Vendor CHATFIELD PARTS HOUSE</b>						
	837613	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$42.98	4 SHARK TOOTH HOLE, CASTERS
	837652	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$27.27	ELBOW 4IN, BLEANOUT BODY, ADAPT
	838349	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$37.49	SEAL LD ACID BATTERY (EMERGENCY
	836722	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$29.93	PROOF COIL, CLEVIS HOOKS
	838043	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	-\$44.00	REFUND ON NAPA OIL FILTERS FROM
	838354	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$39.98	FUNNEL, NITRILE DISPOS GLOVE
	838966	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$38.98	22IN TRICO BLDE
<b>Vendor CHATFIELD PARTS HOUSE</b>					\$172.63	
<b>Vendor CITY OF CHATFIELD</b>						
	02/25/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$138.98	10-00000051-009 FIRE HALL
	02/25/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$199.37	10-00000031-00-3 WWTP
	02/25/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$64.76	10-00000011-007PUBLIC LIBRARY
	02/25/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.76	10-00000081-008 CITY SHOP
	02/25/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$136.70	10-00000001-00-4 THURBER BLDG GA
<b>Vendor CITY OF CHATFIELD</b>					\$604.57	
<b>Vendor CONSTRUCTION MANAGEMENT SERVIC</b>						
	02/28/2	E 100-42400-441	Building Inspectio	Plan Review	\$56.64	PLAN REVIEW
	02/28/2	E 100-42400-440	Building Inspectio	Building Inspections	\$846.93	INSPECTIONS
<b>Vendor CONSTRUCTION MANAGEMENT SERVIC</b>					\$903.57	
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>						
	109919	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$20.58	#56246 NETWORK L9124 MP C4503
	109919	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$20.58	#56246 NETWORK L9124 MP C4503
	109919	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$72.03	#56246 NETWORK L9124 MP C4503
	109919	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	109919	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$78.89	#56246 NETWORK L9124 MP C4503
	109919	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	109919	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	109919	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	109919	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$40.00	#46719-01 POLICE L7545
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>					\$383.00	
<b>Vendor FREDERICK S. SUHLER, ATTY</b>						
	02/01/2	E 100-41100-304	Legislative	Legal Fees	\$500.00	MONTHLY RETAINER





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<b>Vendor FREDERICK S. SUHLER, ATTY</b>					\$500.00	
<b>Vendor GOPHER STATE ONE CALL</b>						
202028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$10.80	ACCOUNT #MN00240	
<b>Vendor GOPHER STATE ONE CALL</b>					\$10.80	
<b>Vendor GREEN LAWN CARE</b>						
03/07/2	E 100-45124-403	Swimming Pools -	Prev. Maint. Agreements	\$240.00	COMMERCIAL SERVICE CONTRACT - S	
<b>Vendor GREEN LAWN CARE</b>					\$240.00	
<b>Vendor HBC</b>						
03/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$74.98	50% 1520399 3 INTERNET LOC	
03/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$74.99	50% 1520399 3 INTERNET LOC	
	E 602-49450-321	Sewer (GENERAL)	Telephone	\$114.22	867-4321BASIC & TOLL	
<b>Vendor HBC</b>					\$264.19	
<b>Vendor LINDE</b>						
692576	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$49.66	HIGH PRESSURE	
<b>Vendor LINDE</b>					\$49.66	
<b>Vendor LUMEN-LEVEL3 (WEBEX)</b>						
281434	E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC	
<b>Vendor LUMEN-LEVEL3 (WEBEX)</b>					\$244.38	
<b>Vendor MEDIACOM</b>						
02/26/2	E 230-42270-438	Ambulance	Internet Expenses	\$104.97	1/3 CITY HALL HSD & STATIC IPS	
02/26/2	E 100-41500-438	City Clerk	Internet Expenses	\$104.97	1/3 CITY HALL HSD & STATIC IPS	
02/26/2	E 100-42110-438	Police Administrati	Internet Expenses	\$104.96	1/3 CITY HALL HSD & STATIC IPS	
<b>Vendor MEDIACOM</b>					\$314.90	
<b>Vendor MINNESOTA ENERGY RESOURCES</b>						
03/02/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$393.55	00002 FH 25% STREET	
03/02/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$499.95	00005 LIBRARY	
03/02/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$646.95	00001 MUNI 1/3	
03/02/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$646.95	00001 MUNI - POLICE 1/3	
03/02/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$646.95	00001 MUNI - AMB 1/3	
03/02/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$944.52	00002 FH 60% FIRE	
03/02/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$469.83	00006 CEMENT 389 SW 3RD ST	
03/02/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$236.13	00002 FH 15% WATER	
03/02/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$1,935.55	00003 WWTP - LIBRARY LN	
<b>Vendor MINNESOTA ENERGY RESOURCES</b>					\$6,420.38	
<b>Vendor PEOPLES ENERGY COOPERATIVE</b>						
03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$146.48	3260000 52 3RD ST SW - STL MTR	
03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$78.94	3260100 301 TH 52 - TRAFFIC SI	
03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$151.19	3265100 20 2ND ST SE - LIGHTS	
03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$187.00	7823600 MEYERS AND TERMAR	
03/04/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$346.60	2402500 CHATFIELD LIBRARY	
03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$59.29	2367400 TOURIST PARK	
03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$280.49	2154400 10208 HILLSIDE DRIVE	
03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$1,995.00	3011800 STREET LIGHTS	
03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$52.00	2182100 SIREN - 10210 HILLSIDE	
03/04/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$3,162.98	2430200 126 LIBRARY LN WWTP	
03/04/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$283.00	2407900 1/3 21 2ND ST SE	
03/04/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$283.00	2407900 1/3 21 2ND ST SE	
03/04/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$146.76	2410000 318 S MAIN ST-WHISTLE	



