

**Personnel/Budget Committee
Meeting Agenda
Fillmore Conference Room
June 13, 2022 - 4:30 p.m.**

1. Personnel Budget Committee June 13, 2022 4:30 p.m.
2. Review proposed Investment Policy update.
3. Ambulance Proposal
4. Budget Process Timeline / Goals
5. Performance Measurement Program
6. Center for the Arts / EDA Lease Renewal

Members Present: Councilor Mike Urban.

Members Absent: Paul Novotny.

Others Present: Steve Sarvi, Kay Wangen, Brian Burkholder & Joel Young.

SE MN Regional Transit: Steve Sarvi explained that SE MN Together is creating a regional Transit Management Organization. Goal is to raise \$200,000 – we would safeguard the funds until a consultant is in place / they would like the dollars to be segregated from other dollars. Lump sum payment of \$5,000 to compensate the city for the service. It is possible that there might be additional payment to cover legal and/or auditor fees. Recommend approval.

Fund Balance Policy Update: Kay Wangen described an update to the City's Fund Balance policy. There are no real practical changes but language has been updated to be current. - recommend approval

Polco Renewal: Recommend approval.....we need to determine what we want to know and start a routine of reaching out to the public for input.

Seasonal Help / Public Works Employees: Six people had been interviewed and Burkholder recommends hiring Ryan Nosbisch and Gage Bartels for the summer help position and he suggested that David Sladek be hired to fill in when needed. Kevin Koch is recommended to be hired for the full seasonal position. Recommend approval.



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 – Investment Management
Date: June 07, 2022

An updated draft of the Investment Management Policy is attached for your 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, our 2021 Financial Statement, section 118A Minnesota Statutes. Input was also received from Mike Bubany and Chris Boris from Northland Securities.

This is the last of the 5 policies that were scheduled for review by the end of June 2022. The Investment Management policy was scheduled for the 06/13 Personnel Budget Committee.

Please let me know if you have any questions or see anything that needs to be revised or process for committee review.

Note:

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

Thank you.

1. POLICY

Governing Authority

Legality

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Minn. Stat. § 118A. It is the policy of the City to invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands.

Investment income will be allocated annually to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

POLICY CONSIDERATIONS

EXEMPTIONS

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the Chatfield City Council.

AMENDMENTS

This policy shall be reviewed on an annual basis at the Annual Meeting. Any changes must be approved by the Chatfield City Council.

2. SCOPE

This policy applies to the investment of all funds of the City of Chatfield and Chatfield Economic Development Authority (the "City") except those (if any) which are governed in another manner by specific reference in federal, state and/or local statutes. Proceeds from certain bond issues may be covered by a separate policy to conform to federal requirements.

All assets to which this policy applies are accounted for in the City's annual Financial Statements and include;

General Fund (Governmental Fund)

Special Revenue Funds (Governmental Fund)

Debt Service Funds

Capital Project Funds (Governmental Fund)

Enterprise Funds (Proprietary Fund)

Internal Service Funds (Proprietary Fund)

Custodial Funds

Any other newly created fund

POOLING OF FUNDS

The City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration.

3. STANDARDS OF CARE

Resources: City of Edina – Financial Management Policies – Adopted 1/5/2010 (Rev 05/19/2015), David Drown & Associates, Northland Securities & Smith Schafer Certified Public Accountants and Consultants S:\Finance\Finance Policy & Procedures\Financial Mgmt Policy Working - Reference Documents\2022 06 Financial Policies Review - Investment Management - Proposed.doc

PRUDENCE

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to the City Clerk, hereinafter referred to as investment officer. Responsibility for the operation of the investment program is hereby delegated to the investment officer by the City Council, who shall act in accordance with established procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer.

4. INVESTMENT GENERAL OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield return on investment:

Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio, through diversification and maturity limitations for each pool of fund of investments. The objective will be to mitigate credit risk and interest rate risk.

CREDIT RISK

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in section VII identified as authorized in section 5 of this investment policy

- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with those defined in Section ~~V~~ 7 of this investment policy.
- Diversifying the investment portfolio so that the impact of price fluctuations from any one type of security or from any one individual issuer will be minimized in accordance with section 9 of this investment policy.

INTEREST RATE RISK

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in money market checking accounts, shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section ~~VIII~~ 8).

LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring The portfolio will be structured so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist of some securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

Yield Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- Liquidity needs of the portfolio require that the security be sold.

5. ~~SUITABLE AND~~ AUTHORIZED INVESTMENTS

Investment Types

Consistent with Minn. Stat. § 118A, the following investments will be permitted by this policy:

UNITED STATES SECURITIES (§ 118A.04 SUBD. 2)

Public funds may be invested in governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or

are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.

MONEY MARKET FUNDS

Money market funds consisting of United States Treasury Obligations and/or Federal Agency Issues and/or repurchase agreements as long as it is rated AAA by two rating agencies.

STATE AND LOCAL SECURITIES (§ 118A.04 SUBD. 3):

- (1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
- (2) any security which is a revenue obligation of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- (3) a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency.
- (4) any security which is an obligation of a school district with an original maturity not exceeding 13 months and rated in the highest category by a national bond rating service or enrolled in the credit enhancement program.

COMMERCIAL PAPERS (§ 118A.04 SUBD. 4):

Funds may be invested in commercial papers issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.

TIME DEPOSITS (§ 118A.04 SUBD. 5):

Time deposits (brokered) that are fully insured by the Federal Deposit Insurance Corporation or bankers acceptances of United States banks (excluding local time deposits that are fully collateralized as addressed in M.S. 118A.03.

FULLY COLLATERALIZED DEPOSITS

Certificates of deposit and other evidences of deposits at financial institutions that are fully collateralized as required by state statute.

6. SAFEKEEPING AND CUSTODY

Safekeeping

~~When investments purchased by the City are held in safekeeping by a broker/dealer, they must provide asset protection of \$500,000 through the Securities Investor Protection Corporation (SIPC) and additional supplemental insurance protection of an amount greater than the total value of the City's account at that broker-dealer.~~

Consistent with Minn. Stat. § 118A.06(a), Investments may be held in safekeeping with;

- (1) Any Federal Reserve Bank,
- (2) Any bank authorized under the laws of the United States or any state to exercise corporate trust powers, including, but not limited to, the bank from which the investment is purchased;

(3) A primary reporting dealer in United States government securities to the Federal Reserve Bank of New York or;

(4) A securities broker-dealer, or an affiliate of it, that meets the following requirements:

- a. It is registered as a broker-dealer under chapter 80A or is exempt from the registration requirements;
- b. It is regulated by the Securities and Exchange Commission; and
- c. It maintains insurance through the Securities Investor Protection Corporation or excess insurance coverage in an amount equal or greater than the value of the securities held.

The City's ownership of all securities in which the fund is invested must be evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number or other distinguishing marks.

Collateralization

In accordance with M.S. 118A.03 on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

7. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, BROKER/SECURITY DEALERS, AND CONSULTANTS

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 in total assets and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker certification form (annual) (not applicable to Certificate of Deposit counterparties)
- Certification of having read and understood and agreeing to comply with the City's investment policy.

The broker/dealer must sign the Broker Notification and Certification form required by Minnesota Statutes 118A, including this investment policy, prior to any investment transaction with the City. The Broker Notification and Certification must be updated annually.

8. INVESTMENT PARAMETERS

DIVERSIFICATION

The investments shall be diversified by:

- limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and collateralized deposits),
- limiting investment in securities that have higher credit risks,
- investing in securities with varying maturities, and
- investing a portion of the portfolio in readily available funds such as local government investment pools or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

MAXIMUM MATURITIES

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than an average expected life of ten (10) years from the date of purchase or in accordance with state and local statutes and ordinances.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

COMPETITIVE BIDS

The investment officer shall consider multiple competitive offerings on all purchases of investment instruments purchased. The investment officer shall have no obligation to purchase and may decline on any or offerings.

9. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

10. PERFORMANCE STANDARDS

Resources: City of Edina – Financial Management Policies – Adopted 1/5/2010 (Rev 05/19/2015), David Drown & Associates, Northland Securities & Smith Schafer Certified Public Accountants and Consultants S:\Finance\Finance Policy & Procedures\Financial Mgmt Policy Working - Reference Documents\2022 06 Financial Policies Review - Investment Management - Proposed.doc

The City's cash management portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which will be the average return on three-month U.S. Treasury bills. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return.

11. REPORTING

METHODS

The City Clerk's Office shall prepare an investment report quarterly. This report will be prepared in a manner which will allow the City to ascertain whether investment activities conform to the investment policy. The report should be provided to the City Council. The report will include the following:

- Listing of investments by maturity date
- Average weighted yield
- Percentage of the total portfolio by institution
- Percentage of the total portfolio by length of time to call/maturity.

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

Curt Sorenson, Mayor

Attest:

Joel Young, City Clerk

Adopted by City Council September 08, 2008

Amendment Adopted by City Council Month Day, 2022

INTEROFFICE MEMORANDUM

TO: PERSONAL/BUDGET COMMITTEE
FROM: ROCKY BURNETT
SUBJECT: NEW AMBULANCE
DATE: 6/7/2022

Background: We held back trading our 2010 ambulance 2 years ago because of budget issues. Then planned to replace it in 2025 to get our capital plan back on track, doing this would push our current trucks to a 15-year replacement and then back to ten after these two trucks. With concerns of keeping an ambulance for more than 10 years and with the long lead times I would like to start the conversation of trading in our 2010 Ford type III.

I have invited Chris Efta from fire Safety USA to be on hand to present the benefits there might be to purchasing a truck that they have on order for a demo. The truck they have on order is really close to the layout that we currently have and like. I have attached the proposal and spec sheet for your reference.

Thanks for the opportunity to start the conversation.

Rocky



FIRE SAFETY USA, INC.

3253 19TH STREET NW
ROCHESTER, MN 55901

TOLL-FREE: 1-877-699-3473

PHONE: 507-529-8444

FAX: 507-529-8111

WWW.FIRESAFETYUSA.COM



Proposal Pricing for
Chatfield Ambulance Service

Leader Custom Ambulance

2023 Ford F-550 2 Door 4x4 Diesel Chassis with Custom 173" Mod Body

Price includes complete specification

Proposal Pricing \$267,589.00

Proposal Includes the following added at Fire Safety USA:

FOB to Chatfield, MN

PDI

Heavy Duty Grill Guard

Radio Installation

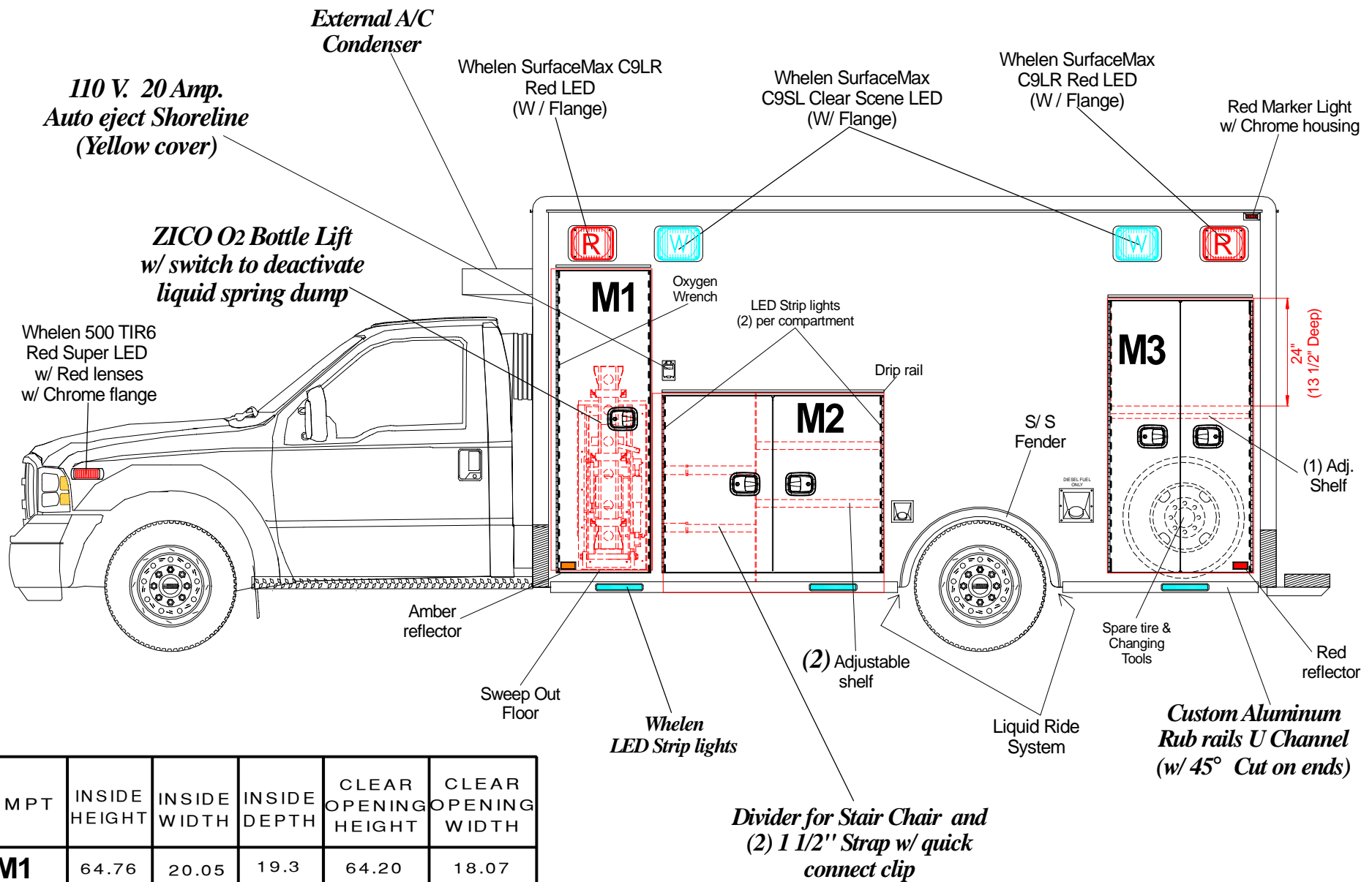
Stryker Power Load Installation

Graphic Allowance of \$4,500.00

Note: Lead Times vary and estimated delivery is 12-15 month from date of order

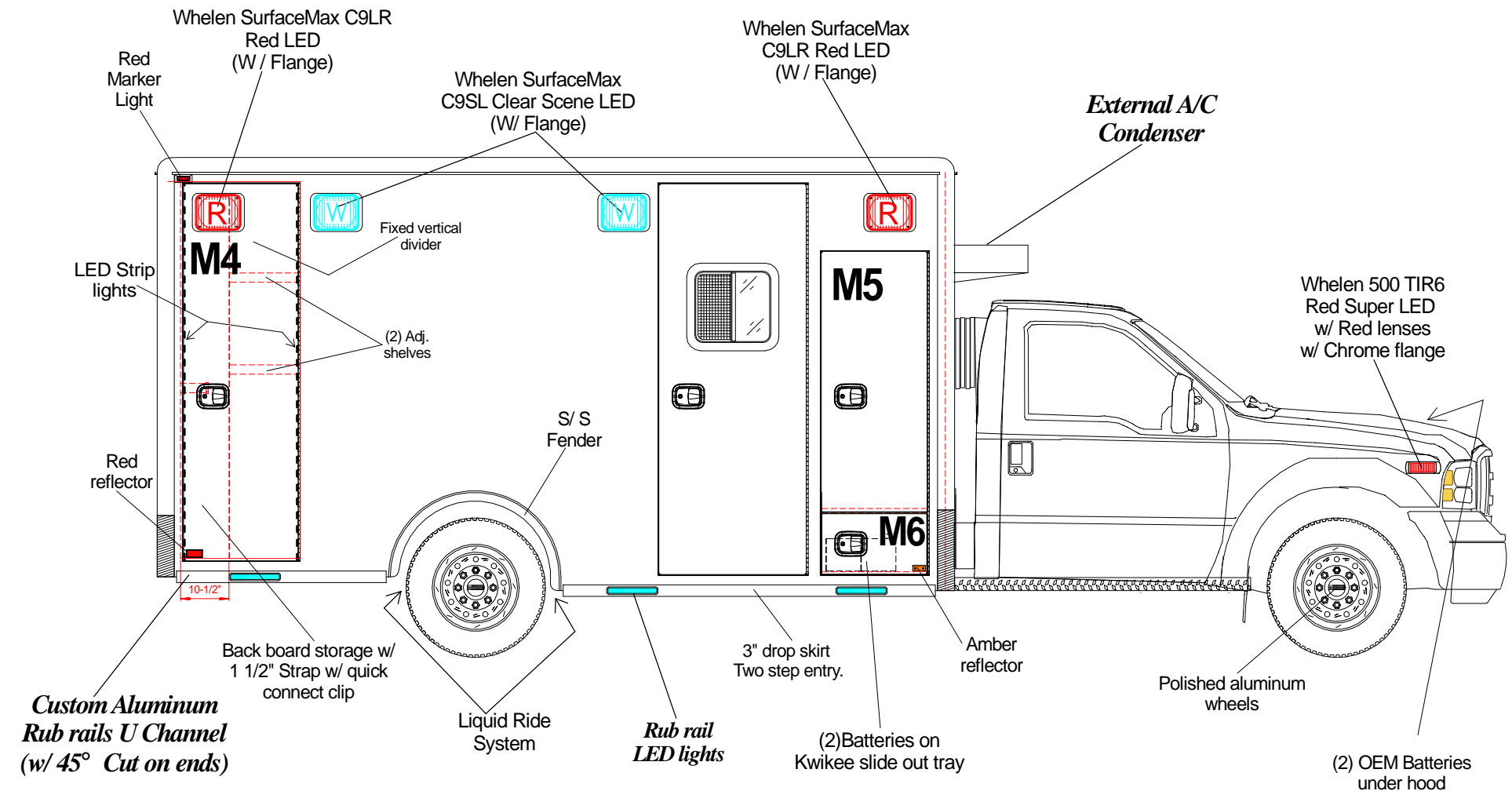
Authorized Signature: _____

Date: _____



COMPT	INSIDE HEIGHT	INSIDE WIDTH	INSIDE DEPTH	CLEAR OPENING HEIGHT	CLEAR OPENING WIDTH
M1	64.76	20.05	19.3	64.20	18.07
M2	43.01	45.05	19.3	39.95	42.76
M3	61.76	38.36	19.3	61.20	35.51

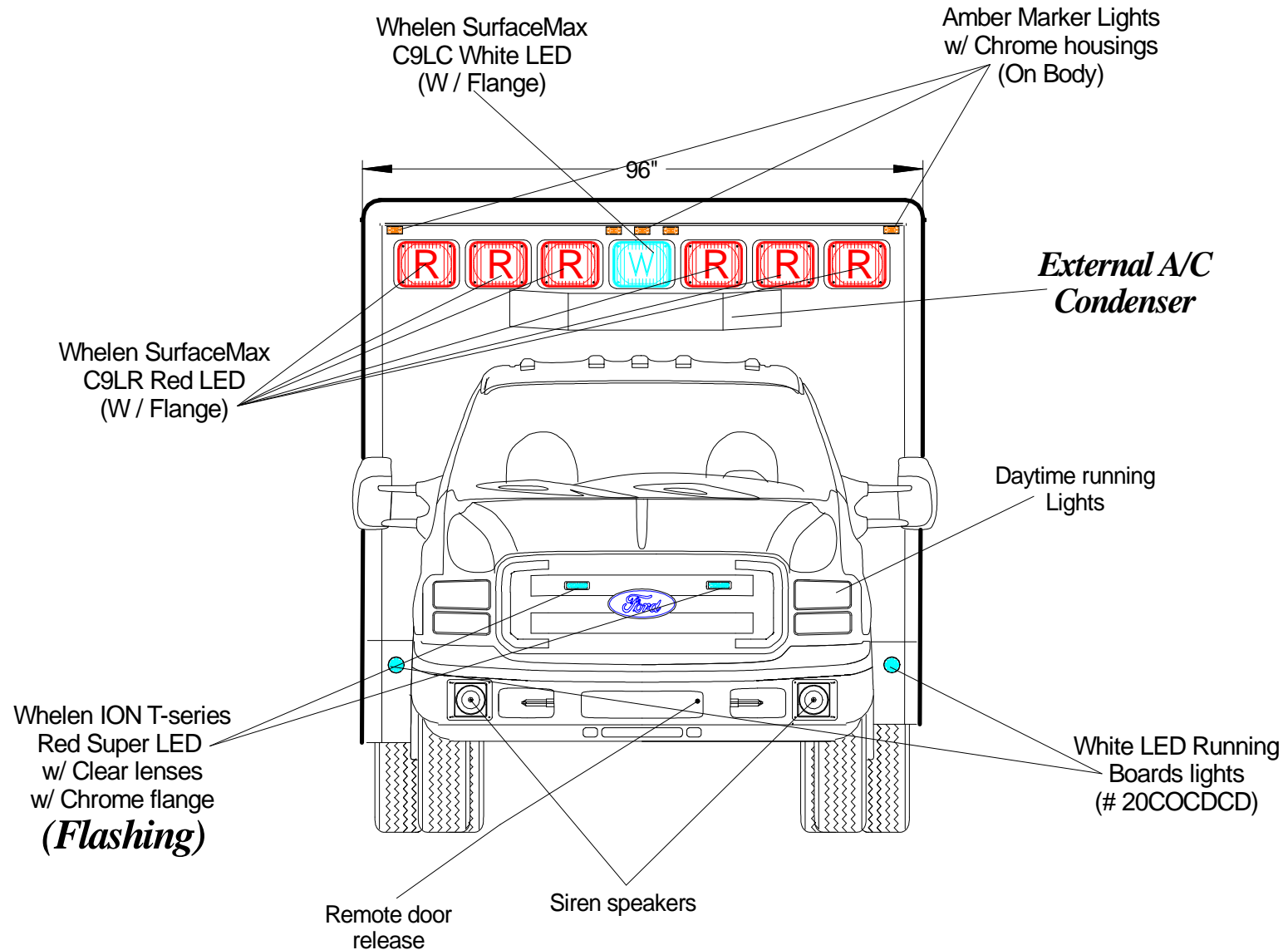
Note: All dimensions are approximate and subject to change.
10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880



COMPT	INSIDE HEIGHT	INSIDE WIDTH	INSIDE DEPTH	CLEAR OPENING HEIGHT	CLEAR OPENING WIDTH
M4	83.45	26.05	19.3	82.88	23.20
M5				51.014	22.57
M6	16.01	24.08	19.3	15.45	22.57

