

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

August 22, 2022 7:00 P.M

- I. Chatfield City Council – August 22, 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 extension of Chatfield Center for the Arts liquor license to include a defined outdoor space on September 24, 2022.
 2. City Charter Commission Proposal
 3. Consider Solid Waste Ordinance Amendment #460, First Consideration.
 4. Consider Garbage Hauler Agreement Amendment
 5. City Engineer Report:
 - A. Water Main at Highway 30 bridge project
 6. S.C.S. Report:
 - A. Mill Creek Park Shelter cost-sharing proposal.
 7. Committee Reports:
 - A. Public Services Committee
 - B. Park & Recreation Committee
 8. Mayor's Report:
 9. Clerk's Report:
 - A. Consider proposed Agreement between City and EDA re: Center for the Arts operating lease.
 10. Roundtable
 11. Adjourn.
 12. 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, August 8, 2022

The Common Council of the City of Chatfield met in regular session on Monday, August 8, 2022. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

Others Present: Brian Burkholder, Julie Sogla, Owen Dammen, Karen Reisner, Lynda Karver, Joel Young, Beth Carlson, and Shane Fox.

Consent Agenda

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

1. Approval of July 25, 2022 meeting minutes

2. Approve payment of claims

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

Nays: None

Motion carried.

Eagle Scout Project Presentation

Owen Dammen is working towards his Eagle Scout. He would like to build a "9 Square in the Air" court on the old volleyball court in Mill Creek Park.

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to approve Owen Dammen's proposal for building a 9-Square in the Air facility.

Ayes: None

Nays: None

Motion carried.

Public Hearing – Gjere Subdivision Final Plat

Mayor Smith called the public hearing to order at 7:03 pm.

At the August 1st, 2022, Planning and Zoning Commission Meeting, the Commission heard and recommended approval for the Final Planned Unit Development Conditional Use Permit and Final Plat for the Gjere addition with 7 conditions. The complete staff report is available at the Clerk's Office.

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

The public hearing was closed at 7:05 pm.

Consider resolution to approve Gjere Subdivision Final Plat

Councilor Dave Frank entered a motion, with a second by Councilor Josh Broadwater, to adopt the Resolution to Recommend Approval of the Gjere Addition Final Planned Unit Development Plan and Final Plat.

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

Nays: None

Motion carried.

S.C.S. Report

Acquisition of tractor-mower

Back in Nov 2021, council approved the purchase of a new 1580 John Deere Front Mount mower but the vendor was unable to find one for the city to purchase. Since then, staff has looked at other options and is now recommending the purchase of a John Deer tractor instead. It would be more versatile with abilities like mowing, thatching and bagging parks, and spraying and dragging ball fields. The quote from Preston Equipment to trade our current 1580 for a John Deere x758 tractor including a thatcher, bagger, and a tiller came in at \$10,400.00. Our Capital Plan currently shows \$16,974.

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to authorize the acquisition of the John Deere tractor-mower.

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

Nays: None

Motion carried.

Proposal to sealcoat trails and skate park

Staff is looking for approval of a quote from Four Seasons to sealcoat the skate park and the walking paths in Groen Park and Mill Creek Park for \$14,946.

Councilor Mike Urban entered a motion, with a second by Councilor Paul Novotny, to approve the proposal to sealcoat trails and skate park.

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

Nays: None

Motion carried.

Committee Reports

Public Works Committee

Councilors Novotny and Urban were in attendance. Topics included:

- Billing practices when water leaks occur
- Infrastructure Expansion Initiative
- Review of city development standards and fees
- 2023 Street Reconstruction Project
- Water Main Relocation at Hwy 30 bridge
- Extending fiber optics to swimming pool

Personnel-Budget Committee

Councilors Urban and Novotny were present. Topics included:

- Center for the Arts Agreement
- Budget 2023 Review

Mayor's Report

Mayor Smith talked about this year's Western Days musical by Wit's End Theater, Once Upon a Mattress. He encourages everyone to get their tickets and enjoy the show.

Mayor also talked about the filing period for people to sign up as a candidate for the city offices of Mayor and City Council. If you have ever thought about running, now is the time to get involved. Mayor Smith is not running this year.

Clerk's Report

City Clerk Joel Young shared two announcements. One, the Primary & Special General Election is August 9, 2022, at the Center for the Arts. And the Filing for Office period is open until August 16, 2022.

Roundtable

Councilor Urban talked about Western Days week. Be on the look-out for extra people in town and have a fun weekend.

Councilor Bluhm stated Western Days starts Thursday Night with Toad Races and Movie in the Park.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 7:19 pm.