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	03/04/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$246.97	2410100 3/4 FIRE HALL
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$82.34	2410100 1/4 FIRE HALL
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$174.82	2410200 MAIN ST-CITY PARK
	03/04/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$244.94	3237701 107 UNION ST NE
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$52.00	2428000 MILL CREEK PARK
	03/04/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$48.90	3211800 250 OLD TERRITORIAL RD
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$48.00	2432200 CHATFIELD SIGN
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$45.00	2432400 400 3RD ST SW
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$63.63	2436500 CR 2 HWY S
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$91.00	2438500 MILL CREEK PARK
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$49.67	2447300 UNION ST NE - XING
	03/04/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$833.78	3011700 BLUFF ST WELL
	03/04/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$283.00	2407900 1/3 21 2ND ST SE
	03/04/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$97.94	242390 MILL CREEK PK - LIFT ST
<b>Vendor PEOPLES ENERGY COOPERATIVE</b>					<u>\$9,534.72</u>	
<b>Vendor SCHUMACHER ELEVATOR CO</b>						
	03/01/2	E 100-41940-302	Municipal Building	Contracted Help	<u>\$194.41</u>	MUNI ELEV MAINT
<b>Vendor SCHUMACHER ELEVATOR CO</b>					<u>\$194.41</u>	
<b>Vendor THE CHATFIELD NEWS, LLC</b>						
	2104	E 100-45124-350	Swimming Pools -	Print/Binding (GENERAL)	\$10.00	AD FOR LIFE GUARDS
	2080	E 100-45124-350	Swimming Pools -	Print/Binding (GENERAL)	\$10.00	AD FOR LIFE GUARDS
	2050	E 100-45124-350	Swimming Pools -	Print/Binding (GENERAL)	\$10.00	POOL - HELP WANTED
	2096	E 100-41910-350	Planning and Zoni	Print/Binding (GENERAL)	\$48.00	P&Z MTG PH NOTICE PLATS
	2043	E 100-41500-350	City Clerk	Print/Binding (GENERAL)	<u>\$360.00</u>	CLERK - COUNCIL MIN, ORD, SUM BU
<b>Vendor THE CHATFIELD NEWS, LLC</b>					<u>\$438.00</u>	
<b>Vendor TRUCKIN AMERICA</b>						
	02/15/2	E 602-49450-240	Sewer (GENERAL)	Small Tools and Minor E	<u>\$1,495.70</u>	BACKRACK FRAME,MOUNT,WEATHERG
<b>Vendor TRUCKIN AMERICA</b>					<u>\$1,495.70</u>	
Batch Name 2022_03FA01U					<u>\$25,869.19</u>	
					<u>\$225,344.71</u>	

((BatchID) in (17077,17095))





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Nbr							
Vendor TASC							
111814	03/03/2	G 910-21714				\$114.58	FSA MEDICAL - EmpE SCHMIEDEBERG
Vendor TASC							\$114.58
Batch Name 2022 03FPR01							\$25,304.70
							\$25,304.70

([BatchID] in (17090))

## **Resolution Reestablishing Precincts and Polling Places**

**WHEREAS**, the legislature of the State of Minnesota has been redistricted; and

**WHEREAS**, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Chatfield, located in both Fillmore and Olmsted Counties, Minnesota does hereby reestablish the boundaries of the voting precincts and polling places as follows:

**Precinct 1** (Chatfield Center for the Arts building at 405 South Main Street SW)  
That part of the city within Fillmore County