Note: All dimensions are approximate and subject to change.
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FSUSA DEMO #2 2022 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Front Exterior

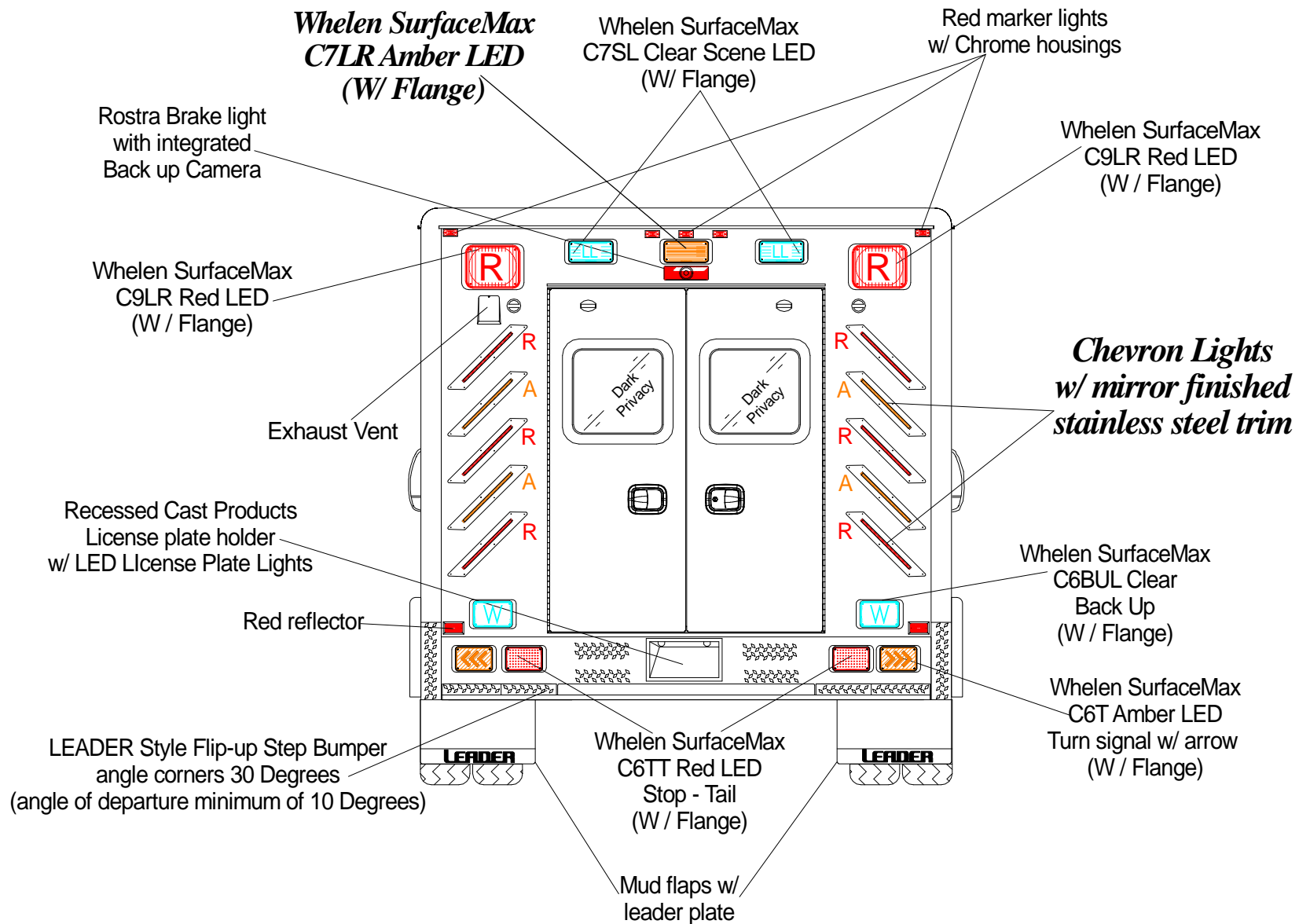
Drawn By: Jorge M.

Date: March - 2022

LE- #3



FSUSA DEMO #2 2022 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Rear Exterior

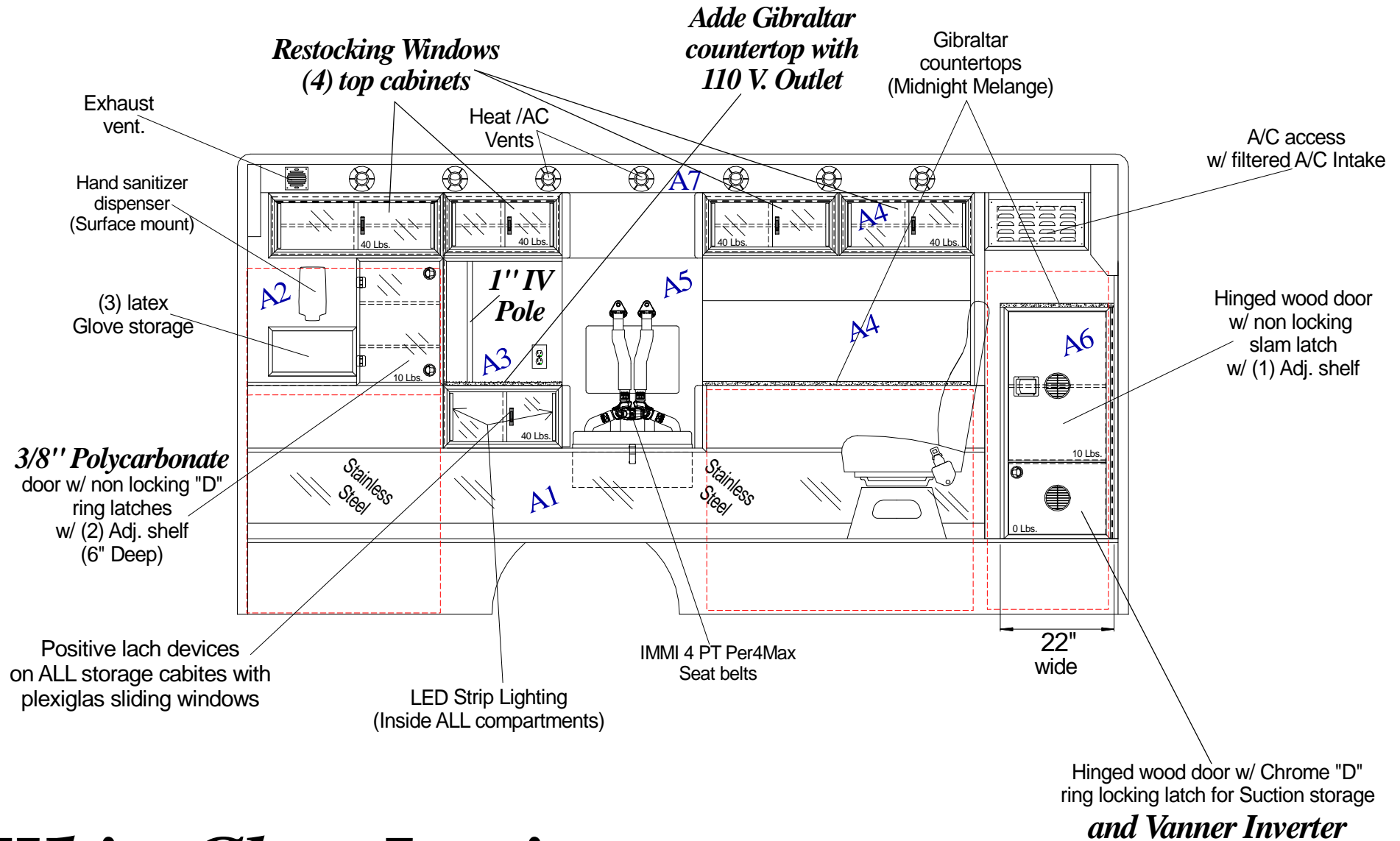
Drawn By: Jorge M.

Date: March - 2022

LE- #4



FSUSA DEMO #2 2022 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



White Gloss Laminate

Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Street wall Interior

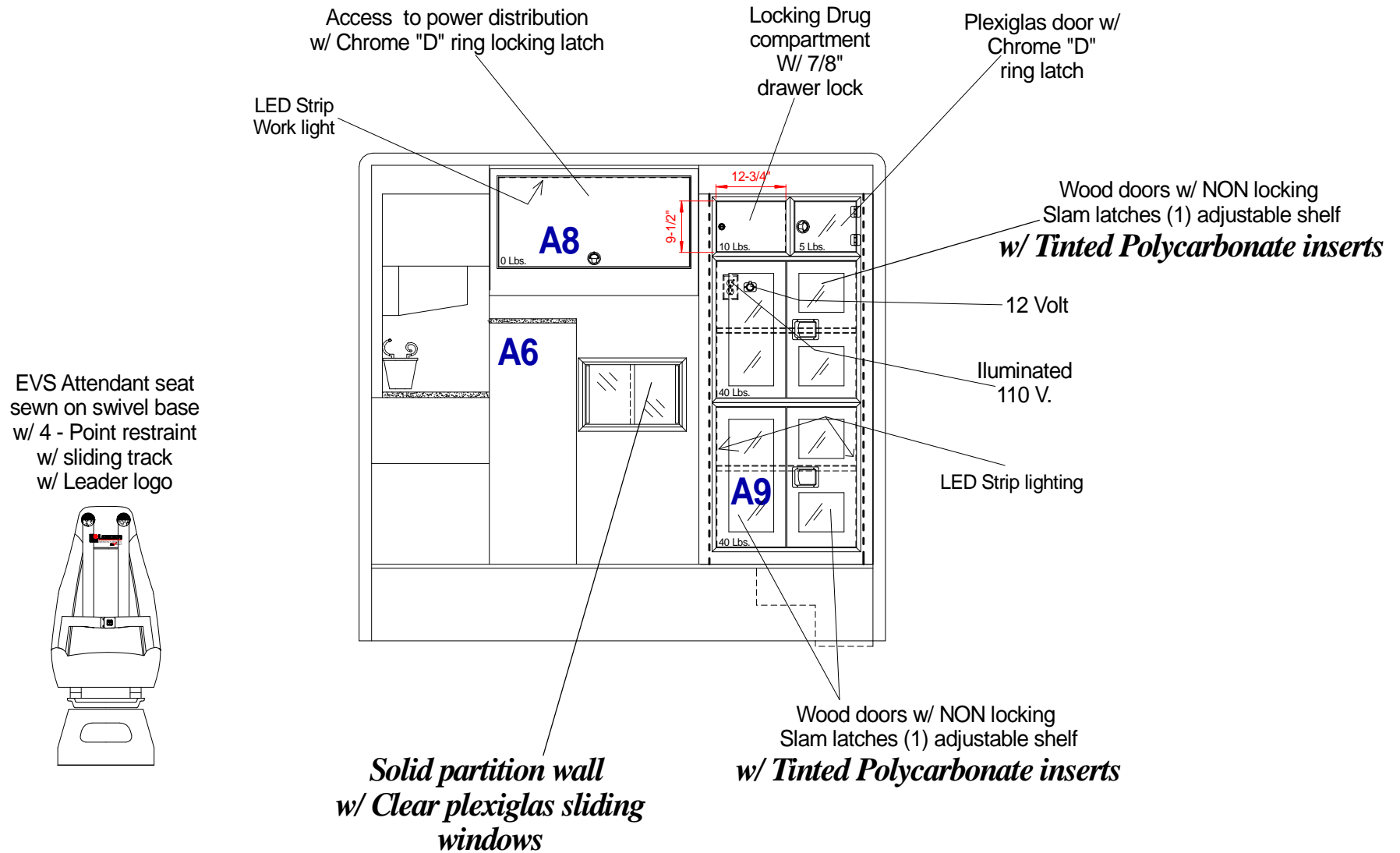
Drawn By: Jorge M.

Date: March - 2022

LE- #5



FSUSA DEMO #2 2022 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Bulkhead wall Interior

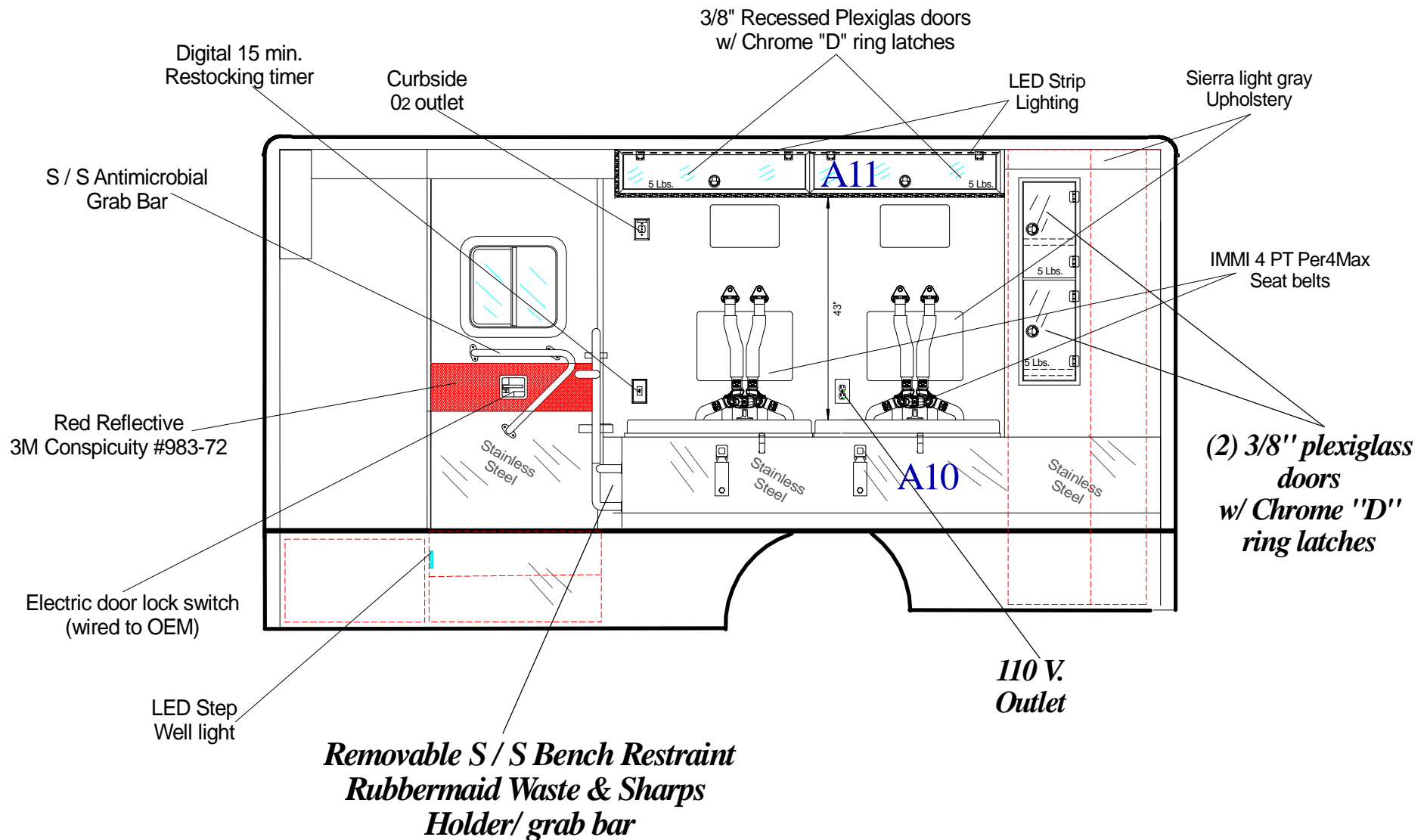
Drawn By: Jorge M.

Date: March - 2022

LE- #6



FSUSA DEMO #2 2022 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Curbside Interior

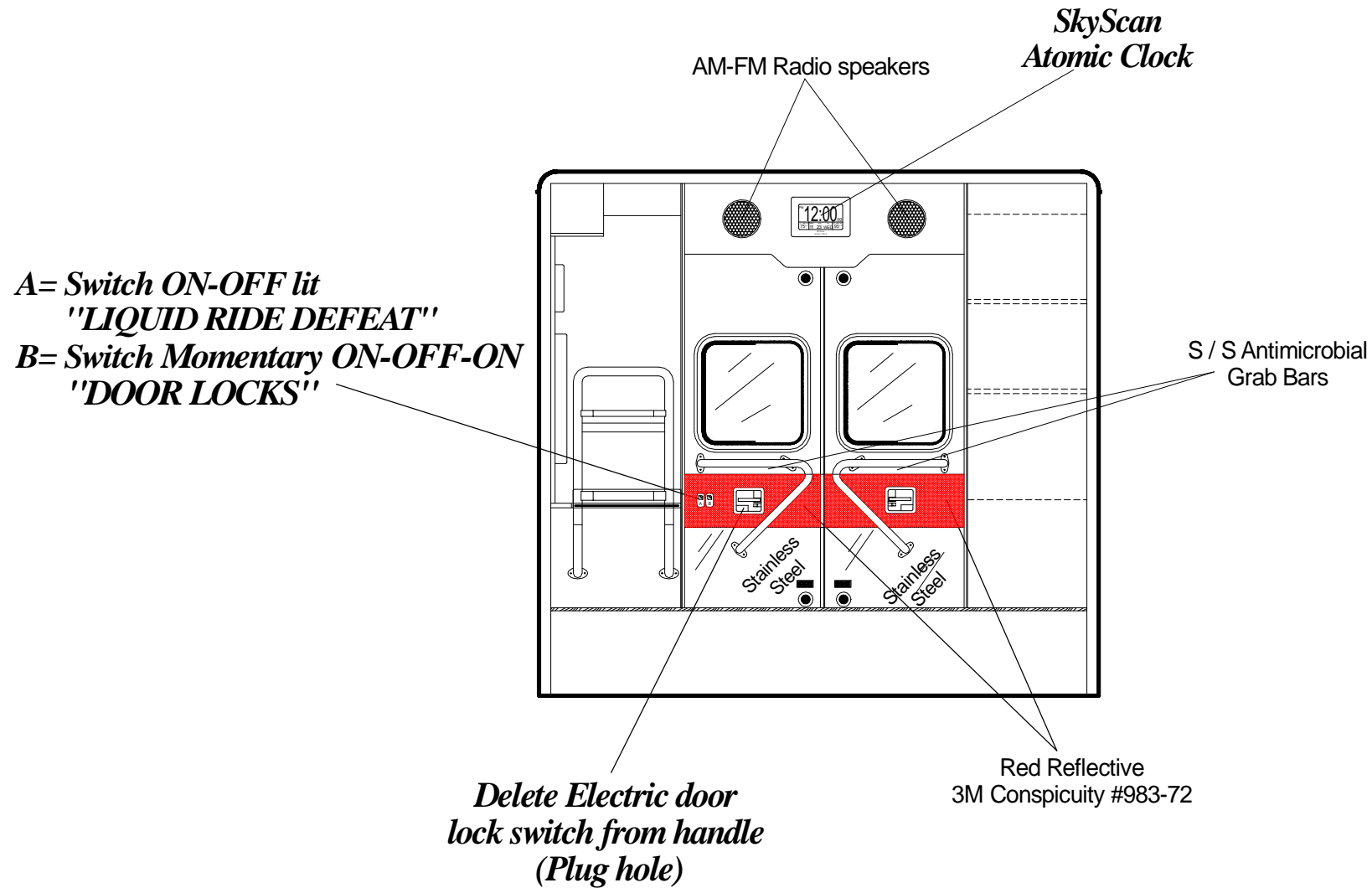
Drawn By: Jorge M.

Date: March - 2022

LE- #7



FSUSA DEMO #2 2022 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Rear Interior

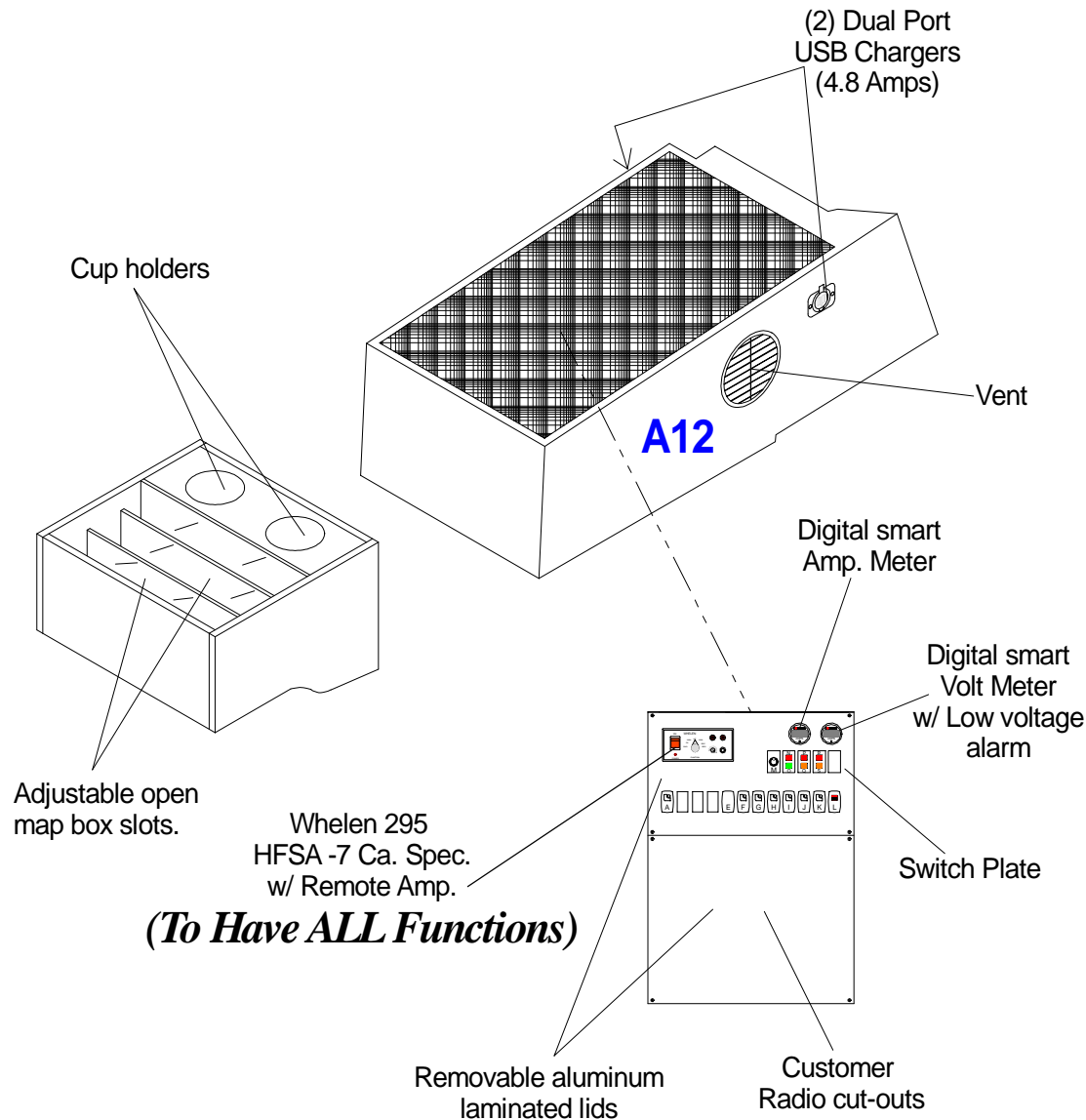
Drawn By: Jorge M.

