

CITY OF CHATFIELD COMMON COUNCIL
AGENDA
September 26, 2021 7:00 P.M

- I. Chatfield City Council – September 26, 2021 – 7:00 p.m. – City Council Chambers
1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - C. Approve hiring of Steven Schlichter and Joseph Liebl as firefighters.
 - D. Authorize Mayor and City Clerk to sign and record Property Use Restriction relating to a grant to improve Lone Stone Park.
 - E. Accept donation of \$50,000 from the Firefighters Activities Association to benefit the Fire Department Equipment Fund.
 - F. Accept donation of \$500 from Chatfield Brass Band to benefit the bandshell improvements.
 - G. Approve a one pay step increase to Brian Burkholder to G9 S6 effective September 19th.
 2. Public Hearing – Charter Amendment
 3. Approve First Consideration of Ordinance to Amend the City Charter
 4. Approve amendment to William Hanson Waste Removal contract.
 5. S.C.S. Report:
 - A. Thurber Building Landscape proposal.
 6. Committee Reports:
 - A. Public Services Committee
 - B. Park & Rec Committee
 7. Mayor's Report:
 8. Clerk's Report:
 - A. 2023 Preliminary Budget & Tax Levy Presentation.
 - B. Adopt resolution regarding mayor / city council pay 2023.
 - C. Adopt resolution regarding 2023 pay grid.
 - D. Adopt resolution regarding 2023 preliminary budget, tax levy and truth in taxation public hearing.
 9. Roundtable
 10. Adjourn.
 11. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
 - B. Park & Rec Committee (Councilor Bluhm & Frank) 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, September 12, 2022

The Common Council of the City of Chatfield met in regular session on Monday, September 12, 2022. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

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

Members absent: Councilor Paul Novotny.

Others Present: Karen Reisner, Logan T, Brian B, Steven S, Lynda Karver, Shane Fox, Fred Shuler Jr., and Beth Carlson.

Consent Agenda

Councilor Urban requested that the payment to Clark Equipment be withdrawn from the Claims Listing. Also, the Resolution Accepting a Donation to the City from Chatfield Youth Sports Association is to be used for the Dugout/Concrete Project, not the Mill Creek Shelter Project.

Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to adopt the consent agenda, with two changes. Items on the consent agenda included the following:

1. Approval of August 22, 2022 Meeting Minutes
2. Approve payment of claims with the exception that the payment to Clark Equipment will be withheld until the equipment arrives.
3. Approve the use of Mill Creek Park by PawPrint Brewery for KUBB tournament on October 8th, including a permit to Chatfield Alliance to sponsor a food truck, and to erect an event tent for the day.
4. Approve a one-step pay increase to Ryan Priebe to Grade 7, Step 7, effective on his employment anniversary.
5. Approve a one-step pay increase to Steven Schlichter to Grade 8, Step 7, effective on his employment anniversary.
6. Accept A Resolution Accepting a Donation to the City from Chatfield Youth Sports Association to be used for the Dugout/Concrete Project (not the Mill Creek Shelter Project) in the amount of \$1,800.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Authorize city attorney to draft an ordinance to regulate the use of ATVs, UTVs, Golf Carts, etc.

There are concerns with the proposed ordinance and Councilor Urban is asking that the discussion be tabled until Councilor Novotny can be present and those concerns can be addressed.

Councilor Josh Broadwater entered a motion, with a second by Councilor Mike Urban, to table the discussion on the proposed ordinance to regulate the use of ATVs, UTVs, Golf Carts, etc. until some concerns with the draft can be addressed.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Ordinance #460 – Garbage/Recycling Fees

Second Consideration

Councilor Josh Broadwater entered a motion, with a second by Councilor Dave Frank, to approve the second consideration of Ordinance #460, an ordinance 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.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Publication

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to approve the publication of Ordinance #460, an ordinance 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.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

City Engineer's Report – Logan Tjossem

Consider proposal for Infrastructure Expansion Strategic Initiative

Widseth has submitted a proposal to provide professional services to perform an analysis of the proposed Burr Oak Avenue NE extension north of Margaret Street NE along with infrastructure expansion in the area of Division Street NW. The proposal includes preparing a report outlining the findings along with estimated costs of the proposed improvements.

Councilor Josh Broadwater entered a motion, with a second by Councilor Dave Frank, to approve the proposal for Infrastructure Expansion Strategic Initiative.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Consider proposal for City Development Standards Review – Strategic Initiative

Widseth has submitted a proposal to review current City development standards and fees. The proposal includes preparing a report summarizing the findings.

Councilor Pam Bluhm entered a motion, with a second by Councilor Mike Urban, to approve the proposal for City Development Standards Review.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Consider Application for Payment #1 – 2022 Ground Water Storage Improvements

The pay application submitted by Osseo Construction is for work through August on the 2022 Ground Water Storage Improvements project in the amount of \$93,480.00.

Councilor Josh Broadwater entered a motion, with a second by Councilor Pam Bluhm, to approve the Application for Payment #1 from Osseo Construction for the 2022 Ground Water Storage Improvements project.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

S.C.S. Report

Hazardous Waste Collection

Just a reminder that a hazardous waste collection will be taking place September 13, 2022 in the alley behind the Library and Fire Station from 3:00 pm to 6:00 pm.

Kubota Trade-in

The 2007 RTV900 Kubota has recently been in need of repairs and staff is recommending trading in the unit for a 2022 HPX615E John Deere Gator. Midwest Machinery has given a quote for the Gator for \$7,740 which includes a \$5,200 trade in for the Kubota. Staff also recommends a rack for trimmers etc, to be included with the purchase.

Councilor Mike Urban entered a motion, with a second by Councilor Josh Broadwater, to approve the purchase of a 2022 John Deere Gator from Midwest Machinery with a trade in of the 2007 Kubota.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

WWTP Reed Beds/Land Application

The reed beds at the WWTF have been in use since about 2006. They are starting to reach max capacity and they have become considered an invasive species. The current species needs to be hauled out and a new species needs to be found to replace them. Staff has been working the U of M and the MN DNR on a program to kill off one of the reed beds. The DNR will come down and spray one bed to kill off the reeds this fall and follow up next spring with another treatment if needed to make sure the reeds are dead. There is no cost to have them do this. Once the reeds are dead, the process of land applying the biosolids on the City property can take place. Staff has been talking with the U of M about a new species of plant that will replace our current invasive reeds. More information on this will come as the time to replace draws nearer.

Councilor Pam Bluhm entered a motion, with a second by Councilor Dave Frank, to approve having the DNR spray one of the WWTF's reed beds this fall.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Delinquent Utilities

Public Hearing

Mayor Smith opened a public hearing at 7:19 p.m. and invited public comment about the proposal to collect delinquent utility accounts by assessing them to property taxes for collection. A list of the account holders and the delinquent amount was available for inspection. Mayor Smith invited public comment three times. No comments were offered by the public. Mayor Smith closed the public hearing at 7:20 p.m.

