

CITY OF CHATFIELD COMMON COUNCIL
AGENDA
May 23, 2022 7:00 P.M

- I. Chatfield City Council – May 23, 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 renewal of Polco service agreement.
 - D. Approve SE MN Together Transit Management Organization MOU.
 - E. Approve one-step pay increase to Kevin Landorf to Grade 6, Step 7 effective on employment anniversary.
 - 2. SMIF Presentation – Alissa Oeltjenbruns
 - 3. Public Improvement Project Financing (Mike Bubany – remote)
 - 4. City Engineer Report:
 - 5. S.C.S. Report:
 - 6. Committee Reports:
 - A. Public Services Committee
 - B. Park & Recreation Committee
 - 7. Mayor’s Report:
 - A. Municipal Clerk’s Week Proclamation
 - 8. Clerk’s Report:
 - A. Approve updated Fund Balance Policy
 - B. Approve payment of city-wide clean-up cost.
 - 9. Roundtable
 - 10. Adjourn.
 - 11. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
 - B. Park & Recreation Committee (Councilors Broadwater & Frank) 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, May 9, 2022

The Common Council of the City of Chatfield met in regular session on Monday, May 9, 2022. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

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

Members absent: NOTE: Councilor Broadwater arrived after the meeting started at 7:09 p.m.

Note:

Others Present: Karen Reisner, Lynda Karver, Craig Britton, Brian Burkholder, Dan Funk, Shane Fox, Lee Novotny, Fred Suhler Jr., and Joel Young.

Consent Agenda

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

1. Approval of April 25, 2022 meeting minutes
2. Approve payment of claims
3. Approve annual appropriation of \$2,000 to the Bluff Country Hiking Club
4. Approve E.B. Allen as Softball Season Coordinator for CCTV
5. Adopt resolution in support of Preservation Tax Credit

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

S.C.S. Report

Authorize hire of summer help

After reviewing applications and interviews, staff is recommending the hire of Ryan Nosbisch and Gage Bartels for the two-summer help positions and David Sladek for an "as needed" back-up mower.

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to approve the hiring of Ryan Nosbisch and Gage Bartels for the two summer help positions and David Sladek for mowing as needed.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Authorize hire of Senior Maintenance Worker – Parks & Building Maintenance

Staff is recommending hiring Dan Funk for the Senior Maintenance Worker position starting June 6, 2022, Grade 6, Step 4.

Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank, to authorize the hire of Dan Funk as Senior Maintenance Worker – Parks & Building Maintenance.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

City Engineer's Report

Water Project

Two contractors have bid on the rehabilitation of two steel water tanks. Public Works Committee is recommending accepting the bid from The Osseo Construction Co LLC for the repairs to the South Tank only and eliminating the work on the Old Territorial Road tank.

Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank, to adopt the Resolution accepting the bid from The Osseo Construction Co LLC for the repairs to the South Tank only and eliminating the work on the Old Territorial Road tank.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Ground Water Storage Project Change Order

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to approve the Ground Water Storage Project Change 1 Order, with The Osseo Construction Co, LLC, eliminating all work associated with the Old Territorial Road reservoir.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Discuss garbage and recycling collection system

Mayor Smith went around the table asking all council members to give their opinions on the garbage bag vs. cart collection system.

- | | |
|------------------|--|
| Councilor Bluhm- | Councilor Bluhm likes the bag system the city has been using. She feels a hybrid system sounds OK but acknowledges there could be problems with it. She also stated there could be problems with every system. |
| Councilor Frank- | Councilor Frank does not think a hybrid, or dual system will work. Most people he has talked to where in favor of the can/cart system. |
| Councilor Urban- | Councilor Urban states the bag system is most economical for the consumer but there is a bag supply issue and worker shortage. He would love to see the bag and cart system work, but every other community is using the cart system. Maybe it is time the City of Chatfield moves on and makes the change to carts. |

Councilor Broadwater joined the meeting at 7:09 p.m.

- | | |
|-----------------------|--|
| Councilor Broadwater- | Councilor Broadwater has always been for the cart system. He has randomly asked people in town if they had a choice of the bag system or a cart system, knowing the cart system would cost more, which would they prefer. Only one person would prefer the bag system. |
|-----------------------|--|

- Councilor Novotny- Councilor Novotny states the bag system is the most efficient system. Times are changing and reality is, the cart system is probably the way the city will have to go. The ability to use a mechanical truck to pick up the garbage vs. a person picking it up will be reality at some point. He talked about the average user and what they place out every week and the change in cost for people.
- Mayor Smith- Mayor Smith stated someone who doesn't generate a lot of garbage benefits more with bag system, heavier users would probably benefit more from a cart system. Many of the thoughts other council members have stated have crossed his mind as well along with, at some point, if we switch, do we look at other haulers?

Further discussion led to giving staff direction to pursue what a cart system could look like.

Committee Reports

Personnel-Budget Committee

Councilor Mike Urban was in attendance for the Personnel-Budget Committee meeting. Topics included:

1. SE MN Together - fiscal host for SE MN Regional Transit
2. Fund Balance Policy Update
3. Polco Renewal
4. Seasonal Help - Public Works Employees

Public Works Committee

Councilor Paul Novotny was in attendance for the Public Works Committee Meeting. Topics included:

1. City Engineer update on the Water Improvement Project
2. Grower's Market Parking Request
3. Benike Construction is asking to close a portion of Fifth 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.
4. Seasonal employees for Public Works
5. Sewer Back-up Report
6. Banner Cable across Main Street

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to approve the closure of Fifth Street as requested by Benike Construction until June 30, 2022.

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

Nays: None

Motion carried.

Closed sessions to discuss litigation

A closed session is not needed at this time. Attorneys are working on a matter.

NOTE: There was a glitch in the recording during the explanation of this matter.

Mayor's Report

Preservation Month Proclamation

Mayor Smith read the following Proclamation

2022 PRESERVATION MONTH PROCLAMATION

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.

Other comments

This past weekend was City Wide Garage Sales and city-wide clean-up started today, Monday, May 9, 2022.

Clerk's Report

VFW display of flags in City Park Memorial Day Weekend

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to approve the VFW to display flags in City Park Memorial Day Weekend.

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

Nays: None

Motion carried.

SE MN Transit Fiscal Host

Based on the 2018 Southeast Minnesota Economic Impact Forecasting Study, a great need for improved transportation options was identified. Cities, counties, and other interested parties have been asked to contribute money to staff and create a formal Transportation Management Organization (TMO). Since the organization does not yet exist, a fiscal host is needed to provide the treasury functions. The City of Chatfield has been asked to provide that service until the TMO is formalized and capable of handling its own money.

Councilor Pam Bluhm entered a motion, with a second by Councilor Paul Novotny, to approve the City of Chatfield to be the SE MN Transit Fiscal Host.

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

Nays: None

Motion carried.

Roundtable

No comments or concerns were shared.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank, to adjourn

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

Nays: None

Motion carried.

Adjourned at 7:43 p.m.



City of Chatfield
Batch Listing - Unposted Summary
Current Period: May 2022
2022 05ADM02

05/10/22 2:31 PM
Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor PRESTON DMV						
056406		E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$100.00	JETTER VAC TABS
Vendor PRESTON DMV					\$100.00	
Batch Name 2022 05ADM02					\$100.00	
					\$100.00	

([BatchID] in (17343))



City of Chatfield
Batch Listing - Unposted Summary
Current Period: May 2022
2022 05AMPSTG

05/09/22 11:22 AM
Page 1

Check							
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
Vendor UNITED STATES POSTAL SERVICE							
056405	483537	E 231-42270-322	Ambulance	Postage	\$468.70	2022 SPRING MAILER	
Vendor UNITED STATES POSTAL SERVICE					\$468.70		
Batch Name 2022 05AMPSTG					\$468.70		
					\$468.70		

([BatchID] in (17333))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05FA02

05/19/22 11:21 AM

Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor CIVIL AIR PATROL MAGAZINE						
IN 2707	E 100-42110-433	Police Administrati	Dues and Subscriptions		\$195.00	
					\$195.00	
Vendor CIVIL AIR PATROL MAGAZINE						
Vendor CUSTOM ALARM						
518938	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment		\$189.00	CHATFIELD PUBLIC LIBRARY
					\$189.00	
Vendor CUSTOM ALARM						
Vendor EB ALLEN						
MAY 20	E 614-49840-302	Cable TV (GENER	Contracted Help		\$750.00	MAY & JUN 2022 - SOFTBALL
					\$750.00	
Vendor EB ALLEN						
Vendor EXPERT BILLING, LLC						
9953	E 230-42270-435	Ambulance	Licences, Permits and Fe		\$1,209.00	TRANSPORTS BILLED - APRIL
					\$1,209.00	
Vendor EXPERT BILLING, LLC						
Vendor FILLMORE COUNTY AUD / TREAS						
MAY 6,	E 100-41410-310	Elections	Other Professional Servic		\$182.41	2022 PVC ELECTION POLLING LOC CH
					\$182.41	
Vendor FILLMORE COUNTY AUD / TREAS						
Vendor GALE						
777301	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books		\$29.68	ACCT 23762978
					\$29.68	
Vendor GALE						
Vendor GFOA						
225050	E 100-41500-433	City Clerk	Dues and Subscriptions		\$160.00	300150501 DUES - 06/01/2022-05/31/
					\$160.00	
Vendor GFOA						
Vendor HENRY SCHEIN, INC.						
200962	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$741.28	GLUCAGON
					\$741.28	
Vendor HENRY SCHEIN, INC.						
Vendor LMC						
363291	E 100-42110-309	Police Administrati	Conference Expense		\$20.00	2022 SAFETY & LOSS CONROL - FOX
					\$20.00	
Vendor LMC						
Vendor LMCIT / WORKERS COMP PLAN						
19008	E 100-42110-364	Police Administrati	Claims Deductible		\$783.50	WC DEDUCTIBLE CLAIM 00472997
					\$783.50	
Vendor LMCIT / WORKERS COMP PLAN						
Vendor LOFFLER						
402364	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment		\$42.36	CANON DXC3725I OVERAGE CHARGE
					\$42.36	
Vendor LOFFLER						
Vendor MARCO TECHNOLOGIES LLC.						
INV995	E 230-42270-403	Ambulance	Prev. Maint. Agreements		\$735.41	MIT ALLOCATION - 20%
INV995	E 100-42110-403	Police Administrati	Prev. Maint. Agreements		\$735.42	MIT ALLOCATION - 20%
INV995	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements		\$183.85	MIT ALLOCATION - 5%
INV995	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements		\$183.85	MIT ALLOCATION - 5%
INV995	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements		\$367.70	MIT ALLOCATION - 10%
INV995	E 100-41500-403	City Clerk	Prev. Maint. Agreements		\$735.41	MIT ALLOCATION - 20%
INV995	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements		\$367.70	MIT ALLOCATION - 10%
INV995	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements		\$367.70	MIT ALLOCATION - 10%
INV997	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe		\$19.00	1 WTR BUS PREM
INV997	E 230-42270-435	Ambulance	Licences, Permits and Fe		\$38.00	2 AMB BUS PREM
INV997	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe		\$19.00	1 PARKS BUS PREM
INV997	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe		\$9.50	1 POOL EXCHANGE ON LINE + ACTIVE



