

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

June 27, 2022 7:00 P.M

- I. Chatfield City Council – June 27, 2022 – 7:00 p.m. – City Council Chambers
 1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - C. Approve raffle permit for St. Mary Catholic Church, August 14, 2022.
 - D. Approve temporary liquor license to Firefighters Activities Association August 12 – 14.
 - E. Approve payment of \$7,500.00 to Regional Transportation Organization.
 - F. Approve Olmsted County Maintenance Agreement.
 2. City Engineer Report:
 3. S.C.S. Report:
 4. Committee Reports:
 - A. Public Services Committee
 - B. Committee of the Whole
 5. Mayor's Report:
 - A.
 6. Clerk's Report:
 - A. Approve updated Investment Policy
 - B. Park Grant Received
 7. Roundtable
 8. Adjourn.
 9. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
 - B. Committee of the Whole 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, June 13, 2022

The Common Council of the City of Chatfield met in regular session on Monday, June 13, 2022. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

Others Present: Lynda Karver, Karen Reisner, Luke Thieke, Bill Hanson, Brian Burkholder, Craig Britton, Chris Giesen, Fred Suhler, Jr., Shane Fox, and Joel Young.

Consent Agenda

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

1. Approval of May 23, 2022 Meeting Minutes
2. Approve payment of claims
3. Approve resolution to accept donation of \$50 from the Chatfield Youth Basketball Association to benefit the swimming pool
4. Approve Pay Application #6 for CCA Construction Project
5. Approve Pay Application #5 for CCA Construction Management

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

Nays: None

Motion carried.

Consider Fire Department Proposal to purchase a leaf blower and pressure washer

The Fire Department is looking to purchase two items:

1. A leaf blower used on grass fires and wildland fires with an estimate from Hammel Equipment for \$649.95
2. A natural gas hot water electric pressure washer. This item will be multi purpose and used by the Fire Department and Public Works. It is a used item with a cost of \$3809.00 from Hammel Equipment. The price includes the pressure washer and equipment needed to use it. Public Works will pay for installation and a water softener at a later date.

Josh Broadwater entered a motion, with a second by Paul Novotny, to approve the purchase of the leaf blower and pressure washer from Hammel Equipment.

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

Nays: None

Motion carried.

Preservation Poster

Chris Giesen represented the HPC and presented this year's Heritage Preservation Month's Poster for the council.

Resolution to set public hearing for TIF District 3-5

In April, the council approved TIF 3-5 for the purpose of developing an athletic club. In finalizing those documents, our TIF consultant realized that there was an error in the required public notice. To correct that administrative error, the TIF consultant is requesting that a new public hearing and resolution be approved. The action requested tonight is to call for that public hearing re-do. The new public hearing would be held on July 11, 2022.

**Paul Novotny entered a motion, with a second by Dave Frank, to adopt
RESOLUTION NO. 22.06.13
CALLING FOR A PUBLIC HEARING ON
THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 3-5 WITHIN
MUNICIPAL DEVELOPMENT DISTRICT NO. 3,
AND THE APPROVAL OF TAX INCREMENT FINANCING PLAN RELATING THERETO**

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

1. Public Hearing. The City Council shall meet on Monday, July 11, 2022, at approximately 7:00 p.m. to hold a public hearing on the following matter: (a) the proposed establishment of Tax Increment Financing District No. 3-5 within Municipal Development District No. 3, and (b) the proposed approval of the Tax Increment Financing Plan relating thereto, pursuant to and in accordance with Minnesota Statutes, Sections 469.174 to 469.1794 inclusive, as amended (the "Act").

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

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

Nays: None

Motion carried.

S.C.S. Report

No Report

City Engineer's Report

No Report

Discuss garbage and recycling collection system

Staff has been collecting information and develop ideas for the council to consider. Items needing consideration include: apartment and mixed-use buildings, vacant homes, 35 gallon carts, cost difference between Fillmore and Olmsted Counties, alleys, minimum billing, cart selection/ordering/delivery, bulky items, and public input.

Councilor Novotny realizes that the items on this list are important and will need to be addressed at some point but his main focus first is on the decision of whether or not the city should change from the bag system to a cart system. He feels once that is decided the rest can be sorted out. Most people that have

talked to him are low volume users. They are concerned about the increase in cost if the city switches to a cart system. From the haulers perspective, a cart system would be less labor intensive and would take pressure off of him to find help in a labor market where workers are hard to find/keep. The current system seems to be more equitable but eventually, moving to the cart system is going to be unavoidable. Councilor Broadwater says the decision needs to be made about whether or not a switch to carts is going to happen. Without that decision, the contractor, can't make decisions. After that, the other items can go to committee to be ironed out.

Mayor Smith said that most people asked questions about how the fees and billing would change with a new system.

Councilor Urban questioned about alley pick-up. Would that be able to continue or would people have to haul their garbage to the street? Bill Hansen stated with the high line wires being so low, the new truck would not be able to go down alleys. Urban also stated the most economical system, is the system we have.

A Committee of the Whole meeting will be held to look at details more clearly. One more item for consideration might be the city owning the carts instead of the contractor.