Adopt Resolution to Collect Delinquencies

Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank, to adopt Resolution to Authorize the Collection of Delinquent Utility Accounts with Property Taxes

Whereas, the City of Chatfield provides water, sewer and garbage services to residents of the community, and

Whereas, a number of these accounts become delinquent and overdue, and

Whereas, the City routinely takes action to collect these accounts on a monthly basis and an annual basis, and

Whereas, the City has notified all accounts that a public hearing would be held on Monday, September 12, 2022 so that any delinquency can be debated, and

Whereas, a public hearing has been conducted at which time no charge of delinquency was disputed,

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Chatfield authorize the City Clerk to prepare documentation that would cause the County Auditors to collect the delinquent utilities with property taxes.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Committee Reports

Public Works Committee

Councilor Urban was in attendance for the Public Works Committee meeting. Topics included:

1. Billing practices when notification of water leak occurs.
2. Landowner application of sludge, after killing of the reed beds.
3. Landscaping at the Thurber building - next meeting.
4. John Deere Gator purchase.
5. Infrastructure and Development Standards.
6. 2023 Street Project feasibility report and Highway Realignment report - no updates.

Personnel-Budget Committee

Councilor Urban was in attendance for the Personnel-Budget Committee Meeting.

Two versions of the proposed budget were included in the discussion. One is a 7.323% increase, the other 5.809% increase. The maximum tax levy will need to be set at the September 26, 2022 meeting.

Mayor's Report

Mayor Smith stated that the cool evenings are a reminder that winter isn't that far away. Figure out how to get your vehicles off the street when snow is in the forecast. Plan now so you are ready.

Clerk's Report – Nothing to report

Roundtable

Councilor Urban reminded people to not be blowing their grass clipping and leaves into the street during your fall clean-up efforts.

Councilor Bluhm expressed her thanks to Brian and the public works crew for getting Trigger ready for parades. And thanks to all the drivers as well.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Dave Frank, to adjourn at 7:26 pm.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



City of Chatfield

Batch Listing - Unposted Summary

Current Period: September 2022

2022 09ADM03

09/16/22 10:32 AM

Page 1

| Check | Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments |
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| Vendor OSSEO CONSTRUCTION CO. LLC | | | | | | | |
| 057001 | 1 | | E 443-43200-500 | Construction Fund | Cap. Outlay-GENERAL | \$93,480.00 | 2021-11946 2022 GROUND WATER ST |
| Vendor OSSEO CONSTRUCTION CO. LLC | | | | | | \$93,480.00 | |
| Vendor THE FITNESS SHOPPE | | | | | | | |
| 057000 | 80542 | | E 221-42280-580 | Fire Department * | Cap. Outlay-Other Equip | \$4,148.00 | MATRIX T7ZI TREADMILL |
| Vendor THE FITNESS SHOPPE | | | | | | \$4,148.00 | |
| Batch Name 2022 09ADM03 | | | | | | \$97,628.00 | |
| | | | | | | \$97,628.00 | |

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City of Chatfield

Batch Listing - Unposted Summary

Current Period: September 2022

2022 09FA02

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Page 3

| Check Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments |
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| | 222021 | E 454-43200-310 | Construction Fund | Other Professional Serv | \$3,035.92 | CCA PHASE II - AUG 2022 |
| Vendor PATHFINDER CRM, LLC | | | | | \$3,035.92 | |
| Vendor R FOUR MEATS | | | | | | |
| | 32350 | E 220-42280-208 | Fire Department * | Training and Instruction | \$264.00 | BOX LUNCHES |
| Vendor R FOUR MEATS | | | | | \$264.00 | |
| Vendor SELCO | | | | | | |
| | 050035 | E 211-45500-414 | Libraries (GENERA | Automated Operations | \$894.55 | BASIC TECH FEES PC SUPP MAILER |
| Vendor SELCO | | | | | \$894.55 | |
| Vendor STREICHER S | | | | | | |
| | I15835 | E 100-42110-153 | Police Administrati | Uniform Allowance | \$22.99 | CHARGE CORD |
| Vendor STREICHER S | | | | | \$22.99 | |
| Vendor SWANK MOVIE LICENSING USA | | | | | | |
| | 324278 | E 211-45500-433 | Libraries (GENERA | Dues and Subscriptions | \$408.00 | COPYRIGHT COMPLIANCE LICENSE |
| Vendor SWANK MOVIE LICENSING USA | | | | | \$408.00 | |
| Vendor TACTICAL SOLUTIONS | | | | | | |
| | 9009 | E 100-42110-404 | Police Administrati | Repairs/Maint Equipment | \$122.00 | CERT OF RADAR UNITS 2 |
| Vendor TACTICAL SOLUTIONS | | | | | \$122.00 | |
| Vendor THE CHATFIELD NEWS, LLC | | | | | | |
| | 2967 | E 220-42280-350 | Fire Department * | Print/Binding (GENERAL) | \$10.00 | VOLUNTEER FIRE POSITION |
| | 2945 | E 220-42280-350 | Fire Department * | Print/Binding (GENERAL) | \$10.00 | VOLUNTEER FIREFIGHTERS |
| Vendor THE CHATFIELD NEWS, LLC | | | | | \$20.00 | |
| Vendor WINONA COUNTY | | | | | | |
| | 2791 | E 230-42270-209 | Ambulance | Training Institution | \$140.00 | 06/25/22-06/25/22 CARDS |
| Vendor WINONA COUNTY | | | | | \$140.00 | |
| Batch Name 2022 09FA02 | | | | | \$67,091.43 | |
| Vendor ABILITY BUILDING CENTER | | | | | | |
| | 13954 | E 100-41940-302 | Municipal Building | Contracted Help | \$865.81 | CLEANING - |
| Vendor ABILITY BUILDING CENTER | | | | | \$865.81 | |
| Vendor CENTURYLINK-TELE | | | | | | |
| | 09/10/2 | E 601-49400-321 | Water Utilities (GE | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| | 09/10/2 | E 100-42110-321 | Police Administrati | Telephone | \$21.20 | 1500 1/5 DID LINES |
| | 09/10/2 | E 100-42110-321 | Police Administrati | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| | 09/10/2 | E 230-42270-321 | Ambulance | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| | 09/10/2 | E 100-46630-321 | Community Dev - | Telephone | \$156.49 | 3966 TOUR CENTER |
| | 09/10/2 | E 211-45500-321 | Libraries (GENERA | Telephone | \$83.86 | 3480 LIBRARY |
| | 09/10/2 | E 211-45500-321 | Libraries (GENERA | Telephone | \$99.52 | 2911 LIBRARY ELEVATOR |
| | 09/10/2 | E 100-43100-321 | Street Maintenanc | Telephone | \$21.20 | 1500 1/5 DID LINES |
| | 09/10/2 | E 601-49400-321 | Water Utilities (GE | Telephone | \$21.20 | 1500 1/5 DID LINES |
| | 09/10/2 | E 230-42270-321 | Ambulance | Telephone | \$21.19 | 1500 1/5 DID LINES |
| | 09/10/2 | E 100-41500-321 | City Clerk | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| | 09/10/2 | E 100-43100-321 | Street Maintenanc | Telephone | \$130.24 | 612 E10-0825 1/5 NEW CIRCUIT |
| | 09/10/2 | E 100-41500-321 | City Clerk | Telephone | \$21.20 | 1500 1/5 DID LINES |
| Vendor CENTURYLINK-TELE | | | | | \$1,097.06 | |
| Vendor CHS | | | | | | |
| | IG5159 | E 100-43100-210 | Street Maintenanc | Operating Supplies (GEN | \$185.37 | BUCCANEER PLUS 2.5 G TENKOZ |
| | IG3766 | E 220-42280-210 | Fire Department * | Operating Supplies (GEN | \$9.53 | LP BOTTLE FILL 10# |
| Vendor CHS | | | | | \$194.90 | |