Date: March - 2022

LE- #8



CUSTOM CONSOLE



SWITCHES

- A. PRI- SEC- LIT RED/ AMBER LED
- B. BLANK
- C. BLANK
- D. BLANK
- E. BACK UP ALARM-RESET TYPE-MOM. ON (NON LIT)
- F. LEFT SCENE WHITE LIT LED
- G. REAR SCENE WHITE LIT LED
- H. RIGHT SCENE WHITE LIT LED
- I. PATIENT DOME 3-WAY - LIT AMBER LED
- J. PATIENT HEAT A/C 3-WAY - LIT BLUE LED
- K. MOD. DISCONNECT - GREEN LIT LED
- L. EMERGENCY START, ON-OFF GUARDED (NON LIT)
- M. DIMMER KNOB

PILOT LIGHTS

- N. PILOT LIGHT - EMERGENCY START RED LED
- O. PILOT LIGHT - MASTER ON GREEN LED
- P. PILOT LIGHT - DOOR OPEN RED LED
- Q. PILOT LIGHT - COMP. OPEN AMBER LED
- R. PILOT LIGHT - PARKING BRAKE RED LED
- S. PILOT LIGHT - LOW VOLTAGE AMBER LED

Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Cab Console.

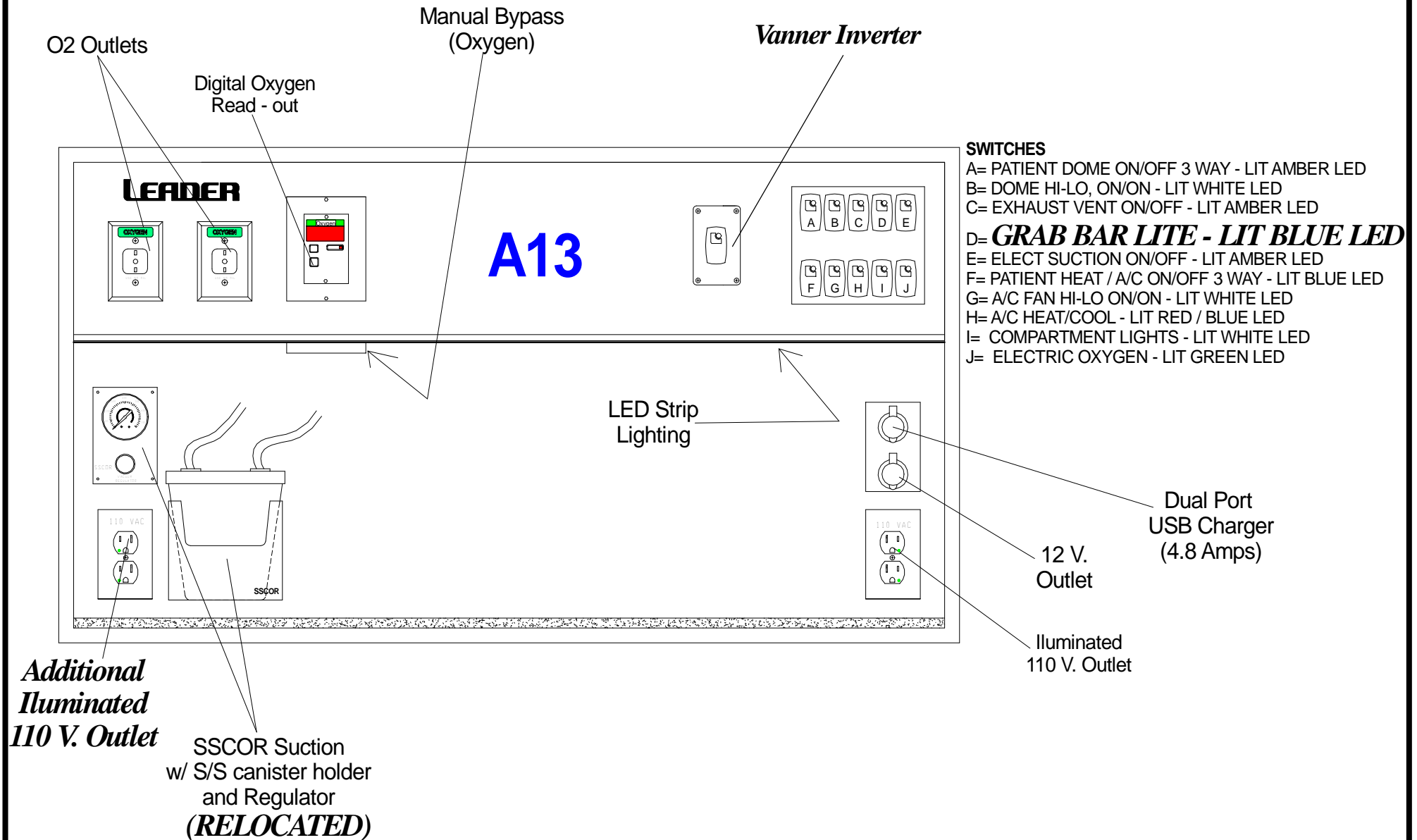
Drawn By: Jorge M.

Date: March - 2022

LE- #9



FSUSA DEMO #2 2022 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Switch Panel

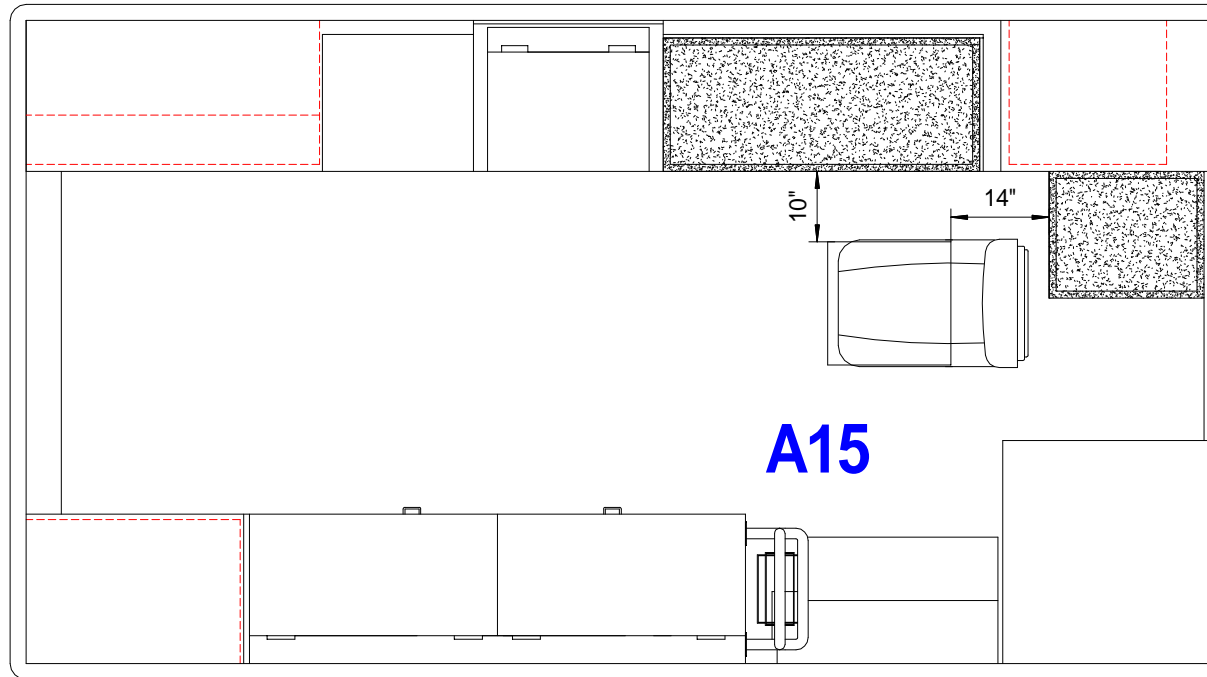
Drawn By: Jorge M.

Date: March - 2022

LE-#10



FSUSA DEMO #2 2022 | 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Overhead Floor

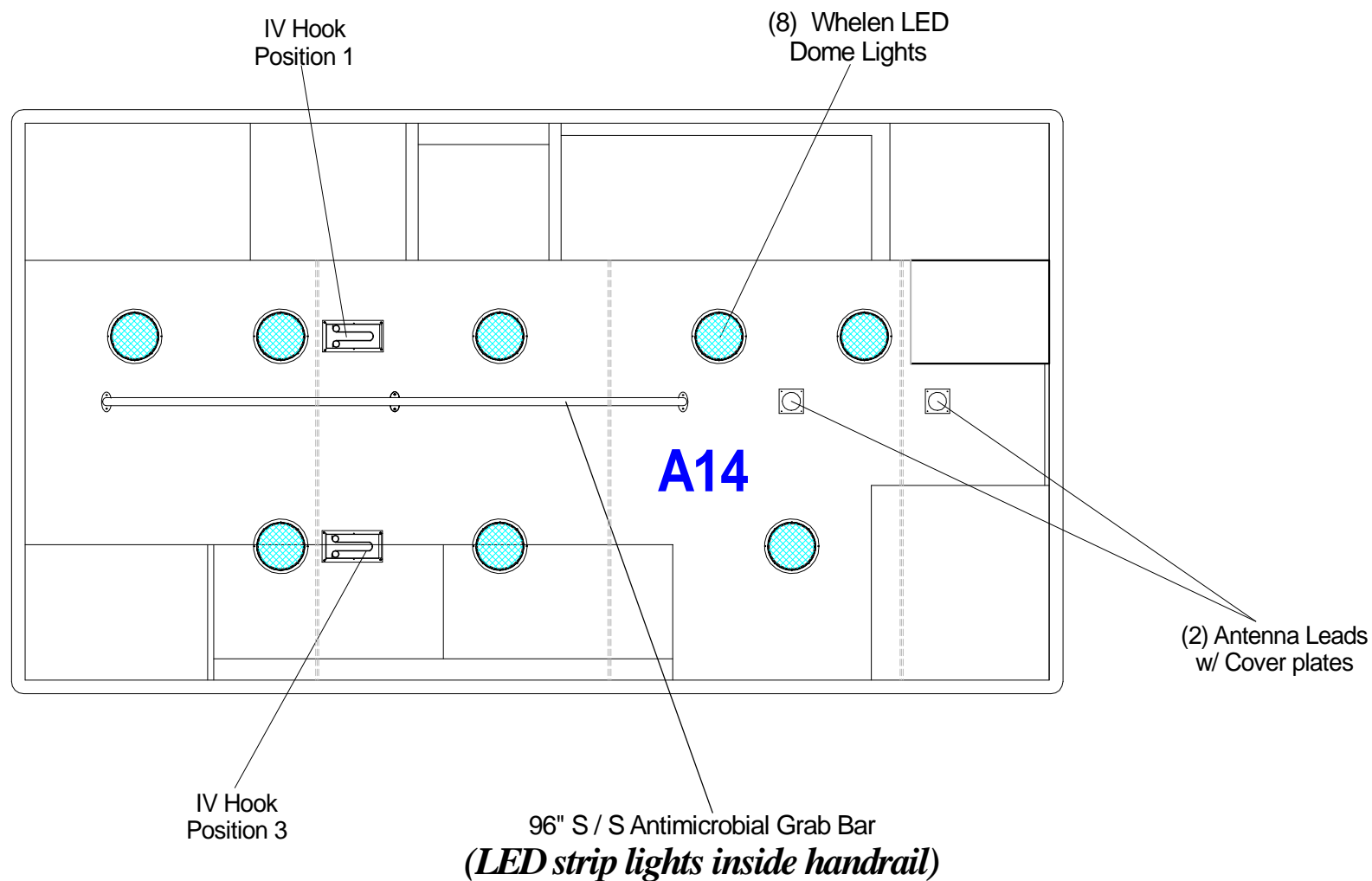
Drawn By: Jorge M.

Date: March - 2022

LE- #11



FSUSA DEMO #2 2022 96" X 173" Module on Ford F-550 193.3" WB, 72" Headroom



Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

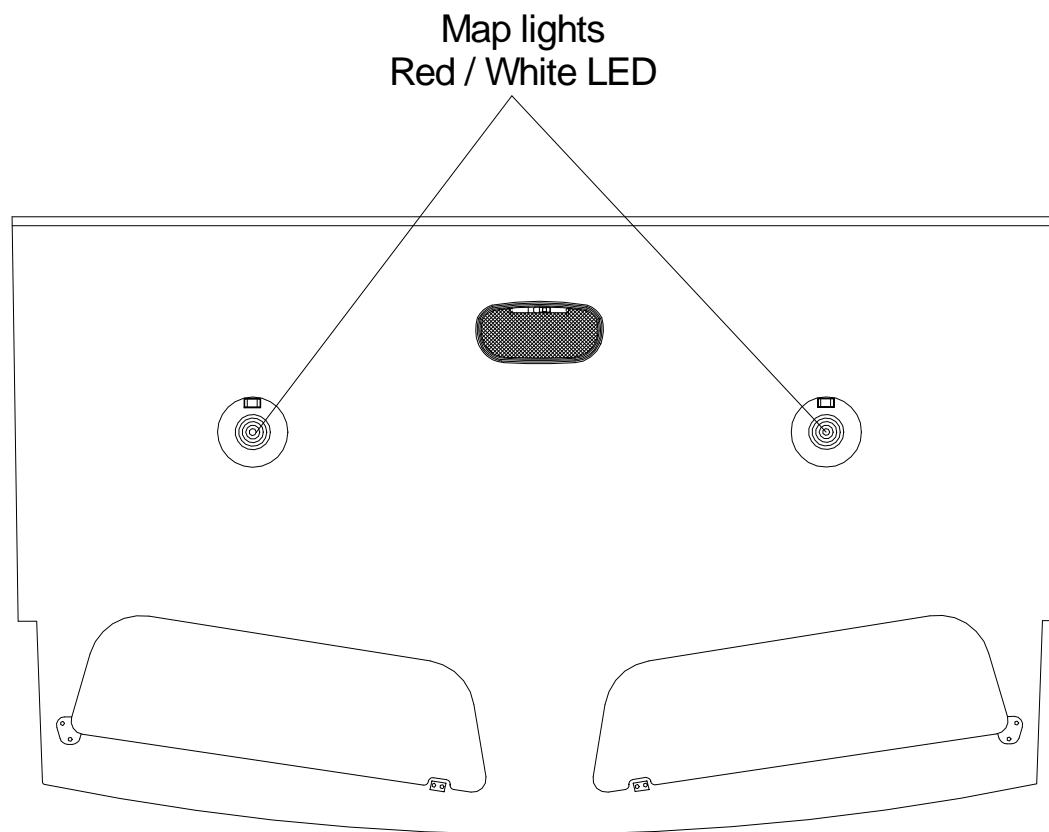
VIEW:

Drawn By: Jorge M.

Date: March - 2022

LE-#12





Note: All dimensions are approximate and subject to change.

10941 Weaver Ave., So. El Monte, CA 91733 phone. (626) 575-0880

VIEW: Overhead console & Sw's

Drawn By: Jorge M.

Date: March - 2022

LE- 13



Sales Order



4/1/2022

FSUSA - DEMO #2**L 3232**

Alan Try
10941 Weaver Ave
So. El Monte, CA 91733

916-761-5071

3253 19th Street
Rochester, MN 55901
Chris Efta

(218) 536-0197

VIN :

Parent Job 3232

Quoted by: David Bakey

Itemnumber Description

1. 0 RECAP SECTION

10 - BASE SECTION

10. 0 10 - BASE SECTION

10. 1 Prep modular and misc

10. 51 Ford Type I 96/173" "LE" w/ 72" headroom, Base Conversion
(NOTE: Conversion Based On Ford F-550 4x2 Diesel Chassis)

10. 880 (2022) Ford F-550 4x4 DRW Reg Cab, 193"WB,108CA, XLT Turbo Diesel
NOTE: When using an F-Series Chassis for Re-Mounts Cab to Axle and Wheelbase dimensions must be approved by Engineering First.

- Engine: 6.7L Scorpion, Pwr Stroke V-8 Turbo Diesel
- Transmission: Ford Torque shift, 10 Speed Automatic
- 98R Operator Command Regeneration
- GVWR: 18,000 pounds,
- Engine Block Heater
- Cab Interior Color: Gray
- F-Series 193 wheelbase
- Cab Seats, Driver/Pass: F1 OEM Captains Chair - Cloth
- Transfer Case: Electronic-Shift-On-the-Fly (4x4 only)
- Brakes, F-4/550: 4-Wheel Disc/Anti-lock, Power Assist
- Cab Door Locks: Power
- Floor Pedals: Brake and Accelerator, Adjustable 62M
- Daytime Running Lights: Ford OEM
- Shock Absorbers: OEM, HD Gas Type, 1.38 inch
- Front stabilizer (Sway) Bar: OEM
- Fuel Tank: 40 Gallon, Aft Axle, Fords
- Tire, SPARE: Matching, Random Make - Ship Loose
- Jack and Tire Tools: Ship Loose
- Tires: F-4/550, All season, Random Mk, 225/70 R19.5, LR F
- DEF Urea Surcharge, Emission Compliance Fill up
- 47L - Ambulance Prep Package - F-Series
- Throttle: Ford High Idle
- Alternators Dual (OEM) Motorcraft Ford 67B - 397 Amps
- Audio: AM/FM MP3 player w/ (5) speakers
- 8" LCD Touchscreen w/ Swipe Capability
- Ford SYNC 3
- Keyless Entry Keypad (drivers door only)
- Side Mirrors, OEM Pwr Glass, Heated, Telescopic
- Polished Aluminum Front and Rear Outer Wheels

Chassis will be a 2023 Model Year (Pricing subject to change at Fords Discretion)



4/1/2022

FSUSA - DEMO #2**L 3232**

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916-761-5071

3253 19th Street
Rochester, MN 55901
Chris Efta

(218) 536-0197

VIN :

Parent Job 3232

Quoted by: David Bakey

Itemnumber Description

11 - BASE SECTION - OPTIONS

11 . 0 11 - BASE SECTION - OPTIONS

11 . 1 FSUSA - DEMO #2 DEMO #2

20 - PRE TAX

20 . 0 20 - PRE TAX

20 . 1 ~~DMV Processing & Doc Fees~~

21 . 0 21 - PRE TAX - OPTIONS

30 - AFTER TAX

30 . 0 30 - AFTER TAX

30 . 30 Dealer Discount.

30 . 60 (2023) MANUFACTURES CREDIT (Must supply an Active FIN code to qualify) PLEASE NOTE ! FORD, CHEVY, CHRYSLER, RESERVES THE RIGHT TO CHANGE or REVOKE THESE CREDITS AT ANY TIME.

Ford has not released 2023 Manufacturers Credits (GPC). May be released in August, 2022.

31 . 0 31 - AFTER TAX - OPTIONS

40 - COMPLIANCE

40 . 0 40 - COMPLIANCE

40 . 1 KKK-A1822F Data Labels (w/ Letter of Exception if required)

41 . 0 41 - COMPLIANCE - OPTIONS

50 - CHASSIS ITEMS STANDARD

50 . 0 50 - CHASSIS ITEMS STANDARD

50 . 1 Wheel Alignment Toe-In Verification



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50 . 2 Headlight Aim Verification

50 . 3 Alternator Single, OEM

50 . 4 Batteries Dual, OEM

50 . 5 Fuel, fill fuel tank.
Fuel: Do not fill past 1/4 Tank

50 . 6 Fast Idle System (Diesel Engine)

50 . 7 Liquid Spring Suspension:
-Liquid Rear Suspension Decal Installed
-Kneeling Feature: Enable Switch Located in Cab
-Kneeling Feature: Activated by streetside rear entry door. (Requires door switch)
(REV) Installation

NOTE: If the optional Hydraulic Oxygen Bottle Lift is installed, the kneeling suspension will not dump when the Oxygen compartment door is open and will only dump when the door is closed.

See Item #: 5121 & 8393

51 . 0 51 - CHASSIS ITEMS OPTIONS

60 - MODULAR BODY ITEMS - STANDARD

60 . 0 60 - MODULAR BODY ITEMS - STANDARD

60 . 1 Modular Body, Dimensions: 96" wide x 173" long x 72" Headroom

60 . 2 The module body shall be constructed to provide a minimum fifteen (15) year warranty.

60 . 3 Module body shall have an additional (5) year warranty when remounted by an approved remount facility.

60 . 4 The corner post shall be extruded aluminum (6063-T5 alloy).

60 . 5 The roof corners shall be extruded aluminum (6063-T6 alloy).

60 . 6 The exterior wall and roof tubes shall be min (2) inch square with min .125 wall thickness, located on twelve (12) inch centers.

60 . 7 In addition to the vertical wall supports there shall be a horizontal beam, located in the beltline area.

60 . 8 Gusset supports shall be provided.

60 . 9 The exterior body panels shall be 5052-H32 alloy.