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

Nays: None

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



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| Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments | |
| Vendor PRIORITY PAYMENT SYSTEMS | | | | | | | |
| 111966 | 07/31/2 | E 100-45124-323 | Swimming Pools - | Administration Expense | \$373.84 | CC PROCESSING FEES | |
| Vendor PRIORITY PAYMENT SYSTEMS | | | | | \$373.84 | | |
| Batch Name 2022 08ADM02 | | | | | \$373.84 | | |
| | | | | | \$373.84 | | |

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| Vendor DISTINCTIVE LAWN & LANDSCAPE INC. | | | | | | |
| 19469 | E 801-43100-408 | Street Maintenanc | Storm Water / Drainage | | \$1,000.00 | LABOR & EQUIPMENT - HADOFF CULV |
| | | | | | \$1,000.00 | |
| Vendor DISTINCTIVE LAWN & LANDSCAPE INC. | | | | | | |
| Vendor EXPERT BILLING, LLC | | | | | | |
| 10362 | E 230-42270-435 | Ambulance | Licences, Permits and Fe | | \$806.00 | TRANSPORTS BILLED - JULY |
| | | | | | \$806.00 | |
| Vendor FINNEGAN PLAYGROUND ADVENT. | | | | | | |
| 120 | E 801-45200-500 | Parks (GENERAL) | Cap. Outlay-GENERAL | | \$55,284.00 | LONE STONE R35 CUSTOME PLAY SYS |
| | | | | | \$55,284.00 | |
| Vendor FIRST SYSTEMS TECHNOLOGY, INC. | | | | | | |
| 22549 | E 602-49450-404 | Sewer (GENERAL) | Repairs/Maint Equipment | | \$1,969.10 | NEW O2 SENSOR |
| | | | | | \$1,969.10 | |
| Vendor FIRST SYSTEMS TECHNOLOGY, INC. | | | | | | |
| Vendor HAMMELL EQUIPMENT | | | | | | |
| I14909 | E 100-45200-404 | Parks (GENERAL) | Repairs/Maint Equipment | | \$11.63 | STI AUTOCUT |
| | | | | | \$11.63 | |
| Vendor HAMMELL EQUIPMENT | | | | | | |
| Vendor HUNTINGTON ELECTRIC LLC | | | | | | |
| 6396 | E 801-41200-404 | Historical Society | Repairs/Maint Equipment | | \$455.23 | LIB MUSEUM 4 RETRO KITS |
| | | | | | \$455.23 | |
| Vendor HUNTINGTON ELECTRIC LLC | | | | | | |
| Vendor KFI ENGINEERS | | | | | | |
| 56165 | E 454-43200-310 | Construction Fund | Other Professional Servic | | \$17,150.00 | CCA - PHASE II PROJECT 21-0281.00 |
| | | | | | \$17,150.00 | |
| Vendor KFI ENGINEERS | | | | | | |
| Vendor LOFFLER | | | | | | |
| 410441 | E 211-45500-404 | Libraries (GENERA | Repairs/Maint Equipment | | \$64.08 | CANON DXC3725I OVERAGE CHARGE |
| 410209 | E 211-45500-404 | Libraries (GENERA | Repairs/Maint Equipment | | \$0.67 | FINANCE |
| | | | | | \$64.75 | |
| Vendor LOFFLER | | | | | | |
| Vendor MARCO TECHNOLOGIES LLC. | | | | | | |
| INV102 | E 603-49500-403 | Refuse/Garbage (| Prev. Maint. Agreements | | \$367.70 | MIT ALLOCATION - 10% - 08/14-09/1 |
| INV102 | E 100-41910-403 | Planning and Zoni | Prev. Maint. Agreements | | \$183.85 | MIT ALLOCATION - 5% - 08/14-09/13 |
| INV102 | E 602-49450-403 | Sewer (GENERAL) | Prev. Maint. Agreements | | \$367.70 | MIT ALLOCATION - 10% - 08/14-09/1 |
| INV102 | E 240-46500-403 | Economic Dev (GE | Prev. Maint. Agreements | | \$183.85 | MIT ALLOCATION - 5% - 08/14-09/13 |
| INV102 | E 230-42270-403 | Ambulance | Prev. Maint. Agreements | | \$735.41 | MIT ALLOCATION - 20% - 08/14-09/1 |
| INV102 | E 601-49400-403 | Water Utilities (GE | Prev. Maint. Agreements | | \$367.70 | MIT ALLOCATION - 10% - 08/14-09/1 |
| INV102 | E 100-42110-403 | Police Administrati | Prev. Maint. Agreements | | \$735.42 | MIT ALLOCATION - 20% - 08/14-09/1 |
| INV102 | E 100-41500-403 | City Clerk | Prev. Maint. Agreements | | \$735.41 | MIT ALLOCATION - 20% - 08/14-09/1 |
| | | | | | \$3,677.04 | |
| Vendor MARCO TECHNOLOGIES LLC. | | | | | | |
| Vendor MARK MCBROOM | | | | | | |
| 9988 | E 100-46630-310 | Community Dev - | Other Professional Servic | | \$120.00 | NUISANCE ABATEMENT AVE A |
| | | | | | \$120.00 | |
| Vendor MARK MCBROOM | | | | | | |
| Vendor MCFOA | | | | | | |
| 2022-0 E 100-41500-208 City Clerk Training and Instruction \$20.00 08-31 REGION VI AL - CHATFIELD - C | | | | | | |
| | | | | | \$20.00 | |
| Vendor MCFOA | | | | | | |
| Vendor METERING & TECHNOLOGY SOLUTION | | | | | | |
| 23728 | E 900-49990-811 | Memo Fund | Pass Through Account | | \$230.40 | REPLACEMENT METER - CUSTOMER R |
| | | | | | \$230.40 | |
| Vendor METERING & TECHNOLOGY SOLUTION | | | | | | |
| Vendor MIDWEST MACHINERY CO. | | | | | | |
| 922723 | E 100-45200-212 | Parks (GENERAL) | Vehicle Operating Suppli | | \$20.22 | OIL FILTER |