City of Chatfield

Batch Listing - Unposted Summary

Current Period: September 2022

2022 09FA02U

09/22/22 10:19 AM

Page 4

| Check Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments |
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| Vendor DURST OUTDOOR SERVICES | | | | | | |
| 1242 | E 100-43100-406 | Street Maintenanc | Street-Grdng/Chlrd/Crckf | \$100.00 | 23 CROSSWALK BARS | |
| Vendor DURST OUTDOOR SERVICES | | | | \$100.00 | | |
| Vendor HAWKINS, INC. | | | | | | |
| 628947 | E 601-49400-210 | Water Utilities (GE | Operating Supplies (GEN | \$30.00 | WATER SUPPLY CHEMICALS | |
| Vendor HAWKINS, INC. | | | | \$30.00 | | |
| Vendor HUNTINGTON ELECTRIC LLC | | | | | | |
| 6435 | E 100-43100-404 | Street Maintenanc | Repairs/Maint Equipment | \$154.25 | ELECTRICAL WORK PARTS AND LABO | |
| Vendor HUNTINGTON ELECTRIC LLC | | | | \$154.25 | | |
| Vendor MIENERGY COOPERATIVE | | | | | | |
| 09/08/2 | E 602-49450-380 | Sewer (GENERAL) | Utility Services (GENERA | \$41.16 | 333119004 85007649 STALB LS | |
| 09/08/2 | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$264.10 | 333119003 85007624 JOHNST WELL | |
| 09/08/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$32.34 | 333119001 8500759501 52 SIGN | |
| 09/08/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$410.00 | 333119005 85010070 HSD STLGHTS | |
| 09/08/2 | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$403.08 | 333119002 85007612 HSD BS | |
| Vendor MIENERGY COOPERATIVE | | | | \$1,150.68 | | |
| Vendor ON SITE SANITATION | | | | | | |
| 000139 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$254.00 | 001411-0002 MC BF-160 DIVSTNW | |
| 000139 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$87.00 | 001411-0003 MC HSP-160 DIVSTNW | |
| 000139 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$254.00 | 001411-006 GP - 558 OTRNE | |
| 000139 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$87.00 | 001411-0004 MC HSA-559 OTRNE | |
| 000139 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$87.00 | 001411-0005 SHADY OAK PARK | |
| Vendor ON SITE SANITATION | | | | \$769.00 | | |
| Vendor SCHUMACHER ELEVATOR CO | | | | | | |
| 905571 | E 100-41940-302 | Municipal Building | Contracted Help | \$194.41 | MUNI ELEV MAINT | |
| 905520 | E 100-41940-302 | Municipal Building | Contracted Help | \$194.41 | MUNI ELEV MAINT | |
| Vendor SCHUMACHER ELEVATOR CO | | | | \$388.82 | | |
| Vendor THE CHATFIELD NEWS, LLC | | | | | | |
| 2901 | E 211-45500-350 | Libraries (GENERA | Print/Binding (GENERAL) | \$10.00 | PART IME CLEANER ADD | |
| 2965 | E 100-41910-350 | Planning and Zoni | Print/Binding (GENERAL) | \$360.00 | P&Z MTG PH NOTICE PLATES | |
| 2931 | E 100-41410-350 | Elections | Print/Binding (GENERAL) | \$48.00 | ELECTION | |
| 2902 | E 220-42280-350 | Fire Department * | Print/Binding (GENERAL) | \$10.00 | ADD FOR FIRE FIGHTER | |
| 2888 | E 100-41410-350 | Elections | Print/Binding (GENERAL) | \$48.00 | ELECTION | |
| Vendor THE CHATFIELD NEWS, LLC | | | | \$476.00 | | |
| Vendor WIT BOYZ INC. | | | | | | |
| 9105 | E 100-43100-404 | Street Maintenanc | Repairs/Maint Equipment | \$5,153.22 | International dump truck repairs-leafsp | |
| Vendor WIT BOYZ INC. | | | | \$5,153.22 | | |
| Batch Name 2022 09FA02U | | | | \$10,379.74 | | |
| | | | | \$77,471.17 | | |

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City of Chatfield

Batch Listing - Unposted Summary

Current Period: September 2022

2022 09FPR02

09/15/22 9:08 AM

Page 1

| Check | Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments |
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| Vendor AFLAC | | | | | | | |
| | 111991 | 867185 | G 910-21715 | | | \$17.20 | ACCT #A8980 HOSPITAL INS M ERICK |
| | | 867185 | G 910-21712 | | | \$36.14 | ACCT #A8980 CANCER K COE |
| | | 867185 | G 910-21724 | | | \$51.48 | ACCT #A8980 DISABILITY WANGEN |
| | | 867185 | G 910-21713 | | | \$21.58 | ACCT #A8980 ACC SCHMIEDEBERG |
| | | 867185 | G 910-21724 | | | \$49.14 | ACCT #A8980 STD SCHMIEDEBERG |
| | | 867185 | G 910-21713 | | | \$28.08 | ACCT #A8980 ACC LANDORF |
| | | 867185 | G 910-21724 | | | \$47.84 | ACCT #A8980 STD KEIGLEY |
| | | 867185 | G 910-21713 | | | \$40.04 | ACCT #A8980 ACC- M ERICKSON |
| | | 867185 | G 910-21715 | | | \$56.29 | ACCT #A8980 HOSPITAL INS CARLSO |
| | | 867185 | G 910-21724 | | | \$52.00 | ACCT #A8980 STD - CARLSON |
| | | 867185 | G 910-21713 | | | \$21.58 | ACCT #A8980 ACC CARLSON |
| | | 867185 | G 910-21724 | | | \$72.80 | ACCT #A8980 STD BURKHOLDER |
| | | 867185 | G 910-21718 | | | \$54.47 | ACCT #A8980 SPEVNT - BURKHOLER |
| | | 867185 | G 910-21712 | | | \$82.94 | ACCT #A8980 CANCER - BURKHOLDE |
| | | 867185 | G 910-21724 | | | \$43.68 | ACCT #A8980 STD LANDORF |
| Vendor AFLAC | | | | | | \$675.26 | |
| Vendor BLUE CROSS BLUE SHIELD | | | | | | | |
| | 111992 | 220901 | G 910-21721 | | | \$15.33 | VISION EE - JY |
| | | 220901 | G 910-21721 | | | \$15.33 | VISION EE - DS |
| | | 220901 | G 910-21721 | | | \$15.33 | VISION EE - BB |
| | | 220901 | G 910-21721 | | | \$15.33 | VISION EE - RB |
| | | 220901 | G 910-21721 | | | \$6.41 | VISION EE - BC |
| | | 220901 | G 910-21721 | | | \$15.33 | VISION EE - KW |
| | | 220901 | G 910-21721 | | | \$6.41 | VISION EE - DF |
| | | 220901 | G 910-21721 | | | \$15.33 | VISION EE - SS |
| Vendor BLUE CROSS BLUE SHIELD | | | | | | \$104.80 | |
| Vendor CHATFIELD PUBLIC LIBRARY | | | | | | | |
| | 111993 | 19 | R 211-45500-3620 | Libraries (GENERA | | -\$125.00 | SCRIP GAS CARDS |
| | | 19 | G 910-21728 | | | \$125.00 | SCRIP GAS CARDS |
| Vendor CHATFIELD PUBLIC LIBRARY | | | | | | \$0.00 | |
| Vendor EFTPS | | | | | | | |
| | 111994 | 530454 | G 910-21701 | | | \$4,491.99 | FEDERAL WH - STAFF |
| | | 530454 | G 910-21709 | | | \$1,754.62 | MEDICARE WH - STAFF |
| | | 530454 | G 910-21703 | | | \$5,668.72 | SOC SEC WH - STAFF |
| Vendor EFTPS | | | | | | \$11,915.33 | |
| Vendor EMPOWER | | | | | | | |
| | 111995 | 102695 | G 910-21719 | | | \$25.00 | WANGEN |
| | | 102695 | G 910-21719 | | | \$140.58 | BURKHOLDER |
| | | 102695 | G 910-21719 | | | \$103.17 | CARLSON |
| | | 102695 | G 910-21719 | | | \$50.00 | HYKE |
| | | 102695 | G 910-21719 | | | \$117.26 | IRISH |
| | | 102695 | G 910-21719 | | | \$125.00 | SCHLICHTER |
| | | 102695 | G 910-21719 | | | \$79.22 | PRIEBE |
| Vendor EMPOWER | | | | | | \$640.23 | |
| Vendor HEALTHEQUITY | | | | | | | |
| | 111996 | 2022-0 | G 910-21726 | | | \$341.67 | ERICKSON |
| | | 2022-0 | G 910-21726 | | | \$150.00 | BURKHOLDER |
| | | 2022-0 | G 910-21726 | | | \$300.00 | BURNETT |



