

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

May 9, 2022 7:00 P.M

- I. Chatfield City Council – May 9, 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 annual appropriation of \$2,000 to the Bluff Country Hiking Club.
 - D. Approve E.B. Allen as Softball Season Coordinator for CCTV.
 - E. Adopt resolution in support of Preservation Tax Credit.
 2. S.C.S. Report:
 - A. Authorize hire of Senior Maintenance Worker – Parks & Building Maintenance.
 - B. Authorize hire of summer help.
 3. City Engineer's Report:
 - A. Water Project
 - B. Ground Water Storage Project
 - C. Ground Water Storage Project Change Order
 4. Discuss garbage and recycling collection system.
 5. Committee Reports:
 - A. Personnel-Budget Committee
 - B. Public Works Committee
 - a. Grower's Market Parking Request
 - b. Closure of 5th Street
 6. Closed session to discuss litigation.
 7. Mayor's Report:
 - A. Preservation Month Proclamation
 8. Clerk's Report:
 - A. VFW display of flags in City Park Memorial Day Weekend.
 - B. SE MN Regional Transit Fiscal Host
 9. Roundtable
 10. Adjourn.
 11. 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, April 25, 2022**

The Common Council of the City of Chatfield met in regular session on Monday, April 25, 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: Craig Britton, Brian Burkholder, Karen Reisner, Lynda Karver, Mike Bubany, Chris Giesen, Gretchen Mensink-Lovejoy, Fred Suhler Jr., Joel Young, Shane Fox, Lindsey Eide, and Jill Harstad

Consent Agenda

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

1. Approval of April 11, 2022 Meeting Minutes
2. Approve payment of claims
3. Approve election judges

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

Nays: None

Motion carried.

Public Hearing – Tax Increment Financing Proposal – Chris Giesen

Mayor Smith opened a public hearing at 7:02 p.m. on the topic of Tax Increment Financing Proposal.

Chris Giesen, with the Chatfield EDA, presented an overview of the proposal. Jill Harstad and Lindsay Eide, owners of Fifty Two Fitness would like to proceed with the construction of a new athletic club on vacant property along Highway 52, on the south side of Chatfield. The approximately 8,000 square foot facility would include space for activities such as group exercise classes, yoga, and feature a few spaces for additional complimentary tenants to rent.

Because of rising construction costs, including the costs of site improvements such as installing a new city sidewalk/trail on the property, they have requested the assistance of tax increment financing.

The EDA is recommending the approval of two resolutions. One would create TIF 3-5. The second would enter into a development agreement with Fifty Two Fitness and provide the TIF assistance as requested.

Mike Bubany from David Drown & Associates gave an overview of how the TIF would work.

Mayor Smith asked for comments thrice. No comments were made. The public hearing was closed at 7:11 p.m.

Consider a Resolution to Approve Tax Increment Financing Agreement for the Athletic Club

Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank, to adopt the resolution to approve a tax increment financing agreement for the Athletic Club.

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

Nays: None

Motion carried.

Consider a Resolution to Approve a Development Agreement for the Athletic Club.

Councilor Joshua Broadwater entered a motion, with a second by Councilor Paul Novotny, to adopt the resolution to approve a development agreement for the Athletic Club.

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

Nays: None

Motion carried.

City Engineer Report

The City received bids on three 2022 Water System Improvement projects. Overall, the project came in over budget. The electrical project which included the generators was approximately \$80k over the engineer's estimate. The concrete tank rehabilitation project was approximately \$245k over budget. However, the steel tank rehabilitation project was approximately \$85k under budget.

Staff met with the Public Works committee to review the bids and to formulate a recommendation to the City Council for project award.

The committee is recommending rejecting the bids for the concrete tank and going out for quotes on essential repairs. The committee also recommends that the City enter into a contract with the low bidder of the steel tanks (Osseo Construction) for repairs to the South Tank only and eliminating the work on the OTR Tank. The new, long term plan would be to demolish the existing Concrete and OTR tanks and replace with a 300k-400k gallon tank in the next 5 years or so. The committee recommends approving the electrical improvement project, including the alternates of the Well 2 generator and Booster pump station generator to Killmer Electric. The electrical projects would also include the addition of a chemical room at the Well 2 pumphouse and the extension of electrical service to the South Reservoir for the new mixer. The committee recommends approving the quotes from Huntington Electric, Brian Lee Construction and Keller Masonry for the improvements.

The committee recommends awarding the two drainage improvement projects to the low bidder, Pearson Backhoe. The drainage improvement projects include stormwater drainage improvements in the West Chatfield area along with Bench Street from 6th Street to the south. It is recommended that both alternates as part of the Bench Street Improvement project be accepted.

Drainage Improvement Project

Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank, to adopt the West Chatfield Drainage Improvement Project Resolution Accepting the quote from Person Backhoe Services, Inc. and the Bench Street Drainage Improvement Project Resolution Accepting the quote from Person Backhoe Services, Inc.

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

Nays: None

Motion carried.

Electrical Improvements

Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater, to adopt the Well 2 Pump House Addition and South Reservoir Electrical Improvement Projects Resolution Accepting Quotes from Huntington Electric, Brian Lee Construction, and Keller Masonry and the 2022 Water System Electrical Improvements Resolution Accepting a Bid from Killmer Electric Company Inc.

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

Nays: None

Motion carried.

Water Improvement Project

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to adopt the 2022 Concrete Ground Storage Water Tank Rehabilitation Resolution Rejecting all Bids for the project.

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

Nays: None

Motion carried.

People Apartment Preliminary Development Plan

Keller Baartman Properties, LLC is proposing a Planned Unit Development for a three-story apartment building with understory parking on the former Peoples Cooperative Energy Site. The proposed development is for 63 market rate apartments and will consist of one vehicle ingress and egress from 2nd Street SW and the main pedestrian entrance from 1st Street SW. Amenities include a main floor office, fitness area, community room, interior mail room, enclosed trash area, covered parking, outdoor patio and 11 surface parking stalls off the alley.

A public hearing was noticed in the paper on April 6 and held on April 18, 2022 by the planning commission for the preliminary development plan. Public comments were taken at the hearing.

Staff is recommending to City Council to approve the preliminary development plan with a conditional use permit.

A lengthy discussion on the number of parking spaces vs the number of apartments took place and the impact it might have on downtown and the area surrounding the proposed apartment building.

Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank, to adopt the resolution to Recommend Approval of the Peoples Apartment Preliminary Development Plan Conditional Use Permit Planned Unit Development with the comment that the parking issue is solved before the last step.

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

Nays: None

Motion carried.

S.C.S. Report

Thurber Building HVAC Unit

The current HVAC unit on city hall is over-sized for the space needed. The low quote to replace the unit and include an Economizer came in at \$11,625 from Southeast Mechanical.

Councilor Mike Urban entered a motion, with a second by Councilor Paul Novotny, to approve replacing the Thurber Building HVAC Unit.