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05FA02

05/19/22 11:21 AM

Page 3

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	INV997	E 100-43100-435	Street Maintenan	Licences, Permits and Fe	\$19.00	1 MS BUS PREM
	INV997	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$190.00	10 PD MS BUS PREM
	INV997	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$9.50	1 PLNG DEPT EXCHANGE ON LINE + A
	INV997	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$85.50	4 MS BUS PREM & 1 VM EXCH + ACTI
	INV997	E 100-41100-435	Legislative	Licences, Permits and Fe	\$57.00	6 LEG EXCHANGE ON LIN P1 & ACTIV
	INV997	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$9.50	1 EDA EXCHANGE ON LINE + ACTIVE
	INV997	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$38.00	2 WW BUS PREM
	INV997	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$19.00	1 FD BUS PREM
Vendor MARCO TECHNOLOGIES LLC.					<u>\$4,190.04</u>	
Vendor MAYO CLINIC						
	22-441	E 230-42270-415	Ambulance	Medical Services	\$343.37	PARAMEDIC INTERCEPT
	22-430	E 230-42270-415	Ambulance	Medical Services	<u>\$330.13</u>	PARAMEDIC INTERCEPT
Vendor MAYO CLINIC					<u>\$673.50</u>	
Vendor MN CITY/COUNTY MANAGEMENT						
	2022/2	E 100-41500-433	City Clerk	Dues and Subscriptions	<u>\$145.00</u>	MBSHP 05/2022-04/2023 - YOUNG
Vendor MN CITY/COUNTY MANAGEMENT					<u>\$145.00</u>	
Vendor MOTOROLA						
	828127	E 220-42280-240	Fire Department *	Small Tools and Minor E	<u>\$246.40</u>	CHGR 2 HEADSET
Vendor MOTOROLA					<u>\$246.40</u>	
Vendor OLMSTED CNTY HEALTH DEPART.						
	452	E 601-49400-386	Water Utilities (GE	Well Testing Fees	<u>\$202.50</u>	BACTERIA
Vendor OLMSTED CNTY HEALTH DEPART.					<u>\$202.50</u>	
Vendor ON SITE SANITATION						
	000132	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$254.00	001411-0002 MC BF-160 DIVSTNW
	000132	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0003 MC HSP-160 DIVSTNW
	000132	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0004 MC HSA-559 OTRNE
	000132	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0005 SHADY OAK PARK
	000132	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	<u>\$254.00</u>	001411-006 GP - 558 OTRNE
Vendor ON SITE SANITATION					<u>\$769.00</u>	
Vendor PATHFINDER CRM, LLC						
	222012	E 454-43200-310	Construction Fund	Other Professional Servic	<u>\$3,316.84</u>	CCA PHASE II - APRIL 2022
Vendor PATHFINDER CRM, LLC					<u>\$3,316.84</u>	
Vendor QUALITY FLOW SYSTEMS, INC.						
	42903	E 602-49450-500	Sewer (GENERAL)	Cap. Outlay-GENERAL	<u>\$28,970.00</u>	NEW PUMPS LS LIFT STATION - COUN
Vendor QUALITY FLOW SYSTEMS, INC.					<u>\$28,970.00</u>	
Vendor QUILL.COM						
	248379	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	<u>\$69.99</u>	QUILL SAPPHIRE
Vendor QUILL.COM					<u>\$69.99</u>	
Vendor SCHUMACHER ELEVATOR CO						
	905514	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	<u>\$161.77</u>	LIB ELEV MAINT
Vendor SCHUMACHER ELEVATOR CO					<u>\$161.77</u>	
Vendor STREICHER S						
	115645	E 100-42110-153	Police Administrati	Uniform Allowance	<u>\$23.98</u>	NAME TAGS
Vendor STREICHER S					<u>\$23.98</u>	
Vendor SUNSHINE FOODS						
	001077	E 221-42280-300	Fire Department *	Promotional Expense	\$51.96	COMMUNITY PROMOTION



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05FA02

05/19/22 11:21 AM

Page 4

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor SUNSHINE FOODS					\$51.96	
Vendor THREADS CUSTOM APPAREL						
4426		E 100-43100-152	Street Maintenanc	Clothing	\$112.00	4 ANSI MESH T - SUMMER HELP
Vendor THREADS CUSTOM APPAREL					\$112.00	
Vendor TROPHY STORE AND MORE						
7488		E 100-46323-430	Heritage Preservat	Miscellaneous (GENERAL	\$100.50	8X10 HPC
Vendor TROPHY STORE AND MORE					\$100.50	
Vendor WIDSETH SMITH NOLTING & ASSOC.						
216884		E 443-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$52,337.00	2021-11946 2022WTRIMPPROJ RSV G
216885		E 100-43100-303	Street Maintenanc	Engineering Fees	\$75.00	2022-10038 10 CIVIL SERVICES
216885		E 601-49400-303	Water Utilities (GE	Engineering Fees	\$274.50	2022-10038 12 WATER MAIN
216885		E 100-41910-310	Planning and Zoni	Other Professional Servic	\$8,320.00	2022-10038 15 PLANNING
216886		E 443-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$8,115.00	2022-10196 2022 WTRIMPPROJ WCH
216887		E 443-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$8,361.43	2022-10310 2022WTRIMPPROJ BSTR
Vendor WIDSETH SMITH NOLTING & ASSOC.					\$77,482.93	
Vendor WIT BOYZ INC.						
8884		E 230-42270-210	Ambulance	Operating Supplies (GEN	\$385.10	FUSE ELECTRICAL CONNECTOR
Vendor WIT BOYZ INC.					\$385.10	
Batch Name 2022 05FA02					\$137,967.36	
Vendor ABILITY BUILDING CENTER						
12777		E 100-41940-302	Municipal Building	Contracted Help	\$770.89	CLEANING -FOR APRIL
Vendor ABILITY BUILDING CENTER					\$770.89	
Vendor CENTURYLINK-TELE						
05/10/2		E 100-41500-321	City Clerk	Telephone	\$20.15	1500 1/5 DID LINES
05/10/2		E 211-45500-321	Libraries (GENERA	Telephone	\$76.19	3480 LIBRARY
05/10/2		E 601-49400-321	Water Utilities (GE	Telephone	\$20.15	1500 1/5 DID LINES
05/10/2		E 100-42110-321	Police Administrati	Telephone	\$20.14	1500 1/5 DID LINES
05/10/2		E 230-42270-321	Ambulance	Telephone	\$20.14	1500 1/5 DID LINES
05/01/2		E 100-43100-321	Street Maintenanc	Telephone	\$130.25	612 E10-0825 1/5 NEW CIRCUIT
05/01/2		E 100-41500-321	City Clerk	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
05/01/2		E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
05/01/2		E 230-42270-321	Ambulance	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
05/01/2		E 100-42110-321	Police Administrati	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
05/10/2		E 211-45500-321	Libraries (GENERA	Telephone	\$92.23	2911 LIBRARY ELEVATOR
05/10/2		E 100-46630-321	Community Dev -	Telephone	\$153.56	3966 TOUR CENTER
05/10/2		E 100-43100-321	Street Maintenanc	Telephone	\$20.15	1500 1/5 DID LINES
Vendor CENTURYLINK-TELE					\$1,073.92	
Vendor CHATFIELD BODY SHOP						
11203		E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$53.50	MOUNT TIRE ON WHEEL AND BALANC
Vendor CHATFIELD BODY SHOP					\$53.50	
Vendor CHATFIELD LUMBER CO						
112449		E 100-43100-401	Street Maintenanc	Repairs/Maint Buildings	\$36.08	CEMENT PLANT WINDOW REPAIR
Vendor CHATFIELD LUMBER CO					\$36.08	
Vendor CHATFIELD PARTS HOUSE						
843369		E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$3.49	CAP 2IN GALV
Vendor CHATFIELD PARTS HOUSE					\$3.49	
Vendor CORE & MAIN						



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05FA02U

05/19/22 11:21 AM

Page 5

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	Q76089	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$127.26	5-1/4 VB WATER LID MAIN
Vendor CORE & MAIN					\$127.26	
Vendor EO JOHNSON, BUSINESS TECH.						
114219	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$10.19	#56246 NETWORK L9124 MP C4503	
114219	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$19.46	#56246 NETWORK L9124 MP C4503	
114219	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$10.19	#56246 NETWORK L9124 MP C4503	
114219	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$21.32	#56246 NETWORK L9124 MP C4503	
114219	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$10.19	#56246 NETWORK L9124 MP C4503	
114219	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$5.57	#56246 NETWORK L9124 MP C4503	
114219	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$50.24	#46719-01 POLICE L7545	
114219	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$5.57	#56246 NETWORK L9124 MP C4503	
114219	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$10.19	#56246 NETWORK L9124 MP C4503	
Vendor EO JOHNSON, BUSINESS TECH.					\$142.92	
Vendor FILLMORE COUNTY JOURNAL						
136452	E 100-45200-350	Parks (GENERAL)	Print/Binding (GENERAL)	\$32.20	HELP WANTED, SENIO MAINT. PARKS&	
136451	E 100-45200-350	Parks (GENERAL)	Print/Binding (GENERAL)	\$32.00	HELP WANTED. PARKS&BUILD.MAINT.	
136453	E 100-45200-350	Parks (GENERAL)	Print/Binding (GENERAL)	\$32.20	HELP WANTED, SENIOR MAINT. PARK	
136454	E 100-45200-350	Parks (GENERAL)	Print/Binding (GENERAL)	\$32.00	HELWANTED, PARKS&BUILD. MAINT	
Vendor FILLMORE COUNTY JOURNAL					\$128.40	
Vendor GREEN LAWCARE						
29675	E 100-45124-403	Swimming Pools -	Prev. Maint. Agreements	\$4.95	COMMERCIAL SERVICE CONTRACT - S	
Vendor GREEN LAWCARE					\$4.95	
Vendor HAWKINS, INC.						
618491	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$30.00	WATER SUPPLY CHEMICALS	
618303	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$2,154.60	POOL CHEMICALS	
Vendor HAWKINS, INC.					\$2,184.60	
Vendor HBC						
05/20/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$74.99	50% 1520399 3 INTERNET LOC	
05/20/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$74.98	50% 1520399 3 INTERNET LOC	
Vendor HBC					\$149.97	
Vendor HUNTINGTON ELECTRIC LLC						
6279	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$238.56	TROUBLESHOOT STREET LIGHT &INS	
Vendor HUNTINGTON ELECTRIC LLC					\$238.56	
Vendor MIDWEST MACHINERY CO.						
911885	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$287.72	FILTER ELEM. OIL FILTER, WHEEL	
912677	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$20.63	METRIC 10.9 LOCK NUT, BUSHING	
Vendor MIDWEST MACHINERY CO.					\$308.35	
Vendor MIENERGY COOPERATIVE						
05/06/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$31.78	333119001 8500759501 52 SIGN	
05/06/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$612.45	333119002 85007612 HSD BS	
05/06/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$344.20	333119003 85007624 JOHNST WELL	
05/06/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$39.69	333119004 85007649 STALB LS	
05/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS	
Vendor MIENERGY COOPERATIVE					\$1,438.12	
Vendor MINNESOTA ENERGY RESOURCES						
05/02/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$267.06	00006 CEMENT 389 SW 3RD ST	
05/02/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$45.00	000011 POOL	
05/02/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$216.79	00005 LIBRARY	