Committee Reports

Personnel-Budget Committee

Councilors Novotny and Urban were present for the meeting. Topics included:

1. Investment Policy Update
2. Proposal to purchase a new ambulance
3. Budget timeline and goals
4. EDA - Center for the Arts Lease

Public Works Committee

Councilors Novotny and Urban were in attendance for the meeting. Topics included:

1. Gavin Carr spoke about a potential Mountain Biking project
2. Resident request to purchase city property
3. EV Charger update
4. Growers Market Request for dedicated parking spaces
5. Banner across Main St
6. City Engineer Report

Close session to discuss potential acquisition of real property. Sec. 13D.05 MN Statutes

The council went into closed session at 7:49 pm to discuss the acquisition of property. They returned to open session at 8:26 pm.

Mayor's Report

National Pregnancy & Infant Loss Remembrance Day Proclamation

Mayor Smith read the following:

Recognizing National Pregnancy and Infant Loss Remembrance Day

Whereas, Infants Remembered In Silence, Inc. and many other nonprofit organizations work with thousands of parents all over the state of Minnesota, and across the United States, who have experienced the death of a child during pregnancy through early childhood; and

Whereas, Many of these parents live in, deliver in, have a child die in, or a bury a child in our community; and

Whereas, Infants Remembered In Silence, Inc. a 501 (c)(3) nonprofit organization was founded 1987, 35

years ago, to offer support for parents whose child/children died from miscarriage, ectopic pregnancy, molar pregnancy, stillbirth, neo-natal death, birth defects, sudden unexplained death of a child (SUDC), sudden infant death syndrome (SIDS), illness, accidents, and all other types of infants and early childhood death; and

Whereas, Bereaved parents around the world remember their children annually on October 15 with candle lighting at 7 pm. Some will remember their child/children in their homes while others will remember them in small gatherings around the state, across the nation and around the world; and this would unify these parents in tribute to their children; and

Whereas, In 1988, President Ronald Reagan proclaimed October as National Pregnancy and Infant Loss Awareness month; and

Whereas, In honor of the thousands of children that die each year in Minnesota, Infants Remembered In Silence, Inc. respectfully requests that October 15th, 2022 be recognized as Pregnancy and Infant Loss Remembrance Day.

Now, Therefore, be it Resolved by the Common Council of the City of Chatfield, Minnesota that October 15, 2022 is to be recognized as Pregnancy and Infant Loss Remembrance Day.

Other Comments

Mayor Smith reminded pet owners to take care of their animals in the upcoming heat.

Clerk's Report

Demographer's Report

Minnesota State Demographer - 2021 Population and Household Estimates

Your April 1, 2021 FILLMORE population portion is 1,851.

Your April 1, 2021 FILLMORE household portion is 752.

Your April 1, 2021 OLMSTED population portion is 1,159.

Your April 1, 2021 OLMSTED household portion is 469.

Your April 1, 2021 TOTAL population estimate is 3,010.

Your April 1, 2018 TOT AL household estimate is 1,221.

Roundtable

Councilor Urban reminded pet owners to get their pet licenses and to clean up after their pets.

Councilor Frank congratulated the Softball Team on their State Title.

Adjourn

Mike Urban entered a motion, with a second by Pam Bluhm, to adjourn at 8:30 pm.

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

Nays: None

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



City of Chatfield

Batch Listing - Unposted Summary

Current Period: June 2022

2022 06 FCTIF

06/22/22 1:40 PM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor CHATFIELD EDA						
	E 357-46617-323	E-Z FAB TIF	Administration Expense		\$815.08	TIF 3-4/EZ FAB 10% MAX
Vendor CHATFIELD EDA					\$815.08	
Vendor EZ FABRICATING, INC.						
	E 357-46617-324	E-Z FAB TIF	Reimbursement		\$7,335.68	90% of 8,150.75
Vendor EZ FABRICATING, INC.					\$7,335.68	
Vendor LONE STONE, LLC						
	E 354-46616-324	Lone Stone TIF	Reimbursement		\$76,958.14	90% PAYOUT 85,509.04
Vendor LONE STONE, LLC					\$76,958.14	
Batch Name 2022 06 FCTIF					\$85,108.90	
					\$85,108.90	

([BatchID] in (17534))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: June 2022

2022 06ADM03

06/15/22 12:11 PM

Page 1

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Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
Vendor CHATFIELD BODY SHOP							
056592	11347B	E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$252.08	TIRE MOUNT & BALANCE	
	11046	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$51.75	LOF 2019 CITY EXPLORER	
Vendor CHATFIELD BODY SHOP					\$303.83		
Batch Name 2022 06ADM03					\$303.83		
					\$303.83		

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City of Chatfield
Batch Listing - Unposted Summary
Current Period: June 2022
2022 06ADM04

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Page 1

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Nbr							
Vendor DELUXE							
111903	122081	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$87.67	DEPOSIT SLIPS	
Vendor DELUXE						\$87.67	
Batch Name 2022 06ADM04						\$87.67	
						\$87.67	