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| Vendor MIDWEST MACHINERY CO. | | | | | \$20.22 | |
| Vendor MN DEPARTMENT OF HEALTH | | | | | | |
| 14462 | E | 601-49400-435 | Water Utilities (GE | Licences, Permits and Fe | \$23.00 | CLASS C #14462 RENEWAL SCHLICHT |
| Vendor MN DEPARTMENT OF HEALTH | | | | | \$23.00 | |
| Vendor OLMSTED COUNTY ASMT, REV & ELE | | | | | | |
| ASSE-1 | E | 100-41500-310 | City Clerk | Other Professional Servic | \$80.00 | 2022A BOND REGISTRATION |
| Vendor OLMSTED COUNTY ASMT, REV & ELE | | | | | \$80.00 | |
| Vendor PATHFINDER CRM, LLC | | | | | | |
| 222019 | E | 454-43200-310 | Construction Fund | Other Professional Servic | \$3,415.92 | CCA PHASE II - JUNE 2022 |
| Vendor PATHFINDER CRM, LLC | | | | | \$3,415.92 | |
| Vendor PEARSON EDUCATION | | | | | | |
| 177792 | E | 230-42270-209 | Ambulance | Training Institution | \$1,274.54 | |
| Vendor PEARSON EDUCATION | | | | | \$1,274.54 | |
| Vendor SCHUMACHER ELEVATOR CO | | | | | | |
| 905591 | E | 211-45500-401 | Libraries (GENERA | Repairs/Maint Buildings | \$161.77 | LIB ELEV MAINT |
| Vendor SCHUMACHER ELEVATOR CO | | | | | \$161.77 | |
| Vendor SELCO | | | | | | |
| 050293 | E | 211-45500-414 | Libraries (GENERA | Automated Operations | \$894.55 | BASIC TECH FEES PC SUPP |
| Vendor SELCO | | | | | \$894.55 | |
| Vendor TAFT STETTINIUS & HOLLISTER LLP | | | | | | |
| 400896 | E | 350-46610-310 | Fifty-Two Fitness | Other Professional Servic | \$4,500.00 | TIF 3-5 FIFTY-TWO FITNESS #M1022 |
| Vendor TAFT STETTINIUS & HOLLISTER LLP | | | | | \$4,500.00 | |
| Vendor THE SILVER GRILLE | | | | | | |
| 74236 | E | 230-42270-205 | Ambulance | Service Incentives/Rewa | \$85.90 | AMB MEETING FOOD |
| Vendor THE SILVER GRILLE | | | | | \$85.90 | |
| Vendor ZEP MANUFACTURING | | | | | | |
| 900767 | E | 100-45200-210 | Parks (GENERAL) | Operating Supplies (GEN | \$961.00 | BAGS TWL WIPES ORANGE |
| Vendor ZEP MANUFACTURING | | | | | \$961.00 | |
| Batch Name 2022 08FA02 | | | | | \$117,465.16 | |
| Vendor ABILITY BUILDING CENTER | | | | | | |
| 13614 | E | 100-41940-302 | Municipal Building | Contracted Help | \$646.80 | CLEANING - |
| Vendor ABILITY BUILDING CENTER | | | | | \$646.80 | |
| Vendor ALLEGRA | | | | | | |
| 16742 | E | 601-49400-210 | Water Utilities (GE | Operating Supplies (GEN | \$167.71 | 19.44% UTILITY PERMIT 3 ENVE ALL |
| 16742 | E | 602-49450-210 | Sewer (GENERAL) | Operating Supplies (GEN | \$528.82 | 63.12% UTILITY PERMIT 3 ENVELOPE |
| 16742 | E | 603-49500-210 | Refuse/Garbage (| Operating Supplies (GEN | \$146.22 | 17.45% UTILITY PERMIT 3 ENVELOPE |
| Vendor ALLEGRA | | | | | \$842.75 | |
| Vendor BATTERIES PLUS | | | | | | |
| P52972 | E | 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment | \$54.32 | 12 V LEAD X2 |
| Vendor BATTERIES PLUS | | | | | \$54.32 | |
| Vendor CENTURYLINK-TELE | | | | | | |
| 08/01/2 | E | 100-46630-321 | Community Dev - | Telephone | \$156.49 | 3966 TOUR CENTER |
| 08/01/2 | E | 100-41500-321 | City Clerk | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| 08/01/2 | E | 601-49400-321 | Water Utilities (GE | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| 08/01/2 | E | 100-43100-321 | Street Maintenanc | Telephone | \$130.25 | 612 E10-0825 1/5 NEW CIRCUIT |