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05FA02U

05/19/22 11:21 AM

Page 6

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	05/02/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$799.31	00003 WWTP - LIBRARY LN
	05/02/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$93.94	00002 FH 15% WATER
	05/02/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$156.56	00002 FH 25% STREET
	05/02/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$375.75	00002 FH 60% FIRE
	05/02/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$294.34	00001 MUNI - AMB 1/3
	05/02/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$294.34	00001 MUNI - POLICE 1/3
	05/02/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$294.34	00001 MUNI 1/3
Vendor MINNESOTA ENERGY RESOURCES					\$2,837.43	
Vendor OLMSTED MEDICAL CENTER CLINIC						
	05/09/2	E 602-49450-430	Sewer (GENERAL)	Miscellaneous (GENERAL	\$39.00	PR U DRG SCREEN NON-OMC MRO CO
Vendor OLMSTED MEDICAL CENTER CLINIC					\$39.00	
Vendor ONSITE MEDICAL SERVICES INC						
	000132	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$31.08	STANDARD CONSTRUCTION RESTROO
Vendor ONSITE MEDICAL SERVICES INC					\$31.08	
Vendor PEOPLES ENERGY COOPERATIVE						
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$52.00	2182100 SIREN - 10210 HILLSIDE
	05/05/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$216.25	2410100 3/4 FIRE HALL
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$179.97	2154400 10208 HILLSIDE DRIVE
	05/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$45.00	2432400 400 3RD ST SW
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$174.00	7823600 MEYERS AND TERMAR
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$142.39	3265100 20 2ND ST SE - LIGHTS
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$78.84	3260100 301 TH 52 - TRAFFIC SI
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$134.90	3260000 52 3RD ST SW - STL MTR
	05/05/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$236.18	3237701 107 UNION ST NE
	05/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$48.90	3211800 250 OLD TERRITORIAL RD
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$2,007.00	3011800 STREET LIGHTS
	05/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$770.30	3011700 BLUFF ST WELL
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$49.76	2447300 UNION ST NE - XING
	05/05/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$304.00	2407900 1/3 21 2ND ST SE
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$59.47	2436500 CR 2 HWY S
	05/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$135.92	2367400 TOURIST PARK
	05/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$48.00	2432200 CHATFIELD SIGN
	05/05/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$2,972.86	2430200 126 LIBRARY LN WWTP
	05/05/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$304.00	2407900 1/3 21 2ND ST SE
	05/05/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$97.79	242390 MILL CREEK PK - LIFT ST
	05/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$115.82	2410200 MAIN ST-CITY PARK
	05/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$72.09	2410100 1/4 FIRE HALL
	05/05/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$146.91	2410000 318 S MAIN ST-WHISTLE
	05/05/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$304.00	2407900 1/3 21 2ND ST SE
	05/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$56.43	2428000 MILL CREEK PARK
	05/05/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$308.45	2402500 CHATFIELD LIBRARY
	05/05/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$50.00	2438500 MILL CREEK PARK
Vendor PEOPLES ENERGY COOPERATIVE					\$9,111.23	
Vendor QUILL.COM						
	247985	E 601-49400-323	Water Utilities (GE	Administration Expense	\$31.82	LASER PAPER 31/2 PERF BOTTOM (UT
	247985	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$100.34	LASER PAPER 31/2 PERF BOTTOM (UT
	247985	E 603-49500-323	Refuse/Garbage (Administration Expense	\$27.74	LASER PAPER 31/2 PERF BOTTOM (UT
Vendor QUILL.COM					\$159.90	
Vendor SCHUMACHER ELEVATOR CO						
	05/01/2	E 100-41940-302	Municipal Building	Contracted Help	\$194.41	MUNI ELEV MAINT



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05FA02U

05/19/22 11:21 AM

Page 7

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor SCHUMACHER ELEVATOR CO					\$194.41	
Vendor THE CHATFIELD NEWS, LLC						
2282	E 100-41500-350	City Clerk	Print/Binding (GENERAL)		\$150.00	CLERK-COUNCIL, MIN, ORD,SUMMARY
2270	E 100-45200-350	Parks (GENERAL)	Print/Binding (GENERAL)		\$27.00	ADD FOR SENIOR MAIN. WORKER
2281	E 100-41500-350	City Clerk	Print/Binding (GENERAL)		\$32.00	CLERK-COUNCIL, MIN, ORD,SUMMARY
2313	E 100-45200-350	Parks (GENERAL)	Print/Binding (GENERAL)		\$16.50	add for playground equip.
2267	E 100-45200-350	Parks (GENERAL)	Print/Binding (GENERAL)		\$16.50	add for playground equip.
2311	E 100-41500-350	City Clerk	Print/Binding (GENERAL)		\$240.00	CLERK-COUNCIL, MIN, ORD,SUMMARY
2283	E 601-49400-350	Water Utilities (GE	Print/Binding (GENERAL)		\$500.00	WATER REPORT FOR 2021
2269	E 100-43100-350	Street Maintenanc	Print/Binding (GENERAL)		\$27.00	ADD FOR MAINT. WORKER
2314	E 100-45200-350	Parks (GENERAL)	Print/Binding (GENERAL)		\$27.00	ADD FOR MAINT WORKER
2262	E 100-41910-350	Planning and Zoni	Print/Binding (GENERAL)		\$48.00	P&Z MTG PH NOTICE PLATES
2315	E 100-43100-350	Street Maintenanc	Print/Binding (GENERAL)		\$27.00	ADD FOR SENIOR MAINT WORKER
Vendor THE CHATFIELD NEWS, LLC					\$1,111.00	
Batch Name 2022 05FA02U					\$20,145.06	
					\$158,112.42	

([BatchID] in (17332,17331))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05FPR01

05/13/22 4:22 PM

Page 1

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor CHATFIELD PUBLIC LIBRARY							
	111867	10	R 211-45500-3620	Libraries (GENERA		-\$125.00	SCRIP GAS CARDS
		10	G 910-21728			\$125.00	SCRIP GAS CARDS
						<hr/>	
Vendor CHATFIELD PUBLIC LIBRARY						\$0.00	
Vendor EFTPS							
	111868	635554	G 910-21701			\$4,579.84	FEDERAL - STAFF
		635554	G 910-21709			\$1,670.20	MEDICARE WH - STAFF
		635554	G 910-21703			\$5,415.00	SOC SEC WH - STAFF
						<hr/>	
Vendor EFTPS						\$11,665.04	
Vendor EMPOWER							
	111869	995552	G 910-21719			\$237.92	DUBORD
		995552	G 910-21719			\$20.00	KESTER
		995552	G 910-21719			\$25.00	WANGEN
		995552	G 910-21719			\$125.00	SCHLICHTER
		995552	G 910-21719			\$88.14	PRIEBE
		995552	G 910-21719			\$50.00	HYKE
		995552	G 910-21719			\$99.68	CARLSON
		995552	G 910-21719			\$126.37	BURKHOLDER
		995552	G 910-21719			\$117.45	IRISH
						<hr/>	
Vendor EMPOWER						\$889.56	
Vendor HEALTHEQUITY							
	111870	2022-0	G 910-21726			\$250.00	LANDORF
		2022-0	G 910-21726			\$300.00	BURNETT
		2022-0	G 910-21726			\$152.08	CARLSON
		2022-0	G 910-21726			\$150.00	WANGEN
		2022-0	G 910-21726			\$275.00	DUBORD
		2022-0	G 910-21726			\$87.50	ELDER
		2022-0	G 910-21726			\$341.67	ERICKSON
		2022-0	G 910-21726			\$125.00	HYKE
		2022-0	G 910-21726			\$125.00	IRISH
		2022-0	G 910-21726			\$150.00	BURKHOLDER
		2022-0	G 910-21726			\$304.17	SCHLICHTER S
		2022-0	G 910-21726			\$125.00	PRIEBE
		2022-0	G 910-21726			\$345.83	YOUNG
		2022-0	G 910-21726			\$125.00	MILIANDER
						<hr/>	
Vendor HEALTHEQUITY						\$2,856.25	
Vendor LAW ENFORCEMENT LABOR SERVICES							
	MAY-22	G 910-21717				\$65.00	4 FT DUES PAYING MEMBERS - MILIA
	MAY-22	G 910-21717				\$65.00	4 FT DUES PAYING MEMBERS - LAND
	MAY-22	G 910-21717				\$65.00	4 FT DUES PAYING MEMBERS - STEVE
	MAY-22	G 910-21717				\$65.00	4 FT DUES PAYING MEMBERS - KEIGL
						<hr/>	
Vendor LAW ENFORCEMENT LABOR SERVICES						\$260.00	
Vendor MN DEPART. OF REV./WH TAX							
	111871	0-873-8	G 910-21702			\$2,108.02	STATE TAX WH
						<hr/>	
Vendor MN DEPART. OF REV./WH TAX						\$2,108.02	
Vendor MN PEIP							
	111872	119088	G 910-21706			\$1,463.06	DUBORD - EMP+SP - MED ADV HSA H
		119088	G 910-21706			\$1,463.06	LANDORF - EE+SP - MED ADV HSA HP
		119088	G 910-21706			\$1,463.06	YOUNG - EE+SP - MED ADV HSA BCBS



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05FPR01

05/13/22 4:22 PM

Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
111872	119088	G 910-21706			\$2,068.88	SCHMIEDEBERG - EE - MED ADV HIGH
	119088	G 910-21706			\$1,463.06	SCHLICHTER - FAMILY - MED ADV HS
	119088	G 910-21706			\$546.12	PRIEBE - EE - MED ADV HSA PONE
	119088	G 910-21706			\$546.12	CARLSON - EE - MED ADV HSA HP
	119088	G 910-21706			\$766.42	LEWIS - EE - MED ADV HIGH HP
	119088	G 910-21706			\$546.12	IRISH - EE - MED ADV HSA PONE
	119088	G 910-21706			\$546.12	HYKE - EE - MED ADV HSA HP
	119088	G 910-21706			\$1,854.38	FOX - FAMILY - MED ADV VALUE BCBS
	119088	G 910-21706			\$1,463.06	ERICKSON - FAMILY - MED ADV HSA H
	119088	G 910-21706			\$546.12	ELDER - EE - MED ADV HSA HP
	119088	G 910-21706			\$546.12	COE - EE - MED ADV HSA HP
	119088	G 910-21706			\$1,463.06	BURNETT - FAMILY - MED ADV HSA B
	119088	G 910-21706			\$546.12	BURKHOLDER - EE - MED ADV HSA HP
	119088	G 910-21706			\$546.12	MILIANDER - EE - MED ADV HSA HP
Vendor MN PEIP					\$17,837.00	
Vendor PERA						
111873	SOMPE	E 230-42270-121	Ambulance	PERA	\$540.00	CEMTRIP - APRIL
	SOMPE	G 910-21704			\$56.24	DCP ELECTED OFFICIAL
	SOMPE	G 910-21705			\$4,212.63	PERA - POLICE
	SOMPE	G 910-21704			\$4,919.14	PERA - CITY COORDINATED
Vendor PERA					\$9,728.01	
Vendor TASC						
111874	05/12/2	G 910-21714			\$114.58	FSA MEDICAL - EmpE SCHMIEDEBERG
Vendor TASC					\$114.58	
Batch Name 2022 05FPR01					\$45,458.46	
					\$45,458.46	

([BatchID] in (17361))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2022

2022 05RT

05/04/22 4:09 PM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor REVTRAK JETPAY						
111866	APR 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$19.93	ADMIN FEE ALLOC
	APR 20	E 100-42700-323	Animal Control - L	Administration Expense	\$0.13	ADMIN FEE ALLOC
	APR 20	E 100-41910-323	Planning and Zoni	Administration Expense	\$23.38	ADMIN FEE ALLOC
	APR 20	E 100-42400-323	Building Inspectio	Administration Expense	\$22.89	ADMIN FEE ALLOC
	APR 20	E 603-49500-323	Refuse/Garbage (Administration Expense	\$237.68	2022 ADMIN FEE ALLOC 17.35%
	APR 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$859.64	2022 ADMIN FEE ALLOC 62.75%
	APR 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$272.62	2022 ADMIN FEE ALLOC 19.90%
Vendor REVTRAK JETPAY					\$1,436.27	
Batch Name 2022 05RT					\$1,436.27	
					\$1,436.27	

([BatchID] in (17323))

Chatfield, MN - 2022 & 2023

Chatfield, MN

Chatfield, MN 55923

United States

Joel Young

City Clerk

jyoung@ci.chatfield.mn.us

1 5078671518

Reference: 20220406-082938021

Quote created: April 6, 2022

Quote expires: June 5, 2022

Quote created by: Alec Vice

Account Executive

avice@polco.us

+1 (608) 469-4467

Products & Services

Item & Description	Quantity	Unit Price	Total
--------------------	----------	------------	-------

Polco Premium Plan

1

\$5,500.00

\$0.00

Polco Premium - 2022

after \$5,500.00

The Polco Premium Plan allows you to engage with residents in a way that is convenient for them to ensure more voices engage, and that they engage in a civil way. You can create as many of your own short surveys or polls as you would like and build a following to allow for quick input and continued engagement. You can have up to 10 administrators on Polco and we would encourage you to share administrative seats with other departments and especially those on your communications team.

discount

for 1 year

- Premium Features

- Custom Profile

- Unlimited Content

- 10 Administrator Seats

- Resident Verification

- Guest Responses

- Demographic breakdowns

- Geographic Maps

- Access to Full Library of Polls and Surveys

- Results Filtered by Verification Status

- Advanced Survey Creation Options

- Custom Geographic Areas

Polco Performance Plan (Level 2)

1

\$15,500.00 / two

\$15,500.00 / two

The National Community Survey - 2023

years

years

All Polco Premium Features are available to you during your subscription term to engage with your target audiences. Respondents answer

for 2 years

questions via Polco's civic surveying and engagement platform which includes real time results and the option to have respondents verified against voter lists. As participants respond they become part of your community's digital panel available for follow up questions, surveys, polls, and other engagement.