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City of Chatfield

Batch Listing - Unposted Summary

Current Period: June 2022

2022 06FA02

06/23/22 9:12 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AIRGAS						
998855	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$138.82	OXYGEN	
					\$138.82	
Vendor AIRGAS						
Vendor AMAZON.COM						
06/10/2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$251.89	ACCOUNT 60457 8781 36661 3	
					\$251.89	
Vendor AMAZON.COM						
Vendor AXON ENTERPRISE, INC.						
INUS07	E 100-42110-208	Police Administrati	Training and Instruction	\$782.00	20 25FT CARTRIDGE	
					\$782.00	
Vendor AXON ENTERPRISE, INC.						
Vendor CANON FINANCIAL SERVICES, INC.						
287095	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER	
					\$108.44	
Vendor CANON FINANCIAL SERVICES, INC.						
Vendor CHATFIELD CENTER FOR THE ARTS						
2022-0	E 454-43200-310	Construction Fund	Other Professional Servic	\$1,317.26	UTIL REIMB - PEOPLES	
					\$1,317.26	
Vendor CHATFIELD CENTER FOR THE ARTS						
Vendor CHATFIELD FIREBALLS						
06/16/2	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$72.32	CONCESSION INVENTORY	
					\$72.32	
Vendor CHATFIELD FIREBALLS						
Vendor CHATFIELD PUBLIC SCHOOL						
06/16/2	E 614-49840-240	Cable TV (GENER	Small Tools and Minor E	\$3,420.76	CCTV EXPENSES	
					\$3,420.76	
Vendor CHATFIELD PUBLIC SCHOOL						
Vendor EB ALLEN						
CCTVSB	E 614-49840-331	Cable TV (GENER	Travel Expenses	\$311.96	2022 STATE SB MLG & LDG REIMB	
					\$311.96	
Vendor EB ALLEN						
Vendor EXPERT BILLING, LLC						
10067	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$961.00	TRANSPORTS BILLED - MAY	
					\$961.00	
Vendor EXPERT BILLING, LLC						
Vendor KWIK TRIP						
946788	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$151.35	DW2 BIO	
					\$151.35	
Vendor KWIK TRIP						
Vendor LHB, INC.						
200442	E 454-43200-310	Construction Fund	Other Professional Servic	\$29,593.09	PROJECT 200442.00 CCA - PHASE 2	
					\$29,593.09	
Vendor LHB, INC.						
Vendor LMCIT / WORKERS COMP PLAN						
19129	E 100-42110-364	Police Administrati	Claims Deductible	\$216.50	WC DEDUCTIBLE CLAIM 00472997	
					\$216.50	
Vendor LMCIT / WORKERS COMP PLAN						
Vendor LOFFLER						
405002	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$59.01	CANON DXC3725I OVERAGE CHARGE	
					\$59.01	
Vendor LOFFLER						
Vendor MAOSC						
2022-2	E 100-41100-433	Legislative	Dues and Subscriptions	\$1,554.50	MEMBERSHIP - JUL 2022 - JUN 2023	
					\$1,554.50	
Vendor MAOSC						
Vendor MARCO TECHNOLOGIES LLC.						
INV100	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$9.50	1 EDA EXCHANGE ON LINE + ACTIVE	
INV100	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$19.00	1 WTR BUS PREM	



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: June 2022
 2022 06FA02

06/23/22 9:12 AM
 Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	INV100	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$38.00	2 WW BUS PREM
	INV100	E 100-41500-403	City Clerk	Prev. Maint. Agreements	\$735.41	MIT ALLOCATION - 20%
	INV100	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$367.70	MIT ALLOCATION - 10%
	INV100	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements	\$183.85	MIT ALLOCATION - 5%
	INV100	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$38.00	2 AMB BUS PREM
	INV100	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements	\$183.85	MIT ALLOCATION - 5%
	INV100	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$735.42	MIT ALLOCATION - 20%
	INV100	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$367.70	MIT ALLOCATION - 10%
	INV100	E 230-42270-403	Ambulance	Prev. Maint. Agreements	\$735.41	MIT ALLOCATION - 20%
	INV100	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements	\$367.70	MIT ALLOCATION - 10%
	INV100	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$19.00	1 FD BUS PREM
	INV100	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$19.00	1 PARKS BUS PREM
	INV100	E 100-41100-435	Legislative	Licences, Permits and Fe	\$57.00	6 LEG EXCHANGE ON LIN P1 & ACTIV
	INV100	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$9.50	1 POOL EXCHANGE ON LINE + ACTIVE
	INV100	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$19.00	1 MS BUS PREM
	INV100	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$190.00	10 PD MS BUS PREM
	INV100	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$9.50	1 PLNG DEPT EXCHANGE ON LINE + A
	INV100	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$85.50	4 MS BUS PREM & 1 VM EXCH + ACTI
Vendor MARCO TECHNOLOGIES LLC.					\$4,190.04	
Vendor MAYO CLINIC						
	22-534	E 230-42270-415	Ambulance	Medical Services	\$364.85	PARAMEDIC INTERCEPT
Vendor MAYO CLINIC					\$364.85	
Vendor MCFOA						
		E 100-41500-208	City Clerk	Training and Instruction	\$20.00	CARLSON - REG VI MTG 7/28
Vendor MCFOA					\$20.00	
Vendor MN DEPARTMENT OF HEALTH						
	04/01-0	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$2,697.00	QTRLY FEES 1,110
Vendor MN DEPARTMENT OF HEALTH					\$2,697.00	
Vendor MN DNR RURAL FIRE PROGRAM						
	2022	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$1,950.00	40' SHIPPING CONTAINER
Vendor MN DNR RURAL FIRE PROGRAM					\$1,950.00	
Vendor R FOUR MEATS						
	32222	E 230-42270-205	Ambulance	Service Incentives/Rewa	\$144.00	JUNE AMB MTG
Vendor R FOUR MEATS					\$144.00	
Vendor SCHUMACHER ELEVATOR CO						
	905541	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$161.77	LIB ELEV MAINT
Vendor SCHUMACHER ELEVATOR CO					\$161.77	
Vendor SOUTHEAST MECHANICAL						
	28662b	E 801-45124-500	Swimming Pools -	Cap. Outlay-GENERAL	\$9,154.00	POOL HEATER INSTALLATION
Vendor SOUTHEAST MECHANICAL					\$9,154.00	
Vendor SPRING VALLEY PUBLIC LIBRARY						
	500	E 211-45500-211	Libraries (GENERA	Program Expenses	\$42.46	1/2 ADVERTISEMENT BRIAN FREEMA
Vendor SPRING VALLEY PUBLIC LIBRARY					\$42.46	
Batch Name 2022 06FA02					\$57,663.02	
Vendor ABILITY BUILDING CENTER						
	13063	E 100-41940-302	Municipal Building	Contracted Help	\$801.28	CLEANING -
Vendor ABILITY BUILDING CENTER					\$801.28	