**Precinct 2** (Chatfield Center for the Arts building at 405 South Main Street SW)  
That part of the city within Olmsted County

**Dated: March 14, 2022.**

---

Joel Young, City Clerk

**Resolution Establishing Polling Places for a Special Primary Election  
And for the Regularly Scheduled Primary and General Elections**

**WHEREAS**, a vacancy has been declared in the office of Congressional Representative for Congressional District 1 of the State of Minnesota, and

**WHEREAS**, the Governor of Minnesota has directed that a special primary election will be held on Tuesday, May 24, 2022 for the nomination of candidates to the office, and

**WHEREAS**, the City's regular polling place is and will be under construction at that time, making the polling place unfit for use, and

**WHEREAS**, the regular polling place will be available for use for the regularly scheduled primary election on August 9<sup>th</sup> and general election on November 8<sup>th</sup>,

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Chatfield, located in both Fillmore and Olmsted Counties, Minnesota does hereby establish the polling place for the special primary election on May 24, 2022 as follows:

**Precinct 1** (Chatfield Municipal Building at 21 Second Street SE)  
That part of the city within Fillmore County

**Precinct 2** (Chatfield Municipal Building at 21 Second Street SE)  
That part of the city within Olmsted County

**AND BE IT FURTHER RESOLVED** that the polling place for the regularly scheduled primary election on August 9<sup>th</sup> and general election on November 8<sup>th</sup> will be as follows:

**Precinct 1** (Chatfield Center for the Arts, 405 Main Street SW)  
That part of the city within Fillmore County

**Precinct 2** (Chatfield Center for the Arts, 405 Main Street Sw)  
That part of the city within Olmsted County

**Dated: March 14, 2022.**

---

Joel Young, City Clerk

**Ordinance No. 458**

**AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA,  
RELATING TO THE CITY CHARTER OF THE CITY OF CHATFIELD,  
MINNESOTA; ADOPTING A CERTAIN AMENDMENT THERETO AS  
RECOMMENDED BY THE CHATFIELD CHARTER COMMISSION;  
AMENDING CHAPTER 3, BY REPEALING SECTION 21 RELATING TO  
THE “CITY HEALTH OFFICER”.**

Be it ordained by the City Council of the City of Chatfield, Minnesota:

Section 1. The provisions of the Chatfield City Charter, Chapter 3, Section 21 (“City Health Officer”) are repealed.

Section 2. This ordinance shall be effective 90 days following its publication.

Passed and adopted by the City Council of the City of Chatfield this 28<sup>th</sup> day of February, 2022.

By:

Attest:

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
Its City Clerk

**Ordinance No. 459**

**AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO THE CITY CHARTER OF THE CITY OF CHATFIELD, MINNESOTA; ADOPTING CERTAIN AMENDMENTS THERETO AS RECOMMENDED BY THE CHATFIELD CHARTER COMMISSION; AMENDING CHAPTER 3, BY ADDING A SECTION 10 THERETO; AMENDING CHAPTER 4 BY ADDING SECTIONS NUMBERED 16.5 AND 19.5 THERETO; AMENDING THE PROVISIONS OF CHAPTER 4, SECTIONS 14 AND 19; REPEALING THE PROVISIONS OF CHAPTER 4, SECTIONS 17 and 22; AMENDING THE PROVISIONS OF CHAPTER 7, SECTION 34.**

Be it ordained by the City Council of the City of Chatfield, Minnesota:

Section 1. The provisions of the Chatfield City Charter, Chapter 3, are amended by adding a Section 10 to read:

**Section 10. - Interference with Administration.** Except for the purpose of inquiry and investigation, the council and its members shall deal with the city manager/administrator, administrative officers and employees under the jurisdiction of the city manager/administrator solely through the city manager/administrator, and neither the council or any council member shall give an order to any subordinate of the city manager/administrator publicly or privately.

Section 2. The provisions of the Chatfield City Charter, Chapter 4, Section 14, are amended to read:

**Section 14. - The Mayor.** The Mayor shall be recognized as the official head of the city for all ceremonial purposes, and by the governor for military purposes.

Section 3. The provisions of Chapter 4 of the Chatfield City Charter are amended by adding a Section 16.5 to read as follows:

**Section 16.5. - City Manager/Administrator.** The city manager/administrator shall be the chief administrative officer of the city. The city manager/administrator shall be chosen by the council solely on the basis of training, experience, and administrative qualifications; and, will serve in an advisory and consulting capacity as a special assistant to the mayor and city council.