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

Nays: None

Motion carried.

Sidewalk Contractor

Two contractors submitted quotes for concrete work needing to be completed this year. Staff is recommending Dan Ramaker Concrete based on his quote.

Councilor Mike Urban entered a motion, with a second by Councilor Joshua Broadwater, to authorize Dan Ramaker Concrete to complete sidewalk removals and repairs and other work that may be needed.

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

Nays: None
Motion carried.

Chip Sealing Project

The areas planned for Chip Sealing this year include:
Hillside Drive from Hwy 52 to Amco Drive
Enterprise Drive from Winona Street to Vindmoll Drive
Enterprise Drive from Hillside Drive to the dead end.

The price has increased from \$1.52 to \$2.29 per square yd.

Councilor Joshua Broadwater entered a motion, with a second by Councilor Paul Novotny, to approve the 2022 Chip Sealing Project.

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

Nays: None

Motion carried.

Committee Reports

Public Services Committee

Councilors Frank and Bluhm were in attendance. Topics included:
Garbage collection, bags vs cans. Councilors are looking for feedback from the public on this topic.
Bill Hansen has said due to labor shortage, he will not be able to conduct the city wide clean up. Members of the council feel it is too late to reschedule, people are already putting items out.
Traffic concerns on Winona Street.

Committee of the Whole

Mayor Smith, along with Councilors Novotny, Bluhm, Broadwater, and Frank were present for the Committee of the Whole meeting. The topic of the meeting was an update from the HPC - Historical Preservation Commission. Robert Vogel and Chris Giesen both gave updates on the Commissions work over the past year.

Mayor's Report

Arbor Day Proclamation

The traditional tree planting for Arbor Day will take place on April 29, 2022 at 2:30 p.m. at the Chatfield Elementary School. Mayor Smith read the following Arbor Day Proclamation.

ARBOR DAY PROCLAMATION

Whereas: Arbor Day provides people in Minnesota the opportunity to celebrate the importance of trees and forests to our economy, culture, history, and future of the state; and

Whereas: Trees are of great value as they provide clean air and water, shade, and energy savings, wildlife habitat, recreational opportunities, wood products, and jobs while capturing and storing carbon from the atmosphere, thereby offsetting greenhouse gas emissions; and

Whereas: Properly Planting and caring for a diverse mix of trees makes community forests more resilient by minimizing the impacts of diseases, insects, and community and environmental benefits; and

Whereas: Thoughtfully choosing, planting, and caring for a diverse mix of trees now supports resilient communities into the future.

NOW, THEREFORE, I, Russ Smith, Mayor of the City of Chatfield, do hereby proclaim Friday, April 29th, 2022, as:

Arbor Day

25 Years of Service

Mayor Smith presented Police Chief Shane Fox with a Certificate of Appreciation for 25 years of service to the City of Chatfield.

Clerk's Report

Approval of use of City Park as requested by Chatfield Alliance

The Chatfield Alliance is asking for the use of City Park on Thursdays from June 9 - July 28, 2022 for Music in the Park and More.

Councilor Dave Frank entered a motion, with a second by Councilor Joshua Broadwater, to approve the use of City Park as requested by Chatfield Alliance for Music in the Park & More.

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

Nays: None

Motion carried.

First Quarter Financial Report

Kay Wangen has compiled the 1st Quarter Financial Report for council's review.

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to accept the First Quarter Financial Report as presented.

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

Nays: None

Motion carried.

ROCOG Agreement

The City of Chatfield is part of the Rochester-Olmsted Council of Governments (ROCOG.) ROCOG recently proposed updates to its Bylaws and Organization Agreement. The Organizational Agreement must be adopted by at least 51% of the individual ROCOG member jurisdictions within 90 days to become enacted.

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to adopt the Resolution Adopting the Rochester-Olmsted Council of Governments Organization Agreement.

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

Nays: None

Motion carried.

Roundtable

Councilor Broadwater announced that Enterprise Drive is finally updated on Google.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 8:25 p.m.

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

Nays: None

Motion carried.



City of Chatfield

Batch Listing - Unposted Summary

Current Period: April 2022

2022 04ADM02

04/25/22 9:11 AM

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		04/01/2	E 240-46500-322	Economic Dev (GE	Postage	\$15.00	POSTAGE ALLOCATION
		04/01/2	E 614-49840-322	Cable TV (GENER	Postage	\$15.00	POSTAGE ALLOCATION
		04/01/2	E 211-45500-322	Libraries (GENERA	Postage	\$15.00	POSTAGE ALLOCATION
		04/01/2	E 100-42110-322	Police Administrati	Postage	\$45.00	POSTAGE ALLOCATION
		04/01/2	E 230-42270-322	Ambulance	Postage	\$30.00	POSTAGE ALLOCATION
		04/01/2	E 100-41500-322	City Clerk	Postage	\$45.00	POSTAGE ALLOCATION
		04/01/2	E 100-43100-322	Street Maintenanc	Postage	\$30.00	POSTAGE ALLOCATION
		04/01/2	E 100-41910-322	Planning and Zoni	Postage	\$30.00	POSTAGE ALLOCATION
		04/01/2	E 602-49450-322	Sewer (GENERAL)	Postage	\$30.00	POSTAGE ALLOCATION
		04/01/2	E 601-49400-322	Water Utilities (GE	Postage	\$30.00	POSTAGE ALLOCATION
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Batch Name 2022 04ADM02						\$300.00	
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Current Period: April 2022

2022 04ADM03

05/02/22 8:17 AM

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Nbr								
Vendor ROOT RIVER STATE BANK								
111863	APR 20	E 100-41500-310	City Clerk	Other Professional Servic	\$74.45	INT BANKING CHARGES 15 + 19.45 +		
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Batch Name 2022 04ADM03							\$74.45	
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2022 04FPR02