City of Chatfield

Batch Listing - Unposted Summary

Current Period: June 2022

2022 06FA02U

06/23/22 9:12 AM

Page 3

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor ADVANTAGE DIST. LLC						
	275041	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$409.83	LUBRIPLATE CARTON, 40 CARTRIDGE
	275041	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$409.83	LUBRIPLATE CARTON, 40 CARTRIDGE
Vendor ADVANTAGE DIST. LLC					\$819.66	
Vendor CENTURYLINK-TELE						
	06/10/2	E 100-43100-321	Street Maintenanc	Telephone	\$0.00	612 E10-0825 1/5 NEW CIRCUIT
	06/10/2	E 100-41500-321	City Clerk	Telephone	\$0.00	612 E10-0825 1/5 NEW CIRCUIT
	06/10/2	E 601-49400-321	Water Utilities (GE	Telephone	\$0.00	612 E10-0825 1/5 NEW CIRCUIT
	06/10/2	E 100-42110-321	Police Administrati	Telephone	\$0.00	612 E10-0825 1/5 NEW CIRCUIT
	06/10/2	E 230-42270-321	Ambulance	Telephone	\$0.00	612 E10-0825 1/5 NEW CIRCUIT
	06/10/2	E 100-46630-321	Community Dev -	Telephone	\$153.27	3966 TOUR CENTER
	06/10/2	E 211-45500-321	Libraries (GENERA	Telephone	\$75.45	3480 LIBRARY
	06/10/2	E 100-43100-321	Street Maintenanc	Telephone	\$20.14	1500 1/5 DID LINES
	06/10/2	E 230-42270-321	Ambulance	Telephone	\$20.15	1500 1/5 DID LINES
	06/10/2	E 100-41500-321	City Clerk	Telephone	\$20.14	1500 1/5 DID LINES
	06/10/2	E 601-49400-321	Water Utilities (GE	Telephone	\$20.15	1500 1/5 DID LINES
	06/10/2	E 100-42110-321	Police Administrati	Telephone	\$20.15	1500 1/5 DID LINES
	06/10/2	E 211-45500-321	Libraries (GENERA	Telephone	\$92.23	2911 LIBRARY ELEVATOR
Vendor CENTURYLINK-TELE					\$421.68	
Vendor DSG						
	S10188	E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$206.24	8X1 IP DI/NYLON SADDLE
Vendor DSG					\$206.24	
Vendor EO JOHNSON, BUSINESS TECH.						
	115481	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$22.62	#56246 NETWORK L9124 MP C4503
	115787	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$10.72	#56246 NETWORK L9124 MP C4503
	115786	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$11.40	#46719-01 POLICE L7545
	115481	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$41.47	#56246 NETWORK L9124 MP C4503
	115481	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$79.17	#56246 NETWORK L9124 MP C4503
	115787	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$10.73	#56246 NETWORK L9124 MP C4503
	115787	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$19.66	#56246 NETWORK L9124 MP C4503
	115787	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$19.66	#56246 NETWORK L9124 MP C4503
	115787	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$19.66	#56246 NETWORK L9124 MP C4503
	115787	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$41.11	#56246 NETWORK L9124 MP C4503
	115481	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$86.71	#56246 NETWORK L9124 MP C4503
	115787	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$37.54	#56246 NETWORK L9124 MP C4503
	115481	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$22.62	#56246 NETWORK L9124 MP C4503
	115481	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$41.47	#56246 NETWORK L9124 MP C4503
	115481	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$44.00	#46719-01 POLICE L7545
	115481	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$41.47	#56246 NETWORK L9124 MP C4503
	115481	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$41.47	#56246 NETWORK L9124 MP C4503
	115787	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$19.66	#56246 NETWORK L9124 MP C4503
Vendor EO JOHNSON, BUSINESS TECH.					\$611.14	
Vendor FIRE SAFETY USA, INC						
	160456	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$463.95	LION 14" KNOCKDOWN ELITE STRUCT
Vendor FIRE SAFETY USA, INC					\$463.95	
Vendor HAWKINS, INC.						
	621033	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$877.03	WATER SUPPLY CHEMICALS
	621104	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$30.00	WATER SUPPLY CHEMICALS
	621032	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$349.62	POOL CHEMICALS