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| | 08/01/2 | E 100-42110-321 | Police Administrati | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| | 08/01/2 | E 230-42270-321 | Ambulance | Telephone | \$21.19 | 1500 1/5 DID LINES |
| | 08/01/2 | E 230-42270-321 | Ambulance | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| | 08/01/2 | E 211-45500-321 | Libraries (GENERA | Telephone | \$81.90 | 3480 LIBRARY |
| | 08/01/2 | E 211-45500-321 | Libraries (GENERA | Telephone | \$99.52 | 2911 LIBRARY ELEVATOR |
| | 08/01/2 | E 100-43100-321 | Street Maintenanc | Telephone | \$21.20 | 1500 1/5 DID LINES |
| | 08/01/2 | E 100-41500-321 | City Clerk | Telephone | \$21.20 | 1500 1/5 DID LINES |
| | 08/01/2 | E 601-49400-321 | Water Utilities (GE | Telephone | \$21.20 | 1500 1/5 DID LINES |
| | 08/01/2 | E 100-42110-321 | Police Administrati | Telephone | \$21.19 | 1500 1/5 DID LINES |
| Vendor CENTURYLINK-TELE | | | | | \$1,095.10 | |
| Vendor CHS | | | | | | |
| | 411-IG | E 100-43100-210 | Street Maintenanc | Operating Supplies (GEN | \$219.05 | GRSS BLM #4PASTURE MIXTURE |
| Vendor CHS | | | | | \$219.05 | |
| Vendor FINNEGAN PLAYGROUND ADVENT. | | | | | | |
| | 121 | E 100-45200-404 | Parks (GENERAL) | Repairs/Maint Equipment | \$953.55 | PLAYCRAFT SYSTEMS |
| Vendor FINNEGAN PLAYGROUND ADVENT. | | | | | \$953.55 | |
| Vendor HAWKINS, INC. | | | | | | |
| | 625994 | E 100-45124-210 | Swimming Pools - | Operating Supplies (GEN | \$187.00 | POOL CHEMICALS |
| | 620561 | E 100-45124-210 | Swimming Pools - | Operating Supplies (GEN | \$1,407.10 | POOL CHEMICALS |
| | 626384 | E 601-49400-210 | Water Utilities (GE | Operating Supplies (GEN | \$30.00 | WATER SUPPLY CHEMICALS |
| | 625870 | E 100-45124-210 | Swimming Pools - | Operating Supplies (GEN | \$1,365.00 | POOL CHEMICALS |
| | 625995 | E 601-49400-210 | Water Utilities (GE | Operating Supplies (GEN | \$279.65 | WATER SUPPLY CHEMICALS |
| Vendor HAWKINS, INC. | | | | | \$3,268.75 | |
| Vendor HBC | | | | | | |
| | 08/02/2 | E 602-49450-438 | Sewer (GENERAL) | Internet Expenses | \$89.99 | 50% 1520399 3 INTERNET LOC |
| | 08/02/2 | E 602-49450-438 | Sewer (GENERAL) | Internet Expenses | \$0.00 | BUS VALUE PKG 120MBPS |
| | 08/02/2 | E 601-49400-438 | Water Utilities (GE | Internet Expenses | \$89.98 | 50% 1520399 3 INTERNET LOC |
| | 08/02/2 | E 602-49450-321 | Sewer (GENERAL) | Telephone | \$0.00 | 867-4321BASIC & TOLL |
| Vendor HBC | | | | | \$179.97 | |
| Vendor MANAHAN MACHINE SHOP | | | | | | |
| | 76789 | E 100-43100-404 | Street Maintenanc | Repairs/Maint Equipment | \$1,209.27 | MOUNT GRAPPLE ON BUCKET |
| Vendor MANAHAN MACHINE SHOP | | | | | \$1,209.27 | |
| Vendor MEDIACOM | | | | | | |
| | 07/26/2 | E 230-42270-438 | Ambulance | Internet Expenses | \$108.52 | 1/3 CITY HALL HSD & STATIC IPS |
| | 07/26/2 | E 100-41500-438 | City Clerk | Internet Expenses | \$108.19 | 1/3 CITY HALL HSD & STATIC IPS |
| | 07/26/2 | E 100-42110-438 | Police Administrati | Internet Expenses | \$108.19 | 1/3 CITY HALL HSD & STATIC IPS |
| Vendor MEDIACOM | | | | | \$324.90 | |
| Vendor MIENERGY COOPERATIVE | | | | | | |
| | 08/04/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$31.74 | 333119001 8500759501 52 SIGN |
| | 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$410.00 | 333119005 85010070 HSD STLGHTS |
| | 08/04/2 | E 602-49450-380 | Sewer (GENERAL) | Utility Services (GENERA | \$40.75 | 333119004 85007649 STALB LS |
| | 08/04/2 | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$332.22 | 333119003 85007624 JOHNST WELL |
| | 08/04/2 | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$370.35 | 333119002 85007612 HSD BS |
| Vendor MIENERGY COOPERATIVE | | | | | \$1,185.06 | |
| Vendor MINNESOTA ENERGY RESOURCES | | | | | | |
| | 07/27/2 | E 100-45124-380 | Swimming Pools - | Utility Services (GENERA | \$5,918.21 | 000011 POOL |
| Vendor MINNESOTA ENERGY RESOURCES | | | | | \$5,918.21 | |
| Vendor ON SITE SANITATION | | | | | | |