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	111852	989479	G 910-21724			\$49.14	ACCT #A8980 STD SCHMIEDEBERG
		989479	G 910-21713			\$21.58	ACCT #A8980 ACC CARLSON
		989479	G 910-21712			\$82.94	ACCT #A8980 CANCER - BURKHOLDE
		989479	G 910-21718			\$54.47	ACCT #A8980 SPEVNT - BURKHOLER
		989479	G 910-21724			\$72.80	ACCT #A8980 STD BURKHOLDER
		989479	G 910-21712			\$36.14	ACCT #A8980 CANCER K COE
		989479	G 910-21724			\$51.48	ACCT #A8980 DISABILITY WANGEN
		989479	G 910-21713			\$21.58	ACCT #A8980 ACC SCHMIEDEBERG
		989479	G 910-21724			\$47.84	ACCT #A8980 STD KEIGLEY
		989479	G 910-21724			\$52.00	ACCT #A8980 STD - CARLSON
		989479	G 910-21715			\$56.29	ACCT #A8980 HOSPITAL INS CARLSON
		989479	G 910-21715			\$17.20	ACCT #A8980 HOSPITAL INS M ERICK
		989479	G 910-21724			\$43.68	ACCT #A8980 STD LANDORF
		989479	G 910-21713			\$28.08	ACCT #A8980 ACC LANDORF
		989479	G 910-21713			\$40.04	ACCT #A8980 ACC- M ERICKSON
Vendor AFLAC						\$675.26	
Vendor CHATFIELD PUBLIC LIBRARY							
	111853	04/28/2	R 211-45500-3620	Libraries (GENERA		-\$125.00	SCRIP GAS CARDS
		04/28/2	G 910-21728			\$125.00	SCRIP GAS CARDS
Vendor CHATFIELD PUBLIC LIBRARY						\$0.00	
Vendor DELTA DENTAL							
	111855	RIS000	G 910-21711			\$108.48	ERICKSON - FAMILY
		RIS000	G 910-21711			\$32.74	HYKE - EE
		RIS000	G 910-21711			\$108.48	SCHLICHTER - FAMILY
		RIS000	G 910-21711			\$32.74	IRISH - EE
		RIS000	E 220-42280-103	Fire Department *	Part-Time Employees	\$32.74	COE - EE
		RIS000	G 910-21711			\$108.48	PRIEBE - FAMILY
		RIS000	G 910-21711			\$108.48	KEIGLEY - FAMILY
Vendor DELTA DENTAL						\$532.14	
Vendor EFTPS							
	111854	147558	G 910-21701			\$4,167.26	FEDERAL WH - STAFF
		147558	G 910-21709			\$1,361.64	MEDICARE WH - STAFF
		147558	G 910-21703			\$4,190.26	SOC SEC WH - STAFF
Vendor EFTPS						\$9,719.16	
Vendor EMPOWER							
	111856	991130	G 910-21719			\$118.55	INVEST - IRISH
		991130	G 910-21719			\$79.22	INVEST - PRIEBE
		991130	G 910-21719			\$50.00	INVEST - HYKE
		991130	G 910-21719			\$125.00	INVEST - SCHLICHTER
		991130	G 910-21719			\$140.58	INVEST - BURKHOLDER
		991130	G 910-21719			\$25.00	INVEST - WANGEN
		991130	G 910-21719			\$237.92	INVEST - DUBORD
		991130	G 910-21719			\$99.68	INVEST - CARLSON
Vendor EMPOWER						\$875.95	
Vendor HEALTHEQUITY							
	111857	2022-0	G 910-21726			\$152.08	CARLSON
		2022-0	G 910-21726			\$125.00	MILIANDER
		2022-0	G 910-21726			\$345.83	YOUNG



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111857	2022-0	G 910-21726			\$150.00	WANGEN
	2022-0	G 910-21726			\$150.00	BURKHOLDER
	2022-0	G 910-21726			\$125.00	PRIEBE
	2022-0	G 910-21726			\$300.00	BURNETT
	2022-0	G 910-21726			\$250.00	LANDORF
	2022-0	G 910-21726			\$125.00	IRISH
	2022-0	G 910-21726			\$341.67	ERICKSON
	2022-0	G 910-21726			\$87.50	ELDER
	2022-0	G 910-21726			\$275.00	DUBORD
	2022-0	G 910-21726			\$125.00	HYKE
	2022-0	G 910-21726			\$304.17	SCHLICHTER S
Vendor HEALTHEQUITY					\$2,856.25	
Vendor MN DEPART. OF REV./WH TAX						
111858	1-935-0	G 910-21702			\$1,988.11	STATE TAX WH - STAFF
Vendor MN DEPART. OF REV./WH TAX					\$1,988.11	
Vendor NCPERS GROUP LIFE INSURANCE						
052022	G 910-21707				\$16.00	LIFE INSURANCE - CARLSON
052022	G 910-21707				\$16.00	LIFE INSURANCE - SCHLICHTERD
052022	G 910-21707				\$16.00	LIFE INSURANCE - YOUNG
052022	G 910-21707				\$16.00	LIFE INSURANCE - WANGEN
052022	G 910-21707				\$16.00	LIFE INSURANCE - SCHLICHTERS
052022	G 910-21707				\$16.00	LIFE INSURANCE - MILIANDER
052022	G 910-21707				\$16.00	LIFE INSURANCE - IRISH
Vendor NCPERS GROUP LIFE INSURANCE					\$112.00	
Vendor PERA						
111859	SOMPE	G 910-21705			\$4,212.63	PERA - POLICE
	SOMPE	G 910-21704			\$4,865.01	PERA - CITY COORDINATED
Vendor PERA					\$9,077.64	
Vendor SUN LIFE ASSURANCE COMPANY						
111860	743450	G 910-21720			\$2.56	INSURANCE - LANDORF
	743450	G 910-21720			\$298.76	INSURANCE - YOUNG
	743450	G 910-21720			\$7.59	INSURANCE - SCHLICHTER D
	743450	G 910-21720			\$8.80	INSURANCE - HYKE
	743450	G 910-21720			\$2.56	INSURANCE - SCHLICHTER S
	743450	G 910-21720			\$2.56	INSURANCE - SCHMIEDEBERG
	743450	G 910-21720			\$6.39	INSURANCE - FOX
	743450	G 910-21720			\$2.56	INSURANCE - MILIANDER
	743450	G 910-21720			\$2.56	INSURANCE - BURKHOLDER
	743450	G 910-21720			\$2.56	INSURANCE - IRISH
	743450	G 910-21720			\$2.56	INSURANCE - ERICKSON
	743450	G 910-21720			\$1.71	INSURANCE - DUBORD
	743450	G 910-21720			\$37.03	INSURANCE - COE
	743450	G 910-21720			\$2.56	INSURANCE - CARLSON
	743450	G 910-21720			\$12.79	INSURANCE - BURNETT
	743450	G 910-21720			\$2.56	INSURANCE - PRIEBE
Vendor SUN LIFE ASSURANCE COMPANY					\$396.11	
Vendor TASC						
111862	IN2373	E 100-41500-310	City Clerk	Other Professional Servic	\$15.00	COBRA - ADMINISTRATION FEE
111861	04/28/2	G 910-21714			\$114.58	FSA - EmpE - SCHMIEDEBERG



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Vendor TASC					\$129.58		
Vendor UNITED STATES POSTAL SERVICE							
056355	481709	E 601-49400-322	Water Utilities (GE	Postage	\$97.72	UB POSTAGE ALLOC	
	481709	E 602-49450-322	Sewer (GENERAL)	Postage	\$308.15	UB POSTAGE ALLOC	
	481709	E 603-49500-322	Refuse/Garbage (Postage	\$85.21	UB POSTAGE ALLOC	
Vendor UNITED STATES POSTAL SERVICE					\$491.08		
Batch Name 2022 04FPR02					\$26,853.28		
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2022 05ADM01