City of Chatfield

Batch Listing - Unposted Summary

Current Period: June 2022

2022 06FA02U

06/23/22 9:12 AM

Page 4

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor HAWKINS, INC.					\$1,256.65	
Vendor MIENERGY COOPERATIVE						
06/07/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$32.08	333119001 8500759501 52 SIGN	
06/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$498.05	333119002 85007612 HSD BS	
06/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$310.76	333119003 85007624 JOHNST WELL	
06/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$40.49	333119004 85007649 STALB LS	
06/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS	
Vendor MIENERGY COOPERATIVE					\$1,291.38	
Vendor OLSON TREE AND LANDSCAPING						
3980	E 100-43100-411	Street Maintenanc	Tree Maintenance / EAB	\$1,900.00	TREE TRIMMING REMOVAL GRINDING	
Vendor OLSON TREE AND LANDSCAPING					\$1,900.00	
Vendor ON SITE SANITATION						
000134	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$254.00	001411-0002 MC BF-160 DIVSTNW	
000134	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$254.00	001411-006 GP - 558 OTRNE	
000134	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0005 SHADY OAK PARK	
000134	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0003 MC HSP-160 DIVSTNW	
000134	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0004 MC HSA-559 OTRNE	
Vendor ON SITE SANITATION					\$769.00	
Vendor SCHUMACHER ELEVATOR CO						
905547	E 100-41940-302	Municipal Building	Contracted Help	\$194.41	MUNI ELEV MAINT	
Vendor SCHUMACHER ELEVATOR CO					\$194.41	
Vendor SOUTHEAST MECHANICAL						
30310	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$236.01	REPLACE FAUCET	
Vendor SOUTHEAST MECHANICAL					\$236.01	
Vendor THATCHER POOLS						
93572	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$311.00	POOL CHEMICALS	
Vendor THATCHER POOLS					\$311.00	
Batch Name 2022 06FA02U					\$9,282.40	
					\$66,945.42	

[[BatchID] in (17489,17490))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: June 2022

2022 06FPR01

06/13/22 1:35 PM

Page 1

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor BLUE CROSS BLUE SHIELD							
	111892	220601	G 910-21721			\$6.41	VISION EE - BC
		220601	G 910-21721			\$15.33	VISION EE - RB
		220601	G 910-21721			\$15.33	VISION EE - DS
		220601	G 910-21721			\$15.33	VISION EE - SS
		220601	G 910-21721			\$15.33	VISION EE - KW
		220601	G 910-21721			\$15.33	VISION EE - JY
		220601	G 910-21721			\$15.33	VISION EE - BB
Vendor BLUE CROSS BLUE SHIELD						\$98.39	
Vendor CHATFIELD PUBLIC LIBRARY							
	111893	06/09/2	R 211-45500-3620	Libraries (GENERA		-\$125.00	SCRIP GAS CARDS
		06/09/2	G 910-21728			\$125.00	SCRIP GAS CARDS
Vendor CHATFIELD PUBLIC LIBRARY						\$0.00	
Vendor EFTPS							
	111895	028689	G 910-21703			\$33.24	
		028689	G 910-21709			\$7.76	
		028689	G 910-21701			\$32.16	
	111894	242722	G 910-21701			\$4,625.83	FEDERAL - STAFF
		242722	G 910-21709			\$1,821.94	MEDICARE WH - STAFF
		242722	G 910-21703			\$5,970.98	SOC SEC WH - STAFF
Vendor EFTPS						\$12,491.91	
Vendor EMPOWER							
	111896	100126	G 910-21719			\$128.74	BURKHOLDER
		100126	G 910-21719			\$25.00	WANGEN
		100126	G 910-21719			\$20.00	KESTER
		100126	G 910-21719			\$125.00	SCHLICHTER
		100126	G 910-21719			\$92.59	PRIEBE
		100126	G 910-21719			\$117.81	IRISH
		100126	G 910-21719			\$50.00	HYKE
		100126	G 910-21719			\$99.68	CARLSON
		100126	G 910-21719			\$224.78	DUBORD
Vendor EMPOWER						\$883.60	
Vendor HEALTHEQUITY							
	111897	2022-0	G 910-21726			\$125.00	HYKE
		2022-0	G 910-21726			\$345.83	YOUNG
		2022-0	G 910-21726			\$150.00	WANGEN
		2022-0	G 910-21726			\$304.17	SCHLICHTER S
		2022-0	G 910-21726			\$125.00	PRIEBE
		2022-0	G 910-21726			\$125.00	MILIANDER
		2022-0	G 910-21726			\$125.00	IRISH
		2022-0	G 910-21726			\$150.00	BURKHOLDER
		2022-0	G 910-21726			\$341.67	ERICKSON
		2022-0	G 910-21726			\$87.50	ELDER
		2022-0	G 910-21726			\$152.08	CARLSON
		2022-0	G 910-21726			\$300.00	BURNETT
		2022-0	G 910-21726			\$250.00	LANDORF
Vendor HEALTHEQUITY						\$2,581.25	
Vendor LAW ENFORCEMENT LABOR SERVICES							
		JUN-22	G 910-21717			\$65.00	4 FT DUES PAYING MEMBERS - STEVE