City of Chatfield

Batch Listing - Unposted Summary

Current Period: September 2022

2022 09FPR02

09/15/22 9:08 AM

Page 2

| Check Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments |
|--|---------|-----------------|------------|--------------|-------------|-----------------------------------|
| 111996 | 2022-0 | G 910-21726 | | | \$150.00 | WANGEN |
| | 2022-0 | G 910-21726 | | | \$152.08 | CARLSON |
| | 2022-0 | G 910-21726 | | | \$345.83 | YOUNG |
| | 2022-0 | G 910-21726 | | | \$87.50 | ELDER |
| | 2022-0 | G 910-21726 | | | \$179.17 | SCHLICHTER S |
| | | G 910-21726 | | | \$125.00 | SCHLICHTER D |
| | 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 | | | \$175.00 | FUNK |
| | 2022-0 | G 910-21726 | | | \$250.00 | LANDORF |
| | 2022-0 | G 910-21726 | | | \$125.00 | HYKE |
| Vendor HEALTHEQUITY | | | | | \$2,756.25 | |
| Vendor MN DEPART. OF REV./WH TAX | | | | | | |
| 111998 | 1-829-0 | G 910-21702 | | | \$2,126.73 | STATE TAX WH - STAFF |
| Vendor MN DEPART. OF REV./WH TAX | | | | | \$2,126.73 | |
| Vendor MN PEIP | | | | | | |
| 111997 | 122236 | G 910-21706 | | | \$579.57 | WANGEN - EE - MED ADV HSA HP |
| | 122236 | G 910-21706 | | | \$2,193.69 | SCHMIEDEBERG - EE - MED ADV HIGH |
| | 122236 | G 910-21706 | | | \$1,551.52 | SCHLICHTER - FAMILY - MED ADV HS |
| | 122236 | G 910-21706 | | | \$579.57 | PRIEBE - EE- MED ADV HSA PONE |
| | 122236 | G 910-21706 | | | \$579.57 | MILIANDER - EE - MED ADV HSA HP |
| | 122236 | G 910-21706 | | | \$579.57 | CARLSON - EE - MED ADV HSA HP |
| | 122236 | G 910-21706 | | | \$579.57 | FUNK - FAMILY |
| | 122236 | G 910-21706 | | | \$813.09 | LEWIS - EE - MED ADV HIGH HP |
| | 122236 | G 910-21706 | | | \$1,551.52 | LANDORF - EE+SP - MED ADV HSA HP |
| | 122236 | G 910-21706 | | | \$579.57 | IRISH - EE - MED ADV HSA PONE |
| | 122236 | G 910-21706 | | | \$579.57 | HYKE - EE - MED ADV HSA HP |
| | 122236 | G 910-21706 | | | \$1,966.32 | FOX - FAMILY - MED ADV VALUE BCBS |
| | 122236 | G 910-21706 | | | \$579.57 | BURKHOLDER - EE - MED ADV HSA HP |
| | 122236 | G 910-21706 | | | \$579.57 | ELDER - EE - MED ADV HSA HP |
| | 122236 | G 910-21706 | | | \$1,551.52 | BURNETT - FAMILY - MED ADV HSA B |
| | 122236 | G 910-21706 | | | \$1,551.52 | YOUNG - EE+SP - MED ADV HSA BCBS |
| | 122236 | G 910-21706 | | | \$1,551.52 | ERICKSON - FAMILY - MED ADV HSA H |
| Vendor MN PEIP | | | | | \$17,946.83 | |
| Vendor PERA | | | | | | |
| 111999 | SOMPE | E 230-42270-121 | Ambulance | PERA | \$555.00 | CEMTRIP - AUG 2022 |
| | SOMPE | G 910-21704 | | | \$56.24 | DCP - ELECTED OFFICIAL |
| | SOMPE | G 910-21705 | | | \$4,574.70 | PERA - POLICE |
| | SOMPE | G 910-21704 | | | \$5,003.65 | PERA - CITY COORDINATED |
| Vendor PERA | | | | | \$10,189.59 | |
| Vendor SUN LIFE ASSURANCE COMPANY | | | | | | |
| 112000 | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - SCHLICHTER S |
| | 833999 | G 910-21720 | | | \$8.80 | INSURANCE - HYKE |
| | 833999 | G 910-21720 | | | \$355.71 | INSURANCE - YOUNG |
| | 833999 | G 910-21720 | | | \$77.76 | INSURANCE - WANGEN |
| | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - SCHMIEDEBERG |
| | 833999 | G 910-21720 | | | \$7.59 | INSURANCE - SCHLICHTER D |
| | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - MILIANDER |
| | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - PRIEBE |



City of Chatfield

Batch Listing - Unposted Summary

Current Period: September 2022

2022 09FPR02

09/15/22 9:08 AM

Page 3

| Check Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments |
|--|---------|-------------|------------|--------------|--------------------|----------------------------------|
| 112000 | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - IRISH |
| | 833999 | G 910-21720 | | | \$6.49 | INSURANCE - FUNK |
| | 833999 | G 910-21720 | | | \$6.39 | INSURANCE - FOX |
| | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - ERICKSON |
| | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - CARLSON |
| | 833999 | G 910-21720 | | | \$12.79 | INSURANCE - BURNETT |
| | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - BURKHOLDER |
| | 833999 | G 910-21720 | | | \$2.56 | INSURANCE - LANDORF |
| Vendor SUN LIFE ASSURANCE COMPANY | | | | | <u>\$498.57</u> | |
| Vendor TASC | | | | | | |
| 112001 | 09/15/2 | G 910-21714 | | | <u>\$222.91</u> | FSA MEDICAL & DEP - EmpE SCHMIED |
| Vendor TASC | | | | | <u>\$222.91</u> | |
| Batch Name 2022 09FPR02 | | | | | <u>\$47,076.50</u> | |
| | | | | | <u>\$47,076.50</u> | |

([BatchID] in (17934))

Joel Young

From: Chatfield Fire Chief
Sent: Monday, September 19, 2022 6:27 PM
To: Joel Young
Subject: New hires

After posting an add for hiring two new fire fighters, we had nine applicants, interviewed five of them. Then came up with two people we would recommend to hire for the job openings.