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Itemnumber Description

- | | | |
|------|----|--|
| 60 . | 10 | The thickness required for exterior body panels is:
-Side, front, and rear walls: .125
-Roof panels: .090
-Floor panels: .063 |
| 60 . | 11 | Floors shall be aluminum beams covered by aluminum sheeting. |
| 60 . | 12 | All exterior aluminum body panels shall be attached to the structural supports via high performance polyurethane two sided tape. |
| 60 . | 13 | Each body panel shall be welded to horizontal frame members, roof extrusions, and vertical corner posts. |
| 60 . | 14 | The door skin and edges shall be formed from a single sheet of aluminum |
| 60 . | 15 | Outer Door panels are aluminum .125 aluminum. |
| 60 . | 16 | Each door shall include an internal extrusion for added reinforcement. |
| 60 . | 17 | An inner door pan shall fit flush with the inner edges of the door. |
| 60 . | 18 | All doors shall have full-length stainless steel hinges. |
| 60 . | 19 | Body incorporates smooth exterior body skin folded into door jambs. |
| 60 . | 20 | Must have full seat travel in the cab. |
| 60 . | 21 | A minimum of (6) five Mounting platforms shall be attached along the chassis frame rail for a total of (12) twelve. |
| 60 . | 22 | Each of the module body access doors shall include window cut-outs. |
| 60 . | 23 | Stainless steel splash shields installed on the lower front face of the module body just aft of the cab access doors. |
| 60 . | 24 | Rear kick plate made out of polished aluminum Diamond plate |
| 60 . | 25 | (4) Aluminum diamond plate corner caps - 14" high |
| 60 . | 26 | Cab Running Boards, polished aluminum NFPA diamond plate w/ mud flap. |
| 60 . | 27 | Drop Skirt, Curb side forward w/ (2) step entry |



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Itemnumber Description

60 . 28 PASS THROUGH: Pass through access from the module to the cab shall be provided. The cab shall not be rigidly fastened to the modular body. A Flexible, Accordion, shaped cell rubber bellows, custom made for the opening shall be provided to tie the cab to the module.

60 . 29 Polished Aluminum rear fender flares around each rear wheel well opening.

61 - MODULE ITEMS - OPTIONS

61 . 0 61 - MODULE ITEMS - OPTIONS

61 . 1 CHEVRON LIGHT SLOTS:
Revo to cut (10) angled slots on outer rear body panels for install of (5) LED lights per side.
(REVO)
See Item #: 4002

67 - EXTERIOR COMPARTMENTS - STANDARD

67 . 0 67 - EXTERIOR COMPARTMENTS - STANDARD

67 . 1 All exterior compartments will be constructed out of polished aluminum diamond plate

67 . 2 M1-STREETSIDE FRONT COMPARTMENT
This area shall be accessed through a single outside hinged door.
The compartment shall house the vehicles primary O2 cylinder.
The compartment shall be vented to the outside.
Vertical track for mounting of a QRM-V O2 bottle mount shall be welded on the #2 wall of the compartment
(See drawings for compartment sizes)
See Item #: 68.1 & 8393

67 . 3 M2-STREETSIDE INTERMEDIATE COMPARTMENT
This area shall be accessed through a pair of hinged doors
The compartment will have one (1) adjustable shelf
(See drawings for compartment sizes)
See Item #: 68.2

67 . 4 M3-STREETSIDE REAR COMPARTMENT
This is a ¾ height compartment.
This area shall be accessed through a pair of hinged doors.
The upper most 24" portion will be partial depth, backing to interior cabinets, the lower portion will be full depth.
The compartment will have one (1) adjustable shelf
This compartment will house spare tire and changing tools in the lower full depth area.
(See drawings for compartment sizes)



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Itemnumber	Description
67 . 5	M4-CURBSIDE REAR COMPARTMENT This area shall be accessed through a single hinged door The compartment will be configured to accommodate backboards and vertical equipment on the left side and a stair chair and equipment storage on the right. It will have a single fixed divider and two (2) adjustable shelves Supply (2) 1-1/2" Black strap w/ quick release clip for Backboard storage on the #1 wall and Stair Chair storage. (See drawings for compartment sizes) See Item #: 2003
67 . 6	M5-CURBSIDE FRONT (UPPER) COMPARTMENT This area shall be accessed through a single hinged door. Interior / exterior ALS access. (See drawings for compartment sizes)
67 . 7	M6-CURBSIDE FRONT (LOWER) COMPARTMENT Battery Compartment: This compartment shall be accessed through a single hinged door. This compartment will house (2) batteries on a slide out tray. This compartment requires venting. (See drawings for compartment size)
68 - EXTERIOR COMPARTMENTS - OPTIONS	
68 . 0	68 - EXTERIOR COMPARTMENTS - OPTIONS
68 . 1	M1 EXTERIOR COMPARTMENT MODIFIED: -Delete Vertical track (uni-strut) inside M1compartment Refer to option #8393
68 . 2	M2 EXTERIOR COMPARTMENT MODIFIED: -Add (1) additional adjustable shelf, for a total of (2) -Add (1) verticle aluminum divider -Add (2) 1 1/2" Black straps w/ quick connect clips NOTE: Stairchair to be stored in forward section of compartment Refer to prints
69 - CHASSIS - MODULAR MODIFICATIONS @ LEADER - STANDARD	
69 . 0	69 - CHASSIS - MODULAR MODIFICATIONS @ LEADER - STANDARD
69 . 1	All exterior compartments shall have black rubber matting on compartment bottoms and shelves
69 . 2	Interior LED Lighting in all exterior compartments with the exception of the M5 battery compartment, (2) verticle LED strip lights incased in aluminum extrusion from top to bottom located on backside of door jam.
69 . 3	Install exterior flush mount paddle handle assembly in Entry and Compartment doors (Excluding Nader Pins & Latches). Tri/Mark cast metal chrome plated and buffed to a high luster finish , keyed alike #2002. Rear Entry doors shall be equipped with manual safety release latches at top and bottom of doors.



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Itemnumber	Description
69 . 4	Recessed license plate holder (Cast Product) w/ LED light (See Print for Location)
69 . 5	Install individual rear mud flaps behind each set of rear wheels.
69 . 6	All patient compartment entry doors shall have red reflectors in the lower corner (interior)
69 . 7	Exterior of modular shall have rectangular reflectors, amber in the lower corners in front, red in lower corners in rear
69 . 8	Power activated door locks installed on patient compartment access doors, activated by cab (OEM) door lock switches, and patient comp. access door lock switches - mounted in bezels See Item #: 7110
69 . 9	Install (2) tow hooks under rear of vehicle, attach to bumper frame
69 . 10	The rear of the vehicle shall be equipped with a Leader step/bumper assembly. The center section of the rear step bumper shall be constructed of aluminum w/ star punched safety grip, and hinged to assist in patient loading. Both end caps covered in fixed polished aluminum diamond plate with 30 degree tapered ends. Angle of Departure to be a minimum of 10 degrees.
69 . 11	Install Fixed windows in the (2) rear patient access doors, and (1) sliding window in side access door. All (3) windows shall feature a dark privacy tint
69 . 12	Side Entry Door and Exterior Compartment Doors shall have gas-filled hold opens.
69 . 13	Rear Entry doors shall have Grabber style hold open devices.
69 . 14	Polished Stainless Steel lower body rub rails installed on each side of the Module body. See Item #: 70.1 & 4001
69 . 15	Aluminum Drip Rails mounted over Exterior Compartments and Rear Entry Doors.
69 . 16	(3) Entry Doors Inner Door Panels, install .090 aluminum inner door panels. (2) rear entry doors (1) side entry door
69 . 17	(7) Exterior Compartment Inner Door panels, install .125 polished aluminum diamond plate inner door panels.
69 . 18	Aluminum Brackets/Supports for the following: -Cargo Net Plates -A/C Bracket, Base Plate, Ceiling Track -Grab Bar Plates -Gas Shock Brackets -Seat Belt Plates
69 . 19	All module doors shall incorporate an extruded rubber seal located around the perimeter of the door.



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Itemnumber Description

70 - CHASSIS - MODULAR MODIFICATIONS @ LEADER - OPTIONS

70 . 0 70 - CHASSIS - MODULAR MODIFICATIONS @ LEADER - OPTIONS

70 . 1 RUB RAILS:
-Delete the standard stainless steel rub rails. Item #69.14
-Replace with Aluminum "U" Channel w/ stand off nylon spacers
-Ends of "U" channel to be cut at 45 degrees
Refer to Item: #4001

200 - INTERIOR CABINETS - STANDARD

A . 0 200 - INTERIOR CABINETS - STANDARD

A . 1 A1: Streetside Lower Cabinet:
-Plywood construction with laminate finish.
-Exterior stainless steel riser.
-CPR section w/ storage below w/ hinged lid w/ gas cylinder hold open device & flex draw hold down latch.
-Gibraltar counter top w/ lips.

A . 2 A2: Streetside Rear Cabinets
-Plywood construction with laminate finish.
Upper Cabinet:
Full depth cabinet with sliding polycarbonate windows w/ KKK-A1822F positive latch device w/ adjustable shelf, will be installed above the streetside exterior compartment.
(storage cabinet labeled for maximum weight of 40lbs)
Mid Level:
6" deep cabinet, surface mounted hand sanitizer, storage for three (3) glove boxes, Storage cabinet w/ two (2) adjustable shelves, w/ side hinged wood door. Upper and lower Chrome "D" ring latches.
(storage cabinet labeled for maximum weight of 10lbs)
See Item #:2002

A . 3 A3: Streetside Storage Cabinets:
Located to the rear of the CPR seat.
-Plywood construction with laminate finish.
Upper Cabinet: A full depth cabinet with one adjustable shelf w/ sliding polycarbonate windows w/ KKK-A1822F positive latch device.
Mid Level Cabinet: A full depth cabinet with two (2) adjustable shelves w/ sliding polycarbonate windows w/ KKK-A1822F positive latch device.
Lower Cabinet: A full depth cabinet w/ sliding polycarbonate windows w/ KKK-A1822F positive latch device.
(Each storage cabinet labeled for maximum weight of 40lbs)
See Item #: 2191

A . 4 A4: Streetside Action Wall Cabinet:
-Plywood construction with laminate finish.
-Two (2) upper storage cabinets w/ sliding polycarbonate windows w/ KKK-A1822F Positive Latch Devices.
(Storage cabinet labeled for maximum weight of 40lbs)

A . 5 A5: Streetside CPR Rear Wall.
-Plywood construction with laminate finish.



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Itemnumber Description

- A. 6** A6: Streetside Bulkhead Cabinet/Driver Side Partition:
-Plywood construction with laminate finish.
-Solid partition with hinged plexiglass window w/ chrome "D" ring latch.
-Top of cabinet to have Gabraltar countertop.
-Upper removable A/C access panel.
-(1) A/C intake vent w/ filter.
-Opening for oxygen access with hinged polycarbonate door.
-Split Cabinet, upper section w/ (1) hinged wood door with (1) Paddle slam latch, and (1) adjustable shelf, held in place with recessed aluminum unistrut track. Lower section w/ vented hinged wood door w/ (1) Locking Chrome "D" ring latch (Inverter & Vacuum pump location)
(Upper section labeled for maximum weight of 10lbs)
(Lower section labeled for maximum weight of 0lbs)
See Item #: 2193
- A. 7** A7: Upper A/C Plenum:
-Upper A/C horizontal plenum chamber fabricated out of Styrene board.
-Filler face covered w/ vinyl w/ (7) rotating A/C louvers, (1) exhaust intake louver.
- A. 8** A8: Upper Partition Cabinet:
-Plywood construction with laminate finish.
-Electrical storage cabinet, (1) hinged wood door w/ (2) gas cylinder hold open devices, w/ locking Chrome "D" ring latch, this will house electrical components.
-Apply electrical schematic to back side of door.
- A. 9** A9: Curbside Bulkhead Cabinet:
-Plywood construction with laminate finish.
-ALS w/ exterior access, Three (3) Section split cabinet
-Upper section approximately 12" tall split vertically.
Left side, Locking drug compartment, side hinged solid door W/7/8" drawer lock.
(drug storage compartment labeled for maximum weight of 10lbs)
Right side, storage cabinet, side hinged polycarbonate door, W/Chrome steel D ring latch.
(storage cabinet labeled for maximum weight of 5lbs)
-Middle section w/ (1) adjustable shelf w/ aluminum lip, w/ (2) hinged wood lap style doors with (1) Paddle handle slam latch.
-Lower section w/ (1) adjustable shelf w/ aluminum lip, w/ (2) hinged wood lap style doors with (1) Paddle handle slam latch.
(Each storage cabinet labeled for maximum weight of 40lbs)
See Item #: 2411
- A. 10** A10: Curbside Squad Bench/Wall:
-Plywood construction with laminate finish.
-Exterior stainless steel riser.
-(2) hinged lids w/ gas cylinder hold open devices & flex draw hold down latches on each lid.
-(1) (Kendall 5qt.) sharps container w/ turn latch to secure drop-in style Sharps container located at head end of bench.
-(1) waste container with a single hinged Red polycarbonate lid w/ aluminum edge handle, located at head end of bench.
-NOTE: Includes (1) Sharps & (1) Trash container.



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Itemnumber	Description
A . 11	A11: Upper Curbside Cabinet: -Plywood construction with laminate finish. -Cabinet over squad bench, (2) storage cabinets divided into two sections w/ hinged (flip up) 3/8" polycarbonate doors w/ Chrome "D" ring latches. (Each storage cabinet labeled for maximum weight of 5lbs)
A . 12	A12: Center Console: -Plywood construction with laminate finish. -Located between cab seats. -(2) side vents, (2) removable aluminum (Black finish) lids, detachable rear map box w/ (3) polycarbonate dividers. -(2) cup holders. -(2) 12 volt USB ports. -Upper section to house Siren, Switches, Meters, Indicator lights. -Lower section to house (optional) two-way radios. Laminate Color: Dark Grey with Black lids.
A . 13	A13: Action Wall Panel: -Plywood construction w/ (Gloss Black Laminate Finish), location for electrical components.
A . 14	A14: Patient Compartment Ceiling: -1/4" laminated MDF.
A . 15	A15: Patient Compartment Sub Floor: -3/4" Marine Grade plywood.
2000 - INTERIOR CABINETS - OPTIONS	
A . 2000	2000 - INTERIOR CABINETS - OPTIONS
A . 2002	MODIFY A2 CABINET: Cabinet next to Hand Sanitizer/Glove Storage, replace wood door with (1) 3/8" Tinted Polycarbonate door with hinges on the left side of door, and (2) non-locking "D" ring latches. Refer to prints NOTE: Price includes all credits.
A . 2003	INSIDE ACCESS TO M4 EXTERIOR COMPARTMENT: -Inside access to upper shelves in M4 , Cut access hole in #2 wall on M4 exterior compartment, add (2) 3/8" tinted plexiglass doors, hinged on right side, w/ (1) chrome "D" ring latch per door. Refer to prints
A . 2190	Supply restocking frame on upper overhead cabinet (priced per cabinet) TOTAL OF (4) CABINETS: ALL STREETSIDE UPPER ON A2, A3, A4
A . 2191	MODIFY A3 CABINET: -Delete the Mid-level section storage cabinet -Mid-level section will remain open with Gibraltar counter top -Add 1" chrome IV pole with stantions Refer to prints & option #6060 NOTE: Price includes all credits.



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VIN :

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Itemnumber Description

A. 2193 PARTITION WINDOW:
-Replace (1) clear hinged partition window with (2) clear sliding windows.

A. 2411 PLEXIGLASS INSERTS:
Plexiglass (tinted) inserts on (4) ALS cabinet doors.

300 - INTERIOR TRIM AND COLOR - STANDARD

B. 0 300 - INTERIOR TRIM AND COLOR - STANDARD

B. 1 Floor color/material - (Coved), Anti-Microbial, UV Protected, Lonseal - Protected, Lonseal - Loncoin II
Flecks, #150UV Onyx.

B. 2 (3) Seat Cushions, (3) Back Rests, (2) Head Rests, (2) CPR Side Bumpers, (3) CPR Head Bumpers,
Gimp, Headbumpers, Fillers.
Upholstery color/material - "Water Fall" style w/ velcro fasteners.
Color: Sierra Light Grey. (L#05-086)

B. 3 Attendant Seat color/material, (1) High Back (EVS) Seat, 6 degree back, IMMI-PER4MAX, 4-point Black
restraint, w/ sliding track & swivel seat base.
Color: Sierra Light Grey (L#05-086) "sewn", w/ Leader -Logo.

B. 4 Laminate color, patient compartment, exterior & interior cabinets, (Gloss) White #D354-F1 Wilsonart

B. 5 Laminate color, patient compartment ceiling, (Gloss) White #D354-F1 Wilsonart

B. 6 Door panels (3) are to be aluminum covered with #D354-F1 Gloss White laminate, w/ 6" 3M Red #983-72
Conspicuity reflective safety stripe, w/ stainless steel @ bottom of panels.

B. 7 Polycarbonate color .240, tinted

B. 8 Polycarbonate sliding doors, retain handles on doors and provide KKK-A1822F Positive Latch Device
with provision to accommodate security cable ties.

B. 9 Counter Top Color, Quarry Starred (Black) - Gibraltar Material

B. 10 The patient area walls & ceiling of the vehicle shall be insulated w/ Expanded Polystyrene Foam for both
thermal and acoustic insulation.
The ceiling (only) will have additional insulation using foil backed bubble reflectix.

B. 11 The Modular Rear and Side Entry doors to be insulated w/ Foil Backed Polydamp Damping Pad w/ Foam
Insulation.
(no styrofoam)

B. 3000 3000 - INTERIOR TRIM AND COLOR - OPTIONS



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Itemnumber Description

400 - WARNING DEVICES - STANDARD

C .	0	400 - WARNING DEVICES - STANDARD
C .	1	Warning lights, front of upper module ILO lightbar, (7) total, (6) Flashing Whelen Super LED SurfaceMax C9LR Red w/ Red lens. (1) Flashing Whelen Super LED SurfaceMax C9LC White w/ Clear lens. Chrome flanges included. "R" - "R" - "R" - "W" - "R" - "R" - "R" See Item #: 5120
C .	2	Warning lights, side, (4) Total, (2) Flashing per side, Whelen Super LED SurfaceMax C9LR Red w/ Red lens. Chrome flanges included.
C .	3	Warning lights, rear of vehicle, upper outboard corners, (2) Flashing Whelen Super LED SurfaceMax C9LR Red w/ Red lens. Chrome flanges included.
C .	4	Warning lights grille, (2) Whelen ION T-Series Linear Super LED (STEADY BURNING) Red w/ Clear lens & Chrome Flange. Mounted on upper horizontal grille bar.
C .	5	Warning lights, rear of vehicle, window level, (2) Flashing Whelen Super LED SurfaceMax C9LA Amber w/ Amber lens. Chrome flanges included.
C .	6	Intersection lights, front fenders, (2) Flashing Whelen 500 TIR6 Super LED Red w/ Red lenses. Chrome flanges included.
C .	7	Siren speakers, (2) Cast Products 100 watt siren speakers, recessed through front OEM bumper. (Polished Aluminum Finish)
C .	8	Scene lights, upper sides, (4) total, (2) per side, Whelen LED SurfaceMax C9SL, w/ Clear lens. Chrome flanges included. Curbside to activate via Rocker switch in cab, and when curbside patient compartment access door is opened.
C .	9	Scene lights, upper rear, (2) Whelen LED SurfaceMax C7SL w/ clear lens. Chrome flanges included. To activate via Rocker switch in cab, and when rear patient compartment access door is opened.
C .	10	Running board lights, (2) Whelen #20C0CDCD LED, (1) per side mounted in splash shield, activate via cab doors, constant hot.
C .	11	Front, rear, side, FMVSS LED marker lights w/ Chrome housings. Front; (5) Amber lights Rear; (5) Red lights Side @ Rear (2) Red lights
C .	12	Back-up, turn and stop/tail lights, w/ Chrome flanges shall be as follows: (2) Turn Signal Whelen LED SurfaceMax C6T Amber w/ Arrow, - outboard on diamond plate. (2) Stop/Tail Lights, Whelen LED SurfaceMax C6TT Red w/ Red lens - inboard on diamond plate. (2) Back-Up Lights, Whelen LED SurfaceMax C6BUL White w/ Clear lens - above diamond plate on body.



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Itemnumber Description

C. 13 Brake light, rear upper center, Red, w/ Red lens.
Integrated with back-up camera, refer to Item #D21

C. 14 Back-up alarm, rear mounted, 97 decibel with auto reset, console defeat switch

C. 15 Siren electronic, located in cab center console, Whelen dual tone 295HFSA7 w/ remote amp CA spec,
(hi-lo deleted) 100 watt output w/removable mic, hands free horn ring control.
NOTE: Siren to be activated via Primary/Secondary Switch in Primary Mode Only.
See Item #: 5120

4000 - WARNING DEVICES - OPTIONS

C. 4000 4000 - WARNING DEVICES - OPTIONS

C. 4001 RUB RAIL WARNING LIGHTS:
-(6) Total, (3) per side, Whelen Strip-Lite Plus Series Red/White LED
-Located on lower aluminum rub rails
-Flash Pattern Random
-Activate via PRIMARY MODE ONLY

C. 4002 CHEVRON REAR LIGHTING:
-Chevron LED light operation on both sides: All (6) Red lights will be alternating with all (4) Amber lights.
-Polished stainless steel trim around light slots.
-Activate via PRIMARY MODE ONLY
-Pattern top to bottom: Red-Amber-Red-Amber
Total (10)
-(6) Red
-(4) Amber

C. 4003 WARNING LIGHT (REAR)
-Warning Light - Above Rear Doors
-Center and above 3rd Brake/Camera
-Whelen C7LA, Amber LED with Amber Lens, w/ Chrome Flange
Total (1)

500 - ELECTRICAL CONTROL CENTER - STANDARD

D. 0 500 - ELECTRICAL CONTROL CENTER - STANDARD

D. 1 Electrical component center, all conversion components, 5 minute shut down timer, KKK-A1822F flasher,
KKK-A1822F Flash Pattern, circuit boards, relays, solenoids, circuit breakers, etc. Located in A8 cabinet.
See Item #:5120

D. 2 Dimmer switch for rocker switch backlighting and indicator lamps. (cab only)
Located on cab switch plate.

D. 3 Switch Panel, cab center console.

D. 4 Voltage Meter Digital, (Kinequip) w/ audible low voltage warning, buzzer will sound if voltage drops below
11.8 located in cab center console switch plate.