The city manager/administrator shall be appointed for an indefinite term and may be removed by an affirmative majority vote of the council at any time. If removed at any time after one year of service, the city manager/administrator may demand written charges and a public hearing before



the city council prior to the date which his/her final removal shall take effect; but, pending and during such hearing the city council may suspend the city manager/administrator from his/her office. During any absence or disability of the city manager/administrator, the duties of his/her office shall be performed by a qualified person designated by the city council.

Subject to the provisions of this charter, and any other regulation consistent therewith which may be adopted by the city council, the city manager/administrator shall oversee and coordinate the administrative functions and operations of the various departments, divisions and services of the city government, except the Library Department. The duties and responsibilities of the city manager/administrator shall be:

- A. To see that this charter, and the laws, ordinances, and resolutions of the city are enforced;
- B. To attend all meetings of the city council, with the right to take part in the discussions but having no vote;
- C. To recommend to the city council for adoption such measures as may be deemed necessary for the welfare of the people and efficient administration of the affairs of the city;
- D. To keep the city council fully advised as to financial conditions and needs of the city, and to prepare and submit to the city council for its consideration an annual budget and capital improvements program;
- E. To oversee all matters of employment and enforcement of personnel policies, including the recommendation of appointment and removal of the city clerk, all heads of departments and all subordinate officers and employees in the departments, except that the Library Director and Library staff will be appointed and managed by the Library Board of Trustees.
- F. To perform such other duties as may be prescribed by this charter or required by ordinances or resolutions enacted by the city council.

Section 4. The provisions of Chapter 4, Section 17, of the Charter ("City Clerk") are repealed.

Section 5. The provisions of Chapter 4, Section 19, of the Charter are amended to read:

**Section 19. - Police Department.** Dissolution of the police department shall require a majority vote of the qualified voters of the city.

Section 6. The provisions of Chapter 4 of the Charter are amended by adding a Section 19.5 to read as follows:

**Section 19.5. - Subordinate Officers.** There shall be a city clerk, finance officer, zoning administrator, economic development coordinator, preservation officer, cable television

administrator, police chief, and other such officers subordinate to the city manager/administrator as the city council may authorize. All such officers shall be subject to the direction of the city manager/administrator. The city council may by ordinance abolish offices which have been created by ordinance and may combine the duties of various offices as it sees fit. The Library Director shall report directly to the Library Board of Trustees.

Section 7. The provisions of Chapter 4, Section 22 of the Charter (“Economic Development Coordinator”) are repealed.

Section 8. The provisions of Chapter 7, Section 34 of the Charter are amended to read:

**Section 34. - Tax levy.**

It shall be the duty of the city manager/administrator to prepare and submit to the city council at its first regular meeting in August each year, a detailed estimate of the taxes required to be levied for all city purposes for the ensuing year together with a suggested form of resolution making such levy. The city council shall determine the amount of taxes to be levied and adopt such tax levy resolution and the city clerk shall transmit the tax levy to the county auditor in compliance with state statute. No tax shall be invalid by reason of any informality in the manner of levying same nor because the amount levied shall exceed the amount required to be raised for the special purpose or which it was levied. It shall be the duty of the heads of the various departments of the city to file with the city manager/administrator an estimate of the receipts and disbursements of such department for the ensuing fiscal year, on or before the first day of July in each year, to assist the city council in determining the amount of taxes to be levied. After the adoption of the preliminary budget and levy for the ensuing year, it shall be the duty of the city clerk to publish the estimated departmental budget once in the official newspaper of the city- not later than the first day of October following the filing of such estimates with the city clerk.

Section 9. This ordinance shall be effective 90 days following its publication.

Passed and adopted by the City Council this 28<sup>th</sup> day of February, 2022.

By:

Attest:

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Its Mayor

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Its City Clerk

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**INTEROFFICE MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** ROCKY BURNETT  
**SUBJECT:** FIRST RESPONSE VEHICLE  
**DATE:** 2/2/2022

The Chatfield Ambulance noticed an unbelievable increase in calls in the year 2021. We have also noticed a steady increase in the number of times that both of our ambulance has been out at the same time. For these reasons I would like to explore the idea of adding a First Response Vehicle. With the Police Chief's vehicle up for replacement, I believe this would be a great option to try this idea. I believe the cost of this to between \$20,000 and \$25,000. This number would depend on the amount transferred from the ambulance department to the police department. Here are some of the reasons I believe we could benefit from this.