The Performance plan includes 1 benchmark survey per 12-month period. Your online report will include comparisons to our National Benchmarks, and demographic and geographic comparisons (if response is sufficient by subgroup). Our client success team will guide your benchmark survey process to ensure smooth implementation.

Level 2

A representative sample of residents (or other appropriate stakeholders) will be invited to complete the survey to ensure statistically significant response and results. We will use statistically appropriate methodologies to garner community-wide representativeness with at least a 6% margin of error (4-6% is typical and meets best practices for performance measurement, about 250-450 responses) per local jurisdiction. The invitations will contain an introduction outlining the importance of the survey and instructions for completing it. To supplement this effort, the client will be asked to participate in outreach efforts with guidance on best practices from Polco. Responses will be statistically weighted to ensure the best representation of your community (or stakeholder group, if applicable).

Subtotals

Per two year subtotal	\$15,500.00
-----------------------	-------------

One-time subtotal	\$0.00
-------------------	--------

after \$5,500.00 discount

Total	\$15,500.00
--------------	--------------------

Questions? Contact me



Alec Vice

Account Executive

Joel Young

From: Alec Vice <avice@polco.us>
Sent: Thursday, May 5, 2022 8:57 AM
To: Joel Young
Subject: Re: Polco 2022 & 2023/2024 Proposal | Chatfield

Good morning Joel,

Apologies for the delay in response.

Correct, you're spot on with everything but the data; you would be able to retain access to the City's National Community Survey data, but would lose access to the resident subscribers.

Typically, the cost of Polco Premium(platform only) would be \$5,500, however, you mentioned that you hadn't gotten a chance to utilize it yet as planned so I was able to include this with a 2023 or 2024 NCS so you'll have time to use it as planned before then.

Payment for the 2023/2024 NCS(\$15,500) can be made any time during the duration of the agreement, so it can be deferred until either of those years when the survey is underway.

Best,

Alec

On Tue, May 3, 2022 at 11:58 AM Joel Young <JYoung@ci.chatfield.mn.us> wrote:

Thank you, Alec. Help me understand this properly....

The proposal would cover June 1, 2022 - May 31, 2024, with a benchmark survey included in 23 or 24?

The cost would be a total of \$15,500, which would be payable when?

Normally, this would cost \$21,000, is that correct?

Without a paid subscription, none of our data or panel participants would be available to us, correct?

Without a benchmark survey, the basic plan is priced at \$5,500?

Other info.??

Memorandum of Understanding

DATE: May 12, 2022

This Memorandum of Understanding (MOU) is intended to create a clear understanding between the Fiscal Agent (City of Chatfield) and SE MN Together in support of the Transit Management Organization (TMO) project.

1. Engagement: Currently the TMO project is soliciting funds from various governmental and other organizations. The purpose of collecting these funds is so a Transportation Planner can be engaged to develop and create the structure for a regional TMO. It is anticipated that between \$180,000 - \$200,000 will need to be collected to move the project forward to the next phase.

SE MN Together has obtained funds from UCare and Blue Cross Blue Shield of MN to help defray the costs associated with establishing a fiscal agent and managing the solicited funds. These funds are held and managed by Southeast Service Cooperative (SSC).

2. Authorized Fiscal Agent: The City of Chatfield has graciously agreed to become the project fiscal agent. The City will be the sole recipient and manager of TMO project funds received by organizations who contribute towards the project.
3. Fiscal Agent Reimbursable Costs: It is expected that the fiscal agent will have reasonable expenses in the performance of their duties. SE MN Together desires to ensure that the fiscal agent is reimbursed for these costs, up to a maximum of \$5,000. Reimbursable costs include; staff time, auditing, and legal fees. Other reasonable expenses for reimbursement may be requested by the fiscal agent as well.
4. Requests for Reimbursement: The City of Chatfield will submit written requests for reimbursement for services to SE MN Together, with receipts for expenses other than staff time. The request will be made via email to Steve Sarvi (SE MN Together Consultant), Amy Grover (SSC Associate Director), and Mike Thorsteinson (SE MN Together). The request will be reviewed and approved by SE MN Together Executive Committee and submitted to the SSC accounting department for payment. Checks are cut on the 15th and last weekday of each month. Reimbursements will be processed monthly, with any exceptions requiring pre-approval.

Independent Consultant:	Stephen T. Sarvi	steve.sarvi@gmail.com
SSC Associate Director:	Amy Grover	agrover@ssc.coop
SE MN Together Transit Team:	Mike Thorsteinson	thorsteinsonm8@gmail.com

5. Accounting: The fiscal agent will account for collected project funds according to their adopted financial policies as with all other government funds.

6. Disbursement of Funds Collected: Funds collected for the TMO project will be directed for disbursement by SE MN Together. Requests for disbursement will be made to Chatfield City Clerk.

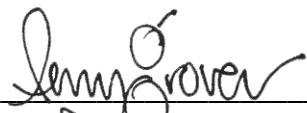
Organizations that contribute funds to the project and later wish to reclaim their funds will request a refund from SE MN Together for disbursement management resulting in a disbursement request to the Chatfield City Clerk.

7. Reporting: Fund activities will be reported to SE MN Together Executive Committee on a monthly basis, with a brief, written update provided by email on the fifth workday of the month following transactions. Activity reported will include overall fund balance, amount deposited by entity, new deposits and withdrawals by entity. Entities may ask for individual confirmation as to the status of their contribution as well as overall fund totals.
8. Term: It is expected that the transportation planner will be selected and a TMO established as soon as possible. All efforts will be made to solicit the funds necessary to move the project forward.
9. Termination/Modifications: Once the TMO is established, they may take over control of the funds contributed, or they may seek a new arrangement with the fiscal agent. Either party may terminate the agreement by providing 30 days written notice. The SE MN Together Executive Committee will direct the fiscal agent as to the dispensation of the funds collected. In the event that SE MN Together ceases operations, collected funds will be directed back to the entities that provided them.

Modifications to this MOU can be requested by any party at any time and will be in force once agreed upon by both parties.

Approved:

City of Chatfield



SE MN Together/SSC

Date

5/12/22
Date

Memorandum of Understanding TMO Contributors

DATE: May XX, 2022

This Memorandum of Understanding (MOU) is intended to create a clear understanding between the Fiscal Agent (City of Chatfield), SE MN Together Executive Committee and those entities who contribute funds supporting the regional Transit Management Organization (TMO) project.

1. Parties, Roles and Responsibilities:
 - a. SE MN Together Executive Committee: The role of the Executive Committee is to provide early project leadership and secure between \$180,000 - \$200,000 of funding. The purpose of collecting these funds is so a Transportation Planner can be engaged to develop and create the structure for a regional TMO. Once adequate funds are secured, the SE MN Together Executive Committee will transition project leadership to a TMO board which will oversee the process of selecting a Transportation Planner and implementation of the regional plan.
 - b. Fiscal Agent: The City of Chatfield will serve as the fiscal agent for receiving, and safeguarding funds obtained for the TMO project. Chatfield will segregate and account for these financial resources in a separate fund only to be used for the purpose of forming a regional TMO board and selecting a Transportation Planner.
 - c. Contributing Organizations: Organizations who will contribute funds to the fiscal agent for the purpose of forming the regional TMO board who will be tasked to solicit and engage a Transportation Planner.
2. Use of funds collected: Financial resources contributed will held in a separate fund for the purpose of forming a regional TMO board, soliciting and engaging a Transportation Planner who will create the TMO plan. Any interest accrued in the fund over the course of the project will remain in the fund.
3. Accounting: The fiscal agent will account for collected project funds according to their adopted financial policies as with all other government funds under their control.
4. Withdrawing funds once committed: Organizations that contribute resources to the project and later wish to reclaim their funds must request the return of their contribution from SE MN Together Executive Committee. Only the amount contributed may be withdrawn. Requests will be made by email to:
 - a. Stephen T. Sarvi: steve.sarvi@gmail.com
 - b. Mike Thorsteinson: thorsteinson8@gmail.com
 - c. Amy Grover: AGrover@ssc.coop

5. Reporting: Fund activities will be reported to the SE MN Together Executive Committee on a monthly basis, with a brief written update provided by email on the fifth workday of each month. Activity reported will include overall fund balance, amount deposited by entity, new deposits and withdrawals by entity. Entities may ask for individual confirmation as to the status of their contribution as well as overall fund totals.
6. Term: It is expected that the transportation planner will be selected and the TMO board established as soon as possible. All efforts will be made to solicit the funds necessary to move the project forward.
7. Termination/Modifications: Any party may terminate the agreement by providing 30 days written notice. Once the TMO board is established, they may take over control of the funds contributed, or they may seek a new arrangement with the fiscal agent. The SE MN Together Executive Committee will direct the fiscal agent as to the dispensation of the funds collected. In the event that SE MN Together ceases operations, or if it is determined that not enough resources have been committed for the project to move forward, all collected funds will be directed back to the entities that provided them.

Approved:

Name of Contributing Entity

Authorized Representative

Date



City of Chatfield/Fiscal Agent

SE MN Together/SSC

Date

May 19, 2022

Date



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

May 2022

Joel Young
City of Chatfield
21 2nd St SE
Chatfield, MN 55923-1204

Dear Mr. Young and City Council,

The needs of a community come in every shape and size. Those who live in the wonderfully diverse communities of southern Minnesota know this better than anyone. Southern Minnesota Initiative Foundation's (SMIF) focus is on economic and early childhood development and community vitality – exactly where our region needs us.

Small businesses need resources and financial support more than ever.

Small businesses in Minnesota account for 99.5% of all businesses and employ 46.9% of employees in the state. Job vacancies across the state have increased to 5.2% - nearly double what is considered a healthy number. SMIF's lending and technical assistance has been instrumental in creating dozens of new businesses in our region.

Child care shortages continue to be a concern.

48% of parents with kids under 18 who quit a job in 2021 cited child care issues as a reason for leaving. The need for more child care availability is particularly acute in Greater Minnesota where the numbers of child care providers is not keeping pace with the need. SMIF's child care resources are keeping providers in business and addressing the shortage.

Volunteers to community organizations are experiencing burnout at increasing rates.

Approximately 63 million Americans, 25% of the adult population, contribute \$193 billion of their time in-kind to our communities. However, the volunteer rate is declining. SMIF's support for community project and community foundations is turning this trend around.

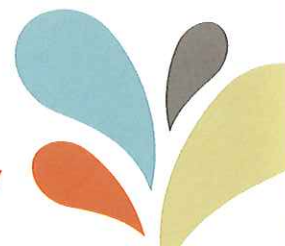
Because of generous supporters like you, communities in our region have seen improvement and growth in countless ways. With your help, together we are investing in the vitality of our region. **See the enclosed fact sheet to see how your contribution is making a difference in your county.**

Thank you for your gift of \$2,000.00 on 1/13/2022. Your support is changing lives and addressing the needs of our region. I hope you will consider a gift at the same level in 2023.

Sincerely,

Tim Penny
President & CEO

cc: Shawn Vogt Sween, Board Member





SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

Collaborating for Regional Vitality

Fillmore County Investments

We envision southern Minnesota as a prosperous and growing region with vibrant communities, innovative and successful economies, and engaged and valued citizens. To achieve this vision, Southern Minnesota Initiative Foundation, a regional development and philanthropic organization, fosters economic and community vitality in 20 counties of southern Minnesota through a culture of collaboration and partnership.