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor MN REVENUE						
111865	1-039-4	E 100-45124-437	Swimming Pools -	Sales Tax - Purchases	\$558.00	7316521 POOL SALES & ADM
	1-039-4	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$28.00	7316521 WTR TWR LEASE SALES
	1-039-4	E 603-49500-436	Refuse/Garbage (Sales Tax	\$1,112.00	7316521 GARBAGE TAX
Vendor MN REVENUE					\$1,698.00	
Vendor PRIORITY PAYMENT SYSTEMS						
111864	04/30/2	E 100-45124-323	Swimming Pools -	Administration Expense	\$476.23	CC PROCESSING FEES - APR 2022
Vendor PRIORITY PAYMENT SYSTEMS					\$476.23	
Batch Name 2022 05ADM01					\$2,174.23	
					\$2,174.23	

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor MARCO TECHNOLOGIES LLC.						
INV987	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$19.00	1 FD BUS PREM	
INV987	E 100-41100-435	Legislative	Licences, Permits and Fe	\$57.00	6 LEG EXCHANGE ON LIN P1 & ACTIV	
INV987	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$9.50	1 PLNG DEPT EXCHANGE ON LINE + A	
INV987	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$190.00	10 PD MS BUS PREM	
INV987	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$19.00	1 MS BUS PREM	
INV987	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$19.00	1 PARKS BUS PREM	
INV987	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$38.00	2 AMB BUS PREM	
INV987	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$9.50	1 EDA EXCHANGE ON LINE + ACTIVE	
INV987	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$19.00	1 WTR BUS PREM	
INV987	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$38.00	2 WW BUS PREM	
INV987	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$9.50	1 POOL EXCHANGE ON LINE + ACTIVE	
INV987	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$85.50	4 MS BUS PREM & 1 VM EXCH + ACTI	
Vendor MARCO TECHNOLOGIES LLC.					\$513.00	
Vendor PYRAMIDE USA INC.						
13119	E 801-45124-500	Swimming Pools -	Cap. Outlay-GENERAL	\$1,700.00	RETROFIT AQUAZIP LINE	
Vendor PYRAMIDE USA INC.					\$1,700.00	
Vendor QUILL.COM						
244676	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$230.28	TOWELS TISSUES BATTER SWIFFER L	
Vendor QUILL.COM					\$230.28	
Vendor SCHWICKERT COMPANY						
S51009	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$500.00	CITY HALL - INSPECTIONS	
S51009	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$375.00	LIBRARY - ROOF INSPECTIONS	
S51009	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$375.00	WWTP - INSPECTIONS	
S51009	E 602-49450-401	Sewer (GENERAL)	Repairs/Maint Buildings	\$500.00	WWTP - REPAIRS	
Vendor SCHWICKERT COMPANY					\$1,750.00	
Vendor SE MINNESOTA EMS						
12826	E 230-42270-208	Ambulance	Training and Instruction	\$2,750.00	NCCR RENEWAL - 10	
12804	E 230-42270-433	Ambulance	Dues and Subscriptions	\$500.00	MBSHP 07/2022-06/2023	
Vendor SE MINNESOTA EMS					\$3,250.00	
Vendor SOUTHEAST MECHANICAL						
29997a	E 801-41940-580	Municipal Building	Cap. Outlay-Other Equip	\$5,812.50	1/2 LAB & MAT CITY HALL RTU	
Vendor SOUTHEAST MECHANICAL					\$5,812.50	
Vendor STREICHER S						
I15633	E 100-42110-153	Police Administrati	Uniform Allowance	\$197.98	NAME TAGS HLSTER	
Vendor STREICHER S					\$197.98	
Vendor US BANK ONE CARD						
04-25-2	E 100-43100-321	Street Maintenanc	Telephone	\$130.25	CENTURY LINK ALLOCATION	
04-25-2	E 100-41500-309	City Clerk	Conference Expense	\$368.28	COE MCFOA LODGING	
04-25-2	E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	CENTURYLINK ALLOCATION	
04-25-2	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$16.09	MENARDS TOTES FOR KITS	
04-25-2	E 100-41500-309	City Clerk	Conference Expense	\$648.75	CARLSON MCFOA LODGING	
04-25-2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$25.24	JOY PROGRAM & FB PUBLICITY	
04-25-2	E 100-41500-309	City Clerk	Conference Expense	\$189.00	MN MOBILITY - CARLSON MCFOA	
04-25-2	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$57.57	SUNSHINE FOODS - FD	
04-25-2	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$196.78	EMSB - ON LINE APP	
04-25-2	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$153.74	EMSRB - BLS LICENSE	
04-25-2	E 230-42270-321	Ambulance	Telephone	\$130.24	CENTURY LINK ALLOCATION	



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	04-25-2	E 230-42270-208	Ambulance	Training and Instruction	\$395.00	NATL ASSOC EMS EDUC
	04-25-2	E 100-42110-321	Police Administrati	Telephone	\$130.24	CENTURY LINK ALLOCATION
	04-25-2	E 100-42110-153	Police Administrati	Uniform Allowance	\$283.99	GALLS - MILIANDER
	04-25-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$29.97	GOOD HOUSEKEEPIN
	04-25-2	E 100-41500-321	City Clerk	Telephone	\$130.24	CENTURY LINK ALLOCATION
Vendor US BANK ONE CARD					\$3,015.62	
Vendor UTILITY REFUND						
	04/19/2	R 601-49400-9000	Water Utilities (GE		\$133.33	UTILITY REFUND 00-00000621-30-0
Vendor UTILITY REFUND					\$133.33	
Vendor WIDSETH SMITH NOLTING & ASSOC.						
	216662	E 100-45200-303	Parks (GENERAL)	Engineering Fees	\$2,415.00	2022-10421 GROEN PARK PED BRIDG
	216461	E 100-43100-310	Street Maintenanc	Other Professional Servic	\$940.00	2022-10159 1/3 GIS STREET
	216461	E 602-49450-310	Sewer (GENERAL)	Other Professional Servic	\$940.00	2022-10159 1/3 GIS WW
	216461	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$940.00	2022-10159 1/3 GIS WATER
Vendor WIDSETH SMITH NOLTING & ASSOC.					\$5,235.00	
Vendor WM HANSON WASTE REMOVAL						
	31528	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$46.75	GARBAGE SERVICE - CITY HALL
	31528	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$12,970.54	GARBAGE SERVICE - 1,177 P/U @ 11.
	31528	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$2,229.15	GARBAGE SERVICE - FUEL SURCHARG
	31528	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$140.22	GARBAGE SERVICE - WWTP
	31528	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$208.96	GARBAGE SERVICE - FIRE HALL
	31528	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$2,105.60	GARBAGE SERVICE - OC ENVIRON FEE
Vendor WM HANSON WASTE REMOVAL					\$17,701.22	
Batch Name 2022 05FA01					\$128,006.36	
Vendor AMAZON CAPITAL SERVICES, INC.						
	1RKH-F	E 230-42270-152	Ambulance	Clothing	\$42.98	CQR MENS TACTICAL PANTS
Vendor AMAZON CAPITAL SERVICES, INC.					\$42.98	
Vendor BADGER METER						
	800969	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$108.00	1/2 GATEWAY BACKHAUL 3MO 50%
	800969	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$108.00	1/2 GATEWAY BACKHAUL 3MO 50%
	800969	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$86.55	1/2 BEACON NETWORK PER UNIT
	800969	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$86.55	1/2 BEACON NETWORK PER UNIT
Vendor BADGER METER					\$389.10	
Vendor BOB THE BUG MAN, LLC						
	34550	E 601-49400-401	Water Utilities (GE	Repairs/Maint Buildings	\$130.00	4XEXTERIOR-SERVICE CHARGE
Vendor BOB THE BUG MAN, LLC					\$130.00	
Vendor CENEX FLEET FUELING						
	237918	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$442.50	471A
	237918	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$238.82	POLICE SQUAD 3
	237918	E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$170.68	WATER 1
	237918	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$104.41	WWTP 2 - IRISH
	237918	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$265.08	STREET 4 - IRISH
	237918	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$223.77	STREET3 50% - DUBORD
	237918	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$223.76	STREET3 50% - DUBORD
	237918	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$107.91	WWTP 1 - SCHLICHTER
	237918	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$58.85	FIRE BRUSH TRUCK
	237918	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$57.06	STREET 2
	237918	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$14.80	FIRE UTV