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| | 000137 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$87.00 | 001411-0005 SHADY OAK PARK |
| | 000137 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$87.00 | 001411-0003 MC HSP-160 DIVSTNW |
| | 000137 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$87.00 | 001411-0004 MC HSA-559 OTRNE |
| | 000137 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$254.00 | 001411-006 GP - 558 OTRNE |
| | 000137 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$254.00 | 001411-0002 MC BF-160 DIVSTNW |
| Vendor ON SITE SANITATION | | | | | \$769.00 | |
| Vendor PEOPLES ENERGY COOPERATIVE | | | | | | |
| 08/04/2 | E 602-49450-380 | Sewer (GENERAL) | Utility Services (GENERA | \$3,399.28 | 2430200 126 LIBRARY LN WWTP | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$102.50 | 2410100 1/4 FIRE HALL | |
| 08/04/2 | E 220-42280-380 | Fire Department * | Utility Services (GENERA | \$307.51 | 2410100 3/4 FIRE HALL | |
| 08/04/2 | E 220-42280-380 | Fire Department * | Utility Services (GENERA | \$148.16 | 2410000 318 S MAIN ST-WHISTLE | |
| 08/04/2 | E 100-41940-380 | Municipal Building | Utility Services (GENERA | \$572.68 | 2407900 1/3 21 2ND ST SE | |
| 08/04/2 | E 100-42110-380 | Police Administrati | Utility Services (GENERA | \$572.66 | 2407900 1/3 21 2ND ST SE | |
| 08/04/2 | E 230-42270-380 | Ambulance | Utility Services (GENERA | \$572.66 | 2407900 1/3 21 2ND ST SE | |
| 08/04/2 | E 211-45500-380 | Libraries (GENERA | Utility Services (GENERA | \$528.93 | 2402500 CHATFIELD LIBRARY | |
| 08/04/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$68.68 | 2367400 TOURIST PARK | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$10.00 | 2182100 SIREN - 10210 HILLSIDE | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$181.00 | 7823600 MEYERS AND TERMAR | |
| 08/04/2 | E 602-49450-380 | Sewer (GENERAL) | Utility Services (GENERA | \$97.31 | 242390 MILL CREEK PK - LIFT ST | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$2,173.00 | 3011800 STREET LIGHTS | |
| 08/04/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$57.89 | 2428000 MILL CREEK PARK | |
| 08/04/2 | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$49.18 | 3211800 250 OLD TERRITORIAL RD | |
| 08/04/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$48.00 | 2432200 CHATFIELD SIGN | |
| 08/04/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$45.13 | 2432400 400 3RD ST SW | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$56.56 | 2436500 CR 2 HWY S | |
| 08/04/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$60.00 | 2438500 MILL CREEK PARK | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$48.15 | 2447300 UNION ST NE - XING | |
| 08/04/2 | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$964.58 | 3011700 BLUFF ST WELL | |
| 08/04/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$124.93 | 2410200 MAIN ST-CITY PARK | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$95.66 | 3260100 301 TH 52 - TRAFFIC SI | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$165.78 | 2154400 10208 HILLSIDE DRIVE | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$156.32 | 3260000 52 3RD ST SW - STL MTR | |
| 08/04/2 | E 100-45124-380 | Swimming Pools - | Utility Services (GENERA | \$3,606.67 | 3237701 107 UNION ST NE | |
| 08/04/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$161.61 | 3265100 20 2ND ST SE - LIGHTS | |
| Vendor PEOPLES ENERGY COOPERATIVE | | | | | \$14,374.83 | |
| Vendor QUADIENT - POSTAGE ALLOCATION | | | | | | |
| 08/01/2 | E 602-49450-322 | Sewer (GENERAL) | Postage | \$30.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 220-42280-322 | Fire Department * | Postage | \$15.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 601-49400-322 | Water Utilities (GE | Postage | \$30.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 100-41910-322 | Planning and Zoni | Postage | \$30.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 100-43100-322 | Street Maintenanc | Postage | \$30.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 100-41500-322 | City Clerk | Postage | \$45.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 230-42270-322 | Ambulance | Postage | \$30.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 100-42110-322 | Police Administrati | Postage | \$45.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 211-45500-322 | Libraries (GENERA | Postage | \$15.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 614-49840-322 | Cable TV (GENER | Postage | \$15.00 | POSTAGE ALLOCATION | |
| 08/01/2 | E 240-46500-322 | Economic Dev (GE | Postage | \$15.00 | POSTAGE ALLOCATION | |
| Vendor QUADIENT - POSTAGE ALLOCATION | | | | | \$300.00 | |
| Vendor QUILL.COM | | | | | | |
| 266626 | E 603-49500-210 | Refuse/Garbage (| Operating Supplies (GEN | \$8.67 | UB PER PAPER ALLOC 17.35% | |
| 266626 | E 100-41500-200 | City Clerk | Office Supplies (GENERA | \$12.99 | SCOTCH MAGIC TAPE | |