For every donation of
from Fillmore County

\$1

=

\$29

is invested back into
Fillmore County
communities.*

*Includes grants, loans & programming

29 LOANS

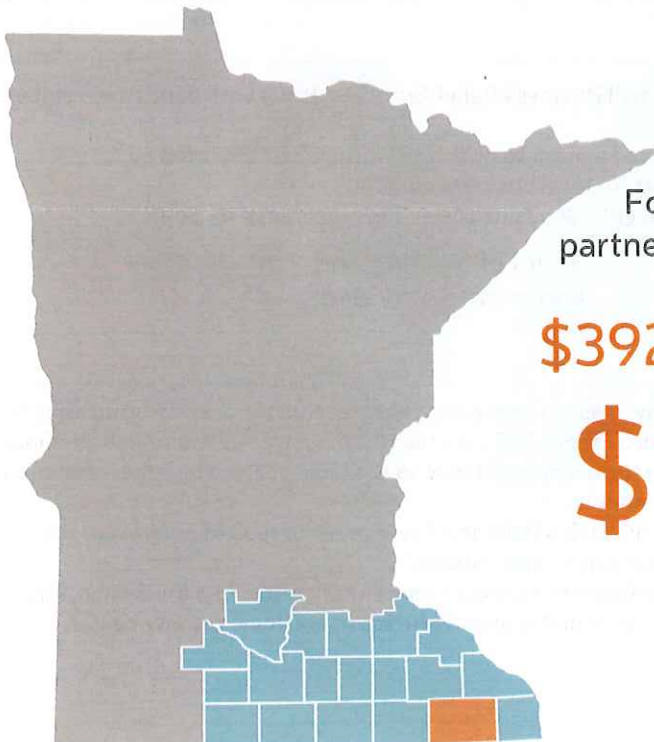
\$1.5 million to Fillmore County entrepreneurs

\$7.4 million to support community initiatives

402 GRANTS

\$2.7 million to support grant-making

***\$5 million invested annually to the 20 counties of
south central and southeastern Minnesota***



Since 1986, Southern Minnesota Initiative Foundation has leveraged local investments & partnerships to create a stronger **Fillmore County**:

\$392,000 in local donations to SMIF

\$11.5 million

invested by SMIF in Fillmore County
through grants, loans, and programming for
stronger kids, businesses and communities

Making a Difference

Providing resources for community vitality



In 2021 the Lanesboro Economic Development Authority received a \$9,500 Small Town Grant to create and promote resources for entrepreneurs who want to start a new business. The grant was also used to develop resources for people interested in moving to Lanesboro. The Small Town Grant program supports rural communities of 10,000 or less. The program was launched in 2017 to support smaller communities which can benefit from additional financial resources to help them grow and address challenges. SMIF supports projects which foster community engagement and collaboration that impact the culture, education, economy and/or social aspects of the town.

Early Childhood

- Chatfield Public Schools were awarded 160 books through an Early Literacy Grant to distribute through a Books and Bagels event where adults and children were invited to read together.
- 13 early child care providers and centers receives grant dollars to support efforts during the COVID-19 pandemic.
- 20 local Early Childhood professionals participated in 35 free trainings provided by SMIF in 2021, impacting more than 200 children, to gain resources and knowledge to increase quality care for young children.

Number of children
impacted: **963**

Hours of Training
Provided: **43**

Economic Development

- 70 Fillmore County businesses received \$720,000 in DEED Small Business Relief Grants to assist with pandemic-related challenges.
- The Lanesboro Economic Development Authority (EDA) received a grant to host free workshops facilitated by University of Winona Extension to provide educational support for local business owners.
- 14 entrepreneurs from around Fillmore County attended free technical business trainings facilitated by SMIF.

Number of entrepreneurs
impacted: **71**

Hours of training and
and events provided: **565**

Community Vitality

- Multiple Community Foundations in Fillmore County (Harmony, Mabel, Lanesboro, Preston, Rushford, and Spring Valley) received more than \$41,400 in matching funds and services throughout 2021. As the fiscal host, SMIF maintains all filings with the government and administrative work while providing technical assistance to the local board. Volunteers focus on raising dollars and granting them where they see fit in the community.
- Rushford Area Historical Society received 20 gallons of paint through a Paint the Town grant to repaint and revive the historic Grinde School House in order to preserve the history for future generations.
- The Preston Historical Society received a \$10,000 Small Town Grant to support a community effort to plan, design, and fund a project to elevate the trailhead historic campus into a year-round regional attraction and local activity center.

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

HELD: MAY 23, 2022

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Chatfield, Fillmore and Olmstead Counties, Minnesota, was duly called and held at the Chatfield Municipal Building on May 23, 2022, at 7:00 P.M., for the purpose, in part, of authorizing the issuance and awarding the sale of a \$1,469,000 General Obligation Utility Revenue Note, Series 2022A.

The following members were present: _____

and the following were absent: _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF A \$1,469,000 GENERAL
OBLIGATION UTILITY REVENUE NOTE, SERIES 2022A, AND PLEDGING NET
REVENUES FOR THE SECURITY AND PAYMENT THEREOF

A. WHEREAS, the City of Chatfield, Minnesota (the "City"), owns and operates a municipal water system (the "Water System") and a municipal sanitary sewer system (the "Sewer System"), as separate revenue producing public utilities; and

B. WHEREAS, the net revenues of the Water System and the Sewer System are pledged to the payment of the City's outstanding (i) "System Refunding Portion" of \$1,990,000 original principal amount General Obligation Crossover Refunding Bonds, Series 2012A, dated May 1, 2012; (ii) "System Improvement Portion" of \$1,725,000 original principal amount General Obligation Bonds, Series 2014A, dated September 1, 2014, and (iii) \$300,000 original principal amount General Obligation Taxable Utility Revenue Note, Series 2017B, dated September 11, 2017 (together, the "Outstanding Water and Sewer Bonds"); and

C. WHEREAS and the net revenues of the Sewer System are pledged to the payment of the outstanding "Prior 2011A Refunding Portion" of \$5,410,000 original principal amount General Obligation Crossover Refunding Bonds, Series 2016A, dated March 15, 2016 (the "Outstanding Sewer Bonds"); and

D. WHEREAS, the net revenues of the Water System are pledged to the payment of the City's outstanding of \$425,000 original principal amount General Obligation Water Revenue Note, Series 2016B, dated December 15, 2016 (the "Outstanding Water Note"); and

E. WHEREAS, the City Council has heretofore determined and declared that it is necessary and expedient to issue a \$1,469,000 General Obligation Utility Revenue Note, Series

2022A ("Note"), pursuant to Minnesota Statutes, Chapter 475 and Section 444.075, to finance improvements to the Water System and Sewer System (the "Project"); and

F. WHEREAS, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("David Drown"), as its independent municipal advisor for the sale of the Note and was therefore authorized to sell the Note by private negotiation in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Chatfield, Minnesota, as follows:

1. Acceptance of Offer. The offer of F & M Community Bank, in Preston, Minnesota (the "Purchaser"), to purchase the Note and to pay therefor the sum of \$1,469,000, plus interest accrued to settlement, if any, all in accordance with the terms and at the rates of interest hereinafter set forth, is hereby accepted.

2. Note Terms; Original Issue Date; Denominations; Maturities; Interest and Redemption. The City shall forthwith issue the Note, which shall be in fully registered form without interest coupons, shall be dated, mature, be subject to redemption, bear interest and be payable as provided in the form of the Note.

3. Purpose. The Note shall provide funds to finance the Project and the total cost of the Project, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Note. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Registrar. The Finance Director, of the City of Chatfield, Minnesota, is appointed to act as registrar and transfer agent with respect to the Note (the "Registrar"), and shall do so unless and until a successor Registrar is duly appointed, all pursuant to any contract the City and Registrar shall execute which is consistent herewith. The Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Note shall be paid to the registered owner of the Note in the manner set forth in the form of Note.

5. Form of Note. The Note, together with the Certificate of Registration, shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTIES OF FILLMORE AND OLMSTEAD
CITY OF CHATFIELD

R-1

\$1,469,000

GENERAL OBLIGATION UTILITY REVENUE NOTE, SERIES 2022A

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
3.20%	February 1, 2043	June 13, 2022

REGISTERED OWNER: F & M COMMUNITY BANK, PRESTON, MINNESOTA

PRINCIPAL AMOUNT: ONE MILLION, FOUR HUNDRED SIXTY-NINE THOUSAND DOLLARS

THE CITY OF CHATFIELD, FILLMORE AND OLMSTEAD COUNTIES, MINNESOTA (the "Issuer" or "City"), certifies that it is indebted and, for value received, hereby promises to pay to the registered owner specified above, or assigns duly certified on the Certificate of Registration attached to and made a part of this Note (the "Owner"), unless called for earlier redemption, in the manner hereinafter set forth, the \$1,469,000 principal amount of this Note in the principal installments due on February 1 of the years and in the amounts, respectively, as follows, with each such principal installment bearing interest until paid at the interest rate of 3.20% per annum:

<u>Principal Installments</u> <u>Due February 1</u>		<u>Principal Installments</u> <u>Due February 1</u>	
	<u>Amount</u>		<u>Amount</u>
2023	\$ 30,000	2034	\$ 72,000
2024	52,000	2035	74,000
2025	54,000	2036	77,000
2026	56,000	2037	79,000
2027	58,000	2038	82,000
2028	60,000	2039	84,000
2029	61,000	2040	87,000
2030	63,000	2041	90,000
2031	65,000	2042	93,000
2032	67,000	2043	95,000
2033	70,000		

Interest. Interest shall be payable semiannually on February 1 and August 1 of each year, commencing February 1, 2023, and shall be calculated on the basis of a 360-day year consisting of twelve thirty-day months.

Payment. Principal installments and interest shall be paid by check, ACH debit, wire transfer or draft mailed to the Owner at the address listed on the Certificate of Registration attached to and made a part of this Note. At the time of final payment of all principal of and interest on this Note, the Owner shall surrender this Note to the Finance Director, City of Chatfield, Minnesota (the "Registrar").

Redemption. This Note is subject to redemption and prepayment at the option of the Issuer on February 1, 2030, and on any day thereafter, in whole or in part, at a price of par plus accrued interest. If redemption is in part, the principal amount to be redeemed shall be determined by the Issuer. Mailed notice of redemption shall be given to the Registrar and to the Owner of the Note at least thirty (30) days prior to the date fixed for redemption.

Date of Payment Not a Business Day. If the nominal date for payment of any principal of or interest on this Note shall not be a business day of the Issuer or of the Owner, then the date for such payment shall be the next such business day and payment on such business day shall have the same force and effect as if made on the nominal date of payment.

Fees upon Transfer or Loss. The Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Note and any legal or unusual costs relating thereto.

Treatment of Registered Owner. The Issuer and Registrar may treat the person in whose name this Note is registered as the Owner hereof for the purpose of receiving payment as herein provided and for all other purposes, whether or not this Note shall be overdue, and neither the Issuer nor the Registrar shall be affected by notice to the contrary.

Issuance; Purpose; General Obligation. This Note is issued as a single instrument in the total principal amount of \$1,469,000, pursuant to and in full conformity with the Charter of the Issuer, Constitution and laws of the State of Minnesota and a resolution adopted by the City Council on May 23, 2022 (the "Resolution") for the purpose of providing money to finance the City's improvements to the municipal water system (the "Water System") and the municipal sanitary sewer system (the "Sewer System") within the jurisdiction of the Issuer. This Note is payable out of the General Obligation Utility Revenue Note, Series 2022A Fund of the Issuer. This Note constitutes a general obligation of the Issuer, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Transfer. This Note is transferable, as provided in the Resolution, upon the Register kept by the Registrar upon surrender of this Note together with a written instrument of transfer duly executed by the Owner or the Owner's attorney duly authorized in writing, and thereupon a new, fully registered Note in the same aggregate principal amount shall be issued to the transferee in exchange therefor (or the transfer shall be duly recorded on the Register and the Certificate of Registration hereof), upon the payment of charges and satisfaction of applicable conditions, if any, as therein prescribed; provided that such transfer may occur only with respect to the entire Note and all of the remaining principal amount hereof. The Issuer may treat and consider the person in whose name this Note is registered as the absolute Owner hereof for the purpose of

receiving payment of or on account of the principal of and interest on this Note and for all other purposes whatsoever.