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	237918	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$352.15	471B
	237918	E 100-41500-212	City Clerk	Vehicle Operating Suppli	\$98.74	CITY CAR - CLERK
	237918	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$73.93	POLICE SQUAD 1-CHIEF
	237918	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$7.45	FIRE ENGINE 1
	237918	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$98.96	FIRE GRASS RIG
	237918	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$280.81	POLICE SQUAD 2
	237918	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$208.56	STREET 1
Vendor CENEX FLEET FUELING					\$3,028.24	
Vendor CHATFIELD PARTS HOUSE						
	844181	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$3.02	BOLT NUT WASHER
	844552	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$14.99	2.5 GAL DIESEL EXH
	844553	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$11.99	HOOK CLEVES GRAB
	845020	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$5.98	1 CUT KEY
	845129	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$41.94	CONCRETE MIX
	845130	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$34.95	PADLOCK MAGNUM ,1 KEY
	845190	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$169.00	MANUAL BATT. CHARGER
	845817	E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$8.29	PRUNING BLADE
	845824	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$26.99	SAWZALL BLADE
	843391	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$45.75	PRIMARY WIRE, 12GA 2WAY CONN, T
	845949	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$8.34	GROMET
	845958	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$5.99	TOILET CONNECTOR
	846049	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$7.49	MARKING PAINT
	845677	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$13.97	RUBBER STRAPS
Vendor CHATFIELD PARTS HOUSE					\$398.69	
Vendor CHS						
	411-IG	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$201.00	GRSS BLM #4 PASTURE MIX
Vendor CHS					\$201.00	
Vendor CITY OF CHATFIELD						
	04/26/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$257.85	10-00000031-00-3 WWTP
	04/26/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$63.95	10-00000051-009 FIRE HALL
	04/26/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$338.73	10-00000001-00-4 THURBER BLDG GA
	04/26/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$64.76	10-00000011-007PUBLIC LIBRARY
	04/26/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.76	10-00000081-008 CITY SHOP
Vendor CITY OF CHATFIELD					\$790.05	
Vendor CONSTRUCTION MANAGEMENT SERVIC						
	04/30/2	E 100-42400-441	Building Inspectio	Plan Review	\$29.03	PLAN REVIEW
	04/30/2	E 100-42400-440	Building Inspectio	Building Inspections	\$1,310.08	INSPECTIONS
Vendor CONSTRUCTION MANAGEMENT SERVIC					\$1,339.11	
Vendor CROSS NURSERIES INC						
	048316	E 100-43100-411	Street Maintenanc	Tree Maintenance / EAB	\$1,490.10	ORNAMENTAL TREES, EVERGREENS, F
Vendor CROSS NURSERIES INC					\$1,490.10	
Vendor EO JOHNSON, BUSINESS TECH.						
	113186	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	113186	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$40.00	#46719-01 POLICE L7545
	113186	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$20.58	#56246 NETWORK L9124 MP C4503
	113186	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$20.58	#56246 NETWORK L9124 MP C4503
	113186	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
	113186	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$78.89	#56246 NETWORK L9124 MP C4503
	113186	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503



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	113186	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$72.03	#56246 NETWORK L9124 MP C4503
	113186	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$37.73	#56246 NETWORK L9124 MP C4503
Vendor EO JOHNSON, BUSINESS TECH.					\$383.00	
Vendor FREDERICK S. SUHLER, ATTY						
	04/22/2	E 100-41100-304	Legislative	Legal Fees	\$500.00	MONTHLY RETAINER
	04/22/2	E 100-41100-304	Legislative	Legal Fees	\$130.00	ADDITIONAL TASKS
Vendor FREDERICK S. SUHLER, ATTY					\$630.00	
Vendor GOPHER STATE ONE CALL						
	204028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$89.10	ACCOUNT #MN00240
Vendor GOPHER STATE ONE CALL					\$89.10	
Vendor HBC						
	05/02/2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$8.35	867-4321BASIC & TOLL
	05/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$5.00	50% 1520399 3 INTERNET LOC
	05/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$4.99	50% 1520399 3 INTERNET LOC
	05/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$104.55	BUS VALUE PKG 120MBPS
Vendor HBC					\$122.89	
Vendor LINDE						
	101843	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$49.66	HIGH PRESSURE
Vendor LINDE					\$49.66	
Vendor LUMEN-LEVEL3 (WEBEX)						
	289247	E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC
Vendor LUMEN-LEVEL3 (WEBEX)					\$244.38	
Vendor MARC						
	076007	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$139.91	INV PRECAUTION BLUE SPRY PAINT'
Vendor MARC					\$139.91	
Vendor MEDIACOM						
	APR 26,	E 100-42110-438	Police Administrati	Internet Expenses	\$108.19	1/3 CITY HALL HSD & STATIC IPS
	APR 26,	E 100-41500-438	City Clerk	Internet Expenses	\$108.19	1/3 CITY HALL HSD & STATIC IPS
	APR 26,	E 230-42270-438	Ambulance	Internet Expenses	\$108.52	1/3 CITY HALL HSD & STATIC IPS
Vendor MEDIACOM					\$324.90	
Vendor QUADIENT LEASE						
	N93788	E 100-42110-322	Police Administrati	Postage	\$17.33	LEASE N17081395 POSTAGE MACHIN
	N93788	E 100-41500-322	City Clerk	Postage	\$86.61	LEASE N17081395 POSTAGE MACHIN
	N93788	E 100-41910-322	Planning and Zoni	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
	N93788	E 230-42270-322	Ambulance	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
	N93788	E 601-49400-322	Water Utilities (GE	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
	N93788	E 602-49450-322	Sewer (GENERAL)	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
Vendor QUADIENT LEASE					\$173.22	
Vendor RUSKELL OUTDOOR SERVICES INC						
	15476	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$48.00	PULVERIZED BLACK DIRT
Vendor RUSKELL OUTDOOR SERVICES INC					\$48.00	
Vendor UC LABORATORY						
	112359	E 602-49450-217	Sewer (GENERAL)	Testing	\$705.81	WWTP LABS
Vendor UC LABORATORY					\$705.81	
Vendor ZARNOTH BRUSH WORKS						
	018907	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$154.50	DISPOSABLE GUTTER BROOM