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2022

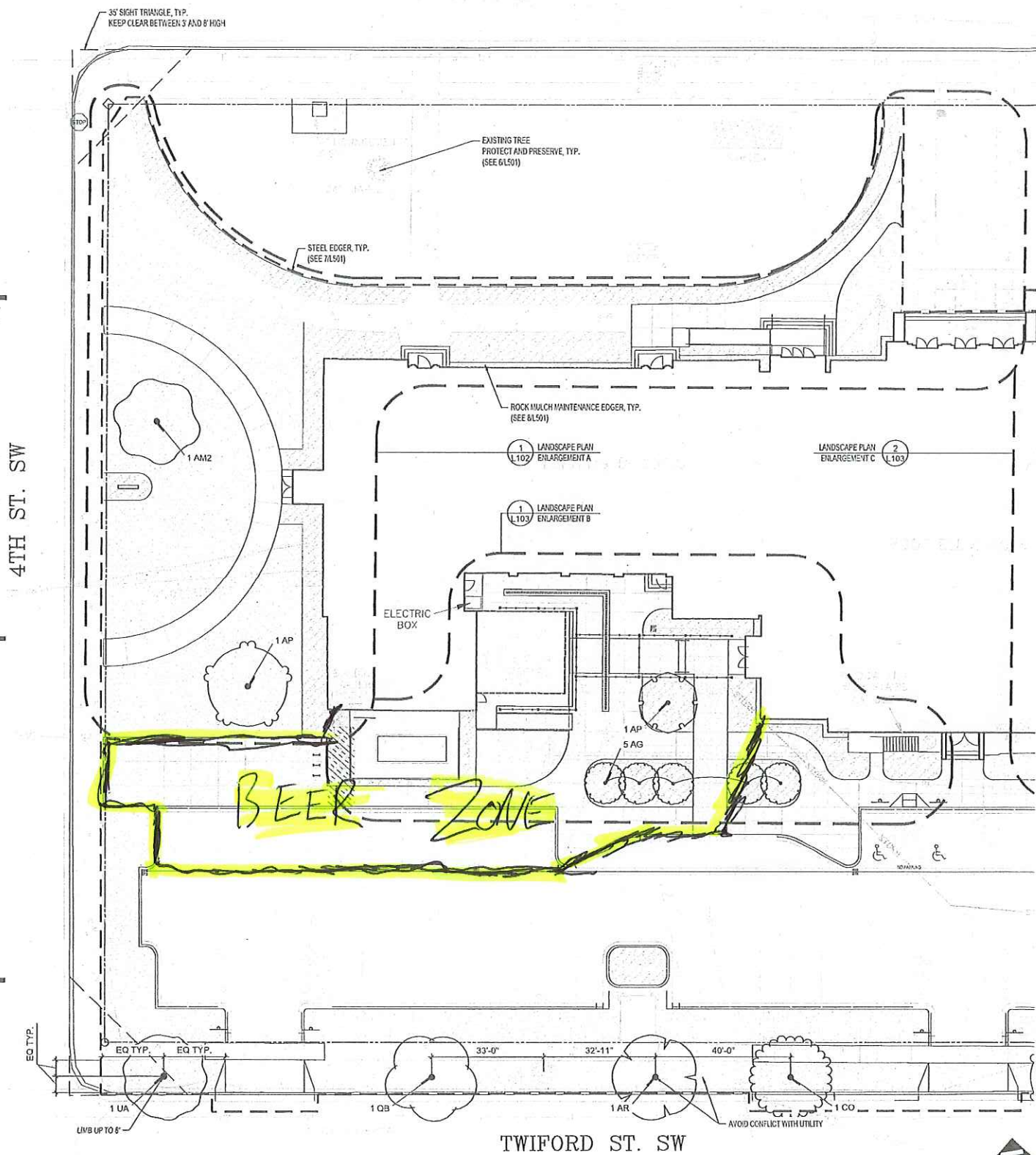
2022 08FA02U

08/16/22 10:25 AM

Page 6

| Check Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments |
|---------------------------------------|---------|-----------------|---------------------|-------------------------|--------------|-------------------------------|
| | 266626 | E 100-41500-210 | City Clerk | Operating Supplies (GEN | \$137.98 | 20 RM WHT COPY PAPER |
| | 266626 | E 601-49400-210 | Water Utilities (GE | Operating Supplies (GEN | \$9.95 | UB PERF PAPER ALLOC 19.9% |
| | 266626 | E 602-49450-210 | Sewer (GENERAL) | Operating Supplies (GEN | \$31.37 | UB PERF PAPER ALLOC 62.75% |
| Vendor QUILL.COM | | | | | \$200.96 | |
| Vendor SCHUMACHER ELEVATOR CO | | | | | | |
| | 905597 | E 100-41940-403 | Municipal Building | Prev. Maint. Agreements | \$194.41 | MUNI ELEV MAINT |
| Vendor SCHUMACHER ELEVATOR CO | | | | | \$194.41 | |
| Vendor SOUTHEAST MECHANICAL | | | | | | |
| | 30496 | E 100-41940-401 | Municipal Building | Repairs/Maint Buildings | \$790.88 | COLEMAN RTU LEAKING CONDENSAT |
| Vendor SOUTHEAST MECHANICAL | | | | | \$790.88 | |
| Vendor THE CHATFIELD NEWS, LLC | | | | | | |
| | 2850 | E 100-41410-350 | Elections | Print/Binding (GENERAL) | \$48.00 | ELECTION |
| | 2810 | E 100-41410-350 | Elections | Print/Binding (GENERAL) | \$48.00 | ELECTION |
| | 2834 | E 100-41910-350 | Planning and Zoni | Print/Binding (GENERAL) | \$10.00 | P&Z MTG PH NOTICE PLATES |
| | 2825 | E 100-41410-350 | Elections | Print/Binding (GENERAL) | \$48.00 | ELECTION |
| Vendor THE CHATFIELD NEWS, LLC | | | | | \$154.00 | |
| Batch Name 2022 08FA02U | | | | | \$32,681.81 | |
| | | | | | \$150,146.97 | |

((BatchID] in (17774,17775))



1 LANDSCAPE PLAN
Scale: 1" = 20'



MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: CHARTER COMMISSION RECOMMENDATION
DATE: 08/17/22
CC:

Request: Adopt the attached resolution to set a public hearing regarding a change to the City Charter.

Background: The attached resolution recommending that the City Council amend the City Charter to establish the position of City Administrator was adopted last night.

Resolution to Propose the Addition of a Chief Administrative Officer to the City's Organizational Chart

Whereas, the Chatfield City Charter Commission (the Commission) has determined that it is in the best interest of the City to create a staff position that would be the City's Chief Administrative Officer, and

Whereas, the Commission's previous recommendations to create the position of City Manager or City Administrator did not receive unanimous approval of the city council, and

Whereas, the Commission continues to assert that the City would benefit by developing an organizational structure that would more clearly separate the city's legislative functions (making laws, adopting policy, setting the budget and tax levy) from its administrative functions (enforcing ordinances, implementing policy, and managing staff), and

Whereas, the Commission has determined that the addition of a City Administrator to the City's organizational chart would be the most appropriate way to develop the organizational structure needed to ensure that the City operates as effectively and consistently as possible in that the elected Mayor and City Council would continue to focus on regulating the budget and tax levy authority, setting the goals and direction of the City, and developing legislation and policy that reflects the desires and will of the residents of the community, while the employees of the City focus on pursuing the goals established by the City Council, and

Whereas, the City Council has indicated that they would support the installation of a City Administrator,