Joseph Leibl, and Steven Schlicter, both are very qualified and already have experience in firefighting. Both have had firefighter one, firefighter two and haz-mat training. Both have served on volunteer fire dept before. They will be a welcome addition to the Chatfield Fire Dept.

Thanks

Luke Thieke

Chatfield Fire Chief

PROPERTY USE RESTRICTION

The City of Chatfield, Minnesota ("City"), a municipal corporation organized under the laws of the State of Minnesota, in consideration of payment to the City of a certain grant from the State of Minnesota, Department of Natural Resources ("DNR") under DNR Outdoor Recreation Project Contract OR22-002 ("the contract") which funded the cost of certain improvements to land owned by the City, situated in the State of Minnesota, County of Fillmore, described as:

Outlot B, Lone Stone Subdivision to the City of Chatfield, as the same is set forth in the plat thereof on file and of record in the Office of the Fillmore County Recorder ("the property").

does hereby declare that that henceforth the property shall be permanently managed and maintained for public outdoor recreation use.

The City further agrees, as required by the terms of the contract, that it shall not at any time in the future convert any portion of the property to uses other than public outdoor recreation use without the prior written approval of the State of Minnesota acting through Commissioner of Natural Resources.

Dated this ____ day of _____, 2022.

City of Chatfield, a Minnesota
Municipal Corporation

By

Its Mayor

Its City Clerk

ACKNOWLEDGMENT

On this ____ day of September, 2022, appeared before me a Notary Public, persons known to me as Russell Smith and Joel Young, respectively the Mayor and City Clerk of the City of Chatfield, Minnesota, who stated that they executed the foregoing Deed Restriction on behalf of the City of Chatfield.

Notary Public

A RESOLUTION ACCEPTING A DONATION TO THE CITY.

WHEREAS, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

| | |
|--|-----------------|
| <u>Chatfield Firefighters Activity Association</u> | <u>\$50,000</u> |
|--|-----------------|

WHEREAS, the terms or conditions of the donations, if any, are as follows:

To be used for Fire Truck/Equipment needs

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Chatfield, Minnesota this 26th day of September, 2022.

Mayor

Attested:

City Clerk

A RESOLUTION ACCEPTING A DONATION TO THE CITY.

WHEREAS, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

| | |
|--|--------------|
| <u>Chatfield Brass Band, Inc – Music Lending Library</u> | <u>\$500</u> |
|--|--------------|

WHEREAS, the terms or conditions of the donations, if any, are as follows:

To be used for the Band Shell Painting Project

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Chatfield, Minnesota this 26th day of September, 2022.

Mayor

Attested:

City Clerk

MEMORANDUM

TO: CHATFIELD CITY COUNCIL

FROM: JOEL YOUNG, CITY CLERK

SUBJECT: CITY CHARTER

DATE: 09/21/22

CC:

Request: Approve the first consideration of an ordinance to amend the City Charter.

Background: The City Charter Commission has recommended the adoption of the following ordinance.

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

AMENDMENT NO. 1 TO A CERTAIN AGREEMENT BETWEEN
THE CITY OF CHATFIELD, A MINNESOTA MUNICIPAL
CORPORATION AND WILLIAM HANSON, CONTRATOR

WHEREAS, on or about September ____, 2017, the City of Chatfield (“City”), a Minnesota municipal corporation entered into a certain agreement (“agreement”) with Willam Hanson (“Contractor”) wherein said Contractor agreed to provide to the City certain services which involved the collection and disposal of refuse, solid waste and recyclable materials within the boundaries of the City; and,

WHEREAS, the agreement has previously been renewed and extended according to its terms; and,

WHEREAS, the parties agree that it is appropriate and in the best interests of both the City and the Contractor because of changing circumstances since entering into the agreement to amend certain provisions of the agreement at this time.

Now therefore in consideration of the mutual premises set forth, IT IS AGREED that the following amendments to the agreement shall be adopted, to wit:

I.

The provisions of the agreement in that portion of the agreement entitled “DEFINITION OF TERMS” shall be amended:

A. By including a phrase “apartment building” to read:

“Apartment building” means a building containing more than two rental units.

B. The definition of the term “Commercial” shall be amended to read:

“Commercial shall mean a business operating wholly or partly within the City boundaries, apartment buildings, mixed use buildings which include residential apartments, and commercial buildings which provide care for the young and elderly as a business on a regular basis.

C. By including a phrase “mixed-use building” to read:

“Mixed-use building” means a building situated in a commercial zoning district which contains a residential use in addition to ther primary commercial use.

II.

The provisions of the agreement in that portion of the agreement entitled “COMMERCIAL INDUSTRIAL AND INSTITUTIONAL DISPOSAL”, paragraph 3, shall be amended to read:

3. Apartment buildings, mixed use buildings which include apartments and commercial places which are residences used to provide care for the young or elderly as a business on a regular basis will be considered commercial buildings for the purposes of this Agreement and will not, therefore, be required to use the Contractor’s services and will not be billed a basic service fee by the City.

III.

The provisions of the agreement in that portion of the agreement entitled “TERMS OF PAYMENT FOR RESIDENTIAL COLLECTION”, paragraph 1, shall be amended to read:

1. A monthly rate of \$13.02 for the collection of refuse, solid waste and recyclables will be paid for each occupied residential dwelling within the City of Chatfield.

IV.

The provisions of the agreement in that portion of the agreement entitled “TERMS OF PAYMENT FOR RESIDENTIAL COLLECTION”, paragraph 4, shall be amended to read:

4. These rates are subject to such increase as may be mutually agreed upon between the City and Contractor from time to time.

In order to implement a volume based collection and billing system, the Contractor shall offer for sale at a minimum of three (3) retail locations within the City specially marked garbage bags to be purchased by residents to be used for the collection of refuse and solid waste. The cost of such bags shall be \$2.15 per bag for a 33 gallon bag (\$2.33 including the solid waste management tax) and \$1.50 per bag for a 15 gallon bag (\$1.62 including the solid waste management tax). Said price shall commence as of October 1, 2022. These prices would also be subject to change, by resolution of the City Council, to reflect any increase or decrease in tipping fees or change of operation in Fillmore and/or Olmsted County Resource Recovery Centers, or such other approved facility used by the Contractor for disposal.