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Vendor ZARNOTH BRUSH WORKS						\$154.50	
Batch Name 2022 05FA01U						\$10,874.64	
						\$138,881.00	

([BatchID] in (17286,17287))

Joel Young

From: Jennifer Bradt <jenniferbradt@msn.com>
Sent: Friday, April 22, 2022 2:44 PM
To: Joel Young
Subject: Lost Creek Hiking Trail
Attachments: Request To City 2022.doc

I am sending you our annual request for funds from the city.
The Bluff Country Hiking Club would like to thank the city for the years of support.
I would be happy to come to a city council meeting in person if needed.
Happy Earth Day-
Jenny Bradt



Bluff Country Hiking Club
31924 Ninebark Road
Chatfield, MN 55923

April 21, 2022

The Bluff Country Hiking Club would like to thank the City of Chatfield for its continued support. We are requesting \$2000 for the annual costs associated with the Lost Creek Hiking Trail. Money received in 2021 has been used for the following ongoing expenses:

- Visit Bluff Country, advertisement in travel guide
- West Bend Landowner Liability Insurance
- Brochure printing by the City of Chatfield
- Replacement of both trailhead signs using the new map
- Temporary summer hire to supplement the many volunteer hours dedicated to keeping the trail clear

In the past year, the club received a grant through the University of Minnesota Extension Regional Sustainable Development Partnerships program. With the funds received, a new map was developed, which has been used to update the brochure and both trailhead signs. The tenth anniversary of the trail was celebrated in October of 2021 with a well-attended public event which highlighted the new loop on the west side of the trail.

As members of the Bluff Country Hiking Club we pledge to continue to be prudent stewards not only of your support but also to the natural resources of Southeast Minnesota. Thank you for your crucial and ongoing support.

Sincerely,

Tim Gossman, President
Pat Clarke, Vice President
Jenny Bradt, Treasurer

CONTRACT FOR CONSULTING SERVICES
Chatfield Cable Television Seasonal Event Coordinator

This agreement, made this 23rd day of August, 2021, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and EB Allen, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for coordinating the volunteers and activities necessary to film and broadcast Chatfield Public Schools Football (Volleyball / Boys Basketball / Girls Basketball / Wrestling / Cross Country and Track and Golf / Softball / Baseball / Music and Drama / Community Concerts and Parades and Events / City Council & School Board Meetings) during the 2021 - 2022 school year.

This position works closely with the Cable Television Administrator.

2. The primary duties include but are not limited to:
 - a. Recruit and coordinate volunteers for all events during the respective sport or season.
 - b. Volunteer to set up, tear down and return equipment for each event, or recruit a volunteer to do so if you are unavailable.
 - c. Manage the operation of each event, insert the sd card int CCTV computer for the technical coordinator to process the footage.
3. Compensation for these services will be \$1500.00 per season, payable in two equal installments. The first payment will be made approximately 15 days after the end of the first month of the season and the second payment will be made approximately 15 days after the second month of the season.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate at the end of the 2021 high school volleyball season.

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



Mayor



Contractor


4/17/22

RESOLUTION SUPPORTING EXTENDING THE
MINNESOTA HISTORIC REHABILITATION TAX CREDIT (Draft)

WHEREAS, the Minnesota Historic Rehabilitation Tax Credit has supported historic preservation efforts in the state since 2010; and

WHEREAS, the tax credit has supported over 150 historic building renovation projects, generating more than \$5 billion in economic development; and

WHEREAS, the Historic Rehabilitation Tax Credit will expire on June 30, 2022 if it is not reauthorized by the Minnesota Legislature; and

WHEREAS, if the tax credit is not extended communities around the state will lose out on millions of dollars of potential investment in community development;

NOW, THEREFORE, the City Council of the City of Chatfield, Minnesota does hereby petition the Minnesota Legislature to extend the Minnesota Historic Rehabilitation Tax Credit for at least eight (8) years.

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: 2 Summer help & 1 spring/fall optional mower
DATE: 5/4/2022

Action Requested: To consider the hiring of Ryan Nosbisch and Gage Bartels for the summer help positions and David Sladek as a back-up mower "as needed" for the months of May, Sept, and Oct.

Background: After placing an ad in the papers for 2 weeks, announcement at the High School, city website and the Choose Chatfield page, I received 6 applications for the June through August position and 2 for the May through October mowing position. One of which is Kevin Koch that plans to return this year. I interviewed both the 2 seasonal applicants and 5 out of 6 June- August applicants.

I recommend hiring Ryan Nosbisch and Gage Bartels for the 2 summer positions and David Sladek for an "as needed" back-up mower for the months of May, Sept, and Oct.

Thank you for your time,
Brian Burkholder



City of Chatfield

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

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: CRAIG BRITTON
SUBJECT: 2022 WATER SYSTEM IMPROVEMENT PROJECTS (OTR AND SOUTH RESERVOIRS)
DATE: MAY 4, 2022
CC: CITY CLERK, JOEL YOUNG
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consider approving contract for the 2022 Ground Water Storage Improvement Project (Includes the work on the South Reservoir Only).

Background: The City received bids on the three 2022 Water System Improvement projects on Wednesday, April 6th. The electrical improvements portion of the project was awarded at the previous meeting. The concrete tank improvement bids were rejected at the previous meeting. There were seven contractors that bid on the rehabilitation of the two steel tanks.

Staff met with the Public Works committee on April 11th to review the bids and to formulate a recommendation to the City Council for project award.

The committee recommends that the City enter into a contract with the low bidder of the steel tanks (The Osseo Construction Co LLC) for repairs to the South Tank only and eliminating the work on the OTR Tank. The committee also recommends authorizing work associated with Alternate 1, which includes use of 100% solids coatings. The new, long term plan would be to demolish the existing Concrete and OTR tanks and replace with a 300k-400k gallon tank in the next 5 years or so.

A resolution awarding the contract to The Osseo Construction Co. LLC along with a Change Order reducing the scope of the project to eliminate the proposed work on the OTR Reservoir is included in the packet.