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VIN :

Parent Job 3232

Quoted by: David Bakey

Itemnumber Description

D.	5	Amperage Meter Digital, (Kinequip) with remote induction sensor - no shunt, located in cab center console switch plate.
D.	6	Indicator lamps - "EMERG START" Red / "MASTER ON" Green.
D.	7	Indicator lamps - "DOOR OPEN" Red / "COMPARTMENT OPEN" Amber.
D.	8	Indicator lamps - "LOW VOLTAGE" Amber / "PARKING BRAKE" Red. NOTE: Parking Brake to have audible buzzer in addition to indicator lamp.
D.	9	Switch, "PRI. SEC" w/ center off, Primary controls all emergency lights, Secondary controls all emergency lights except White upper forward facing warning light, Grille lights, and Intersection lights. Red/Amber Switch.
D.	10	Switch, "BACK-UP ALARM" non-lit momentary.
D.	11	Switch "LEFT SCENE" lit White.
D.	12	Switch "REAR SCENE" lit White.
D.	13	Switch, "RIGHT SCENE" lit White.
D.	14	Switch, "PATIENT DOME", 3-way, lit Amber.
D.	15	Switch, "PATIENT HEAT/AC" 3-way, lit Blue.
D.	16	Switch, "MODULE DISCONNECT" lit Green.
D.	17	Switch, "EMERGENCY START" momentary switch with unlock button, lit Red.
D.	18	Map lights, (2) dual Red/White LED map lights located in cab OEM headliner, (1) above driver, (1) above passenger.
D.	19	Handheld LED Spot light, "Nighthawk" hard wired. (clip supplied loose)
D.	20	Two-way radio power, Positive-Negative-Ignition, with terminal strip, located inside center console.
D.	21	Rear View Camera system: Rostra 4.3" Color Monitor/Mirror w/ 3rd LED Brake Light/Camera, located above rear access doors. NOTE: This replaces the OEM rearview mirror.

5000 - ELECTRICAL CONTROL CENTER - OPTIONS

D.	5000	5000 - ELECTRICAL CONTROL CENTER - OPTIONS
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4/1/2022

FSUSA - DEMO #2**L 3232**

Alan Try
10941 Weaver Ave
So. El Monte, CA 91733

916-761-5071

3253 19th Street
Rochester, MN 55901
Chris Efta

(218) 536-0197

VIN :

Parent Job 3232

Quoted by: David Bakey

Itemnumber	Description
D. 5120	KKK-A1822F LIGHTING MODIFICATION: - Delete Steady Forward Facing Red, Change to Flashing Mode. - Siren to have full functions, Non CA Title 13.
D. 5121	ADDITIONAL SWITCHES: A. Switch ON-OFF Lit White "LIQUID RIDE DEFEAT" B. Switch MOMENTARY ON-OFF-ON "DOOR LOCKS"- Lock/Unlock for all doors & compartments C. Location: Curbside entry door Refer to prints for location
D. 5122	LOCK/UNLOCK SWITCH: -Remove the Lock/Unlock switch on the right rear handle door and plug hole.
600 - ELECTRICAL PATIENT COMPARTMENT - STANDARD	
E. 0	600 - ELECTRICAL PATIENT COMPARTMENT - STANDARD
E. 1	Dome lamps, ceiling, (8) flush mount, Whelen LED High - Low Dome Lights. Door jamb switch activated (low intensity) and switch panel activated (high-low)
E. 2	Electrical outlet 12 volt, Blue Sea #1011, Two (2) cigarette lighter style. NOTE: (Unless noted 12 volt outlets will shut down with timer) Location: (1) Rear action wall area. (1) ALS cabinet.
E. 3	Electrical outlet 12 volt 4.8 amp USB Port, (3) Total Blue Sea Brand. NOTE: (Unless noted 12 volt USB outlets will shut down with timer) Location: (2) Center console. (1) Action wall area.
E. 4	Electrical, (2) 120V Illuminated outlets, cable terminating in Inverter compartment w/ male plug on end of cable. Connect to (optional) Inverter or to shoreline power. (1) ALS cabinet area. (refer to print for location) (1) Action wall. (refer to print for location) See Item #: 6060
E. 5	Interior cabinet lighting, LED strip lighting inside compartments including below action wall panel, activated w/ lit switch in action wall
E. 6	Work Light, LED strip light inside electrical cabinet. Activated via momentary switch, hot @ all times.
E. 7	Switch panel patient compartment, (10) position.
E. 8	Switch, "PATIENT DOME" 3-way, lit Amber.
E. 9	Switch, "DOME HI-LO" lit White.
E. 10	Switch, "EXHAUST" lit Amber.



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Itemnumber Description

E .	11	Switch, "ELECT SUCTION" lit Amber.
E .	12	Switch, "PATIENT HEAT A/C" 3-way, lit Blue.
E .	13	Switch, "A/C FAN HI-LO", lit White.
E .	14	Switch, "A/C HEAT-COOL" lit Red - Blue
E .	15	Switch, "COMPARTMENT LIGHTS" lit White.
E .	16	Shore power, 120V, 15 amp w/ Hubbel cast cover, inlet located behind driver door, w/ 15 amp GFI protection, cable terminating in inverter compartment w/ female plug on end of cable. Connect female plug to 110V outlets or (optional) inverter. See Item #: 6120
E .	17	Restocking light push button digital timer, located on curbside wall @ head end of squad bench, 5-15 minute, controls (4) dome lights over cot (high intensity)
E .	18	Step Well Light LED, located in side door step well, door switch activated,
E .	19	Inverter Pre-Wire, Includes 12 volt Pos-Neg with Anderson quick disconnect connector, terminating inside A6 interior cabinet. (Does not include remote panel or rocker switch)
E .	20	Door Switches, magnetic door jamb switches for exterior compartments and patient access doors.
E .	21	Clock, Emergency Time Manager, mounted in action wall panel, chimes. Delete
E .	22	AM-FM Speakers (2) above rear access doors in patient compartment
E .	23	Battery Charger, IOTA 45 amp. (activated via shoreline) See Item #: 6040

6000 - ELECTRICAL PATIENT COMPARTMENT - OPTIONS

E .	6000	6000 - ELECTRICAL PATIENT COMPARTMENT - OPTIONS
E .	6040	Power Inverter and Battery Charger, 1100W Vanner "LifeSine" LSC12-1100, with fully integrated 1FM1 module, and Leader supplied rocker switch. Switch to be on single switch plate. Refer to prints for location
E .	6060	Electrical, 120V Illuminated outlet, additional location, (location on print), tie in to 120 circuit, (in addition to standard).



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Itemnumber Description

Quantity (3) - (3) in addition to the (2) standard outlets
(1) Located on action wall (refer to prints)
(1) Located on back wall of A3 - mid cabinet removed (refer to prints)
(1) Located on wall behind squad bench (refer to prints)

NOTE: SSCOR Canister and Regulator have been relocated to allow for additional 110V. action wall outlet (refer to prints)

E. 6120 Auto eject Shore Power, 120V, 15 amp, behind driver door, to female plug in inverter compartment.
"20 Amp", Yellow Cover

E. 6150 Block heater wiring, from B.H. to Shore Power, switch on partition behind driver seat base.
NOTE: (Does not include OEM Block Heater)

E. 6293 "SkyScan" Atomic Clock.
Location: Centered on pad above rear doors.

700 - ELECTRICAL AND MECHANICAL - STANDARD

F. 0 700 - ELECTRICAL AND MECHANICAL - STANDARD

F. 1 Air conditioning/heater, driver compartment switching control dash, OEM, w/prep for rear air.

F. 2 Air conditioning/Heater, patient compartment evaporator, ducted central air, w/ (filtered) air intake vent, and (6) A/C round louvers.
See Item #: 7111

F. 3 Air conditioning hose, shielded low loss, wedged on fittings, R134 (included w/ F2)

F. 4 Heater hose, Nomex, Ford QVM (included w/ F2)

F. 5 Quad-Battery system - (2) primary, and (2) emergency start, w/ resettable circuit breaker, redundant battery system wiring and electrical components. Center console mounted LED Red indicator lamp and activation switch. Includes (2) batteries under hood in OEM location, and (2) 65 series batteries located in M6 exterior battery compartment.

F. 6 Shut Down Timer, with 5 min. delay activated via ignition switch.

F. 7 Wiring loom, Leader fabricated, hi temp SXL, color coded, number coded and function labeled, with split loom wire protection

F. 8 Antenna wiring (2) RG58A/U coax, roof location # 1 & 2 with Stainless Steel (Interior) access plates, terminate in cab, inside center console.

F. 9 Power Exhaust 4" vent, w/ Cowl vent cover.
(Refer to prints for location)

F. 10 Remote door lock release, front grille.
NOTE: Installation of Remote Door Lock Switch feature may increase the likelihood of unauthorized entry into vehicle. With this feature, purchaser further agrees to hold Leader Ind. or chassis manufacture harmless for any loss of vehicle or contents caused by unlawful access. (Customer has the option to Delete this feature)



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VIN :

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Itemnumber Description

F. 11 Reverse activated (rear) loading lights

F. 12 (2) Braided ground straps located between engine and chassis.

7000 - ELECTRICAL AND MECHANICAL - OPTIONS

F. 7000 7000 - ELECTRICAL AND MECHANICAL - OPTIONS

F. 7110 Power door locks for exterior compartment doors. (Except Battery Compartment door).

F. 7111 EXTERNAL A/C CONDENSOR:
Located on front of Modular below the (7) warning lights. Mounted with wedge brackets w/ fabricated housing to cover condensor. Housing to have angled corners (more aerodynamic than the previous unit)
Powder coat to match exterior color.

800 - OXYGEN SYSTEM - STANDARD

G. 0 800 - OXYGEN SYSTEM - STANDARD

G. 1 Aspirator, action wall area, SSCOR 22000, flush mount panel and gauge w/ S/S Canister Holder.
Reocate SSCOR Canister and Regulator to allow room for additional 110V. outlet (refer to prints)

G. 2 Vacuum pump, 12V, w/vent tube to exterior. Locate in A6 interior cabinet.

G. 3 Oxygen system, Amico Ohio style quick release, (3) outlets, (2) in actionwall panel, (1) on wall above squadbench @ headend
See Item #: 8101

G. 4 ~~ZICO Main O2 Bracket - Locate in M1 exterior compartment. Capable of holding either "M" or "H" tank~~
See Item #: 8393

G. 5 Oxygen wrench, fasten cable to wall by oxygen bottle.

8000 - OXYGEN SYSTEM - OPTIONS

G. 8000 8000 - OXYGEN SYSTEM - OPTIONS

G. 8101 Electric switched Oxygen with digital read out, replaces manual system, includes manual by-pass.
Relocate bypass switch to center of Action Area due to Suction Cannister and Regulator being relocated.

G. 8393 ZICO HYDRAULIC O2 LIFT / FOR VEHICLES WITH LIQUID SPRING SUSPENSION:
-Install Zico Hydraulic lift in M1 exterior compartment.
NOTE: With Liquid Spring Suspension it requires an additional door switch for the M1 compartment to deactivate the Liquid Spring rear dump when the M1 compartment door is open.

900 - HARDWARE -STANDARD

H. 0 900 - HARDWARE -STANDARD



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VIN :

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Quoted by: David Bakey

Itemnumber	Description
H. 1	Seat belts, (3) IMMI-PER4MAX 4-Point Restraints, (2) for squad bench attendants, (1) for CPR seat attendant, (2) lap restraints for squad bench patient.
H. 2	I.V. holders, (2) positions, #1 & #3, Cast Products # A20-14 flush mount, polished aluminum.
H. 3	Module (interior) access door grab handles, (3) Anti-Microbial 1-1/2" diameter stainless steel satin finish, angled grab handles mounted on module access doors.
H. 4	Ceiling grab rail Anti-Microbial, center mounted, stainless steel, satin finish 1 1/2" diameter, 96" length. See Item #: 9222
H. 5	Door sills, (rear), bright stainless steel, w/ramp edge, (side) bright stainless steel sill 1 1/2" x 2 1/2"
H. 6	Net, Front end of squad bench, 4 anchor fasteners, (1) ratchet, Black 1 1/2" webbing. See Item #: 9221
H. 7	Fire Extinguisher, ABC, 5lb, w/ quick release bracket. Quantity (2) ship loose.
9000 - HARDWARE - OPTIONS	
H. 9000	9000 - HARDWARE - OPTIONS
H. 9221	Stainless Steel "A Bar" with 5Qt Sharps Container & Trash Receptacle included, located @ head of squad bench. (NOTE: With this option Cargo Net is not available)
H. 9222	PATIENT COMPARTMENT LIT GRAB BAR: -Hansen International backlit grab rail w/ blue LED strip lighting recessed in top side of bar, Anti-Microbial, center mounted, stainless steel, satin finish 1-1/2" diameter, 96" length. On/ Off Lit switch "GRAB BAR LIGHT" in Action Area.
1000 -PATIENT HANDLING EQUIPMENT - STANDARD	
I. 0	1000 -PATIENT HANDLING EQUIPMENT - STANDARD
I. 1	Cot fastener, Ferno #185 (Medium 96") Stat Trac fastening system. (Center Position) (Compatible with 35A, 35 series, 93 series, and Power Flexx Cots, Cots must be upgraded to StatTrac compatibility.) No cot mounts to be installed. Dealer will install.
I. 10000	10000 -PATIENT HANDLING EQUIPMENT - OPTIONS
1100 -PAINT, BODY AND GRAPHICS - STANDARD	
J. 0	1100 -PAINT, BODY AND GRAPHICS - STANDARD
J. 1	An acrylic urethane paint process is required on the module body.



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Itemnumber	Description
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J.	2	Emblems, Leader front fenders, rear doors, no smoking labels, ETC.
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J.	11000	11000 -PAINT, BODY AND GRAPHICS - OPTIONS
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PLEASE NOTE CHANGE ORDER CHARGES AND FEES:

1. Change order received after confirmation but prior to production start: \$100 per item plus standard option cost

2. Change Order received after production start: \$200 per item plus two times the standard option cost and any additional labor to accommodate the change at \$200 per hour

3. Change Order received at delivery: \$300 per item plus three times the standard option cost and any additional labor to accommodate the change at \$200 per hour.

Return to ten year rotation after a 14 year rotation, without a First Response Vehicle

A

CITY OF CHATFIELD	CAPITAL GOODS REPLACEMENT PLAN																Ambulance Department				3/3/2022						CITY OF CHATFIELD
	Cost of Each Piece of Equipment and the Year of Replacement																										
ITEM	Year of Purchase	2022 Cost	Years of Use	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	ITEM									
Ambulance	2010	\$ 260,000	10	\$ 260,000	\$ 267,800	\$ 275,834	\$ 284,109	\$ 292,632	\$ 301,411	\$ 310,454	\$ 319,767	\$ 329,360	\$ 339,241	\$ 349,418	\$ 359,901	\$ 370,698	\$ 381,819	Ambulance									
Ambulance	2015	\$ 260,000	10	\$ 260,000	\$ 267,800	\$ 275,834	\$ 284,109	\$ 292,632	\$ 301,411	\$ 310,454	\$ 319,767	\$ 329,360	\$ 339,241	\$ 349,418	\$ 359,901	\$ 370,698	\$ 381,819	Ambulance									
Cot	2014	\$ 33,000	15	\$ 33,000	\$ 33,990	\$ 35,010	\$ 36,060	\$ 37,142	\$ 38,256	\$ 39,404	\$ 40,586	\$ 41,803	\$ 43,058	\$ 44,349	\$ 45,680	\$ 47,050	\$ 48,462	Cot									
Cot	2014	\$ 33,000	15	\$ 33,000	\$ 33,990	\$ 35,010	\$ 36,060	\$ 37,142	\$ 38,256	\$ 39,404	\$ 40,586	\$ 41,803	\$ 43,058	\$ 44,349	\$ 45,680	\$ 47,050	\$ 48,462	Cot									
StairChair (2)	2010	\$ 13,000	15	\$ 13,000	\$ 13,390	\$ 13,792	\$ 14,205	\$ 14,632	\$ 15,071	\$ 15,523	\$ 15,988	\$ 16,468	\$ 16,962	\$ 17,471	\$ 17,995	\$ 18,535	\$ 19,091	StairChair (2)									
AED (2)	2015	\$ 56,000	15	\$ 56,000	\$ 57,680	\$ 59,410	\$ 61,193	\$ 63,028	\$ 64,919	\$ 66,867	\$ 68,873	\$ 70,939	\$ 73,067	\$ 75,259	\$ 77,517	\$ 79,843	\$ 82,238	AED (2)									
Computers - Office	2018	\$ 2,100	6	\$ 2,100	\$ 2,163	\$ 2,228	\$ 2,295	\$ 2,364	\$ 2,434	\$ 2,508	\$ 2,583	\$ 2,660	\$ 2,740	\$ 2,822	\$ 2,907	\$ 2,994	\$ 3,084	Computers - Office									
LUCAS	2016	\$ 18,000	15	\$ 18,000	\$ 18,540	\$ 19,096	\$ 19,669	\$ 20,259	\$ 20,867	\$ 21,493	\$ 22,138	\$ 22,802	\$ 23,486	\$ 24,190	\$ 24,916	\$ 25,664	\$ 26,434										
LUCAS II	2020	\$ 18,000	15	\$ 18,000	\$ 18,540	\$ 19,096	\$ 19,669	\$ 20,259	\$ 20,867	\$ 21,493	\$ 22,138	\$ 22,802	\$ 23,486	\$ 24,190	\$ 24,916	\$ 25,664	\$ 26,434										
Response Vehicle with light bar & lettering		\$ 20,500		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Response Vehicle with light									
AED, iPad & Rugged Case for Response Vehicle		\$ 2,500		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	AED, iPad & Rugged Case f									
Overhead Doors (2)	2002	\$ 3,600	23	\$ 3,600	\$ 3,708	\$ 3,819	\$ 3,934	\$ 4,052	\$ 4,173	\$ 4,299	\$ 4,428	\$ 4,560	\$ 4,697	\$ 4,838	\$ 4,983	\$ 5,133	\$ 5,287	Overhead Doors (2)									
Overhead Door Opener (2)	2002	\$ 650	23	\$ 650	\$ 670	\$ 690	\$ 710	\$ 732	\$ 754	\$ 776	\$ 799	\$ 823	\$ 848	\$ 874	\$ 900	\$ 927	\$ 955	Overhead Door Opener (2)									
Service Door (2)	2002	\$ 1,800	23	\$ 1,800	\$ 1,854	\$ 1,910	\$ 1,967	\$ 2,026	\$ 2,087	\$ 2,149	\$ 2,214	\$ 2,280	\$ 2,349	\$ 2,419	\$ 2,492	\$ 2,566	\$ 2,643	Service Door (2)									
Window Covering (4)	2002	\$ 1,500	23	\$ 1,500	\$ 1,545	\$ 1,591	\$ 1,639	\$ 1,688	\$ 1,739	\$ 1,791	\$ 1,845	\$ 1,900	\$ 1,957	\$ 2,016	\$ 2,076	\$ 2,139	\$ 2,203	Window Covering (4)									
Carpet (42 sq yds)	2002	\$ 600	23	\$ 600	\$ 618	\$ 637	\$ 656	\$ 675	\$ 696	\$ 716	\$ 738	\$ 760	\$ 783	\$ 806	\$ 831	\$ 855	\$ 881	Carpet (42 sq yds)									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Office Desk & Credenza		\$ 3,200	15	\$ 3,200	\$ 3,296	\$ 3,395	\$ 3,497	\$ 3,602	\$ 3,710	\$ 3,821	\$ 3,936	\$ 4,054	\$ 4,175	\$ 4,301	\$ 4,430	\$ 4,562	\$ 4,699	Office Desk & Credenza									
Desk Chair		\$ 550	7	\$ 550	\$ 567	\$ 583	\$ 601	\$ 619	\$ 638	\$ 657	\$ 676	\$ 697	\$ 718	\$ 739	\$ 761	\$ 784	\$ 808	Desk Chair									
Concrete Parking Area	2007	\$ 5,500	25	\$ 5,500	\$ 5,665	\$ 5,835	\$ 6,010	\$ 6,190	\$ 6,376	\$ 6,567	\$ 6,764	\$ 6,967	\$ 7,176	\$ 7,392	\$ 7,613	\$ 7,842	\$ 8,077	Concrete Parking Area									
Radios - Portable (2)	2014	\$ 5,500	15	\$ 5,500	\$ 5,665	\$ 5,835	\$ 6,010	\$ 6,190	\$ 6,376	\$ 6,567	\$ 6,764	\$ 6,967	\$ 7,176	\$ 7,392	\$ 7,613	\$ 7,842	\$ 8,077	Radios - Portable (6)									
Radios - Truck (2)	2010/15	\$ 5,000	10	\$ 5,000	\$ 5,150	\$ 5,305	\$ 5,464	\$ 5,628	\$ 5,796	\$ 5,970	\$ 6,149	\$ 6,334	\$ 6,524	\$ 6,720	\$ 6,921	\$ 7,129	\$ 7,343	Radios - Truck (2)									
Pagers (5 each purchase)	2017	\$ 2,700	10	\$ 2,700	\$ 2,781	\$ 2,864	\$ 2,950	\$ 3,039	\$ 3,130	\$ 3,224	\$ 3,321	\$ 3,420	\$ 3,523	\$ 3,629	\$ 3,737	\$ 3,850	\$ 3,965	Pagers (5 each purchase)									
Roof	2002	\$ 12,000	20	\$ 12,000	\$ 12,360	\$ 12,731	\$ 13,113	\$ 13,506	\$ 13,911	\$ 14,329	\$ 14,758	\$ 15,201	\$ 15,657	\$ 16,127	\$ 16,611	\$ 17,109	\$ 17,622	Roof									
Training Equipment Summary			1000	\$ 1,000	\$ 1,030	\$ 1,061	\$ 1,093	\$ 1,126	\$ 1,159	\$ 1,194	\$ 1,230	\$ 1,267	\$ 1,305	\$ 1,344	\$ 1,384	\$ 1,426	\$ 1,469	Training Equipment									
Airway Trainers & EMT Quarters				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Airway Trainers									
Big Mouth	1999	\$ 2,500	20	\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732	\$ 2,814	\$ 2,898	\$ 2,985	\$ 3,075	\$ 3,167	\$ 3,262	\$ 3,360	\$ 3,461	\$ 3,564	\$ 3,671	Big Mouth									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
4 pk adult/shild	2008	\$ 600	15	\$ 600	\$ 618	\$ 637	\$ 656	\$ 675	\$ 696	\$ 716	\$ 738	\$ 760	\$ 783	\$ 806	\$ 831	\$ 855	\$ 881	4 pk adult/shild									
baby 4 pak	2009	\$ 550	15	\$ 550	\$ 567	\$ 583	\$ 601	\$ 619	\$ 638	\$ 657	\$ 676	\$ 697	\$ 718	\$ 739	\$ 761	\$ 784	\$ 808	baby 4 pak									
adult/pkg	2016	\$ 650	15	\$ 650	\$ 670	\$ 690	\$ 710	\$ 732	\$ 754	\$ 776	\$ 799	\$ 823	\$ 848	\$ 874	\$ 900	\$ 927	\$ 955	adult/pkg									
Annie's (2)	2005	\$ 750	25	\$ 750	\$ 773	\$ 796	\$ 820	\$ 844	\$ 869	\$ 896	\$ 922	\$ 950	\$ 979	\$ 1,008	\$ 1,038	\$ 1,069	\$ 1,101	Annie's (2)									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
4 pk defib trainers (2)	2014	\$ 400	10	\$ 400	\$ 412	\$ 424	\$ 437	\$ 450	\$ 464	\$ 478	\$ 492	\$ 507	\$ 522	\$ 538	\$ 554	\$ 570	\$ 587	4 pk defib trainers									
junior manequin	2005	\$ 350	20	\$ 350	\$ 361	\$ 371	\$ 382	\$ 394	\$ 406	\$ 418	\$ 430	\$ 443	\$ 457	\$ 470	\$ 484	\$ 499	\$ 514	junior manequin									
JR manequin	2010	\$ 400	20	\$ 400	\$ 412	\$ 424	\$ 437	\$ 450	\$ 464	\$ 478	\$ 492	\$ 507	\$ 522	\$ 538	\$ 554	\$ 570	\$ 587	JR manequin									
IV Arm	2010	\$ 650	10	\$ 650	\$ 670	\$ 690	\$ 710	\$ 732	\$ 754	\$ 776	\$ 799	\$ 823	\$ 848	\$ 874	\$ 900	\$ 927	\$ 955	IV Arm									
Suction Unit	2016	\$ 450	15	\$ 450	\$ 464	\$ 477	\$ 492	\$ 506	\$ 522	\$ 537	\$ 553	\$ 570	\$ 587	\$ 605	\$ 623	\$ 642	\$ 661	Suction Unit									
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -										
Backboard	2010	\$ 350	20	\$ 350	\$ 361	\$ 371	\$ 382	\$ 394	\$ 406	\$ 418	\$ 430	\$ 443	\$ 457	\$ 470	\$ 484	\$ 499	\$ 514	Backboard									
TV Upstairs	2013	\$ 600	25	\$ 600	\$ 618	\$ 637	\$ 656	\$ 675	\$ 696	\$ 716	\$ 738	\$ 760	\$ 783	\$ 806	\$ 831	\$ 855	\$ 881	TV Upstairs									
TV Training Room	2015	\$ 800	25	\$ 800	\$ 824	\$ 849	\$ 874	\$ 900	\$ 927	\$ 955	\$ 984	\$ 1,013	\$ 1,044	\$ 1,075	\$ 1,107	\$ 1,141	\$ 1,175	TV Training Room									
Tables (6)	2004	\$ 700	15	\$ 700	\$ 721	\$ 743	\$ 765	\$ 788	\$ 811	\$ 836	\$ 861	\$ 887	\$ 913	\$ 941	\$ 969	\$ 998	\$ 1,028	Tables (6)									
Tables (6)	2016	\$ 900	15	\$ 900	\$ 927	\$ 955	\$ 983	\$ 1,013	\$ 1,043	\$ 1,075	\$ 1,107	\$ 1,140	\$ 1,174	\$ 1,210	\$ 1,246	\$ 1,283	\$ 1,322	Tables (6)									
TOTAL CASH TO BE SPENT EACH YEAR				\$ -	\$ (281,457)	\$ (28,575)	\$ (3,039)	\$ -	\$ -	\$ -	\$ (327,208)	\$ (79,933)	\$ (34,185)	\$ -	\$ -	\$ (370,698)	\$ (33,776)	TOTAL CASH SPENT BY Y									
Donations - Fundraiser				\$ 15,000	\$ 15,450	\$ 15,914	\$ 16,391	\$ 16,883	\$ 17,389	\$ 17,911	\$ 18,448	\$ 19,002	\$ 19,572	\$ 20,159	\$ 20,764	\$ 21,386	\$ 22,028										
Allocation included in Annual Budget =				\$ 44,500	\$ 45,835	\$ 47,210	\$ 48,626	\$ 50,085	\$ 51,588	\$ 53,135	\$ 54,729	\$ 56,371	\$ 58,062	\$ 59,804	\$ 61,598	\$ 63,446	\$ 65,350										
RESERVE FUND BALANCE END OF EACH YEAR				\$ 126,857	\$ 188,142	\$ (30,191)	\$ 6,251	\$ 70,180	\$ 139,157	\$ 210,203	\$ (43,827)	\$ (48,388)	\$ (4,939)	\$ 75,024	\$ 157,386	\$ (128,479)	\$ (74,877)	Reserve Fund Cash Balance									
2021 EOY Cash Balance		\$ 67,357																									
				2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	ITEM									