A 33 gallon bag shall contain no more than 40 pounds of material and the 15 gallon bag shall contain no more than 20 pounds of material, and the Contractor can refuse collection of any bag in violation of this standard. Specifically marked

stickers may be purchased at a rate set by the Contractor and approved by resolution of the City Council, for material not fitting in a bag or weighing more than 40 pounds. The Contractor has the right to refuse to collect refuse or solid waste not contained within the specially marked bags or marked with the specially marked sticker earlier described. A bag provided by the Contractor shall be sturdy and able to hold up to the stated weight of material without tearing or splitting.

V.

The effective date of this agreement shall be October 1, 2022.

IN WITNESS WHEREOF, the parties have executed this agreement this ____ day of September, 2022.

City of Chatfield

William Hanson

By:

By:

Its Mayor

Attest:

Its City Clerk

INTEROFFICE MEMORANDUM

TO: Members of Council
FROM: Brian Burkholder, SCS
SUBJECT: New Landscaping/Front of Thurber Building
DATE: 9/21/2022

Action Requested: To consider the approval on updating the landscaping in front of the Thurber Building from the west corner of the building to the east side including both sides of the front steps.

Background: This project was brought forward and discussed back in 2015 but the committee suggested to wait until the new front steps were completed. At that time, a drawing was received along with a quote from Ruskell Outdoor Services for \$5,784.86.

I wanted to bring this forward again as it really needs some improvements, and we now can reduce the cost considerably by completing in house with Dan Funk complete the work. Using the original drawing plans, Dan received a quote for the plants and material needed for \$2,000. An edging machine will be needed to be rented to install the edging.

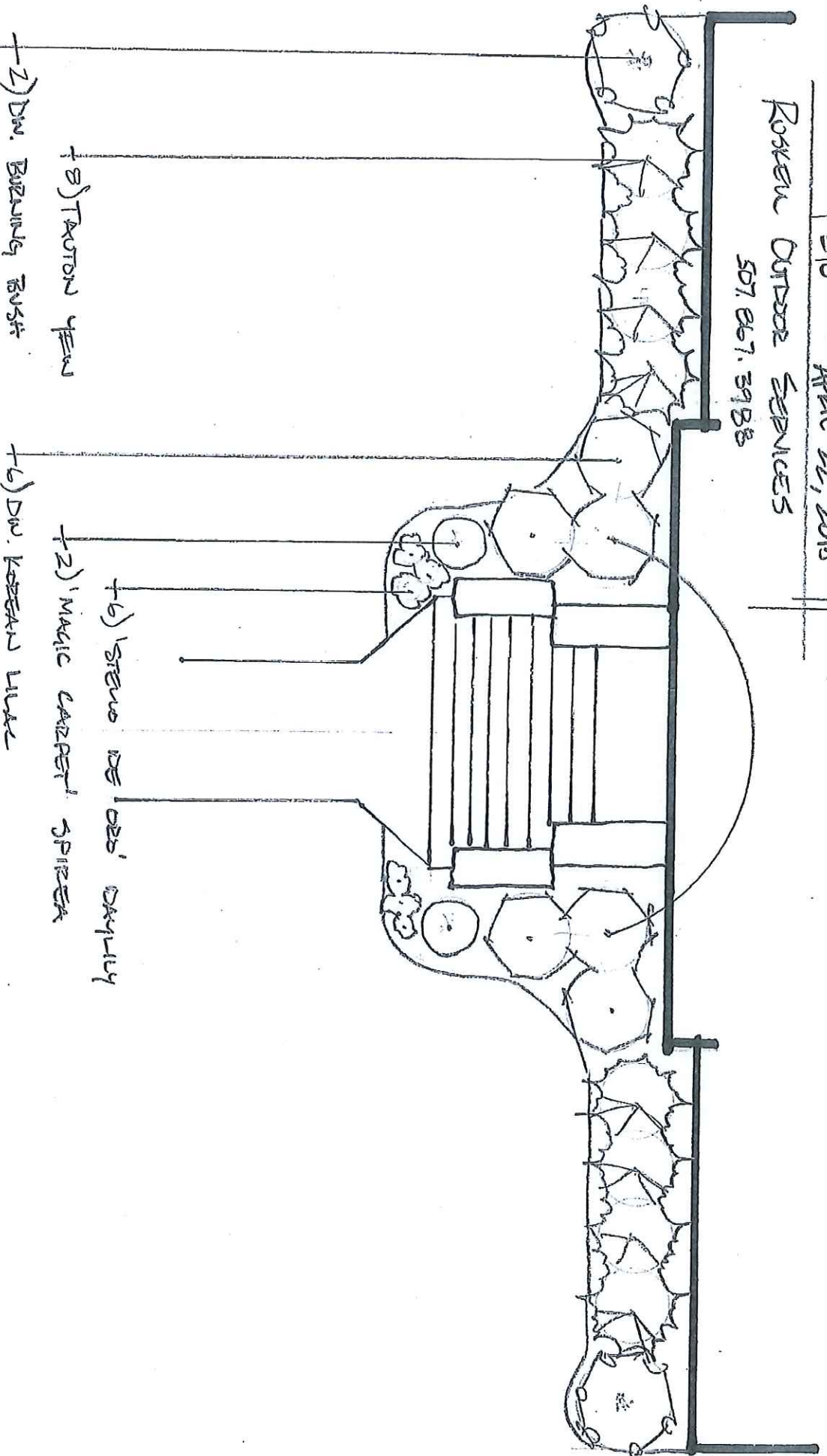
If we are unable to get to it this Fall, I would like to complete this project next Spring when the plants would be warranted.

Thank you for your time,
Brian Burkholder

Chaffin City Hall

1"=10' APRIL 22, 2015

ROSEAU OUTDOOR SERVICES
507.867.3988





PO Box 69
Byron, MN 55920

Cell: 507-208-1949
brandon@decooklandscaping.com

Estimate

| Date | Estimate # |
|-----------|------------|
| 8/26/2022 | 2443 |

| Name / Address |
|---|
| City of Chatfield 21 Second Street SE Chatfield, MN 55923 |

| Ship To |
|---------|
| |

| Description | Qty | Total |
|--------------------------------------|-----|--------|
| Euonymus, Dwarf Burning Bush #2 Pot | 2 | 56.00 |
| Yew, Taunton #2 Pot | 8 | 320.00 |
| Lilac, Dwarf Korean #2 Pot | 6 | 222.00 |
| Spirea, Magic Carpet #2 Pot | 2 | 60.00 |
| Daylily, Stella D'Oro #1 Pot | 6 | 107.94 |
| 1-1/2" Winona Stone (Y) | 8.5 | 850.00 |
| Weed Preventer 6 mill | 1 | 100.00 |
| Commercial grade plastic edging (ft) | 7 | 196.00 |
| -20 foot sections with stake kit | | |
| Boulder, Fieldstone | 2 | 90.00 |
| -Blue/Grey | | |



**** DO NOT PAY OFF ESTIMATE, YOU WILL RECEIVE
SEPARATE INVOICE ****

Subtotal \$2,001.94

Sales Tax (7.375%) \$0.00

Signature

Total \$2,001.94



Ruskell Outdoor Services Inc.
10045 170th Avenue SE
Chatfield, MN 55923
507-867-3988