Registration. This Note shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Registration hereon shall have been executed by the Registrar.

Qualified Tax-Exempt Obligation. This Note has been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Charter of the Issuer, Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of this Note, have been done, have happened and have been performed, in regular and due form, time and manner as required by law; that the Issuer has covenanted and agreed with the Owner of the Note that it will impose and collect charges for the service, use and availability of the Water System and Sewer System at the times and in amounts necessary to produce net revenues adequate to pay all principal and interest when due on the Note; and that the Issuer will levy a direct, annual, irrevocable ad valorem tax upon all of the taxable property of the Issuer, without limitation as to rate or amount, for the years and in amounts sufficient to pay the principal installments and interest on this Note as they respectively become due, if the net revenues from the Water System and Sewer System, and any other sums irrevocably pledged or appropriated to the Debt Service Account are insufficient therefor; and that this Note, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Chatfield, Fillmore and Olmstead Counties, Minnesota, by its City Council has caused this Note to be executed on its behalf by the manual signatures of its Mayor and its City Clerk, the corporate seal of the City having been intentionally omitted as permitted by law.

Date of Registration:

June 13, 2022

CITY OF CHATFIELD,
FILLMORE AND OLMSTEAD COUNTIES,
MINNESOTA

REGISTRABLE BY AND
PAYABLE AT:

By: DO NOT SIGN
Mayor

THE OFFICE OF THE
FINANCE DIRECTOR
City of Chatfield, Minnesota

By: DO NOT SIGN
City Clerk

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Note may be made only by the registered owner or the registered owner's legal representative last noted below:

DATE OF REGISTRATION	REGISTERED OWNER	SIGNATURE OF REGISTRAR (FINANCE DIRECTOR)
June 13, 2022	F & M Community Bank 100 St. Anthony St. N Preston, Minnesota 55965	

6. Execution. The Note shall be executed on behalf of the City by the manual signatures of its Mayor and City Clerk, the seal of the City having been omitted as permitted by law. In the event of disability or resignation or other absence of either such officer, the Note may be signed by the signature of the officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery.

7. Delivery; Application of Proceeds. The Note when so prepared and executed shall be delivered by the Finance Director to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

8. Fund and Accounts. There is hereby established a special fund to be designated "General Obligation Utility Revenue Note, Series 2022A Fund" (the "Fund") to be administered and maintained by the Finance Director, or designee, as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until all of the Note and the interest thereon have been fully paid. The Operation and Maintenance Account heretofore established by the City for the Water System and the Sewer System (together, the "Operation and Maintenance Accounts") shall continue to be maintained in the manner heretofore provided by the City. All moneys remaining after paying or providing for the items set forth in the resolutions establishing the Operation and Maintenance Accounts shall constitute or are referred to as "net revenues" until the Note has been paid. There shall be maintained in the Fund the following separate accounts to which shall be credited and debited all income and disbursements of the Water System as hereinafter set forth. The Finance Director of the City and all officials and employees concerned therewith shall establish and maintain financial records of the receipts and disbursements of the Water System and the Sewer System in accordance with this resolution. In such records there shall be established accounts, or accounts shall continue to be maintained as the case may be, of the Fund for the purposes and in the amounts as follows:

(a) Construction Account. To the Construction Account there shall be credited the proceeds of the sale of the Note. From the Construction Account there shall be paid all costs and expenses of the Project, including the cost of any construction contracts heretofore let and all other costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. Moneys in the Construction Account shall be used for no other purpose except as otherwise provided by law and, upon completion of the Project, any unexpended balance in the Construction Account shall be transferred to the Debt Service Account.

(b) Debt Service Account. To the Debt Service Account there is hereby irrevocably appropriated and pledged, and there shall be credited: (A) the net revenues of the Water System and Sewer System not otherwise pledged and applied to the payment of other obligations of the City, in an amount, together with other funds which may herein or hereafter from time to time be irrevocably appropriated to the Debt Service Account, sufficient to meet the requirements of Minnesota Statutes, Section 475.61 for the payment of the principal and interest of the Note; (B) any collections of all taxes which may hereafter be levied in the event that the net revenues of the Water System and Sewer System and other funds herein pledged to the payment of the principal and interest on the Note are insufficient therefore; (C) all funds remaining in the Construction

Account after completion of the Project and payment of the costs thereof; (D) all investment earnings on funds held in the Debt Service Account; and (E) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest and any premium for redemption of the Note.

No portion of the proceeds of the Note shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Note was issued and (2) in addition to the above in an amount not greater than the lesser of five percent of the proceeds of the Note or \$100,000. To this effect, any proceeds of the Note and any sums from time to time held in the Construction Account, Operation and Maintenance Accounts, or Debt Service Account (or any other City account which will be used to pay principal or interest to become due on the Note payable therefrom) in excess of amounts which under then applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by the arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Note to be "federally guaranteed" within the meaning of Section 149(b) of the Internal Revenue Code of 1986, as amended (the "Code").

9. Sufficiency of Net Revenues. It is hereby found, determined and declared that the net revenues of the Water System and Sewer System are sufficient in amount to pay when due one hundred five percent of the principal of and interest on the Note and the Outstanding Water and Sewer Bonds. It is hereby found, determined and declared that the net revenues of the Sewer System are sufficient in amount to pay when due the principal of and interest on the Outstanding Sewer Bonds and a sum at least five percent in excess thereof. It is hereby found, determined and declared that the net revenues of the Water System are sufficient in amount to pay when due the principal of and interest on the Outstanding Water Note and a sum at least five percent in excess thereof. The net revenues of the Water System and Sewer System are hereby pledged on a parity lien with the Outstanding Water and Sewer Bonds, the Outstanding Sewer Bonds and the Outstanding Water Note for the payment of the Note, but solely to the extent required to meet, with other pledged sources, the principal and interest requirements of the Note as the same become due. Nothing contained herein shall be deemed to preclude the City from making further pledges and appropriations of the net revenues of the Water System and Sewer System for the payment of other or additional obligations of the City, provided that it has first been determined by the City Council that the estimated net revenues of the Water System and Sewer System will be sufficient in addition to all other sources, for the payment of the Note and such additional obligations and any such pledge and appropriation of the net revenues of the Water System and Sewer System may be made superior or subordinate to, or on a parity with the pledge and appropriation herein.

10. Excess Net Revenues. Net revenues in excess of those required for the foregoing may be used for any proper purpose.

11. Covenant to Maintain Rates and Charges. In accordance with Minnesota Statutes, Section 444.075, the City hereby covenants and agrees with the Owner of the Note that it will impose and collect charges for the service, use, availability and connection to the Water System and Sewer System at the times and in the amounts required to produce net revenues adequate to pay all principal and interest when due on the Note. Minnesota Statutes, Section 444.075, Subdivision 2, provides as follows: "Real estate tax revenues should be used only, and then on a temporary basis, to pay general or special obligations when the other revenues are insufficient to meet the obligations."

12. Defeasance. When the Note has been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered owners of the Note shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to the Note which is due on any date by irrevocably depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or if the Note should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligations with respect to principal installments of the Note called for redemption on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligations with respect to the Note, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

13. Compliance With Reimbursement Bond Regulations. The provisions of this paragraph are intended to establish and provide for the City's compliance with United States Treasury Regulations Section 1.150-2 (the "Reimbursement Regulations") applicable to the "reimbursement proceeds" of the Note, being those portions thereof which will be used by the City to reimburse itself for any expenditure which the City paid or will have paid prior to the closing date (a "Reimbursement Expenditure").

The City hereby certifies and/or covenants as follows:

(a) Not later than sixty days after the date of payment of a Reimbursement Expenditure, the City (or person designated to do so on behalf of the City) has made or will have made a written declaration of the City's official intent (a "Declaration") which effectively (i) states the City's reasonable expectation to reimburse itself for the payment of the Reimbursement Expenditure out of the proceeds of a subsequent borrowing; (ii) gives a general and functional description of the property, project or program to which the Declaration relates and for which the Reimbursement Expenditure is paid, or identifies a specific fund or account of the City and the general functional purpose thereof from which the Reimbursement Expenditure was to be paid (collectively the "Program"); and (iii) states the maximum principal amount of debt expected to be issued by the City for the purpose of financing the Program; provided,

however, that no such Declaration shall necessarily have been made with respect to: (i) "preliminary expenditures" for the Program, defined in the Reimbursement Regulations to include engineering or architectural, surveying and soil testing expenses and similar prefatory costs, which in the aggregate do not exceed twenty percent of the "issue price" of the Note, and (ii) a *de minimis* amount of Reimbursement Expenditures not in excess of the lesser of \$100,000 or five percent of the proceeds of the Note.

(b) Each Reimbursement Expenditure is a capital expenditure or a cost of issuance of the Note or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Reimbursement Regulations.

(c) The "reimbursement allocation" described in the Reimbursement Regulations for each Reimbursement Expenditure shall and will be made forthwith following (but not prior to) the issuance of the Note, and not later than three years after the later of (i) the date of the payment of the Reimbursement Expenditure, or (ii) the date on which the Project to which the Reimbursement Expenditure relates is first placed in service.

(d) Each such reimbursement allocation will be made in a writing that evidences the City's use of Note proceeds to reimburse the Reimbursement Expenditure and, if made within 30 days after the Note is issued, shall be treated as made on the day the Note is issued.

Provided, however, that the City may take action contrary to any of the foregoing covenants in this paragraph upon receipt of an opinion of its Bond Counsel for the Note stating in effect that such action will not impair the tax-exempt status of the Note.

14. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Note, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the net revenues of the Water System and Sewer System appropriated and pledged to the payment of principal and interest on the Note, together with other funds irrevocably appropriated to the Debt Service Account herein established, shall at any time be insufficient to pay such principal and interest when due, the City covenants and agrees to levy, without limitation as to rate or amount an ad valorem tax upon all taxable property in the City sufficient to pay such principal and interest as it becomes due. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Note and any other bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

15. Certificate of Registration. The City Clerk is hereby directed to file a certified copy of this resolution with the County Auditors of Fillmore and Olmstead Counties, Minnesota, together with such other information as the County Auditors shall require, and to obtain from each of the County Auditors a certificate that the Note has been entered in their respective Bond Register.

16. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the

issuance of the Note, certified copies of all proceedings and records of the City relating to the Note and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Note as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

17. Negative Covenant as to Use of Proceeds and Project. The City hereby covenants not to use the proceeds of the Note or to use the Project, or to cause or permit them to be used, or to enter into any deferred payment arrangements for the cost of the Project, in such a manner as to cause the Note to be a "private activity bond" within the meaning of Sections 103 and 141 through 150 of the Code. The City hereby covenants not to use the proceeds of the Note in such a manner as to cause the Note to be "hedge bonds" within the meaning of Section 149(g) of the Code.

18. Tax-Exempt Status of the Note; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Note, including without limitation (1) requirements relating to temporary periods for investments, (2) limitations on amounts invested at a yield greater than the yield on the Note, and (3) the rebate of excess investment earnings to the United States, if the Note (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceeds the small-issuer exception amount of \$5,000,000. For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements for governmental units issuing \$5,000,000 or less of bonds, the City hereby finds, determines and declares that:

- (a) the Note is issued by a governmental unit with general taxing powers;
- (b) the Note is not a private activity bond;
- (c) ninety-five percent or more of the net proceeds of the Note is to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City); and
- (d) the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities thereof, and all entities treated as one issuer with the City) during the calendar year in which the Note is issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

19. Designation of Qualified Tax-Exempt Obligations. In order to qualify the Note as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, the City hereby makes the following factual statements and representations:

- (a) the Note is issued after August 7, 1986;
- (b) the Note is not a "private activity bond" as defined in Section 141 of the Code;

(c) the City hereby designates the Note as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code;

(d) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities treated as one issuer with the City, and all subordinate entities whose obligations are treated as issued by the City) during this calendar year 2022 will not exceed \$10,000,000;

(e) not more than \$10,000,000 of obligations issued by the City during this calendar year 2022 will be designated for purposes of Section 265(b)(3) of the Code; and

(f) the aggregate face amount of the Note does not exceed \$10,000,000.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

20. Offering Circular. The Offering Circular relating to the Note prepared and distributed by David Drown Associates, Inc., is hereby approved and the officers of the City are authorized in connection with the delivery of the Note to sign such certificates as may be necessary with respect to the completeness and accuracy of the Offering Circular.

21. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

22. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof: _____

and the following voted against the same: _____

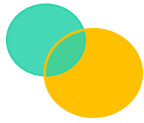
Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTIES OF FILLMORE AND OLMSTEAD
CITY OF CHATFIELD

I, the undersigned, being the duly qualified and acting City Clerk of the City of Chatfield, Minnesota, do hereby certify that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as such minutes relate to authorizing the issuance and awarding the sale of a \$1,469,000 General Obligation Utility Revenue Note, Series 2022A.

Dated: May 23, 2022.

City Clerk



DDA

David Drown Associates, Inc.
Public Finance Advisors

Spring Valley Office:
29359 County 38
Spring Valley, MN 55975
Phone 507-346-7895 | Cell 507-273-2443
Fax 612-605-2375
www.daviddrown.com

May 6, 2022

RECOMMENDATIONS

VIA EMAIL

City of Chatfield
Russ Smith, Mayor
Joel Young, City Clerk
21 SE Second Street
Chatfield, MN 55923

RE: General Obligation Utility Revenue Note 2022A

Honorable Mayor Smith, Members of the City Council, and Mr. Young:

This letter outlines our recommendations for the structure and sale of General Obligation Bonds associated with funding the various water and stormwater improvements Council approved for this year.

Statutory Authority

As with all bond issues, we need to identify the statutory authority we intend to use. In this case it is very simple....Chapter 444 allows cities to issue general obligation bonds without any public hearings or applicability towards net debt. The only requirement is that the City will covenant to set rates and charges sufficient to cover system operations and debt payments.

Overview of Project and Component Costs

The major component costs and sources of funds are detailed below:

Project Costs	\$1,181,069
Engineering	197,870
Contingency	69,814
Issuance Costs	21,475
Less Construction Fund Earnings	<u>(1,228)</u>

RECOMMENDED BOND AMOUNT: \$1,469,000

Timing

The plan would be to close on funds June 13th (assuming the proposal is approved on May 23rd). This is arguably a month or two earlier than when the City may actually need the funds. However, due to the rising rate market, I worked with staff to quickly lock in a rate utilizing a direct bank placement sales method (and taking advantage of MN Rural Water's loan programs to control costs). The bank proposal received (which I advise approving) is contingent upon closing on funds within 45 days of securing the rate.

Sales Process & Flexibility

If we were not in such a clear rising rate market, I might have recommended a competitive, rated public sale that would occur on a certain date. As mentioned, though, I am advising a direct bank placement so we could lock in a rate for the City before the market could move much higher. Please see the attached analysis of a rated public sale versus the proposal already received. By locking in early, the City will save \$60,000 in interest over the life of the deal....perhaps more, because the comparative sale I used actually occurred on May 3rd, the day before the Federal Reserve raised rates by 0.5%!

Other Options Considered

I've explained why I am not advising a rated, competitive sale above. But we also considered intergovernmental loans, such as those provided by the Minnesota PFA and/or USDA. The concern here is the uncertainty of scoring, and even if it scored well, funding would not be available until next year at the earliest.

All that being said, I believe the attached MN Rural Water Association Loan proposal is suitable and in the City's best interests. Taft Law will be providing you with a Sales Resolution to consider approving on May 23rd.

It continues to be a pleasure to serve the City of Chatfield.

Yours truly,

A handwritten signature in black ink, appearing to be 'MB' or similar initials, written in a cursive style.

Mike Bubany, Associate
David Drown Associates, Inc.

Enc.



\$1,469,000

General Obligation Water Revenue Note, 2022A

MINNESOTA RURAL WATER MEGA LOAN

Uses of Funds

Water related (construction, engr, contingency)	1,183,441
Storm related (construction, engr, contingency)	265,311
Other	-
Total Project Costs	1,448,753
Underwriter's Discount Allowance	0.00%
Unused Discount to D/S Fund	-
Fiscal Fee	14,250
Bond Counsel	4,735
Printing & Misc	1,240
Sponsor Fee	1,250
Bid Premium	-
Rounding	-
Capitalized Interest (to D/S Fund)	-
	1,470,228

Sources of Funds

Bond Issue	1,469,000
Bid Premium	-
Construction Fund Earnings	1,228
	1,470,228

Cashflow Schedule

Cashflow Schedule

12-Month Period ending	Principal	Coupon	Interest	Payment Total	PLUS 5%
6/13/2022 <i>Dated Date</i>					
2/1/2023	30,000	3.20%	29,772	59,772	62,760
2/1/2024	52,000	3.20%	46,048	98,048	102,950
2/1/2025	54,000	3.20%	44,384	98,384	103,303
2/1/2026	56,000	3.20%	42,656	98,656	103,589
2/1/2027	58,000	3.20%	40,864	98,864	103,807
2/1/2028	60,000	3.20%	39,008	99,008	103,958
2/1/2029	61,000	3.20%	37,088	98,088	102,992
2/1/2030	63,000	3.20%	35,136	98,136	103,043
2/1/2031	65,000	3.20%	33,120	98,120	103,026
2/1/2032	67,000	3.20%	31,040	98,040	102,942
2/1/2033	70,000	3.20%	28,896	98,896	103,841
2/1/2034	72,000	3.20%	26,656	98,656	103,589
2/1/2035	74,000	3.20%	24,352	98,352	103,270
2/1/2036	77,000	3.20%	21,984	98,984	103,933
2/1/2037	79,000	3.20%	19,520	98,520	103,446
2/1/2038	82,000	3.20%	16,992	98,992	103,942
2/1/2039	84,000	3.20%	14,368	98,368	103,286
2/1/2040	87,000	3.20%	11,680	98,680	103,614
2/1/2041	90,000	3.20%	8,896	98,896	103,841
2/1/2042	93,000	3.20%	6,016	99,016	103,967
2/1/2043	95,000	3.20%	3,040	98,040	102,942
	1,469,000		561,516	2,030,516	2,132,042

Bond Details

Award Date	5/23/2022
Dated Date	6/13/2022
Closing Date	6/13/2022
1st Interest Payment	2/1/2023
Proceeds spent by:	12/31/2023
Purchase Price	1,469,000.00
Net Interest Cost	561,515.73
Net Effective Rate	3.20%
Average Coupon	3.20%
Call Option	@ par 2/1/2030
Weighted Avg. Maturity	11.945
Average Life	11.945
Bond Yield for Arbitrage	3.1995550%
Purchaser	F&M Community Bank
Bond Counsel	Taft, Stettinius & Hollister, LLP
Rating Agency	Non Rated
Pay Agent	City Clerk
Tax Status	Tax Exempt, Bank Qualified
Continuing Disclosure	None, Audits upon Request
Rebate	Small Issuer - Exempt from Rebate
Statutory Authority	MS, Chapters 444, 475

Collection Year	Water Related	Storm Related	Surplus (deficit)	Account Balance
		Initial Deposit to D/S Fund >	-	-
2022	51,267	11,493	-	-
2023	84,097	18,853	-	-
2024	84,385	18,918	-	-
2025	84,618	18,970	-	-
2026	84,797	19,010	-	-
2027	84,920	19,038	-	-
2028	84,131	18,861	-	-
2029	84,172	18,870	-	-
2030	84,159	18,867	-	-
2031	84,090	18,852	-	-
2032	84,824	19,016	-	-
2033	84,618	18,970	-	-
2034	84,358	18,912	-	-
2035	84,900	19,033	-	-
2036	84,502	18,944	-	-
2037	84,907	19,035	-	-
2038	84,371	18,915	-	-
2039	84,639	18,975	-	-
2040	84,824	19,016	-	-
2041	84,927	19,040	-	-
2042	84,090	18,852	-	-
	1,741,599	390,443	-	-

City of Chatfield, Minnesota
General Obligation Water Revenue Note, 2022A
\$1,469,000

MASTER BOND PAYMENT SCHEDULE

Paying Agent: City Clerk

Payment Date	Principal	Interest Rates	Semi-annual Interest	Semi-Annual Payment	Payment Notation
June 13, 2022	<i>Dated Date</i>				
February 1, 2023	30,000	3.20%	29,771.73	59,771.73	
August 1, 2023			23,024.00	23,024.00	
February 1, 2024	52,000	3.20%	23,024.00	75,024.00	
August 1, 2024			22,192.00	22,192.00	
February 1, 2025	54,000	3.20%	22,192.00	76,192.00	
August 1, 2025			21,328.00	21,328.00	
February 1, 2026	56,000	3.20%	21,328.00	77,328.00	
August 1, 2026			20,432.00	20,432.00	
February 1, 2027	58,000	3.20%	20,432.00	78,432.00	
August 1, 2027			19,504.00	19,504.00	
February 1, 2028	60,000	3.20%	19,504.00	79,504.00	
August 1, 2028			18,544.00	18,544.00	
February 1, 2029	61,000	3.20%	18,544.00	79,544.00	
August 1, 2029			17,568.00	17,568.00	
February 1, 2030	63,000	3.20%	17,568.00	80,568.00	
August 1, 2030			16,560.00	16,560.00	
February 1, 2031	65,000	3.20%	16,560.00	81,560.00	
August 1, 2031			15,520.00	15,520.00	
February 1, 2032	67,000	3.20%	15,520.00	82,520.00	
August 1, 2032			14,448.00	14,448.00	
February 1, 2033	70,000	3.20%	14,448.00	84,448.00	
August 1, 2033			13,328.00	13,328.00	
February 1, 2034	72,000	3.20%	13,328.00	85,328.00	
August 1, 2034			12,176.00	12,176.00	
February 1, 2035	74,000	3.20%	12,176.00	86,176.00	
August 1, 2035			10,992.00	10,992.00	
February 1, 2036	77,000	3.20%	10,992.00	87,992.00	
August 1, 2036			9,760.00	9,760.00	
February 1, 2037	79,000	3.20%	9,760.00	88,760.00	
August 1, 2037			8,496.00	8,496.00	
February 1, 2038	82,000	3.20%	8,496.00	90,496.00	
August 1, 2038			7,184.00	7,184.00	
February 1, 2039	84,000	3.20%	7,184.00	91,184.00	
August 1, 2039			5,840.00	5,840.00	
February 1, 2040	87,000	3.20%	5,840.00	92,840.00	
August 1, 2040			4,448.00	4,448.00	
February 1, 2041	90,000	3.20%	4,448.00	94,448.00	
August 1, 2041			3,008.00	3,008.00	
February 1, 2042	93,000	3.20%	3,008.00	96,008.00	
August 1, 2042			1,520.00	1,520.00	
February 1, 2043	95,000	3.20%	1,520.00	96,520.00	
1,469,000			561,515.73	2,030,515.73	

Call Option: 2/1/2030 *at par*
Bonds Dated: 6/13/2022

This payment schedule assumes no bonds are redeemed early. Refunds, if they are done, will alter this payment schedule. David Drown Associates, Inc. (612-920-3320) is available at any time to review the feasibility of refunding

Rated public offering vs MRWA

Rated public offering		
1,183,441	Water related construction, engineering, & cont.	82%
265,311	Storm related construction	18%
14,800	discount	
14,000	fiscal	
10,500	bond counsel (estimated)	
10,750	rating	
750	pay agent	
1,500	pos misc	
(23,211)	Premium	
2,159	construction fund earnings	
1,480,000	TOTAL	