- We have seen an increase in training requests. We have had multiple departments who have requested CPR training. Many of the departments ask that we come to their facility. This requires us to constantly haul our equipment around. Having the Explorer will make this easier for us as we would not have to coordinate with the use of the city car.
- The vehicle will be available for the Ambulance Director to use when attending meetings, trainings or conducting Ambulance business during the day.
- This would allow EMT's to have a vehicle they could use to attend meetings and trainings without coordinating the use of the city car.
- This vehicle will be available as a quick response unit for major incidents, it would be equipped with an AED & First Response bag allowing us to bring care to 3 different locations if needed.
- This would allow for the police department to also use this vehicle as a fourth squad during events like Western Days.

. This vehicle is equipped with lights and a radio. My thought is to add a light bar to the top and have lettering done to signify that it is a first response vehicle for the Chatfield Ambulance. I Would like to purchase an additional portable AED that would be placed in this vehicle. All the other equipment needed we already stock. These upgrades are already included in the price I stated.

I would develop a use plan along with reporting paperwork to show how the vehicle is used and would provide those reports on a yearly basis to show how it is benefiting the ambulance department. Other communities are doing this and are seeing good results.

Thank you for the continued support. I look forward to the discussion on this topic.

Rocky Burnett  
Ambulance Director  
Training Coordinator

**CHATFIELD VOLUNTEER AMBULANCE**  
**Operating Policy and Procedure**

**TITLE: Vehicle Use Policy (2014 Ford Explorer)**

**PURPOSE:** To define a standard operating guideline regarding the use of the Ambulance Dept. First Response Vehicle.

**HISTORY:** The current response vehicle was purchased in ##### The vehicle includes emergency lighting along with an 800mhz mobile radio. The Ambulance will store an AED and Medical Bag with oxygen in the vehicle. The vehicle was put into service in ##### This vehicle has multiple intended uses:

1. Response to serious incidents by a single EMT when appropriate to provide life saving care.
2. Hauling of equipment to and from sites where we are conducting training
3. Response to meetings and trainings that are official Ambulance Business
4. Shared use with other Dept.'s when deemed appropriate

**ASSIGNMENT OF VEHICLE:** The Ambulance Director and/or Assistant Director will handle assigning the vehicle . The Ambulance Director will be assigned the vehicle during a normal working week Monday-Friday. On the weekend and/or holidays the Director will determine the best location of the vehicle. If the vehicle is not assigned it will remain on City Property which will likely be at City Hall in the Emergency Crew parking only spot.

**ELGIBILITY:** In order to be assigned the vehicle a member must be in good standing with the service and hold a valid EMT Certification with at least 2 years of experience. The member shall have a good working knowledge of EMS Operations.

**TRAINING:** All members will receive proper training regarding the operation of this vehicle as well as its intended use, and emergency driving. The training will be conducted on an annual basis.

**GENERAL GUIDELINES:** When the vehicle has been assigned to a member of the Ambulance these are general rules that will be followed:

- a. The vehicle should remain locked when not in use and if all possible should be parked off-street at the assigned members residence.
- b. Keys for the vehicle should remain in a secure location and are the responsibility of the assigned member. Keys will not be duplicated. The loss of a key shall be promptly reported to the Ambulance Director.
- c. Fuel for the vehicle will be purchased using the City of Chatfield Fuel cards. The purchase code will be provided to the assigned member
- d. An assigned members family or other persons will not be allowed to ride in the vehicle unless prior approval is given by the Ambulance Director. Exceptions to this rule would be meetings, parades, or other Ambulance business that does not involve response to an Incident.

CHATFIELD VOLUNTEER AMBULANCE  
Operating Policy and Procedure

- e. Only City of Chatfield Personnel (Fire, EMS & Police) will be allowed to ride in the vehicle when it is being used to respond to a scene.
- f. AED & First In Bag should be removed from the vehicle in the winter months to prevent damage.
- g. Seatbelt use required at all times by all occupants when operating the vehicle
- h. Follow all driving laws when operating the vehicle at normal (nonemergent status)

**EMERGENCY DRIVING:** If a member is using the vehicle to respond to an incident they will determine whether or not to use lights and siren by considering these factors:

- The type of call and whether a priority response will benefit patient care
- The location of the call and if First Responders or Law Enforcement will arrive before the response vehicle.
- Any safety hazards

If the lights and siren are being used to respond to the call members must follow all Emergency Driving rules and regulations and drive with "due regard". In ADDITION the vehicle speed will not be more than 10mph over the posted speed limit while operating with due regard.

Radio traffic can be conducted between the Response Vehicle and Ambulance using FC Fire Amb 1 or any other frequency given by Fillmore County Dispatch. The unit will identify itself as "Chatfield 4711". Radio Traffic between the unit and dispatch only needs to be done if the unit is first arriving on scene.