Proposal

Date 4/22/2015
Estimate # 1792

City of Chatfield
21 2nd Street
Chatfield, MN 55923

gruskell@hotmail.com

| Qty | Description | Rate | Total |
|-----|-------------------------------|-----------|----------|
| | City Hall | | |
| 2 | Dwarf Burning Bush #5 | 87.45 | 174.90 |
| 8 | Taunton Yew #5 | 89.84125 | 718.73 |
| 6 | Dwarf Korean Lilac - #5 | 87.44833 | 524.69 |
| 2 | 'Magic Carpet' Spirea #2 | 50.145 | 100.29 |
| 6 | 'Stella De Oro' Daylily - #1 | 26.24833 | 157.49 |
| 8.5 | Winona River Rock 1.5" - yard | 187.44941 | 1,593.32 |
| 7 | Cobra Edging - 20' Sections | 66.92571 | 468.48 |
| 1 | Sod Stripping | 1,530.00 | 1,530.00 |
| 6 | Pulverized Topsoil - per yard | 86.16 | 516.96 |

This is an estimate on your project, if extra costs are incurred, you will be charged accordingly. Terms are 1/2 down, cash upon completion. In the event of default and referral to an attorney, or collection agency, purchaser agrees to pay all cost of collection expense, including court costs and reasonable attorney fees. Prices good for 30 days from the date on top.

Subtotal \$5,784.86

Sales Tax (0.0%) \$0.00

Total \$5,784.86

Signature

Date

Signature

Date

MEMORANDUM

TO: PERSONNEL BUDGET COMMITTEE
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: 2023 BUDGET & TAX LEVY
DATE: 08/02/2022
CC:

Budget Goals for Fiscal Year 2023

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

We will pursue those principles by:

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

The proposed budget for 2023 will provide services at a level similar to those provided in 2022. The primary cost drivers are expected to be in the areas of marketing, equipment, technology, insurance, personnel, most of which is

driven by inflation. Inflation is a serious consideration in its own right. A list of departmental goals for 2022 is attached.

An additional service that is proposed for 2023 is the establishment of a \$25,000 grant program that will be sponsored by the Heritage Preservation Commission. The goal of the program is to encourage reinvestment in the buildings situated in the city's historic downtown commercial district. The Commission intends to pursue this goal by making one significant grant each year.

Another service enhancement will be achieved by replacing some part-time public works staff with a full-time position. This will cause a net increase of approximately \$50,000 in personnel cost but should result in more dependable service than might be the case with new part time employees each year.

The Local Tax Rate: Contrary to the more intuitive thought that the local tax rate is set by the city council in the hope of generating the dollars needed to pay for the services provided by the City, the local tax rate is actually the end result of the budget-tax levy setting process. In other words, the tax rate is calculated after the menu of services is determined and after the forecast is made for the City's revenues and expenses, and after the city's net tax capacity is determined. Therefore, the local tax rate is not particularly helpful if one is interested in comparing the efficiency of one city to another. When making such comparisons, one should consider cities that are similarly sized and situated, with a similar menu of services. For Chatfield, that would include services such as full-time police protection, a Class B ambulance service, library services, an art center, a local cable television service (CCTV-Channel 11), heritage preservation services, a modern city hall, modern swimming facilities and modern water and Class B wastewater treatment facilities. That notwithstanding, the tax rate is certainly an important standard to measure, monitor and evaluate for other purposes.

After the community voted to construct a modern swimming pool in 2017, the City's tax rate jumped by approximately seventeen points to a high of 112%. While the city council determined that it would not be right for the new debt associated with the swimming pool to result in funding reductions to basic services, the city council did make a deliberate goal to manage future tax levies in an effort to reduce the tax levy whenever possible. By 2020, the tax rate had dropped by six percentage points and it is expected that the 2023 budget will allow the tax rate to drop even further.

Debt per Capita: Subsequent to issuing the bonds to pay for the swimming pool improvements, the City's debt per capita moved up to approximately \$4,600, which is considered Moderately High in the industry. Just as the city council adopted a goal to reduce the local tax rate, the city council also stated a goal to lessen the debt per capita to a point at or under \$3,500, which is considered Moderate in the industry. Based on the 2023 budget, it is expected that this goal has been substantially achieved as the debt per capita ratio is expected to be below \$3,500 at the end of this year.

A Budget Based on Needs, Goals & Outcomes, Maintaining Public Safety, Public Works and Public Services Programming: The 2023 budget has been developed based on a long-standing history of providing services to maintain the safety and convenience of the residents of the community. Services are embedded in this budget to ensure the continued maintenance of the streets, water system, sanitary sewer system and other aspects of the city's infrastructure along with the continued safety services provided through the police, ambulance, fire and building code departments.

Data Security, Communications and Technology: The 2023 budget includes funding and services necessary to reasonably protect the City's data and to train the City's employees in that regard. The work plan within the budget

also includes efforts to actively communicate with the general public in a way that facilitates a free flow of information and decision making.

Capital Improvements: The City is considering the purchase of property within the historical downtown area to provide storage for and otherwise house the Public Works Department. The long term vision is to construct a completely new facility for the Department at another location, however, the property in question would fit the needs of the department for the next several years. Acquisition of this property would be in lieu of constructing a building that the Capital Improvement Plan anticipated in 2024. As such, the cost associated with this purchase should be within the long term financial plan of the City and should not be detrimental to the tax rate / budget. To accomplish this, cash-on-hand will be used to make an interest-only payment on any debt that might be issued, in years 2023 and 2024. When a facility is constructed for the Public Works Department at some point in the future, this property would be sold for development purposes.

Improvements to the Grand / Hawley Street area are planned for 2023. This project will include replacement of certain water and sanitary sewer main in the area, along with street reconstruction. A number of blocks of street overlay will also be installed during this project. This project is expected to cost approximately \$1.5 million and is part of the City's long term capital improvement program.

Streambank improvements will be installed in Mill Creek, through Groen Park. These improvements will stabilize the streambanks, reduce the erosion of parkland and improve trout habitat. This project will provide the opportunity to install a pedestrian bridge that will link the park property from one side of the creek to the other side. The improvements will be installed by a third party and, except for the cost of the bridge, the cost of the improvements will be covered by the State of Minnesota and other parties. The cost of the bridge will be funded in part by an Outdoor Recreation grant that has been awarded from the Department of Natural Resources.

Enterprise Fund Activity: Due to the high cost of constructing a new wastewater treatment facility, a water tower and booster station, some years ago, the Water and Sanitary Sewer Funds have been operating in a deficit. Over the years, user rates have been adjusted upwards in an incremental fashion while cash reserves were used to manage the deficit. It appears that the increase in user rates that went into effect in early 2019 has stabilized the Sanitary Sewer Fund so there are no increases in sewer user rates projected for the near future. It also appears that increases to water rates should be relatively small, except for any increase needed to support the 2022 Water Improvement Project. At this point, the preliminary recommendation would be to increase the sewer and water rates by 0.0% and 5.0% respectively. Garbage costs are not expected to increase beyond the \$2.00 increase that was put into effect in late 2022.

The City's utility bill includes charges for water, sanitary sewer, and garbage services, with water fees accounting for a rather minimal portion of the bill. As such, if there is no increase in fees for sewer or garbage services, and if the water fees are increased by 5%, the monthly utility bill will increase by less than 1.0%.