Sincerely,

Craig Britton, PE
Widseth

CHANGE ORDER NO. 1

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CONTRACTOR: The Osseo Construction Co, LLC	Widseth Project Number 2021-11946	Original Bid Amount \$474,000.00
ADDRESS: 14248 10 th Street Osseo, WI 54758	LOCATION OF WORK Old Territorial Road and South Reservoirs	
Revised Contract Amount = \$304,000.00		CO-1 TOTAL \$ - 170,000.00

This Contract is between the City of Chatfield and Contractor as follows:

The City is eliminating all work associated with Old Territorial Road (OTR) reservoir. As such, the contract shall be amended to exclude the contract bid items associated with work on the OTR reservoir.

The Contractor shall furnish and install the items listed below in the Estimate of Cost.

Payment for the work in this change order shall be at the unit prices listed in the table below. The Contractor will not make claim of any kind or character whatsoever for any other costs or expenses that they may have incurred or that may be hereafter incurred in performing the work and furnishing the materials required by this Agreement.

ESTIMATE OF COST

Item	Unit	Unit Price	Quantity	Amount
Structure Modifications - South Reservoir	LS	\$98,000.00	1	\$98,000.00
Structure Modifications – OTR Standpipe	LS	\$76,250.00	0	\$0.00
Surface Repairs - South Reservoir	Hour	\$100.00	40	\$4,000.00
Surface Repairs – OTR Standpipe	Hour	\$100.00	0	\$0.00
Interior Wet Area Abrasive Blast and Coating (South Reservoir)	LS	\$57,000.00	1	\$57,000.00
Exterior Area Abrasive Blast and Coating (South Reservoir)	LS	\$87,500.00	1	\$87,500.00
Mobilization	LS	\$40,000.00	1	\$40,000.00
Alternate No. 1 – 100% Solid Coatings System	LS	\$17,500.00	1	\$17,500.00
Total Revised Contract Amount				\$304,000.00

Issued By: _____
Project Engineer Date

Issued By: _____
Contractor Date

Accepted By: _____
Owner Date

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: SOLID WASTE ISSUES
DATE: 04/28/22
CC:

Action Requested:

1. Consider amending the contract with William Hanson Waste Removal to facilitate the use of carts, the acquisition of a truck capable of handling those carts, and to classify apartment buildings as commercial buildings for the purpose of garbage collection.
2. Determine if the City will continue to use the bag system, the cart system, or a hybrid system.

Background: For over twenty years, the City has contracted with William Hanson Waste Removal to provide solid waste collection services for all residences in the city. The contract includes a weekly pick up of garbage and recyclable materials and Hanson also conducts an annual city-wide clean-up effort. The City has been more than satisfied with the services provided.

The availability and cost of labor, the need to replace a garbage truck, the unreliability of the supply chain relative to plastic garbage bags, and the desire of a significant number of residents who would like to use carts instead of bags are factors driving the current analysis of how the City's residential waste and recycling collection system is operated.

The system that the City uses to provide solid waste collection services is considered to be an "organized collection system" which is a system designed to minimize the wear and tear on the city streets and to minimize safety hazards and traffic associated with multiple haulers serving the community on various days of the week. This system also provides price controls in that prices cannot be increased without the approval of the City Council. As such, the base price of collection services has increased only two times since about 2000.

Fees: Because this is an organized collection system, the City sends a bill to all residents for garbage collection each month and this fee is designed to cover the overhead-type costs associated with providing the weekly collection of garbage and recycling materials. This fee does not

cover the cost of disposing the waste at the transfer station, incinerator or landfill. Because the hauler is required to pass by every house a certain number of times each week, each resident is required to use the system and, therefore, gets a bill from the City for the basic service. The cost of disposing the waste at the transfer station, incinerator or landfill is incorporated into the cost of the bags that residents purchase.

Although the bag system provides the residents an opportunity to have some control over the cost of their garbage collection service, many residents would prefer to use a cart system. To that point, Hanson is willing to convert to a cart system and he has also offered to operate a dual service whereby those residents who prefer the bag system could continue to use the bags, while those who prefer a cart could subscribe to a cart service. The purpose of offering a hybrid system is to smooth the transition to carts thinking that bags would eventually phase out. Given the challenges involved with operating a dual system, though, the idea might not be practical.

The current monthly fee for picking up garbage and recyclable products is \$13.42 plus taxes and surcharges. Of that amount, \$2.40 is paid to the City for administrative services and to fund the spring clean-up and fall household hazardous waste collection. The fuel surcharge is calculated each month based on the price of diesel fuel in the Midwest. This surcharge avoids the need to change prices whenever the price of fuel goes up or down.

At the time of writing this memo, the following prices are anticipated:

\$13.42	Base Fee	Bill sent by City to all residences
\$ 1.50	15 Gallon Bag	Purchased in stores
\$ 2.15	33 Gallon Bag	Purchased in stores
\$ 5.00	65 Gallon Recycling Cart	This cost is instead of purchasing bags.
\$11.75	65 Gallon Garbage Cart	This cost is instead of purchasing bags.
\$ 6.00	96 Gallon Recycling Cart	This cost is instead of purchasing bags.
\$12.75	96 Gallon Garbage Cart	This cost is instead of purchasing bags.

Apartment Buildings and Commercial Buildings with Apartments: Since it is not practical to use a bag system at apartment buildings (excluding duplexes) or at commercial buildings which include apartments, the current system has been a sore point for the owners of those buildings. They have often stated that they can gain more efficient pricing if they were allowed to use dumpsters and

be treated as a commercial building when it comes to garbage collection. With that in mind, it is recommended that those buildings be allowed to contract for garbage collection just like any other commercial enterprise in town.

Cost Comparison:

Community-Wide: From a community-wide perspective, there will be a cost increase of about 30% for transitioning to carts. (This point is a testament to the efficiency of the bag system over the years, however, this might not be the most important factor when weighing the decision at this time.)

Based on Hanson's records, residents use an average of 4.3 bags per month. At the proposed price of \$2.15 per bag, the total cost to the resident for 4.3 bags plus the minimum fee (excluding taxes and surcharges) would be \$22.67 per month.

Based on the proposed cart fees, if a resident uses 65-gallon carts for garbage and recycling, the total cost to the resident would be \$30.17 per month plus taxes and surcharges.