City of Chatfield
Batch Listing - Unposted Summary
Current Period: June 2022
2022 06FPR01

06/13/22 1:35 PM
Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	JUN-22	G 910-21717			\$65.00	4 FT DUES PAYING MEMBERS - KEIGL
	JUN-22	G 910-21717			\$65.00	4 FT DUES PAYING MEMBERS - LAND
	JUN-22	G 910-21717			\$65.00	4 FT DUES PAYING MEMBERS - MILIA
Vendor LAW ENFORCEMENT LABOR SERVICES					\$260.00	
Vendor MN REVENUE						
111899	1-257-7	G 910-21702			\$14.33	MN REV PR
111898	0-699-4	G 910-21702			\$2,143.46	STATE TAX WH
Vendor MN REVENUE					\$2,157.79	
Vendor PERA						
111900	SOMPE	E 230-42270-121	Ambulance	PERA	\$640.00	CEMTRIP - MAY
	SOMPE	G 910-21704			\$56.24	DCP ELECTED OFFICIAL
	SOMPE	G 910-21705			\$4,448.61	PERA - POLICE
	SOMPE	G 910-21704			\$4,868.22	PERA - CITY COORDINATED
Vendor PERA					\$10,013.07	
Vendor TASC						
111901	06/09/2	G 910-21714			\$114.58	FSA MEDICAL -
Vendor TASC					\$114.58	
Batch Name 2022 06FPR01					\$28,600.59	
					\$28,600.59	

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City of Chatfield

Batch Listing - Unposted Summary

Current Period: June 2022

2022 06FPR02

06/23/22 9:43 AM

Page 2

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor MN DEPART. OF REV./WH TAX							
	111909	0-977-8	G 910-21702			\$2,402.94	STATE TAX WH - STAFF
Vendor MN DEPART. OF REV./WH TAX						\$2,402.94	
Vendor PERA							
	111910	SOMPE	G 910-21704			\$4,975.27	PERA - CITY COORDINATED
		SOMPE	G 910-21705			\$4,312.31	PERA - POLICE
Vendor PERA						\$9,287.58	
Vendor SUN LIFE ASSURANCE COMPANY							
	111911	779332	G 910-21720			\$8.80	INSURANCE - HYKE
		779332	G 910-21720			\$2.56	INSURANCE - BURKHOLDER
		779332	G 910-21720			\$12.79	INSURANCE - BURNETT
		779332	G 910-21720			\$2.56	INSURANCE - CARLSON
		779332	G 910-21720			\$51.88	INSURANCE - WANGEN
		779332	G 910-21720			\$2.56	INSURANCE - ERICKSON
		779332	G 910-21720			\$6.39	INSURANCE - FOX
		779332	G 910-21720			\$2.56	INSURANCE - IRISH
		779332	G 910-21720			\$2.56	INSURANCE - LANDORF
		779332	G 910-21720			\$298.76	INSURANCE - YOUNG
		779332	G 910-21720			\$2.56	INSURANCE - MILIANDER
		779332	G 910-21720			\$2.56	INSURANCE - PRIEBE
		779332	G 910-21720			\$2.56	INSURANCE - SCHLICHTER S
		779332	G 910-21720			\$7.59	INSURANCE - SCHLICHTER D
		779332	G 910-21720			\$2.56	INSURANCE - SCHMIEDEBERG
Vendor SUN LIFE ASSURANCE COMPANY						\$409.25	
Vendor TASC							
	111912	06/22/2	G 910-21714			\$114.58	FSA - EmpE - SCHMIEDEBERG
Vendor TASC						\$114.58	
Batch Name 2022 06FPR02						\$28,848.53	
						\$28,848.53	

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City of Chatfield
Batch Listing - Unposted Summary
Current Period: June 2022
2022 06MNPEIP