**SCENE OPERATIONS:** If the vehicle is being used to respond to the scene the operator will need to decide where the vehicle stays if accompanying the crew to hospital. This will normally be at the residence we respond to. Vehicle should be parked in a location that does not pose any hazard and it will be secured. Depending on incident location the operator may need to move the vehicle and meet the crew to accompany them to hospital.

-It would be acceptable to use the Explorer on an incident where access to a patient might not be possible with the Ambulance and the Explorer is on scene. In general, "Safety" should always be the first item to consider when using the vehicle for any purpose.

**DATA TRACKING:** Each time the vehicle is used to respond to an incident a brief form attached with this policy will be completed for data tracking purposes.

CHATFIELD VOLUNTEER AMBULANCE  
Operating Policy and Procedure

CHATFIELD AMBULANCE  
INCIDENT RESPONSE

UNIT: 4711(EXPLORER RESPONSE VEHICLE)

CREW MEMBER: \_\_\_\_\_

INCIDENT DATE:\_\_\_\_\_

INCIDENT TIME:\_\_\_\_\_

INCIDENT LOCATION: \_\_\_\_\_

DISPATCH REASON:\_\_\_\_\_

INCIDENT RUN NUMBER: \_\_\_\_\_

TYPE OF RESPONSE TO INCIDENT:                      **EMERGENT**                      **NONEMERGENT**

ESTIMATED AMOUNT OF TIME BETWEEN UNIT & AMBULANCE ARRIVAL: \_\_\_\_\_

BRIEF DESCRIPTION OF WHAT YOU DID BEFORE AMBULANCE ARRIVAL:

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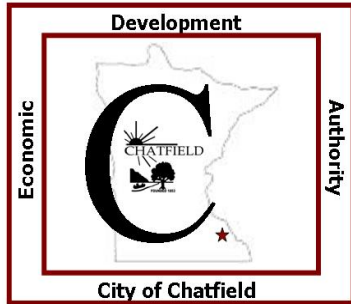
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Chatfield Economic Development Authority  
Thurber Community Center - Chatfield Municipal Building  
21 Second Street SE  
Chatfield, MN 55923  
Voice 507.867.1523 Fax 507.867.9093  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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March 9, 2022

To: Chatfield City Council

From: Chris Giesen

RE: Chatfield Athletic Club TIF Request

### **Background**

Jill Harstad and Lindsay Eide are considering the construction/opening of a new athletic club on currently vacant property along Highway 52 on the south side of Chatfield. The facility would include classroom space for activities such as group exercise classes and yoga and also feature a few spaces for additional complimentary tenants to rent.

Firm estimates and plans are still in the works, but the total project cost is estimated to be between \$900,000 - \$1,000,000.

To make the project financially feasible, they are requesting TIF assistance. I'm still working with the developers and county assessor to determine the value of such assistance, but it would follow our standard process similar to other projects. The developers would be responsible for TIF set up costs (~\$7,500) and the TIF benefit would be structured as a "pay as you go" format up to the approved amount or until the TIF district ends, whichever comes first. TIF would help with development costs and improvements to the property.

If the council wishes to consider this request, we must set a public hearing date where the details of the assistance would be reviewed and considered for final approval.

### **Action Requested**

The EDA recommends that the city council approve the attached resolution calling for a public hearing on April 25, 2022.

**Tonight's action merely starts the process. Final approval would be considered on April 25.**



**EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF  
CHATFIELD, MINNESOTA**

HELD: March 14, 2022

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Chatfield, Fillmore County, Minnesota, was duly held at the City Hall on Monday, the 14<sup>th</sup> day of March 2022, at 7:00 o'clock p.m. for the purpose, in part, of calling a public hearing on the establishment of Tax Increment Financing District No. 3-5 located within Municipal Development District No. 3.

The following Councilmembers were present:

and the following were absent:

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. \_\_\_\_

CALLING FOR A PUBLIC HEARING ON  
THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 3-5 WITHIN  
MUNICIPAL DEVELOPMENT DISTRICT NO. 3,  
AND THE APPROVAL OF TAX INCREMENT FINANCING PLAN RELATING THERETO

BE IT RESOLVED by the City Council (the "Council") of the City of Chatfield, Minnesota (the "City"), as follows:

1. Public Hearing. The City Council shall meet on Monday, April 25, 2022, at approximately 7:00 p.m. to hold a public hearing on the following matter: (a) the proposed establishment of Tax Increment Financing District No. 3-5 within Municipal Development District No. 3, and (b) the proposed approval of the Tax Increment Financing Plan relating thereto, pursuant to and in accordance with Minnesota Statutes, Sections 469.174 to 469.1794 inclusive, as amended (the "Act").