Individual Cost Comparison: The actual cost difference to any particular resident depends on how many bags each resident is consuming. The following chart compares the cost, depending on the number of bags that are used and assuming the use of 65-gallon carts. Taxes and surcharges would be in addition to the following costs:

\$15.57 (1 Bag per Month)	\$30.17 (Two 65-gallon carts)	+ \$14.60 / month
\$17.72 (2 Bag per Month)	\$30.17 (Two 65-gallon carts)	+ \$12.45 / month
\$19.87 (3 Bag per Month)	\$30.17 (Two 65-gallon carts)	+ \$10.30 / month
\$22.02 (4 Bag per Month)	\$30.17 (Two 65-gallon carts)	+ \$ 8.15 / month
\$26.32 (6 Bag per Month)	\$30.17 (Two 65-gallon carts)	+ \$ 3.85 / month
\$30.62 (8 Bag per Month)	\$30.17 (Two 65-gallon carts)	- \$.45 / month

Other Considerations:

1. Consider the duration of the initial contract, currently proposed at seven years and returning to a rolling three-year contract after the initial seven-year period.
2. Currently, residents are allowed to "turn off" their billing when they plan to be out of town for a period of time or when their rental homes are vacant. Since the hauler is required to pass by each of these residences a certain number of times each week, regardless of those homes being occupied or not, the city council should determine if this practice is still desired.
3. Billing. Although Hanson has offered to send out bills for the cart rentals, doing so would likely cause aggravation to residents who would perceive that they are being billed twice for

the service, even though the purpose of the City's bill is different than the bill Hanson would send for the carts. Furthermore, if customers choose not to pay Hanson, other issues will develop. Therefore, it is more practical to assume that the City will continue to collect for the services rendered. NOTE: If the City does all of the billing, Hanson will pay the City \$2.00 per account per month for that service. Presumably, if the City does not want/need that additional revenue, the cart prices could be reduced by that amount.

4. Labor. Notwithstanding the cost differences shown in the chart above, the wear and tear on the individuals who are required to get out of the truck at every stop, to lift the garbage bags into the trucks and then get back into the truck is substantial. Furthermore, the bag system requires more labor than does an automated truck-cart system. The practical issues associated with the labor aspects of garbage collection deserve real consideration. In other words, the final decision in regards to moving to the cart system might weigh less on the cost comparison above and more on might be the impractical thought that a bag system can be sustained for any real length of time.
5. Frequency of recycling pick-up. If one assumes that the cart system will allow for a less frequent pick-up of recycling products, one cost-control consideration might be to return to an every-other week pick-up of recyclables.
6. Items yet to figure out include how to regulate or charge fees when a resident wants to change from one size cart to another.....how to handle lost or damaged carts.....and how to learn what size carts are desired by every resident at the time of this transition.

Joel Young

From: Chatfield, MN <noreply@ci.chatfield.mn.us>
Sent: Monday, April 25, 2022 9:19 AM
To: Joel Young
Subject: Temporary reservation of parking spots

Message submitted from the <Chatfield, MN> website.

Site Visitor Name: Jerralyn Dieter
Site Visitor Email: jerralyn04@hotmail.com

Hi Joel! This is Jerralyn Dieter. I left you a message about temporarily reserving parking spots for the Growers Market in the park.

The market starts May 5 and ends October 27. It is on every Thursday between those dates.

I would like to inquire about reserving 3 parking spaces on the north side of the park; near where we set up. It would be from 2:00 p.m. to 6 p.m on every Thursday. They would only have to be a 15-min.-limit as well. Our customers are usually in and out fairly quickly.

Since the highway construction on Hwy. 52, we have lost all of the viable spaces off of the highway. It is difficult for our customers to always get a space near the vendors. Sometimes customers to other businesses in town park in the desired reserved spaces and we lose customers due to that. We do have elderly customers that would benefit from being as close to the sidewalk and vendors as possible.

Please let me know of any forms you would need or other city staff I would need to contact. Thank you for your time!
Have a great day!

-Jerralyn Dieter

From: [Alex Heitz](#)
To: [Joel Young](#)
Cc: [Chris Ratz](#)
Subject: CCA 5th street road closure?
Date: Tuesday, May 3, 2022 9:26:20 AM
Attachments: [image001.png](#)

Good morning Joel,

Curious what the approval process might be to close a portion of 5th street for the next two months. With all the utility work, retaining wall rebuild, and parking lot work in the next two months, it would be really helpful to gain a little bit of real estate to work around that corner and use for lay down area.
Thoughts?



Alex Heitz | Assistant Project Manager
Benike Construction
507.269.0441



Benike Construction is proud to be awarded
Southeast MN Best Places to Work in 2021!

♦♦Chatfield Heritage Preservation Commission♦♦

Chatfield City Hall 21 Second Street SE Chatfield, Minnesota 55923

2022 PRESERVATION MONTH PROCLAMATION (DRAFT)

WHEREAS, Preservation Month is a way to promote the preservation, protection and use of historic places and showcase the cultural and economic benefits of heritage preservation; and

WHEREAS, the City of Chatfield has over one hundred heritage preservation resources documented within the city limits, including five individual properties listed in the National Register of Historic Places, a downtown historic district, and the Chatfield Center for the Arts; and

WHEREAS, since 2009 the city has partnered with the National Trust for Historic Preservation and the Minnesota State Historic Preservation Office to celebrate Preservation Month; and

NOW, THEREFORE, I, RUSSELL SMITH, MAYOR OF CHATFIELD, MINNESOTA, do hereby proclaim the month of May, 2022 PRESERVATION MONTH in the City of Chatfield, Minnesota, and call upon the residents of Chatfield to join their fellow citizens across the United States in celebrating the heritage preservation resources within our community and increasing public awareness of the importance of historic preservation.

MEMORANDUM

TO: PERSONNEL BUDGET COMMITTEE
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: SE MN TOGETHER FISCAL HOST
DATE: 04/18/22
CC:

Action Requested: Develop a recommendation regarding the request of SE MN Together to provide Fiscal Host duties.

Background Information: As a result of a variety of initiatives over the past ten years or so, a proposal has been developed to create a Transportation Management Organization (TMO) that would focus on helping people move about the region more efficiently than is currently the case. This proposal is based on the 2018 Southeast Minnesota Economic Impact Forecasting Study which identified regional transit as a significant issue for communities to encourage workforce participation. The Study found a great need for improved transportation options among the clients of the health and human services programs, for employees in the regional businesses, for employees and students in the regional educational system and for employees and customers in the region's hospitality and tourism industry.

Recently, cities, counties and other interested parties have been asked to contribute money to hire staff and create a formal TMO. Since the organization does not yet exist, a fiscal host is needed to provide the treasury functions associated with receiving and investing funds, paying bills and otherwise being responsible for the management of the money. As such, the City of Chatfield has been asked to provide these services until such time as when the TMO is formally created and capable of handling its own money, which is expected to be within 18 months or so.

Since this is an emerging effort, it isn't easy to determine exactly how much time or effort will be involved but it is anticipated that the amount of work will not be significant. Based on what we know at this time, both Kay Wangen and I think that we can take on these duties without creating an undue burden on anyone in particular. If the City does agree to provide these services, we will get whatever advice might be needed from the City Auditor and City Attorney to ensure that the proper practices are established.

Finally, SE MN Together has made it clear that they intend to compensate the City for these services. The amount of compensation has not been determined at this time but is expected to reflect

the amount of work and responsibility involved. As for the use of any revenue this would provide to the City, I would ask that the City dedicate those dollars to be used for personal/professional development programming for staff, to be determined at a later date.