06/13/22 2:03 PM
Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor MN PEIP						
111902	120406	G 910-21706			\$813.09	LEWIS - EE - MED ADV HIGH HP
	120406	G 910-21706			\$1,551.52	BURNETT - FAMILY - MED ADV HSA B
	120406	G 910-21706			\$579.57	CARLSON - EE - MED ADV HSA HP
	120406	G 910-21706			\$579.57	ELDER - EE - MED ADV HSA HP
	120406	G 910-21706			\$1,551.52	ERICKSON - FAMILY - MED ADV HSA H
	120406	G 910-21706			\$1,966.32	FOX - FAMILY - MED ADV VALUE BCBS
	120406	G 910-21706			\$579.57	HYKE - EE - MED ADV HSA HP
	120406	G 910-21706			\$579.57	BURKHOLDER - EE - MED ADV HSA HP
	120406	G 910-21706			\$1,551.52	LANDORF - EE+SP - MED ADV HSA HP
	120406	G 910-21706			-\$1,463.06	DUBORD
	120406	G 910-21706			\$579.57	MILIANDER - EE - MED ADV HSA HP
	120406	G 910-21706			\$579.57	PRIEBE - EE- MED ADV HSA PONE
	120406	G 910-21706			\$1,551.52	SCHLICHTER - FAMILY - MED ADV HS
	120406	G 910-21706			\$2,193.69	SCHMIEDEBERG - EE - MED ADV HIGH
	120406	G 910-21706			\$579.57	WANGEN - EE - MED ADV HSA HP
	120406	G 910-21706			\$1,551.52	YOUNG - EE+SP - MED ADV HSA BCBS
	120406	G 910-21706			\$579.57	IRISH - EE - MED ADV HSA PONE
Vendor MN PEIP					\$15,904.20	
Batch Name 2022 06MNPEIP					\$15,904.20	
					\$15,904.20	

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LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event **\$50**; otherwise **\$100**.

ORGANIZATION INFORMATION

Organization name **St. Mary Catholic Church** Previous gambling permit number **X-03333-20-040**

Minnesota tax ID number, if any **2031991** Federal employer ID number (FEIN), if any **41-0693992**

Type of nonprofit organization. Check one.

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other nonprofit organization

Mailing address **405 Bench Street SW** City **Chatfield** State **MN** Zip code **55923** County **Fillmore**

Name of chief executive officer [CEO] **Fr. Edward F. McGrath** Daytime phone number **(507) 867-3922** E-mail address **efmcgrath1954@gmail.com**

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

☐ **Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.**

Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

☐ **IRS income tax exemption [501(c)] letter in your organization's name.**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]**

If your organization falls under a parent organization, attach copies of **both** of the following:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
St. Mary Catholic Rectory

Address [do not use PO box] **405 Twiford St. SW** City or township **Chatfield** Zip code **55923** County **Fillmore**

Date[s] of activity. For raffles, indicate the date of the drawing.
August 14, 2022

Check each type of gambling activity that your organization will conduct.

☐ Bingo* ☒ Raffle ☐ Paddlewheels* ☐ Pull-tabs* ☐ Tipboards*

***Gambling equipment** for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to **www.gcb.state.mn.us** and click on **Distributors** under the **WHO'S WHO? LIST OF LICENSEES**, or call 651-639-4000.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- ☐ The application is denied.

Print city name _____

Signature of city personnel _____

Title _____ Date _____

Local unit of government must sign**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature _____ Date 11/1/2022Print name Edward F. McGrath**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days, or
 - all gambling conducted on one day.
- Only one application is required if one or more raffle drawings are conducted on the same day

Send application with:

- ☐ a copy of your proof of nonprofit status, and
- ☐ application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be sent with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

CITY OF Chatfield, MN

RESOLUTION NO. 22.02.28

RESOLUTION IN SUPPORT OF Southeast Minnesota Regional Transportation Planning for the creation of the Transportation Management Organization for Southeast Minnesota.

WHEREAS, the 2018 Southeast Minnesota Economic Impact Forecasting Study identified Regional Transit as a significant issue for communities to encourage workforce participation.

WHEREAS, the southeast Minnesota region's communities need transportation for Health and Human Services clients, employees in our regional businesses, employees and students in our regional education system, and employees and customers in our regional hospitality and tourism industry.

WHEREAS, the 2020 – 2021 Pandemic has brought changes in working from home and commuter patterns, and a discontinued regional commuter bus service.

WHEREAS, the economic outlook for southeast Minnesota forecasts a rebounding economy, an increased need for employees, and an increased need for regional transportation to address a much broader range of users, such as business employees and customers, students and faculty, medical workers, health and human services customers, hospitality and tourism staff.

WHEREAS, the Minnesota Department of Employment and Economic Development's current Inflow/Outflow data shows that communities in all eleven counties of southeast Minnesota have significant movement of people both in and out of their areas every business day.

WHEREAS, the 2021 Federal Stimulus Program allots federal funds to cities and counties to address the changing economic needs of their communities, including transit, and funds can be transferred between jurisdictions or to nonprofit partners as outlined in the sections below of H.R.1319 – The American Rescue Plan Act of 2021 as it was passed on 03/11/2021 and became Public Law No: 117-2.

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

The CHATFIELD City Council supports participating as a contributor to the Transportation Management Organization for Southeast Minnesota with a contribution of \$7,500.

Adopted by the Chatfield City Council on February 28, 2022.