NOW THEREFORE, BE IT RESOLVED that the Chatfield City Charter Commission recommends that the City Charter be amended in such a way as to develop and install the position of City Administrator, with all the responsibilities and authorities as necessary to carry out the administrative functions of the City as shown in the attached exhibit, and by making the appropriate changes to the City's Administrative Code, and

BE IT FURTHER RESOLVED that it is recommended that the City Council adopt this proposal by ordinance.

NOTICE OF PUBLIC HEARING

The City Council of the City of Chatfield, Minnesota, will hold a public hearing on Monday, September 26, 2022, in conjunction with its regularly scheduled city council meeting, which begins at 7:00 p.m., at the Thurber Municipal Building, located at 21 Second Street SE, Chatfield, MN 55923, on a recommendation made by the Charter Commission of the City of Chatfield, that a certain amendment to the Charter of the City of Chatfield be adopted by the Council by enactment of an ordinance. The text of the ordinance that would adopt the proposed Charter amendment is set forth below.

Ordinance No. 462

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

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

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

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

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

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

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

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

The city administrator shall be appointed for an indefinite term and may be removed by an affirmative majority vote of the council at any time. If removed at any time after one year of service, the city administrator may demand written charges and a public hearing before the city council prior to the date which his/her final removal shall take effect; but, pending and during such hearing the city council may suspend the city administrator from his/her office. During any absence or disability of the city administrator, the duties of his/her office shall be performed by a qualified person designated by the city council.

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

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

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

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

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

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

Section 19.5. - Subordinate Officers. There shall be a city clerk, finance officer, zoning administrator, economic development coordinator, preservation officer, cable television administrator, police chief, and other such officers subordinate to the city administrator as the city council may authorize. All such officers shall be subject to the direction of the city administrator. The city council may by ordinance abolish offices which have been created by ordinance and may combine the duties of various offices as it sees fit. The Library Director shall report directly to the Library Board of Trustees.

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

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

Section 34. - Tax levy.

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

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

Any person wishing to comment on these proposed changes to the Charter of the City of Chatfield contained in this proposed ordinance may do so by: appearing in person at the public hearing ; or, by filing comments in writing that are received prior to the time and date set for the hearing addressed "City Clerk, 21 Second Street SE, Chatfield, Minnesota 55923" or sent by electronic mail addressed to "Jyoung@ci.chatfield.mn.us".