NOTE: All training equipment listed on this sheet, along with any improvements needed for EMT Quarters, will be funded out of the Operations Fund rather than out of this Fund. The items are listed only for reference.

Note 2: This assumes that the oldest ambulance is replaced in 2024, which is the soonest we can get one, the other ambulance is replaced in 2029 and both ambulances will be replaced on a ten year rotation thereafter.

A2

CITY OF CHATFIELD	CAPITAL GOODS REPLACEMENT PLAN						Ambulance Department						3/3/2022			CITY OF CHATFIELD	
ITEM	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	ITEM
Ambulance	\$ 393,273	\$ 405,072	\$ 417,224	\$ 429,740	\$ 442,633	\$ 455,912	\$ 469,589	\$ 483,677	\$ 498,187	\$ 513,132	\$ 528,526	\$ 544,382	\$ 560,714	\$ 577,535	\$ 594,861	\$ 612,707	Ambulance
Ambulance	\$ 393,273	\$ 405,072	\$ 417,224	\$ 429,740	\$ 442,633	\$ 455,912	\$ 469,589	\$ 483,677	\$ 498,187	\$ 513,132	\$ 528,526	\$ 544,382	\$ 560,714	\$ 577,535	\$ 594,861	\$ 612,707	Ambulance
Cot	\$ 49,915	\$ 51,413	\$ 52,955	\$ 54,544	\$ 56,180	\$ 57,866	\$ 59,602	\$ 61,390	\$ 63,231	\$ 65,128	\$ 67,082	\$ 69,095	\$ 71,168	\$ 73,303	\$ 75,502	\$ 77,767	Cot
Cot	\$ 49,915	\$ 51,413	\$ 52,955	\$ 54,544	\$ 56,180	\$ 57,866	\$ 59,602	\$ 61,390	\$ 63,231	\$ 65,128	\$ 67,082	\$ 69,095	\$ 71,168	\$ 73,303	\$ 75,502	\$ 77,767	Cot
StairChair (2)	\$ 19,664	\$ 20,254	\$ 20,861	\$ 21,487	\$ 22,132	\$ 22,796	\$ 23,479	\$ 24,184	\$ 24,909	\$ 25,657	\$ 26,426	\$ 27,219	\$ 28,036	\$ 28,877	\$ 29,743	\$ 30,635	Computers - Ambulances (2)
AED (2)	\$ 84,705	\$ 87,246	\$ 89,884	\$ 92,559	\$ 95,336	\$ 98,196	\$ 101,142	\$ 104,176	\$ 107,302	\$ 110,521	\$ 113,836	\$ 117,252	\$ 120,769	\$ 124,392	\$ 128,124	\$ 131,968	AED (2)
Computers - Office	\$ 3,176	\$ 3,272	\$ 3,370	\$ 3,471	\$ 3,575	\$ 3,682	\$ 3,793	\$ 3,907	\$ 4,024	\$ 4,145	\$ 4,269	\$ 4,397	\$ 4,529	\$ 4,665	\$ 4,805	\$ 4,949	Computers - Office
	\$ 27,227	\$ 28,043	\$ 28,885	\$ 29,751	\$ 30,644	\$ 31,563	\$ 32,510	\$ 33,485	\$ 34,490	\$ 35,525	\$ 36,590	\$ 37,688	\$ 38,819	\$ 39,983	\$ 41,183	\$ 42,418	
	\$ 27,227	\$ 28,043	\$ 28,885	\$ 29,751	\$ 30,644	\$ 31,563	\$ 32,510	\$ 33,485	\$ 34,490	\$ 35,525	\$ 36,590	\$ 37,688	\$ 38,819	\$ 39,983	\$ 41,183	\$ 42,418	
Response Vehicle with light	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Response Vehicle with light bar & le
AED, iPad & Rugged Case	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	AED, iPad & Rugged Case for Res
Overhead Doors (2)	\$ 5,445	\$ 5,609	\$ 5,777	\$ 5,950	\$ 6,129	\$ 6,313	\$ 6,502	\$ 6,697	\$ 6,898	\$ 7,105	\$ 7,318	\$ 7,538	\$ 7,764	\$ 7,997	\$ 8,237	\$ 8,484	Overhead Doors (2)
Overhead Door Opener (2)	\$ 983	\$ 1,013	\$ 1,043	\$ 1,074	\$ 1,107	\$ 1,140	\$ 1,174	\$ 1,209	\$ 1,245	\$ 1,283	\$ 1,321	\$ 1,361	\$ 1,402	\$ 1,444	\$ 1,487	\$ 1,532	Overhead Door Opener (2)
Service Door (2)	\$ 2,723	\$ 2,804	\$ 2,888	\$ 2,975	\$ 3,064	\$ 3,156	\$ 3,251	\$ 3,349	\$ 3,449	\$ 3,552	\$ 3,659	\$ 3,769	\$ 3,882	\$ 3,998	\$ 4,118	\$ 4,242	Service Door (2)
Window Covering (4)	\$ 2,269	\$ 2,337	\$ 2,407	\$ 2,479	\$ 2,554	\$ 2,630	\$ 2,709	\$ 2,790	\$ 2,874	\$ 2,960	\$ 3,049	\$ 3,141	\$ 3,235	\$ 3,332	\$ 3,432	\$ 3,535	Window Covering (4)
Carpet (42 sq yds)	\$ 908	\$ 935	\$ 963	\$ 992	\$ 1,021	\$ 1,052	\$ 1,084	\$ 1,116	\$ 1,150	\$ 1,184	\$ 1,220	\$ 1,256	\$ 1,294	\$ 1,333	\$ 1,373	\$ 1,414	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Office Desk & Credenza	\$ 4,840	\$ 4,985	\$ 5,135	\$ 5,289	\$ 5,448	\$ 5,611	\$ 5,780	\$ 5,953	\$ 6,132	\$ 6,315	\$ 6,505	\$ 6,700	\$ 6,901	\$ 7,108	\$ 7,321	\$ 7,541	Office Desk & Credenza
Desk Chair	\$ 832	\$ 857	\$ 883	\$ 909	\$ 936	\$ 964	\$ 993	\$ 1,023	\$ 1,054	\$ 1,085	\$ 1,118	\$ 1,152	\$ 1,186	\$ 1,222	\$ 1,258	\$ 1,296	Desk Chair
Concrete Parking Area	\$ 8,319	\$ 8,569	\$ 8,826	\$ 9,091	\$ 9,363	\$ 9,644	\$ 9,934	\$ 10,232	\$ 10,539	\$ 10,855	\$ 11,180	\$ 11,516	\$ 11,861	\$ 12,217	\$ 12,584	\$ 12,961	Concrete Parking Area
Radios - Portable (6)	\$ 8,319	\$ 8,569	\$ 8,826	\$ 9,091	\$ 9,363	\$ 9,644	\$ 9,934	\$ 10,232	\$ 10,539	\$ 10,855	\$ 11,180	\$ 11,516	\$ 11,861	\$ 12,217	\$ 12,584	\$ 12,961	Radios - Portable (6)
Radios - Truck (2)	\$ 7,563	\$ 7,790	\$ 8,024	\$ 8,264	\$ 8,512	\$ 8,768	\$ 9,031	\$ 9,301	\$ 9,581	\$ 9,868	\$ 10,164	\$ 10,469	\$ 10,783	\$ 11,106	\$ 11,440	\$ 11,783	Radios - Truck (2)
Pagers (5 each purchase)	\$ 4,084	\$ 4,207	\$ 4,333	\$ 4,463	\$ 4,597	\$ 4,734	\$ 4,877	\$ 5,023	\$ 5,173	\$ 5,329	\$ 5,489	\$ 5,653	\$ 5,823	\$ 5,997	\$ 6,177	\$ 6,363	Pagers (5 each purchase)
Roof	\$ 18,151	\$ 18,696	\$ 19,256	\$ 19,834	\$ 20,429	\$ 21,042	\$ 21,673	\$ 22,324	\$ 22,993	\$ 23,683	\$ 24,394	\$ 25,125	\$ 25,879	\$ 26,655	\$ 27,455	\$ 28,279	Roof
Training Equipment	\$ 1,513	\$ 1,558	\$ 1,605	\$ 1,653	\$ 1,702	\$ 1,754	\$ 1,806	\$ 1,860	\$ 1,916	\$ 1,974	\$ 2,033	\$ 2,094	\$ 2,157	\$ 2,221	\$ 2,288	\$ 2,357	Training Equipment Summary
Airway Trainers																	Airway Trainers
Big Mouth	\$ 3,781	\$ 3,895	\$ 4,012	\$ 4,132	\$ 4,256	\$ 4,384	\$ 4,515	\$ 4,651	\$ 4,790	\$ 4,934	\$ 5,082	\$ 5,234	\$ 5,391	\$ 5,553	\$ 5,720	\$ 5,891	Big Mouth
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4 pk adult/shild	\$ 908	\$ 935	\$ 963	\$ 992	\$ 1,021	\$ 1,052	\$ 1,084	\$ 1,116	\$ 1,150	\$ 1,184	\$ 1,220	\$ 1,256	\$ 1,294	\$ 1,333	\$ 1,373	\$ 1,414	4 pk adult/shild
baby 4 pak	\$ 832	\$ 857	\$ 883	\$ 909	\$ 936	\$ 964	\$ 993	\$ 1,023	\$ 1,054	\$ 1,085	\$ 1,118	\$ 1,152	\$ 1,186	\$ 1,222	\$ 1,258	\$ 1,296	baby 4 pak
adult/pkg	\$ 983	\$ 1,013	\$ 1,043	\$ 1,074	\$ 1,107	\$ 1,140	\$ 1,174	\$ 1,209	\$ 1,245	\$ 1,283	\$ 1,321	\$ 1,361	\$ 1,402	\$ 1,444	\$ 1,487	\$ 1,532	adult/pkg
Annies (2)	\$ 1,134	\$ 1,168	\$ 1,204	\$ 1,240	\$ 1,277	\$ 1,315	\$ 1,355	\$ 1,395	\$ 1,437	\$ 1,480	\$ 1,525	\$ 1,570	\$ 1,617	\$ 1,666	\$ 1,716	\$ 1,767	Annies (2)
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4 pk defib trainers	\$ 605	\$ 623	\$ 642	\$ 661	\$ 681	\$ 701	\$ 722	\$ 744	\$ 766	\$ 789	\$ 813	\$ 838	\$ 863	\$ 889	\$ 915	\$ 943	4 pk defib trainers
junior manequin	\$ 529	\$ 545	\$ 562	\$ 578	\$ 596	\$ 614	\$ 632	\$ 651	\$ 671	\$ 691	\$ 711	\$ 733	\$ 755	\$ 777	\$ 801	\$ 825	junior manequin
JR manequin	\$ 605	\$ 623	\$ 642	\$ 661	\$ 681	\$ 701	\$ 722	\$ 744	\$ 766	\$ 789	\$ 813	\$ 838	\$ 863	\$ 889	\$ 915	\$ 943	JR manequin
IV Arm	\$ 983	\$ 1,013	\$ 1,043	\$ 1,074	\$ 1,107	\$ 1,140	\$ 1,174	\$ 1,209	\$ 1,245	\$ 1,283	\$ 1,321	\$ 1,361	\$ 1,402	\$ 1,444	\$ 1,487	\$ 1,532	IV Arm
Suction Unit	\$ 681	\$ 701	\$ 722	\$ 744	\$ 766	\$ 789	\$ 813	\$ 837	\$ 862	\$ 888	\$ 915	\$ 942	\$ 970	\$ 1,000	\$ 1,030	\$ 1,060	Suction Unit
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Backboard	\$ 529	\$ 545	\$ 562	\$ 578	\$ 596	\$ 614	\$ 632	\$ 651	\$ 671	\$ 691	\$ 711	\$ 733	\$ 755	\$ 777	\$ 801	\$ 825	Backboard
TV Upstairs	\$ 908	\$ 935	\$ 963	\$ 992	\$ 1,021	\$ 1,052	\$ 1,084	\$ 1,116	\$ 1,150	\$ 1,184	\$ 1,220	\$ 1,256	\$ 1,294	\$ 1,333	\$ 1,373	\$ 1,414	TV Upstairs
TV Training Room	\$ 1,210	\$ 1,246	\$ 1,284	\$ 1,322	\$ 1,362	\$ 1,403	\$ 1,445	\$ 1,488	\$ 1,533	\$ 1,579	\$ 1,626	\$ 1,675	\$ 1,725	\$ 1,777	\$ 1,830	\$ 1,885	TV Training Room
Tables (6)	\$ 1,059	\$ 1,091	\$ 1,123	\$ 1,157	\$ 1,192	\$ 1,227	\$ 1,264	\$ 1,302	\$ 1,341	\$ 1,382	\$ 1,423	\$ 1,466	\$ 1,510	\$ 1,555	\$ 1,602	\$ 1,650	Tables (6)
Tables (6)	\$ 1,361	\$ 1,402	\$ 1,444	\$ 1,488	\$ 1,532	\$ 1,578	\$ 1,626	\$ 1,674	\$ 1,724	\$ 1,776	\$ 1,830	\$ 1,884	\$ 1,941	\$ 1,999	\$ 2,059	\$ 2,121	Tables (6)
TOTAL CASH SPENT BY	\$ (107,923)	\$ -	\$ (435,029)	\$ (30,644)	\$ (4,734)	\$ (25,468)	\$ (1,023)	\$ (508,725)	\$ (120,389)	\$ (42,079)							TOTAL CASH SPENT BY YEAR
	\$ 22,689	\$ 23,370	\$ 24,071	\$ 24,793	\$ 25,536	\$ 26,303	\$ 27,092	\$ 27,904	\$ 28,742	\$ 29,604	\$ 30,492	\$ 31,407	\$ 32,349	\$ 33,319	\$ 34,319	\$ 35,348	
	\$ 67,310	\$ 69,330	\$ 71,409	\$ 73,552	\$ 75,758	\$ 78,031	\$ 80,372	\$ 82,783	\$ 85,267	\$ 87,825	\$ 90,459	\$ 93,173	\$ 95,968	\$ 98,847	\$ 101,813	\$ 104,887	
Reserve Fund Cash Balan	\$ (92,802)	\$ (103)	\$ 95,377	\$ (241,308)	\$ (170,657)	\$ (71,058)	\$ 10,940	\$ 120,604	\$ (274,113)	\$ (277,073)	\$ (198,201)	\$ (73,621)	\$ 32,591	\$ (412,777)	\$ (319,087)	\$ (340,767)	Reserve Fund Cash Balance
ITEM	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	

Budget Development Process 2022	
3-Jun	Distribute Budget Worksheets to Department Leaders
15-Jun	Last day to submit Worksheets to Kay
24-Jun	Input completed
11-Jul	Preliminary Report to Committee
29-Jul	Numbers Revised and refined
4-Aug	Distribute preliminary budget to Committee
8-Aug	Committee provide input
17-Aug	Second completion of revise and refine
18-Aug	Distribute preliminary budget to Committee
22-Aug	Committee of the Whole review
12-Sep	City Council discuss preliminary budget
26-Sep	City Council adopt preliminary budget
10/24/2022	Capital Improvement Plan Workshop with Bubany
11/14/2022	Personnel-Budget Committee Input
12-Dec	Adoption of Final Tax Levy

MEMORANDUM

TO: PERSONNEL BUDGET COMMITTEE
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: 2023 BUDGET & TAX LEVY
DATE: 06/09/2022
CC:

Budget Goals for Fiscal Year 2023

1. Maintain a steady, predictable, local tax rate, with a long term goal of reducing the tax rate over time.
2. Reduce the City's current debt per capita level to \$3,500 or lower, over a period of years.
3. Maintain positive reserves in the City's enterprise funds (sewer, water and garbage)
4. Develop a budget based on specified needs and goals.
5. Develop work plans based on specific outcomes; i.e. "chip-sealing all streets every seven years," in an effort to develop a result-based budget.
6. Maintain public safety and public works programming that reasonably assures the public of their personal safety, convenience, and maintenance of property value.
7. Develop and maintain technology, communication, and administrative services that allow all interested parties to be well informed, while protecting the City's critical data and operating systems.

We will pursue those principles by:

1. Maintaining an updated Capital Improvement Plan and Capital Goods Replacement Plan to guide spending on capital equipment and improvements.
2. Developing and evaluating short and long-term plans, goals and benchmarks to guide the development of the community, and the services provided by the City.
3. Investing in the personal and professional development of the City's elected officials and its regular employees.

Joel Young

From: Office of the State Auditor- Government Information Division (Notification)
<Notification@osa.state.mn.us>
Sent: Wednesday, June 1, 2022 10:57 AM
To: Joel Young
Subject: Second Reminder: Performance Measurement Program Due Date July 1, 2022

Mr. Joel Young
City Clerk
City of Chatfield

Dear Mr. Young:

Participation in the Performance Measurement Program by a city or a county is voluntary. Counties and cities that choose to participate in the standard measures program must officially adopt and implement the ten minimum performance measures and system developed by the Council on Local Results and Innovation (Council). For more information on the Performance Measurement Program, please go to <https://www.osa.state.mn.us/forms-deadlines/forms/performance-measurement-program/>

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000. A participating entity is also exempt from levy limits under Minnesota statutes sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect.

In order to receive the per capita reimbursement and levy limit exemption in 2022, if any, counties and cities must file a report (in a PDF format) with the Office of the State Auditor by July 1, 2022. This report will consist of:

1) A resolution approved by the city council or county board declaring that:

- * The city/county has adopted and implemented the minimum 10 performance measures from each applicable service category and the system developed by the Council.
- * The city/county will report the results of the measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

2) A document showing the actual results of the performance measures adopted by the city/county.