Approved:

(Signature area)



Public Works
2122 Campus Drive SE—Suite 200
Rochester, MN 55904
Phone: 507-328-7070
E-mail: pwservice@co.olmsted.mn.us

Date: June 22, 2022

To: City and Township Clerks

From: Monica Hansen, Public Works Administrative Assistant 2

Subject: Maintenance Agreements

Enclosed is an agreement for Olmsted County to provide maintenance for City or Township roads. If you are interested in retaining the County for maintenance, please have the enclosed agreement signed and returned to us.

Agreements are sent to you via DocuSign for your Clerk and Chair/Mayor signatures. Upon the completion of your signatures DocuSign will automatically send the agreement to Ben Johnson for his signature. Once he has signed, you will receive a completed agreement with all signatures. There is no need to have the signatures notarized.

The effective dates of the contracts are July 1, 2022, to June 30, 2023.

If you have any questions, I may be reached at 507-328-7060.

THIS AGREEMENT, made this day _____, by and between the County of Olmsted, in the State of Minnesota, acting by and through its Board of County Commissioners, hereinafter referred to as the County, and the City of **CHATFIELD** in said County and State, hereinafter referred to as the City.

WITNESSETH:

WHEREAS, pursuant to the Laws of Minnesota, the City Council of any City may contract with the County Board of the County in which the City is situated for the use of County equipment and operators for snow removal from and the blading of any or all City streets within the City. The contract price therefore to be paid by the City to the County, shall be not less than the actual cost to the County of the use of such equipment, operators and materials. County employees performing such work on City streets shall be deemed County employees for all purposes while so engaged.

WHEREAS, the County may exercise an option to request the addition of a fuel surcharge on a per hour basis negotiated at the time the option is exercised. The fuel surcharge may only be imposed when and if fuel prices increase 20% or more over the retail fuel prices being charged on the date this agreement is executed and remain at escalated prices for more than a month. Also if fuel prices decrease by 20% or more a credit shall be due the City on the same basis.

NOW THEN, IT IS AGREED:

That the County will furnish equipment and operators during the period from **July 1, 2022** to **June 30, 2023** for the maintenance blading of City streets, and the plowing of snow from City streets where the maintenance blading is done under this agreement, when requested by the Mayor or an authorized representative of the City Council, provided, however, that said equipment and operators are available therefore, and are not needed by the County to address a more urgent maintenance need on the County Highway system.

The City of **CHATFIELD** agrees to reimburse the County of Olmsted Infrastructure Fund for the cost of furnishing equipment and operators hereunder in accordance with the schedule hereinafter set forth as follows, to-wit:

<u>SCHEDULE OF EQUIPMENT</u>	<u>RATE PER HOUR (Including Operator)</u>
MOTOR GRADER, BLADING (SUMMER)	160.00
MOTOR GRADER, PLOWING SNOW (WINTER)	175.00
TRUCK, SINGLE AXLE	68.00
TRUCK, TANDEM AXLE	156.00
TRACTORS, MOWER	118.00
LOADERS	175.00
UTILITY EQUIPMENT	97.00
EXCAVATOR	130.00
SWEEPER	253.00
DOZER	163.00
SIGN TRUCK	113.00
CRACKFILL/SEALCOATING EQUIPMENT	136.00
JETTER-VAC (REQUIRES 2 OPERATORS)	372.00

IT IS AGREED that payments to be made at the rates set forth in the foregoing schedule shall be at the rates therein set forth for the equipment and operators for the number of hours that said equipment and operators are engaged in performing the work provided for hereunder, which time shall include the time of both equipment and operators in going from the place where stationed to the site of the work and their return to their station.

IT IS FURTHER AGREED that the County shall keep a record of the time of equipment and operators furnished hereunder and shall prepare and make an itemized statement thereof showing the amount due hereunder, and submit the same to the City on or about the fifth day of the month following the month in which the work was done. The City agrees to pay to the Olmsted County Public Works Infrastructure Fund, all monies due hereunder and as shown by said invoice or statement within sixty (60) days of the receipt of the invoice.

It is further agreed to by and between the parties that in the event any person, partnership, firm, corporation or anybody brings legal action for the recovery of damages as a result of the use of said County equipment and operators, the City named in this agreement shall hold the County of Olmsted harmless from all claims whatsoever.

CITY OF **CHATFIELD**

COUNTY OF OLMSTED, STATE OF MINNESOTA

BY _____
City Mayor

BY _____
Olmsted County Public Works Director

ATTEST: _____
City Clerk

DATE _____ DATE _____



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



June 14, 2022

Mr. Joel Young
City Clerk
City of Chatfield
21 Second Street SE
Chatfield, MN 55923

RE: City of Chatfield, Groen Park

Dear Mr. Young :

I am pleased to inform you that your application for the FY23 Outdoor Recreation Grant Program has been selected for funding. We anticipate being able to offer you a grant in the amount of \$77,000 contingent upon the final processing of your application. Our program staff will contact you soon with more information on how to proceed with your project.

We are looking forward to working with you on this project. If you have any questions, call Audrey Mularie at 651-259-5549, audrey.mularie@state.mn.us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ann Pierce'.

Ann Pierce, Director
Division of Parks and Trails