By,
/s/ Joel Young
City of Chatfield, Minnesota

Resolution to Schedule a Public Hearing Regarding

A Proposal to Amend the City Charter of the City of Chatfield

Whereas, the Chatfield Charter Commission (the Commission) has duly presented a proposal to amend the city charter by ordinance, and

Whereas, the City Council is required to schedule a public hearing and publish notice of that hearing within a timeframe prescribed by state statute, and

Whereas, the proposal was presented to the city council on August 22, 2022,

NOW THEREFORE BE IT RESOLVED that a public hearing will be held on Monday, September 26, 2022, at or after 7:00 p.m., to hear public comment regarding the proposal.

Ordinance No.

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO FEES, FINES AND CHARGES; AMENDING THOSE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 11, SECTION 11-1, RELATING TO FEES, FINES AND CHARGES; ESTABLISHING THE MONTHLY FEE FOR RESIDENTIAL SOLID WASTE COLLECTION AND THE PRICE TO BE CHARGED FOR THE SALE OF COLLECTION BAGS TO BE USED IN CONJUNCTION THEREWITH.

Be it enacted by the City Council of the City of Chatfield, Minnesota.

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 11, Section 11-1, relating to **“Residential Solid Waste”** are amended to read:

The “Garbage”/Month and Recycling Fee shall be established as the same may be set forth in the City’s current contract with the hauler, and may include the additional motor fuel surcharge required to be paid by the City to the hauler from time to time under the terms of said contract.

The price of a 33 or 15 gallon yellow plastic bag used in conjunction with solid waste disposal, shall be as set forth in the contract between the City and the hauler, and may include the solid waste management tax required to be paid.

Section 2. This ordinance shall effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield this Day of September, 2022.

Approved:

Attest:

By its Mayor

By its City Clerk



Griffin
Construction Co., Inc.
 14070 Hwy 52 S, Chatfield, MN 55923
 Phone (507) 867-4648 ~ Fax (507) 867-4171

GOLF COURSES ~ HOUSING DEVELOPMENTS ~ ROAD BUILDING ~ LANDFILLS

August 17, 2022

Water Main Lowering at Mill Creek
ESTIMATE ONLY - need more information

City of Chatfield
 21 SE 2nd Street
 Chatfield, MN 55923

| Description | Qty | | RATE | TOTAL |
|-------------------------------|-----|----|--------------|---------------------|
| MOBILIZATION | 1 | LS | \$ 1,000.00 | \$ 1,000.00 |
| TEMP WATER 4" | 1 | LS | \$ 18,871.00 | \$ 18,871.00 |
| DEWATER | 1 | LS | \$ 15,000.00 | \$ 15,000.00 |
| CONNECT TO EXISTING MJ SLEEVE | 1 | EA | \$ 1,785.00 | \$ 1,785.00 |
| CONNECT TO EXISTING | 1 | EA | \$ 1,000.00 | \$ 1,000.00 |
| 12" DIP 45 DEGREE | 4 | EA | \$ 1,836.00 | \$ 7,344.00 |
| 12" DIP | 100 | FT | \$ 326.00 | \$ 32,600.00 |
| SIGNS | 1 | LS | \$ 1,500.00 | \$ 1,500.00 |
| EROSION CONTROL | 1 | LS | \$ 1,500.00 | \$ 1,500.00 |
| FINISH, SEED, MAT | 1 | LS | \$ 10,000.00 | \$ 10,000.00 |
| | | | | \$ - |
| TOTAL | | | | \$ 90,600.00 |

NOTES:

Water main placed 4' below channel

 City of Chatfield
 Owner

 Greg Griffin
 Griffin Construction Co., Inc.

 Date

 Date

- (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvements unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: CENTER FOR THE ARTS LEASE ARRANGEMENT
DATE: 08/18/22
CC:

Request: Approve proposed agreement between the City and the EDA.

Background: For the past six years, the EDA has leased out the operation of the Chatfield Center for the Arts to the “Chatfield Center for the Arts, Inc.” (CCA), a local non-profit organization. The Chatfield Center for the Arts Advisory Committee developed an updated lease agreement and sent it to the CCA Inc. and the EDA on June 9th for their review and comment. Although the CCA Inc has yet to provide a response, the EDA is expected to approve the proposed lease on August 22nd, as the current lease expires at the end of this month.

In order for the EDA to provide the financial and other supports included in their agreement with the CCA Inc., the EDA needs an agreement with the City of Chatfield to do so, which is the purpose of the attached agreement. The attached agreement is very similar in form to the agreement that expires at the end of this month but is updated to reflect changes over the past six years. This proposal was also developed by the Advisory Committee, which is made up of people who are members of the CCA Inc., the EDA and the City Council.

Since the CCA Inc. has yet to provide any comment or input on the lease proposed between them and the EDA, it is possible that this Agreement between the City and the EDA might need to come back to the City Council for further consideration, however, since the current lease does expire at the end of this month, approval of the attached Agreement is recommended.

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 _____