Construction Activity: Each year, construction activity provides additional tax capacity to the community, which softens the effects of an increase in the tax levy. Construction activity in 2022 has yielded 4 homes, adding approximately \$940,000 in residential value. 11 new homes constructed in 2021, 8 new homes in 2020, 7 new homes in 2019, and 20 new homes were constructed in 2018, all of which provide additional tax capacity to the City. According to Fillmore County, the City's tax capacity has grown by \$627,000, an increase of 27% over 2021.

The Lone Stone tax increment financing district obligations are almost met. At this time, it is expected that these obligations will be met sometime in 2023, which will result in the tax capacity of virtually all of those homes to be included in the general tax levy calculations in 2024 and thereafter. This will reduce the City's local property tax rate.

Debt Service Fund Analysis: A detailed analysis of the City's tax-levy-related debt service funds has been completed and each of the funds have been found to be financially healthy. In fact, based on that analysis, it is recommended that the City eliminate the subsidy that the General Fund makes to the debt service fund associated with the wastewater treatment plant. This will cause the 2023 tax levy to be \$78,000 less than it would have been otherwise.

An analysis of the debt service fund relating to the Enterprise Drive improvement project results in another recommendation to reduce the tax levy support to this Fund by \$10,000. This is made possible due to the receipt of \$53,000 in Small City Assistance from the State of Minnesota in 2021. Furthermore, the analysis indicates that it might be possible to reduce the amount of money that the Water and Sanitary Sewer Funds contribute to the debt service funds, resulting in less need to increase water and sewer user rates.

Other Revenues: The City has received approximately \$150,000 from the federal government in 2021 and is scheduled to receive approximately \$180,000.00 in 2022, through the American Rescue Plan Act. The use of those funds is unknown at the time of writing this document.

The City has just collected the fifth installment of tax abatement revenues from Fillmore County and the Chatfield School District. To date, the City has collected a total of \$179,324 from this program. The benefit from this program is expected to grow noticeably each year for the next nine years. The 2023 tax levy will be \$38,250 less than it would have been otherwise, due to this program.

In an effort to keep sewer user rates from increasing any more than they would otherwise, the City's General Fund provided additional support of \$1,215,000 between 2011 and 2021. The City will have an opportunity to have these dollars repaid to the General Fund after the Sanitary Sewer Fund makes its final payment to the debt service fund in 2026. While there will be multiple alternatives for this to happen, one scenario would be for the Sanitary Sewer Fund to make an annual payment to the General Fund, or to a debt service fund that would otherwise be supported by tax payments, in the amount of \$100,000 for twenty-three years. In general, the City's financial position is strong and healthy.

Respectfully submitted,

Joel A. Young, City Clerk

**A Resolution to Set the Pay for Mayor and City Council at
The City of Chatfield Effective January 1, 2023**

Whereas, it is the practice of the City of Chatfield (City) to maintain a compensation system that fairly compensates its employees for services rendered, and

Whereas, the City of Chatfield maintains a compensation system for the various employee positions of the City, including its mayor and members of the city council, and

Whereas, it is the duty of the city council to make adjustments to the pay system as necessary to ensure that the mayor and members of the city council are properly paid for their services, and

Whereas, the pay for the mayor and members of the city council has not been increased since the beginning of 2021, and

Whereas, it has taken an annual pay increase of 3.10% each year over the past fifteen years in order to keep pace with market conditions, and

Whereas, no pay increase for the mayor and members of the city council can take effect until an election occurs after a new pay scale is adopted,

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CHATFIELD that, effective the first of January, 2023, the Mayor shall be paid \$5,675.00 (\$5,250.00 currently) per year plus \$42.25 (\$39.00 currently) for each special city council meeting, and any special committee meeting that is officially scheduled on days other than regularly scheduled meetings of the city council.

BE IT FURTHER RESOLVED that each member of the city council be paid \$3,650.00 (\$3,375.00 currently) per year plus \$31.00 (\$28.50 currently) per each special city council meeting, and any special committee meeting that is officially scheduled on days other than regularly scheduled meetings of the city council.

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A Resolution to Set the Pay Grid of The City of Chatfield Effective January 1, 2023

Whereas, it is the practice of the City of Chatfield (City) to maintain a compensation system that fairly compensates its employees for services rendered, and

Whereas, the City of Chatfield maintains a compensation system that includes pay steps and pay grades (pay grid) for the various employee positions of the City, and

Whereas, the City of Chatfield intends for the pay grid to maintain its position in the marketplace, which means that adjustments to the pay grid must be made from time to time to recognize the effect of inflation on the pay grid, and

Whereas, the City has regularly consulted the Chained Consumer Price Index for All Urban Consumers (C-CPI-U), and has used that rate to adjust pay rates each year, for the fifteen years ending 2016, and

Whereas, salary surveys that were conducted over those fifteen years found that employee pay was substantially below the market rates of pay for those employees, resulting in larger than normal pay increases on two separate occasions, and

Whereas, the City Council's Personnel/Budget committee determined that a new method of calculating the annual pay adjustment was needed in order to avoid occasions on which a larger than normal pay increase is necessary, and

Whereas, that Committee has determined that it would be more appropriate to consider both the City's most recent experience of pay adjustments together with the current market conditions, including input from LELS Local 290, and

Whereas, the wage comparisons conducted by LELS indicate that the City's pay to patrol officers continues to be slightly below the average pay for similarly sized and similarly situated cities, and

Whereas, the nation's economy has experienced record high rates of inflation which threatens the standard of living for the City's employees just as it threatens all other people within the community, state and nation,

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CHATFIELD that the City's pay grid, and the pay for part-time and seasonal employees, be adjusted upward by 5.00% effective January 1, 2023.

Resolution Certifying the Property Tax Levy for Taxes Payable in 2023

WHEREAS, the City of Chatfield has prepared a budget for the operations of the City of Chatfield for the 2023 calendar year, and

WHEREAS, it has been determined that a property tax levy in the amount stated below is necessary to meet the needs outlined in the budget:

| <u>Fund Name</u> | <u>2023</u> |
|---------------------------------------|--------------------|
| General Fund | \$1,891,108 |
| 2012A Debt Service | \$ -0- |
| 2014A Debt Service | \$ 63,000 |
| 2016A Debt Service | \$ 99,000 |
| 2017A Debt Service | \$ 36,000 |
| 2019A Debt Service | \$ 38,000 |
| Total Non-Referendum Base Levy | \$2,127,108 |
| 2018A Referendum Based Levy | \$ 318,000 |
| Total Tax Asking | \$2,445,108 |

And WHEREAS, the budget and proposed tax levy will be presented to the public at a regular meeting of the City Council in compliance with Truth In Taxation regulations, and

WHEREAS, the City Council would like to declare a date, time and place of that regular meeting at which public input will be invited,

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Chatfield, County of Fillmore, Minnesota, that the 2023 preliminary budget and property tax levy be adopted,

BE IT FURTHER RESOLVED that the special levies established by prior resolutions hereby be amended to the above stated amounts.

AND BE IT YET FURTHER RESOLVED that the proposed budget and tax levy will be discussed at 7:00 p.m. on Monday, December 12, 2022, during the regularly scheduled meeting of the Chatfield City Council which will be held at the Thurber Community Building, at 21 Second Street SE.