2. Notice of Hearing. Filing of TIF Plan. The Clerk is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the Tax Increment Financing Plan, as proposed to be adopted, on file in the Clerk's Office at City Hall and to make such copies available for inspection by the public.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA       )  
CITY OF CHATFIELD       ) SS.  
COUNTY OF FILLMORE     )

I, the undersigned, being the duly qualified City Clerk of the City of Chatfield, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Chatfield, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on Tax Increment Financing District No. 3-5 within Municipal Development District No. 3, as proposed to be adopted.

WITNESSED:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**EXHIBIT A**

**CITY OF CHATFIELD  
COUNTY OF FILLMORE  
STATE OF MINNESOTA**

**NOTICE OF PUBLIC HEARING**

**ON THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 3-5  
WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 3,  
AND THE ADOPTION OF TAX INCREMENT FINANCING PLAN RELATING THERETO**

NOTICE IS HEREBY GIVEN that the City of Chatfield, Fillmore County, Minnesota, will hold a public hearing on Monday, April 25, 2022, at approximately 7:00 p.m. at the Council Chambers in City Hall, located at 21 SE Second Street, in the City of Chatfield, Minnesota, relating to (a) the proposed establishment of Tax Increment Financing District No. 3-5 within Municipal Development District No. 3, and (b) the proposed approval of the Tax Increment Financing Plan relating thereto, pursuant to and in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, inclusive, as amended (the "Act"). Copies of the Tax Increment Financing Plan for Tax Increment Financing District No. 3-5, as proposed to be adopted, will be on file and available for public inspection at the office of the City Clerk at City Hall.

The properties proposed to be affected by Tax Increment Financing District No. 3-5 are described in the Tax Increment Financing Plan on file in the office of the City Clerk. A map of the Tax Increment Financing District is set forth below:

(INSERT MAP)

All interested persons may appear at the hearing and present their view orally or in writing.

Dated: March 14, 2022

BY ORDER OF THE CITY COUNCIL

/s/ Joel Young  
City Clerk



# City of Chatfield

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21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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**TO:** CITY COUNCIL  
**FROM:** CRAIG BRITTON  
**SUBJECT:** 2022 WATER SYSTEM AND DRAINAGE IMPROVEMENT PROJECTS  
**DATE:** MARCH 10, 2022  
**CC:** CITY CLERK, JOEL YOUNG AND SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Consider passing resolutions for approving project plans and specifications and authorizing the advertisement for bids for the 2022 Water System Improvements projects.

**Background:** On October 25 the City moved to begin work on the 2022 water system project. The project involves improvements in a few different areas as summarized below. The current schedule includes opening bids for the 2022 water project on April 6<sup>th</sup> and opening quotes for the drainage improvement projects also on April 6<sup>th</sup>. Following the bid and quote openings the costs will be tabulated and we'll review the numbers with the budgeted amounts. The plan is to take the bids and quotes to the public works committee meeting on April 11<sup>th</sup> and to the City Council for consideration of award on April 25<sup>th</sup>.

1. 2022 Ground Water Storage Improvements (Steel Tanks)
  - a. Reconditioning of Old Territorial Rd (100k gal) and South Reservoirs (200k gal)
2. 2022 Concrete Ground Storage Water Tank Rehabilitation
  - a. Concrete Structural Repairs and / or EPDM Roof on Concrete Tank (300k gal)
3. 2022 Water System Electrical Improvements
  - a. Generators for Well 2 and Booster Pump Station
  - b. VFD for Well 2, Mixer for South Reservoir, SCADA System Upgrades and Expansion to Wells 2 and 3, Well 2 Chemical Room Addition and Installation of Service Door
4. West Chatfield Drainage Improvements (Installation of Storm Sewer)
5. Bench Street Drainage Improvements (Installation of Storm Sewer)

## 2022 GROUND WATER STORAGE IMPROVEMENTS

### A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

Whereas; Pursuant to the approval by Council on Monday, October 25, 2021, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2022 Ground Water Storage Improvement project;

**Now therefore, be it resolved by the City Council of the City of Chatfield, Minnesota:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that bids will be received through QuestCDN until 11:00 AM on Wednesday, April 6, 2022, at which time they will be publicly opened electronically through QuestCDN by the City Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, April 25, 2022 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless electronically filed with QuestCDN and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid.

Adopted by the City Council this 14<sup>th</sup> day of March, 2022

## 2022 CONCRETE GROUND STORAGE WATER TANK REHABILITATION

### A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

Whereas; Pursuant to the approval by Council on Monday, October 25, 2021, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2022 Concrete Ground Storage Water Tank Rehabilitation project;

**Now therefore, be it resolved by the City Council of the City of Chatfield, Minnesota:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that bids will be received through QuestCDN until 10:30 AM on Wednesday, April 6, 2022, at which time they will be publicly opened electronically through QuestCDN by the City Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, April 25, 2022 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless electronically filed with QuestCDN and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid.