To meet the reporting requirements for 2022, a copy of the resolution in a single PDF can be attached to an e-mail and sent to: performancemeasures@osa.state.mn.us. For those entities previously certified for the program, please also include the results of the measures in a PDF format attached to the same e-mail.

The reporting is due by July 1, 2022. There will be no extensions to the reporting deadline. If you have any questions, please contact Christy John at (651) 297-3681 or e-mail performancemeasures@osa.state.mn.us. Thank you.

Sincerely,

Kathy Docter, CPA, CFE
Director
Government Information Division

Standard Measures for Cities

Category	#	Measure	Notes:
General	1.	Rating of the overall quality of services provided by your city (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	2.	Percent change in the taxable property market value	County assessor's office data
	3.	Citizens' rating of the overall appearance of the city (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	4.*	Nuisance code enforcement cases per 1,000 population	$(\text{Number of cases} / \text{Population}) \times 1,000 = \text{cases per 1,000 population}$
	5.*	Number of library visits per 1,000 population	$(\text{Number of visits} / \text{Population}) \times 1,000 = \text{visits per 1,000 population}$
	6.*	Bond rating	Standard & Poor's Ratings Services or Moody's Investor Services
	7.	Citizens' rating of the quality of city recreational programs and facilities (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	8.*	Accuracy of post election audit (% of ballots counted accurately)	
Police Services	9.	Part I and II Crime Rates	Submit data as reported by the Minnesota Bureau of Criminal Apprehension
	10.*	Part I and II Crime Clearance Rates	Submit data as reported by the Minnesota Bureau of Criminal Apprehension
	11.	Citizens' rating of safety in their community (survey data, provide year completed and total responses)	Example of responses: very safe, somewhat safe, neither safe nor unsafe, somewhat unsafe, very unsafe
	12.	Average police response time	Average time it takes to respond to top priority calls from dispatch to officer on scene.
Fire & EMS Services	13.	Insurance industry rating of fire services	Insurance Service Office (ISO) Rating. The ISO issues ratings to fire departments throughout the country for the effectiveness of their fire protection services and equipment. ISO analyzes data and then assigns a classification from 1 to 10. Class 1 represents superior property fire protection and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.
	14.	Citizens' rating of the quality of fire protection services (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	15.	Average fire response time	Average time it takes from dispatch to apparatus on scene for calls that are dispatched as a possible fire
	16.*	Fire calls per 1,000 population	$(\text{Number of calls} / \text{population}) \times 1,000 = \text{calls per 1,000 population}$
	17.*	Number of fires with loss resulting in investigation	
	18.*	EMS calls per 1,000 population	$(\text{Number of calls} / \text{population}) \times 1,000 = \text{calls per 1,000 population}$
	19.	Emergency Medical Services average response time	Average time it takes from dispatch to arrival of EMS
Streets	20.	Average city street pavement condition rating	Provide average rating and the rating system program/type. Example, 70 rating on the Pavement Condition Index (PCI).
	21.	Citizens' rating of the road conditions in their city (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor. Alternatively: good condition, mostly good condition, many bad spots
	22.*	Expenditures for road rehabilitation per paved lane mile rehabilitated (jurisdiction only roads)	Total cost for rehabilitations / lane miles rehabilitated
	23.*	Percentage of all jurisdiction lane miles rehabilitated in the year	Lane miles rehabilitated in year / total number of lane miles
	24.*	Average hours to complete road system during snow event	
	25.	Citizens' rating of the quality of snowplowing on city streets (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
Water	26.	Citizens' rating of the dependability and quality of the city water supply (survey data, provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	27.	Operating cost per 1,000,000 gallons of water pumped/produced	Centrally provided system: $(\text{actual operating expense for water utility} / (\text{total gallons pumped} / 1,000,000)) = \text{cost per million}$
Sanitary Sewer	28.	Citizens' rating of the dependability and quality of city sanitary sewer service (Provide year completed and total responses)	Example of responses: excellent, good, fair, poor
	29.	Number of sewer blockages on city system per 100 connections	Centrally provided system: $(\text{Number of blockages} / \text{number of connections}) \times 100 = \text{blockages per 100 connections}$

*New or amended measure

MEMORANDUM

TO: PUBLIC SERVICES COMMITTEE
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: LEASE AGREEMENT RENEWAL
DATE: 06/09/22
CC:

As you might know, the six-year lease that has been in place between the CCA Inc and the Chatfield EDA is about to expire in a few months. The Center for the Arts Advisory Committee has developed a draft Agreement for the CCA Inc., the EDA and the City Council to consider. Ultimately, the State of Minnesota will need to approve the Agreement, too. To start the process, though, the Advisory Committee would like you to review and comment on the proposal.

There should be three documents attached for your consideration, one is the lease that is currently in place, the second one would be a red-line version of the proposed lease and, because the red-line version is so messy, the third document is a clean, more readable version of the proposal.

Most of the items in this lease are items that are required by the State and we are able to divvy out local responsibilities as we see fit. The primary difference between the proposed lease and the current lease is the transfer of certain responsibilities to the owner, which is essentially G.3 - 8. The idea is to relieve the volunteer board from the responsibility of activities that are not so easily managed by volunteers; boiler and HVAC inspections/maintenance, etc. Along with this transfer of responsibility, the stipend paid to the CCA would reduce from the current level of \$40,000 per year to \$24,000 per year.

The point of Item B.6 is to more clearly delineate specific points of responsibility. This isn't meant to be an exclusive list, but the Advisory Committee thought that a list of some sort might be more helpful than how the current Agreement is written.

Please review and comment at your earliest convenience. After there is agreement between the CCA Inc and the EDA, and the City Council, the Agreement will be submitted to the State of Minnesota for final approval.

LEASE AND OPERATING AGREEMENT

This agreement, made this 26th day of September, 2016, by and between the **Economic Development Authority of the City of Chatfield, Minnesota**, a body corporate and politic, and a political subdivision of the State of Minnesota ("EDA") and **Chatfield Center for the Arts, Inc.**, a corporation organized under Chapter 317 of the Statutes of the State of Minnesota ("CCA, Inc."), WITNESSETH that:

WHEREAS, EDA is the owner of certain lands situated within the City of Chatfield, Minnesota, legally described as Block 19, Original Plat of the Town (now City) of Chatfield ("the property"); and,

WHEREAS, the property is the location of two physically connected historic structures, commonly known as the "Old High School" and "Potter Auditorium", which structures are presently being used and maintained as a facility known as "The Chatfield Center for the Arts" ("the facility"); and,

WHEREAS, the facility is a valuable resource for the citizens of the City of Chatfield and its environs because it provides facilities in which numerous individual, community, educational, cultural and entertainment events can be and are conducted or accommodated; and,

WHEREAS, the EDA has determined that the public interest would be best served by having the facilities managed by a suitable organization within the community; and,

WHEREAS, CCA, Inc., has the necessary personnel, resources and expertise to manage the daily operations of the facility to maximize the public benefit of the property, and

Now therefore, in consideration of the mutual premises set forth, IT IS AGREED between the parties as follows:

- I. EDA (Lessor) hereby leases to CCA, Inc. (Lessee), in the amount of \$1 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the property (Block 19 Original Town), and the associated facility for a term of six (6) years, subject to all of the other terms and conditions set forth herein.
- II. During the period of this lease:
 - A. Lessee will have and hold these premises for the term of six (6) years from and after the first day of September, 2016, up to and including the 31st day of August, 2022 for the following governmental program, and those purposes only, to-wit:
 - a. To carry on cultural participation and exhibition and promote the knowledge, practice and enjoyment of performance and fine arts, including musical, terpsichorean, dramatic arts and theatre, painting, sculpture, architecture, poetry, photography, conceptual art, printmaking, filmmaking, and to conduct any other related activities which are proper or necessary to the promotion of the knowledge, enjoyment and appreciation of said arts and theatre by the people of the City of Chatfield and vicinity.
 - b. Civic and community events.
 - c. Private events that cannot be accommodated elsewhere in the community and which do not conflict with activities listed in a and b, above.
 - B. Lessee shall provide the Lessor with an initial program implementation plan. During the entire term of this lease, Lessee shall provide annually to the EDA and City Council, a program

evaluation report and budget, including revenues and expenses, and shall acknowledge that all actions taken pursuant to this lease shall be in furtherance of the aforementioned government program.

- C. During the entire time of this lease, Lessee shall pay, without cost to the EDA or City, all public utilities, including electricity, water, sewer and heat, for the building.
- D. Lessee shall keep and maintain the buildings in good condition and shall repair to the satisfaction of the Lessor, paying all costs of operation and maintenance of the real property and facility, reasonable use and wear thereof excepted. The lessee will take appropriate measures to preserve the historical significance and integrity of the property in accordance with the city's heritage preservation ordinance. Every reasonable effort will be made to protect and preserve historically significant architectural features which may be affected by any programs or activities carried on by the lessee. No building improvements, alterations, structural modifications or major repairs will be undertaken without the appropriate city permits and the written permission of the owner.
- E. Lessee agrees that there will be no discrimination in the admittance to or participation of the public in the various activities conducted by the Lessee on the leased premises.
- F. Lessee shall have no right or power to assign this lease without the written consent of the Lessor endorsed upon the lease. It is further mutually agreed and understood that the Lessee shall neither rent or sublet any portion of the leased premises; it being understood and agreed that such productions and related activities shall be substantially the effort and product of the Chatfield Center for the Arts group and not merely sponsored by others, provided, however, that Lessee may make said premises available to the Chatfield Public School District and amateur theatre groups. (This section is not meant to preclude the Lessee from entering into rental agreements for the purpose of presenting concerts, shows, and other similar arts-related presentations.)
- G. Lessee will maintain the leased premises, including all improvements made, during the term of this lease agreement in a neat, clean and respectable condition and shall preserve the value of the improvements during the term of this Lease. Future alterations to the physical structure of the Leased Premises may be made only after obtaining the City's prior written approval, which approval shall not be unreasonably withheld. Upon termination of this Lease all tenant improvements shall become property of the EDA/City of Chatfield. Lessee covenants and agrees not to suffer or permit any lien of mechanics or materialmen to be placed against the Leased Premises and in case of any such lien attaching, to immediately pay off and remove the same. In the event of the filing of such a lien, Lessee shall have the right to contest its validity provided Lessee furnishes EDA reasonable security that EDA or the City shall not suffer loss or damage as a consequence of such lien. Lessee has no authority or power to cause or permit any lien or encumbrance of any kind to attach to or be placed upon the property or any part thereof, and any and all liens and encumbrances created by Lessee shall attach only to Lessee's interest in the Leased Premises. Lessee further agrees not to encumber, by mortgage, chattel or real estate security agreement, deed of trust or any other similar security documents or documents of transfer and conveyance, its leasehold interest and estate in the Leased Premises. Lessee shall also procure builder's risk insurance at its own expense for any time during which the Leased Premises are under construction or renovation. Lessee shall be solely responsible for carrying personal property insurance to cover loss of all personal property on the Leased Premises. The EDA and the City shall not be liable for any damage to or loss of Lessee's property except to the extent such damage or loss was caused by EDA or City's negligent or willful misconduct. In the event the leased premises are or become subject to general ad valorem taxes, Lessee agrees to pay such taxes

before default.

- H. If any part of the leased premises shall be rented or sublet contrary to the terms of this lease, or if this lease shall be assigned without the consent of the Lessor, or if the government program is terminated or changed by Lessor, or if Lessee ceases to carry on music, theatre or dramatic art activities of the governmental program on the leased premises, or if any material term, condition or covenant of this lease to be kept or performed by the Lessee will be violated or neglected, then in any of said cases or events, the Lessor may cancel and annul this lease if said default is not cured within 30 days of written notice to Lessee by Lessor, and Lessor may reenter and take possession of the leased premises immediately thereafter, and remove all persons and property therefrom.
- I. EDA will provide routine snow removal from the parking lot and sidewalks consistent with its removal of snow from other public places within the community,
- J. EDA will provide lawn mowing services, consistent with the mowing of the parks and other public spaces within the community,
- K. EDA will provide a stipend of \$50,000 a year, paid in equal monthly installments, to the Lessee during the first five years of this Agreement, to assist in meeting the basic costs of operations. In year 6 of the Agreement, the annual stipend will be lowered to \$40,000 payable in equal monthly installments to the Lessee. In that same year, the EDA will deposit \$10,000 in a Capital Improvement Fund (CIF) dedicated to the maintenance and improvement of the Chatfield Center for the Arts property. These financial obligations are limited to the EDA's ability to secure these funds from the City of Chatfield and the EDA will not be held liable for making payments in excess of whatever funding is made available by the City of Chatfield, for this purpose, in any given year.
- L. EDA will request that the City add the CCA as a "covered party" to its insurance coverage as provided by the League of Minnesota Cities Insurance Trust. If liability coverage for the CCA is not added to the City's LMCIT coverage, the CCA shall procure its own liability coverage in an amount equal to or greater than the City's maximum liability as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. The City and the EDA must be endorsed as additional insureds on any liability coverage procured by the CCA. The CCA shall provide the city with a certificate of insurance showing proof of the required coverage.
- M. EDA will provide a one-time payment of \$25,000 to CCA within thirty days of ratification of this Agreement, to assist with the cost of transitioning the operations from the EDA to the CCA.
- N. Lessee shall be responsible to manage and pay for the day to day operations of the facility, including necessary personnel staffing (including workers compensation insurance), routine facility maintenance and the scheduling of the use of the facility between the various potential users.
- O. Lessee shall give priority to a request from the governing body of the City of Chatfield or the EDA to use the facility over any other conflicting request during a particular time period, and shall make such space available at no cost to the City or EDA. If necessary, the buildings can also be used by the City to host elections, if the current election space becomes inadequate.
- P. Lessee will remove snow, ice and other debris from the steps and ramps that service the buildings, and also remove snow from sidewalks as might be necessary for events that are held when it is not

conducive for the City Crew to do so.

- Q. Lessee will maintain bushes, shrubs and flowers and any other beautification efforts other than the grassy areas that will be maintained by the EDA,
- R. Lessee shall use its best efforts to pursue grant applications for funding from outside sources to help pay for operations, maintenance and improvements to the facility; and raise funds to create an endowment for this purpose for the future.
- S. Liability and Indemnification. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party further agrees that it will defend, indemnify and hold harmless the other party, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of a party's negligence or a party's performance or failure to perform its obligations under this Lease.
- T. Data Practices. Lessee agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. Lessee understands that all of the data created, collected, received, stored, used, maintained or disseminated by Lessee in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and Lessee must comply with those requirements as if it were a government entity. This does not create a duty on the part of Lessee to provide the public with access to public data if the public data is available from the Lessor, except as required by the terms of this Lease.
- U. Job Postings: Lessee agrees to list any vacant or new positions it may have with state workforce centers as required by Minn. Stat. 116L.66, as it may be amended, modified or replaced from time to time, for the term of this contract.
- V. Dispute Resolution. The parties shall cooperate and use their best efforts to ensure that the provisions of the Lease are fulfilled. The parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Lease. If disputes cannot be resolved informally by the parties, the following procedures shall be used:
 - a. Mediation. Whenever there is a failure between the parties to resolve a dispute on their own, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Olmsted County District Court Administrator and select a mediator by alternately striking names until one remains. Lessor shall strike the first name followed by Lessee, and shall continue in that order until one name remains.
 - b. Litigation. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the parties may pursue any legal remedy.
- W. Savings Clause. If any court finds any portion of this Lease to be contrary to law, invalid, or unenforceable, the remainder of the Lease will remain in full force and effect.
- X. This agreement constitutes the entire agreement between parties and supersedes any prior written or verbal agreement of the parties. No waiver consent, modification or change of terms of this

lease shall bind either party unless in writing and signed by both parties and has been approved by the Minnesota Department of Management and Budget and DEED. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this lease.

Agreed to between the parties hereto the date previously set forth above.

Economic Development Authority
of the City of Chatfield, Minnesota.

By 

Its Chair

By 

Its Secretary

Chatfield Center for the Arts, Inc.

By 

Its President

By 

Its Vice President

LEASE AND OPERATING AGREEMENT

This agreement, made this 1st day of September, 2022, by and between the **Economic Development Authority of the City of Chatfield, Minnesota**, a body corporate and politic, and a political subdivision of the State of Minnesota (“EDA”) and **Chatfield Center for the Arts, Inc.**, a corporation organized under Chapter 317 of the Statutes of the State of Minnesota (“CCA, Inc.”), WITNESSETH that:

WHEREAS, EDA is the owner of certain lands situated within the City of Chatfield, Minnesota, legally described as Block 19, Original Plat of the Town (now City) of Chatfield (“the property”); and,

WHEREAS, the property is the location of two physically connected historic structures, commonly known as the “Old High School” and “Potter Auditorium”, which structures are presently being used and maintained as a facility known as “The Chatfield Center for the Arts” (“the facility”); and,

WHEREAS, the facility is a valuable resource for the citizens of the City of Chatfield and its environs because it provides facilities in which numerous individual, community, educational, cultural and entertainment events can be and are conducted or accommodated; and,

WHEREAS, the EDA has determined that the public interest would be best served by having the facilities managed by a suitable organization within the community; and,

WHEREAS, CCA, Inc., has the necessary personnel, resources and expertise to manage the daily operations of the facility to maximize the public benefit of the property, and

Now therefore, in consideration of the mutual premises set forth, IT IS AGREED between the parties as follows:

I. EDA (Lessor) hereby leases to CCA, Inc. (Lessee), in the amount of \$1 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the property (Block 19 Original Town), and the associated facility for a term of six (6) years, subject to all of the other terms and conditions set forth herein.

II. During the period of this lease:

A. Lessee will have and hold these premises for the term of six (6) years from and after the first day of September, 2022, up to and including the 31st day of August, 2028 for the following governmental program, and those purposes only, to-wit:

1. To carry on cultural participation and exhibition and promote the knowledge, practice and enjoyment of performance and fine arts, including musical, terpsichorean, dramatic arts and theatre, painting, sculpture, architecture, poetry, photography, conceptual art, printmaking, filmmaking, and to conduct any other related activities which are proper or necessary to the promotion of the knowledge, enjoyment and appreciation of said arts and theatre by the people of the City of Chatfield and vicinity.
2. Civic and community events.
3. Private events which do not conflict with activities listed in a and b, above.

B. Lessee Responsibilities:

1. Lessee shall be responsible to manage and pay for the day to day operations of the facility, including necessary personnel staffing (including workers compensation insurance),

routine facility maintenance and the scheduling of the use of the facility between the various potential users.

2. Provide Lessor with an annual program implementation plan.
 3. Provide Lessor with an annual program evaluation report and budget, including revenues, expenditures, balances of all funds, and shall acknowledge that all actions taken pursuant to this lease shall be in furtherance of the aforementioned governmental program.
 4. Lessee shall pay, without cost to the EDA or City, all public utilities, including electricity, water, sewer, garbage, internet, telephone, and heat.
 5. Lessee shall keep and maintain the buildings in good condition and shall repair to the satisfaction of the Lessor, paying all costs of operation and maintenance of the real property and facility, reasonable use and wear thereof excepted. The lessee will take appropriate measures to preserve the historical significance and integrity of the property in accordance with the city's heritage preservation ordinance. Every reasonable effort will be made to protect and preserve historically significant architectural features which may be affected by any programs or activities carried on by the lessee. No building improvements, alterations, structural modifications or major repairs will be undertaken without the appropriate city permits and the written permission of the owner.
 6. Lessee maintenance responsibilities include but are not limited to:
 - a. Operating all light, sound and HVAC controls to set desired temperatures, volumes and lighting.
 - b. Replacing light bulbs, ballasts and fixtures as needed.
 - c. Sweeping, mopping, vacuuming, dusting and washing interior of windows.
 - d. Maintaining safe and clean pedestrian access to all entrances at all times.
 - e. Maintain all doorways, locks and internal security systems.
 - f. Maintain and replace plumbing, electrical and low voltage systems at all times.
 - g. Lessee will remove snow, ice and other debris from the steps and ramps that service the buildings, and also remove snow from sidewalks as might be necessary for events that are held when it is not conducive for the City Crew to do so.
 - h. Lessee will maintain bushes, shrubs and flowers and any other beautification efforts other than the grassy areas that will be maintained by the EDA.
 7. Lessee shall use its best efforts to pursue grant applications for funding from outside sources to help pay for operations, maintenance and improvements to the facility; and raise funds to create an endowment for this purpose for the future.
 8. Lessee shall make an annual, or more frequent, allocation to the CCA Endowment Fund. The purpose of the Endowment Fund is to grow to a point where it can endow the CCA Inc. with funds to assist with special programming, capital repairs/improvements or to otherwise support the operations of the Chatfield Center for the Arts. The amount deposited each year shall correlate with the level of activity/success of the organization, without threatening the financial viability of the organization.
- C. Lessee agrees that there will be no discrimination in the admittance to or participation of the public in the various activities conducted by the Lessee on the leased premises.
- D. Lessee shall have no right or power to assign this lease without the written consent of the Lessor endorsed upon the lease. It is further mutually agreed and understood that the Lessee shall neither rent or sublet any portion of the leased premises; it being understood and agreed that such productions and related activities shall be substantially the effort and product of the Lessee and not merely sponsored by others, provided, however, that Lessee may make said premises available to the Chatfield Public School District and amateur theatre groups. (This section is not meant to preclude the Lessee from entering into rental agreements for the purpose of presenting concerts,

shows, and other similar arts-related presentations.)