BANK PLACEMENT		
1,183,441	Water related construction, engineering, & cont.	
265,311	Storm related construction	
-	discount	
14,250	fiscal	
4,735	bond counsel	
1,250	sponsor	
-	pay agent	
1,240	pos misc	
	Premium	
(1,227)	construction fund earnings	
1,469,000	TOTAL	

PMT	6/13/2022					Pay	TOTAL
DATE	PRIN	RATE	YIELD	INT	P&I	Agent	PMTS
2023	65,000	3.00%	2.30%	31,635	96,635	495	97,130
2024	50,000	3.00%	2.50%	48,000	98,000	495	98,495
2025	55,000	3.00%	2.60%	46,500	101,500	495	101,995
2026	55,000	3.00%	2.65%	44,850	99,850	495	100,345
2027	55,000	3.00%	2.75%	43,200	98,200	495	98,695
2028	60,000	3.00%	2.85%	41,550	101,550	495	102,045
2029	60,000	3.00%	3.00%	39,750	99,750	495	100,245
2030	60,000	3.10%	3.10%	37,950	97,950	495	98,445
2031	65,000	3.10%	3.10%	36,090	101,090	495	101,585
2032	65,000	4.00%	3.00%	34,075	99,075	495	99,570
2033	65,000	4.00%	3.00%	31,475	96,475	495	96,970
2034	70,000	3.50%	3.05%	28,875	98,875	495	99,370
2035	75,000	3.50%	3.10%	26,425	101,425	495	101,920
2036	75,000	3.50%	3.15%	23,800	98,800	495	99,295
2037	80,000	3.50%	3.20%	21,175	101,175	495	101,670
2038	80,000	3.50%	3.25%	18,375	98,375	495	98,870
2039	85,000	3.50%	3.30%	15,575	100,575	495	101,070
2040	85,000	3.50%	3.35%	12,600	97,600	495	98,095
2041	90,000	3.50%	3.40%	9,625	99,625	495	100,120
2042	90,000	3.50%	3.50%	6,475	96,475	495	96,970
2043	95,000	3.50%	3.50%	3,325	98,325	-	98,325
1,480,000				601,325	2,081,325	9,900	2,091,225

PMT	6/13/2022				Pay	TOTAL
DATE	PRIN	RATE	INT	P&I	Agent	PMTS
2023	30,000	3.20%	29,772	59,772	-	59,772
2024	52,000	3.20%	46,048	98,048	-	98,048
2025	54,000	3.20%	44,384	98,384	-	98,384
2026	56,000	3.20%	42,656	98,656	-	98,656
2027	58,000	3.20%	40,864	98,864	-	98,864
2028	60,000	3.20%	39,008	99,008	-	99,008
2029	61,000	3.20%	37,088	98,088	-	98,088
2030	63,000	3.20%	35,136	98,136	-	98,136
2031	65,000	3.20%	33,120	98,120	-	98,120
2032	67,000	3.20%	31,040	98,040	-	98,040
2033	70,000	3.20%	28,896	98,896	-	98,896
2034	72,000	3.20%	26,656	98,656	-	98,656
2035	74,000	3.20%	24,352	98,352	-	98,352
2036	77,000	3.20%	21,984	98,984	-	98,984
2037	79,000	3.20%	19,520	98,520	-	98,520
2038	82,000	3.20%	16,992	98,992	-	98,992
2039	84,000	3.20%	14,368	98,368	-	98,368
2040	87,000	3.20%	11,680	98,680	-	98,680
2041	90,000	3.20%	8,896	98,896	-	98,896
2042	93,000	3.20%	6,016	99,016	-	99,016
2043	95,000	3.20%	3,040	98,040	-	98,040
1,469,000			561,516	2,030,516	-	2,030,516

assumes call option of 2/1/2030

coupons and yields based on 5/3/2022 Mapleton Sale (A+ underlying w AGM Insurance - AA S&P, A1 Moodys)

Proclamation

53rd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Russ Smith, Mayor of Chatfield, MN, do recognize the week of May 22 - May 29, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, including Joel Young, Beth Carlson, Kay Wangen, Julie Elder and Desiree Schlichter and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 23rd day of May, 2022

Mayor

Attest: _____



21 Second Street SE | Chatfield, MN 55923 | 507-867-3810 | www.ci.chatfield.mn.us

To: Joel Young
From: Kay Wangen, kwangen@ci.chatfield.mn.us | 507-867-1514
Subj: Financial Policy – Fund Balance
Date: April 29, 2022

An updated draft of the Fund Balance Policy is attached for consideration.

Background: In September 2008 Council adopted a set of Financial Management Policies including, Annual Budget, Capital Goods, Debt Management, Fund Balance and Investment Management. These policies were created based on information from the MN State Auditors Office, the City of Edina, and were reviewed by Mike Bubany from David Drown and Associates as well as Kali Olstad from Smith Schafer & Associates.

Update: We are now implementing an annual review process to build awareness of our fiscal responsibilities and implement best practices to keep our policies current.

The attached draft was created by reviewing our policy and updating it with the City of Edina's most recent policy, as well as our 2021 Financial Statement.

The plan is to review each policy between now and June of 2022.

Note:

- Text highlighted in yellow indicates a recommended update to the language.
- Text with ~~strike through~~ indicates text recommended to be removed

Thank you.

I. ~~Background~~

~~In August 2007 (reviewed January 2008), The Office of the State Auditor issued a Statement of Position on Fund Balances which provided recommendations on Fund balance policies to be adopted by local governments. This statement of position is based on generally accepted accounting principles (GAAP).~~

~~At the end of February 2008, the Governmental Accounting Standards Board (GASB) released an exposure draft (ED) that proposes to substantially change how fund balance is categorized. It also proposes guidance that would modify how some of the governmental fund types are used.~~

~~This policy will provide a cross reference between the Current Classification of Fund Balance and the Proposed Classifications of Fund Balance.~~

Fund Balance Classifications: Current and Proposed

~~Current Classifications of Fund Balance~~

Proposed Classifications of Fund Balance

Fund Balance	Reserved Non-spendable	Not available for appropriation Not available for spending, either now or in the future, because of the form of the asset (e.g., inventories) or a permanent legal restriction (e.g., principal of an endowment)	
	Unreserved Spendable	Designated Restricted	Available for appropriation but intended for a specific use. Constraints on spending that are legally enforceable by outside parties.
		Designated Limited	Constraints on spending that the government imposes upon itself by high-level formal action prior to the close of the period. Resources intended for spending for a purpose set by the governing body itself or by some person or body delegated to exercise such authority in accordance with policy established by the board.
		Undesignated Assigned	Available for appropriation.

		Unassigned	Residual (general fund only)
--	--	-------------------	---

FUND BALANCE POLICIES

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

Definitions & Policies

Fund Balance - Describes the difference between assets and liabilities in the governmental funds (general fund, special revenue funds, capital project funds, debt service funds and permanent funds). This policy covers the general funds and special revenue funds unreserved fund balances.

In accordance with Government Accounting Standards Board 54, governmental fund balances are classified as follows:

- NONSPENDABLE (GAAP-Reserved)**
Definition – The nonspendable fund balance consists of amounts that cannot be spent either because it is not in spendable form or because of legal or contractual restraints, such as prepaid items. Describes the amount of a fund balance that is associated with resources such as inventories or permanent legal restrictions such as principal of an endowment.
Policy - At the end of each fiscal year, the City will report the portion of the fund balance that is not available for spending (defined by the State of Minnesota Office of the State Auditor Statement of Position on Fund Balances and the GASB Exposure Draft on Fund Balances).
- Spendable- RESTRICTED - (GAAP Part of Reserved & Unreserved- Designated)**
Definition - The amount is restricted by external creditors, grantors, contributors, laws, or regulations of other governments. fund balance category includes the portion of the spendable fund balance that reflects constraints on spending because of legal restrictions stipulated by outside parties (e.g., encumbrances for goods or services with outside parties-creditors, grantors outstanding at the end of the year, or restricted by state statutes or grant requirements placed on the use for specific purposes), Also, any legal restrictions from state statutes or grant requirements placed on the use for specific purposes.
Policy - At the end of each fiscal year, the City will maintain a Spendable-restricted fund balance equal to the amounts required to accommodate; prepaid expenditures, encumbrances or funds restricted by enabling legislation,
- COMMITTED Spendable- Limited (GAAP Unreserved- Designated)**

Definition - The ~~limited~~ fund balance **amounts** classification includes the portion of the spendable fund balance that are constrained for specific purposes that are internally imposed by the City Council through formal action and remain binding unless removed by the City Council by subsequent formal action. ~~reflects constraints that the city has imposed upon itself by a formal action of the city council~~ (for example, an ordinance or resolution passed by a city council).

Policy - At the end of each fiscal year, the City will maintain a **committed** ~~Spendable-Limited~~ fund balance for long-term loan receivables such as advances to other funds or otherwise constrained for specific purposes by City Council.

- ~~Spendable~~ **ASSIGNED** (~~GAAP Unreserved – Designated~~)

Definition - The assigned fund balance includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted nor committed. The City Council, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The council also delegates the power to assign fund balances to the city clerk. This is the portion of the ~~spendable fund balance~~ that reflects funds intended to be used by the government for specific purposes assigned by more informal operational plans (e.g. capital goods replacement - the constraint on use is not imposed by external parties or by formal council action). In governmental funds other than the general fund (special revenue funds, capital project funds, debt service funds and permanent funds), assigned fund balance represents the amount that is not restricted or committed.

Policy –

Capital Goods Replacement - At the end of each fiscal year, the City will maintain ~~Spendable~~ – A assigned fund balances portion for equipment replacement according to the City's Capital Improvement Plans. This includes funds; 801 for the general fund departments, 212 for the library, 221 for the fire department, 231 for the ambulance, 615 for CCTV as well as balances in 601 for the water department and 602 for the wastewater department.

Special Revenue Funds Cash Flow - At the end of each fiscal year, the City will maintain ~~Spendable~~ – an assigned portion of the fund balance for cash flow in a range equal to 20 – 40% of the subsequent **following** year's budgeted revenues.

- ~~Spendable~~ **UNASSIGNED** (~~GAAP Unreserved – Undesignated~~)

Definition – The unassigned fund balance is the residual classification for the positive fund balance within the General Fund which has not been classified within the above-mentioned categories as well as the negative fund balances in other governmental funds. This is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, there is a need to maintain a certain funding level. Undesignated fund balance is commonly used for emergency expenditures not previously considered. In addition, the resources classified as undesignated can be used to cover expenditures for revenues not yet received.

Policy -

Cash Flow - At the end of each fiscal year, the City will maintain ~~Spendable~~— an unassigned portion of the fund balance for cash flow in a range equal to 40 – 60% of the subsequent following year's budgeted tax revenue (Tax Levy, Local Government Aid & Market Value Credit). In addition to cash flow needs this accommodates compensated absence liability and emergency contingency concerns.

In the event that amounts designated for cash flow fall above or below the desired range, the City Clerk shall report such amounts to the City Council as soon as practical after the end of the fiscal year. Should the actual amount designated for Cash Flow fall below the desired range, the City shall create a plan to restore the appropriate levels. Should the actual amount designated for cash flow rise above the desired range, any excess funds will remain undesignated pending the Council's final decision concerning transfer to another fund. It is the policy of the City that, to the extent possible, such excess funds will be transferred to the Special Projects Fund.

~~SPENDABLE (GAAP UNRESERVED)~~

~~Describes the amount of a cash fund balance that is available for appropriation based on the constraints that control how specific amounts can be spent. Typically, a significant portion of a government's spendable resources can be spent only for specified purposes. The following categories (designations) define the revenue source and the force of the constraint on spending.~~

~~Designations should be supported by actual plans approved by either the governing body, an appropriate officer, grant providers or enabling legislation.~~

Adopted by City Council September 08, 2008.

Revisions Adopted by City Council Month, Day 2022

Adopted by the Chatfield City Council on this 8th day of September, 2008.

Curt Sorenson, Mayor

Attest:

Joel Young, City Clerk