Adopted by the City Council this 14<sup>th</sup> day of March, 2022

## 2022 WATER SYSTEM ELECTRICAL IMPROVEMENTS

### A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

Whereas; Pursuant to the approval by Council on Monday, October 25, 2021, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2022 Water System Electrical Improvements project;

**Now therefore, be it resolved by the City Council of the City of Chatfield, Minnesota:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that bids will be received through QuestCDN until 10:00 AM on Wednesday, April 6, 2022, at which time they will be publicly opened electronically through QuestCDN by the City Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, April 25, 2022 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless electronically filed with QuestCDN and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid.

Adopted by the City Council this 14<sup>th</sup> day of March, 2022



# City of Chatfield

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## MEMORANDUM

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**TO:** CITY COUNCIL  
**FROM:** LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER  
**SUBJECT:** I-1 AND I-2 INDUSTRIAL ZONING DISTRICTS PROPOSED AMENDMENT  
**DATE:** 3/10/2022  
**CC:**

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**Background:** At the regularly scheduled Chatfield Planning and Zoning Commission meeting on 03/07/2022, the Commission members made a motion to amend the language under Section 113-187. – General Industrial District (I-2) and Section 113-186. – Light Industrial District (I-1) to allow for athletic and health clubs/businesses and large animal veterinary and animal clinic uses. Additionally, the Planning Commission requested a definition of the respective uses.

The current regulations are listed below, and the proposed language change is in **red, BOLD, underlined and Italics**, as follows:

Sec. 113-187. – General Industrial District (I-2).

(b) Permitted uses. The following are permitted uses for property zoned general industrial.

(1) All uses permitted in the I-1 light industrial district.

Sec. 113-186. – Light industrial District (I-1).

(b) Permitted uses.

(1) The following are permitted uses for property zoned light industrial.

**l. Athletic and health clubs/businesses.**

**m. Large animal veterinary and animal clinic.**

Sec. 113-1. – Definitions.

**Athletic and health clubs/businesses mean a building, or portion of a building, designed and equipped for the conduct of exercise in a place with facilities and equipment for people to maintain or improve their physical fitness, operated for profit, and which can be open only to**



bona fide members and guests of the organization, or open to the public for a fee with limited hours. Any incidental uses serving, related to, or accompanying health and exercise within the building are also permitted and can include offices, gymnasiums, food and drink vendors, salon, massage, physical therapy, or similar types of uses related to health, exercise and well-being. There is only one main entrance that serves the entire building and any incidental uses within the building.

Large animal veterinary and animal clinic means establishments engaged in the practice of veterinary medicine, dentistry, surgery, or care of animals by treating diseases, disorders, managing reproductive health and injuries, breeding, and preventative medicine and nutrition in farm animals.

**Staff Recommendation / Action Requested:**

Staff is recommending the City Council draft the actual ordinance to effect the changes as outlined above and follow the procedure as outlined in Section 113-135 as referenced below:

**Sec. 113-135. - Procedure for the city council.**

The city council shall act upon the application within 30 days after receiving the recommendation of the planning commission. Amendments to this chapter shall be by passage upon a simple majority vote of the city council, provided that any action or passage overriding the recommendations of the planning commission shall require a four-fifths majority vote of the entire city council.

**A Resolution to Amend the City of Chatfield's Zoning Ordinance allowing athletic and health clubs/businesses and large animal veterinary and animal clinics within the I-1 and I-2 Zoning Districts.**

**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 Ordinance which includes all zoning districts within the City and is generally consistent with the Comprehensive Plan and Land Use Plan Map, and

**Whereas,** types of amendments include a change in district's regulations, and

**Whereas,** amendments to the zoning ordinance are allowed per Ordinance by recommendation of the Planning Commission to the City Council, and

**Whereas,** a public hearing has been held to consider the amendment of the I-1 and I-2 districts to allow athletic and health clubs/businesses and large animal veterinary and animal clinics, and

**Whereas,** the Planning Commission recommended approval to amend the zoning ordinance and change the I-1 and I-2 district regulations.

**NOW THEREFORE BE IT RESOLVED** that the Planning & Zoning Commission of the City of Chatfield recommends that the City Council authorize the City Attorney to amend the I-1 and I-2 districts by ordinance to allow athletic and health clubs/businesses and large animal veterinary and animal clinics.