- E. Lessee will maintain the leased premises in a neat, clean and respectable condition and shall preserve the value of the premises during the term of this Lease. Future alterations to the physical structure of the Leased Premises may be made only after obtaining the City's prior written approval, which approval shall not be unreasonably withheld. Upon termination of this Lease all tenant improvements/equipment shall become property of the EDA/City of Chatfield. Lessee covenants and agrees not to suffer or permit any lien of mechanics or materialmen to be placed against the Leased Premises and in case of any such lien attaching, to immediately pay off and remove the same. In the event of the filing of such a lien, Lessee shall have the right to contest its validity provided Lessee furnishes EDA reasonable security that EDA or the City shall not suffer loss or damage as a consequence of such lien. Lessee has no authority or power to cause or permit any lien or encumbrance of any kind to attach to or be placed upon the property or any part thereof, and any and all liens and encumbrances created by Lessee shall attach only to Lessee's interest in the Leased Premises. Lessee further agrees not to encumber, by mortgage, chattel or real estate security agreement, deed of trust or any other similar security documents or documents of transfer and conveyance, its leasehold interest and estate in the Leased Premises. Lessee shall also procure builder's risk insurance at its own expense for any time during which the Leased Premises are under construction or renovation. Lessee shall be solely responsible for carrying personal property insurance to cover loss of all personal property on the Leased Premises. The EDA and the City shall not be liable for any damage to or loss of Lessee's property except to the extent such damage or loss was caused by EDA or City's negligent or willful misconduct. In the event the leased premises are or become subject to general ad valorem taxes, Lessee agrees to pay such taxes before default.
- F. If any part of the leased premises shall be rented or sublet contrary to the terms of this lease, or if this lease shall be assigned without the consent of the Lessor, or if the government program is terminated or changed by Lessor, or if Lessee ceases to carry on music, theatre or dramatic art activities of the governmental program on the leased premises, or if any material term, condition or covenant of this lease to be kept or performed by the Lessee will be violated or neglected, then in any of said cases or events, the Lessor may cancel and annul this lease if said default is not cured within 30 days of written notice to Lessee by Lessor, and Lessor may reenter and take possession of the leased premises immediately thereafter, and remove all persons and property therefrom.
- G. Lessor will provide the following services, none of which are intended to relieve Lessee of the expectations and obligations described elsewhere in this Agreement:
1. Routine snow removal from the parking lot and sidewalks consistent with its removal of snow from other public places within the community (Valued at \$14,000)
 2. Routine lawn mowing services, consistent with the mowing of the parks and other public spaces within the community (Valued of \$7,500)
 3. Routine exterior washing of windows, (valued at \$_____)
 4. Routine inspection of boilers, replacement of air filters, conduct preventative maintenance, and make repairs on boilers and air handling system (Valued at \$5,000 + Inspection)
 5. Manage and pay Elevator Maintenance contract, annual inspection, and maintenance (Valued at \$1,200 annual in 2022 + maintenance as needed)
 6. Manage and pay Fire Monitoring services, (Valued at \$1,512 in 2022 + service calls)
 7. Routine roof inspections, maintenance, and replacement (Valued at \$_____)
 8. Routine maintenance and monitoring of fire extinguishers.
- H. EDA will provide a stipend of \$ \$24,000 a year, paid in equal monthly installments, to the Lessee to

assist in meeting the basic costs of operations. The EDA will deposit \$10,000 in a Capital Improvement Fund (CIF) dedicated to the maintenance and improvement of the Chatfield Center for the Arts property. A capital repair/improvement is defined as one that would cost in excess of \$10,000 with a lifespan of at least ten (10) years. These financial obligations are limited to the EDA's ability to secure these funds from the City of Chatfield and the EDA will not be held liable for making payments in excess of whatever funding is made available by the City of Chatfield, for this purpose, in any given year.

- I. EDA will request that the City add the CCA as a "covered party" to its insurance coverage as provided by the League of Minnesota Cities Insurance Trust. (Valued at \$23,000) If liability coverage for the CCA is not added to the City's LMCIT coverage, the CCA shall procure its own liability coverage in an amount equal to or greater than the City's maximum liability as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. The City and the EDA must be endorsed as additional insureds on any liability coverage procured by the CCA. The CCA shall provide the city with a certificate of insurance showing proof of the required coverage.
- J. Liability and Indemnification. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party further agrees that it will defend, indemnify and hold harmless the other party, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of a party's negligence or a party's performance or failure to perform its obligations under this Lease.
- K. Data Practices. Lessee agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. Lessee understands that all of the data created, collected, received, stored, used, maintained or disseminated by Lessee in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and Lessee must comply with those requirements as if it were a government entity. This does not create a duty on the part of Lessee to provide the public with access to public data if the public data is available from the Lessor, except as required by the terms of this Lease.
- L. Job Postings: Lessee agrees to list any vacant or new positions it may have with state workforce centers as required by Minn. Stat. 116L.66, as it may be amended, modified or replaced from time to time, for the term of this contract.
- M. Dispute Resolution. The parties shall cooperate and use their best efforts to ensure that the provisions of the Lease are fulfilled. The parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Lease. If disputes cannot be resolved informally by the parties, the following procedures shall be used:
 - 1. Mediation. Whenever there is a failure between the parties to resolve a dispute on their own, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Olmsted County District Court Administrator and select a mediator by alternately striking names until one remains. Lessor shall strike the first name followed by Lessee, and shall continue in that order until one name remains.
 - 2. Litigation. If the dispute is not resolved within thirty (30) days after the end of mediation

proceedings, the parties may pursue any legal remedy.

- N. Savings Clause. If any court finds any portion of this Lease to be contrary to law, invalid, or unenforceable, the remainder of the Lease will remain in full force and effect.
- O. This agreement constitutes the entire agreement between parties and supersedes any prior written or verbal agreement of the parties. No waiver consent, modification or change of terms of this lease shall bind either party unless in writing and signed by both parties and has been approved by the Minnesota Department of Management and Budget and DEED. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this lease.

Agreed to between the parties hereto the date previously set forth above.

Economic Development Authority
of the City of Chatfield, Minnesota.

Chatfield Center for the Arts, Inc.

By _____

By _____

Its _____

Its _____

By _____

By _____

Its _____

Its _____

LEASE AND OPERATING AGREEMENT

This agreement, made this 1st day of September, 2022, by and between the **Economic Development Authority of the City of Chatfield, Minnesota**, a body corporate and politic, and a political subdivision of the State of Minnesota ("EDA") and **Chatfield Center for the Arts, Inc.**, a corporation organized under Chapter 317 of the Statutes of the State of Minnesota ("CCA, Inc."), WITNESSETH that:

WHEREAS, EDA is the owner of certain lands situated within the City of Chatfield, Minnesota, legally described as Block 19, Original Plat of the Town (now City) of Chatfield ("the property"); and,

WHEREAS, the property is the location of two physically connected historic structures, commonly known as the "Old High School" and "Potter Auditorium", which structures are presently being used and maintained as a facility known as "The Chatfield Center for the Arts" ("the facility"); and,

WHEREAS, the facility is a valuable resource for the citizens of the City of Chatfield and its environs because it provides facilities in which numerous individual, community, educational, cultural and entertainment events can be and are conducted or accommodated; and,

WHEREAS, the EDA has determined that the public interest would be best served by having the facilities managed by a suitable organization within the community; and,

WHEREAS, CCA, Inc., has the necessary personnel, resources and expertise to manage the daily operations of the facility to maximize the public benefit of the property, and

Now therefore, in consideration of the mutual premises set forth, IT IS AGREED between the parties as follows:

I. EDA (Lessor) hereby leases to CCA, Inc. (Lessee), in the amount of \$1 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the property (Block 19 Original Town), and the associated facility for a term of six (6) years, subject to all of the other terms and conditions set forth herein.

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II. During the period of this lease:

A. Lessee will have and hold these premises for the term of six (6) years from and after the first day of September, 2022, up to and including the 31st day of August, 2028 for the following governmental program, and those purposes only, to-wit:

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1. To carry on cultural participation and exhibition and promote the knowledge, practice and enjoyment of performance and fine arts, including musical, terpsichorean, dramatic arts and theatre, painting, sculpture, architecture, poetry, photography, conceptual art, printmaking, filmmaking, and to conduct any other related activities which are proper or necessary to the promotion of the knowledge, enjoyment and appreciation of said arts and theatre by the people of the City of Chatfield and vicinity.
2. Civic and community events.
3. Private events ~~that cannot be accommodated elsewhere in the community and~~ which do not conflict with activities listed in a and b, above.

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B. Lessee Responsibilities:

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1. Lessee shall be responsible to manage and pay for the day to day operations of the facility.

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including necessary personnel staffing (including workers compensation insurance), routine facility maintenance and the scheduling of the use of the facility between the various potential users.

2. Provide Lessor with an annual program implementation plan.
 3. Provide Lessor with an annual program evaluation report and budget, including revenues, expenditures, balances of all funds, and shall acknowledge that all actions taken pursuant to this lease shall be in furtherance of the aforementioned governmental program.
 4. Lessee shall pay, without cost to the EDA or City, all public utilities, including electricity, water, sewer, garbage, internet, telephone, and heat.
 5. Lessee shall keep and maintain the buildings in good condition and shall repair to the satisfaction of the Lessor, paying all costs of operation and maintenance of the real property and facility, reasonable use and wear thereof excepted. The lessee will take appropriate measures to preserve the historical significance and integrity of the property in accordance with the city's heritage preservation ordinance. Every reasonable effort will be made to protect and preserve historically significant architectural features which may be affected by any programs or activities carried on by the lessee. No building improvements, alterations, structural modifications or major repairs will be undertaken without the appropriate city permits and the written permission of the owner.
 6. Lessee maintenance responsibilities include but are not limited to:
 - a. Operating all light, sound and HVAC controls to set desired temperatures, volumes and lighting.
 - b. Replacing light bulbs, ballasts and fixtures as needed.
 - c. Sweeping, mopping, vacuuming, dusting and washing interior of windows.
 - d. Maintaining safe and clean pedestrian access to all entrances at all times.
 - e. Maintain all doorways, locks and internal security systems.
 - f. Maintain and replace plumbing, electrical and low voltage systems at all times.
 - g. Lessee will remove snow, ice and other debris from the steps and ramps that service the buildings, and also remove snow from sidewalks as might be necessary for events that are held when it is not conducive for the City Crew to do so.
 - h. Lessee will maintain bushes, shrubs and flowers and any other beautification efforts other than the grassy areas that will be maintained by the EDA.
 7. Lessee shall use its best efforts to pursue grant applications for funding from outside sources to help pay for operations, maintenance and improvements to the facility; and raise funds to create an endowment for this purpose for the future.
 8. Lessee shall make an annual, or more frequent, allocation to the CCA Endowment Fund. The purpose of the Endowment Fund is to grow to a point where it can endow the CCA Inc. with funds to assist with special programming, capital repairs/improvements or to otherwise support the operations of the Chatfield Center for the Arts. The amount deposited each year shall correlate with the level of activity/success of the organization, without threatening the financial viability of the organization.
- ~~B. Lessee shall provide the Lessor with an initial program implementation plan. During the entire term of this lease, Lessee shall provide annually to the EDA and City Council, a program evaluation report and budget, including revenues and expenses, and shall acknowledge that all actions taken pursuant to this lease shall be in furtherance of the aforementioned government program.~~
- ~~D. During the entire time of this lease, Lessee shall pay, without cost to the EDA or City, all public utilities, including electricity, water, sewer and heat, for the building.~~
- ~~Lessee shall keep and maintain the buildings in good condition and shall repair to the satisfaction of~~

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~~the Lessor, paying all costs of operation and maintenance of the real property and facility, reasonable use and wear thereof excepted. The lessee will take appropriate measures to preserve the historical significance and integrity of the property in accordance with the city's heritage preservation ordinance. Every reasonable effort will be made to protect and preserve historically significant architectural features which may be affected by any programs or activities carried on by the lessee. No building improvements, alterations, structural modifications or major repairs will be undertaken without the appropriate city permits and the written permission of the owner.~~

~~F.~~_____

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H.C. Lessee agrees that there will be no discrimination in the admittance to or participation of the public in the various activities conducted by the Lessee on the leased premises.

H.D. Lessee shall have no right or power to assign this lease without the written consent of the Lessor endorsed upon the lease. It is further mutually agreed and understood that the Lessee shall neither rent or sublet any portion of the leased premises; it being understood and agreed that such productions and related activities shall be substantially the effort and product of the ~~Chatfield Center for the Arts group~~ Lessee and not merely sponsored by others, provided, however, that Lessee may make said premises available to the Chatfield Public School District and amateur theatre groups. (This section is not meant to preclude the Lessee from entering into rental agreements for the purpose of presenting concerts, shows, and other similar arts-related presentations.)

J.E. Lessee will maintain the leased premises, ~~including all improvements made, during the term of this lease agreement~~ in a neat, clean and respectable condition and shall preserve the value of the ~~improvements~~ during the term of this Lease. Future alterations to the physical structure of the Leased Premises may be made only after obtaining the City's prior written approval, which approval shall not be unreasonably withheld. Upon termination of this Lease all tenant improvements/equipment shall become property of the EDA/City of Chatfield. Lessee covenants and agrees not to suffer or permit any lien of mechanics or materialmen to be placed against the Leased Premises and in case of any such lien attaching, to immediately pay off and remove the same. In the event of the filing of such a lien, Lessee shall have the right to contest its validity provided Lessee furnishes EDA reasonable security that EDA or the City shall not suffer loss or damage as a consequence of such lien. Lessee has no authority or power to cause or permit any lien or encumbrance of any kind to attach to or be placed upon the property or any part thereof, and any and all liens and encumbrances created by Lessee shall attach only to Lessee's interest in the Leased Premises. Lessee further agrees not to encumber, by mortgage, chattel or real estate security agreement, deed of trust or any other similar security documents or documents of transfer and conveyance, its leasehold interest and estate in the Leased Premises. Lessee shall also procure builder's risk insurance at its own expense for any time during which the Leased Premises are under construction or renovation. Lessee shall be solely responsible for carrying personal property insurance to cover loss of all personal property on the Leased Premises. The EDA and the City shall not be liable for any damage to or loss of Lessee's property except to the extent such damage or loss was caused by EDA or City's negligent or willful misconduct. In the event the leased premises are or become subject to general ad valorem taxes, Lessee agrees to pay such taxes before default.

K.F. If any part of the leased premises shall be rented or sublet contrary to the terms of this lease, or if this lease shall be assigned without the consent of the Lessor, or if the government program is terminated or changed by Lessor, or if Lessee ceases to carry on music, theatre or dramatic art activities of the governmental program on the leased premises, or if any material term,

condition or covenant of this lease to be kept or performed by the Lessee will be violated or neglected, then in any of said cases or events, the Lessor may cancel and annul this lease if said default is not cured within 30 days of written notice to Lessee by Lessor, and Lessor may reenter and take possession of the leased premises immediately thereafter, and remove all persons and property therefrom.

~~M. EDA will provide routine snow removal from the parking lot and sidewalks consistent with its removal of snow from other public places within the community;~~

~~O. EDA will provide lawn mowing services, consistent with the mowing of the parks and other public spaces within the community;~~

G. Lessor will provide the following services, none of which are intended to relieve Lessee of the expectations and obligations described elsewhere in this Agreement:

1. Routine snow removal from the parking lot and sidewalks consistent with its removal of snow from other public places within the community (Valued at \$14,000)
2. Routine lawn mowing services, consistent with the mowing of the parks and other public spaces within the community (Valued of \$7,500)
3. Routine exterior washing of windows, (valued at \$ _____)
4. Routine inspection of boilers, replacement of air filters, conduct preventative maintenance, and make repairs on boilers and air handling system (Valued at \$5,000 + Inspection)
5. Manage and pay Elevator Maintenance contract, annual inspection, and maintenance (Valued at \$1,200 annual in 2022 + maintenance as needed)
6. Manage and pay Fire Monitoring services, (Valued at \$1,512 in 2022 + service calls)
7. Routine roof inspections, maintenance, and replacement (Valued at \$ _____)
8. Routine maintenance and monitoring of fire extinguishers.

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~~P.H.~~ EDA will provide a stipend of ~~\$50,000~~ \$24,000 a year, paid in equal monthly installments, to the Lessee ~~during the first five years of this Agreement,~~ to assist in meeting the basic costs of operations. ~~In year 6 of the Agreement, the annual stipend will be lowered to \$40,000 payable in equal monthly installments to the Lessee. In that same year, the~~ EDA will deposit \$10,000 in a Capital Improvement Fund (CIF) dedicated to the maintenance and improvement of the Chatfield Center for the Arts property. A capital repair/improvement is defined as one that would cost in excess of \$10,000 with a lifespan of at least ten (10) years. These financial obligations are limited to the EDA's ability to secure these funds from the City of Chatfield and the EDA will not be held liable for making payments in excess of whatever funding is made available by the City of Chatfield, for this purpose, in any given year.

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~~Q.I.~~ EDA will request that the City add the CCA as a "covered party" to its insurance coverage as provided by the League of Minnesota Cities Insurance Trust. ~~(Valued at \$23,000)~~ If liability coverage for the CCA is not added to the City's LMCIT coverage, the CCA shall procure its own liability coverage in an amount equal to or greater than the City's maximum liability as set forth in Minnesota Statutes, Section 466.04, subd. 1, as amended. The City and the EDA must be endorsed as additional insureds on any liability coverage procured by the CCA. The CCA shall provide the city with a certificate of insurance showing proof of the required coverage.

~~S. EDA will provide a one-time payment of \$25,000 to CCA within thirty days of ratification of this Agreement, to assist with the cost of transitioning the operations from the EDA to the CCA.~~

~~U. Lessee shall be responsible to manage and pay for the day-to-day operations of the facility, including necessary personnel staffing (including workers compensation insurance), routine facility maintenance and the scheduling of the use of the facility between the various potential users.~~

~~W. Lessee shall give priority to a request from the governing body of the City of Chatfield or the EDA to use the facility over any other conflicting request during a particular time period, and shall make such space available at no cost to the City or EDA. If necessary, the buildings can also be used by the City to host elections, if the current election space becomes inadequate.~~

~~Y. Lessee will remove snow, ice and other debris from the steps and ramps that service the buildings, and also remove snow from sidewalks as might be necessary for events that are held when it is not conducive for the City Crew to do so.~~

~~AA. Lessee will maintain bushes, shrubs and flowers and any other beautification efforts other than the grassy areas that will be maintained by the EDA.~~

~~CC. Lessee shall use its best efforts to pursue grant applications for funding from outside sources to help pay for operations, maintenance and improvements to the facility; and raise funds to create an endowment for this purpose for the future.~~

~~EE.J.~~ Liability and Indemnification. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Each party further agrees that it will defend, indemnify and hold harmless the other party, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of a party's negligence or a party's performance or failure to perform its obligations under this Lease.

~~FF.K.~~ Data Practices. Lessee agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. Lessee understands that all of the data created, collected, received, stored, used, maintained or disseminated by Lessee in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and Lessee must comply with those requirements as if it were a government entity. This does not create a duty on the part of Lessee to provide the public with access to public data if the public data is available from the Lessor, except as required by the terms of this Lease.

~~GG.L.~~ Job Postings: Lessee agrees to list any vacant or new positions it may have with state workforce centers as required by Minn. Stat. 116L.66, as it may be amended, modified or replaced from time to time, for the term of this contract.

~~HH.M.~~ Dispute Resolution. The parties shall cooperate and use their best efforts to ensure that the provisions of the Lease are fulfilled. The parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Lease. If disputes cannot be resolved informally by the parties, the following procedures shall be used:

1. Mediation. Whenever there is a failure between the parties to resolve a dispute on their own, the parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the

Olmsted County District Court Administrator and select a mediator by alternately striking names until one remains. Lessor shall strike the first name followed by Lessee, and shall continue in that order until one name remains.

2. Litigation. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the parties may pursue any legal remedy.

H.N. Savings Clause. If any court finds any portion of this Lease to be contrary to law, invalid, or unenforceable, the remainder of the Lease will remain in full force and effect.

H.O. This agreement constitutes the entire agreement between parties and supersedes any prior written or verbal agreement of the parties. No waiver consent, modification or change of terms of this lease shall bind either party unless in writing and signed by both parties and has been approved by the Minnesota Department of Management and Budget and DEED. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements or representations, oral or written, not specified herein regarding this lease.

Agreed to between the parties hereto the date previously set forth above.

Economic Development Authority
of the City of Chatfield, Minnesota.

Chatfield Center for the Arts, Inc.

By _____

By _____

Its _____

Its _____

By _____

By _____

Its _____

Its _____

CHATFIELD CENTER FOR THE ARTS AGREEMENT

This agreement, made this 1st day of September, 2022, by and between the **City of Chatfield, Minnesota** (City) and the **Economic Development Authority of the City of Chatfield, Minnesota**, a body corporate and politic, and a political subdivision of the State of Minnesota (“EDA”), WITNESSETH that:

WHEREAS, EDA is the owner of certain lands situated within the City of Chatfield, Minnesota, legally described as Block 19, Original Plat of the Town (now City) of Chatfield (“the property”); and,

WHEREAS, the property is the location of two physically connected historic structures, commonly known as the “Old High School” and “Potter Auditorium”, which structures are presently being used and maintained as a facility known as “The Chatfield Center for the Arts” (“the Facility”); and,

WHEREAS, the facility is a valuable resource for the citizens of the City of Chatfield and its environs because it provides facilities in which numerous individual, community, educational, cultural and entertainment events can be and are conducted or accommodated; and,

WHEREAS, the EDA has determined that the public interest would be best served by having the facilities managed by a suitable organization within the community; and,

WHEREAS, the EDA intends to enter into an agreement with the Chatfield Center for the Arts, Inc, (CCA) to operate the Facility, and

WHEREAS, the CCA has agreed to provide certain services to the EDA, including, in part,

1. The payment of operating expenses that have previously been paid by the City,
2. The presentation and production of cultural events,
3. The good faith maintenance of the Facility,
4. The use of the Facility, at no charge, whenever the EDA and City is in need of the Facility,
5. The solicitation of grants to assist with the operation and improvement of the Facility, and

WHEREAS, the EDA has agreed to provide certain services to the CCA, and

WHEREAS, the EDA is dependent on the City of Chatfield for the funding and other resources necessary to operate the EDA and support the efforts of the EDA, including the operation and maintenance of the Facility, and

WHEREAS, the City of Chatfield has determined that it is in the best interests of the residents of the City of Chatfield to support the EDA in its efforts to maximize the value of the Facility,

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Chatfield that the City will provide the following services to the EDA to support their pledge to the CCA, including;

1. The payment of \$24,000 per year,

2. The allocation of \$10,000 per year to be deposited in a Fund dedicated to capital repairs and improvements that will be necessary from time to time.
3. Adding the CCA as a “covered party” to the City’s insurance coverage, along with paying the premium of that coverage,
4. To contract for, pay and manage service contracts required for the maintenance of the elevator, fire monitoring, fire extinguishers, the maintenance and repair of the HVAC system, including inspections of boilers, replacement of air filters, etc., inspections of roofing systems,
5. Routine snow removal from the parking lot and sidewalks consistent with its removal of snow from other public places within the community,
6. Lawn mowing services, consistent with the mowing of parks and other public spaces within the community.

Agreed to between the parties hereto the date previously set forth above.

Economic Development Authority
of the City of Chatfield, Minnesota.

City of Chatfield

By _____

By _____

Its _____

Its Mayor _____

By _____

By _____

Its _____

Its City Clerk _____