

**CITY OF CHATFIELD COMMON COUNCIL**

**AGENDA**

**October 10, 2022 7:00 P.M**

- I. Chatfield City Council – October 10, 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 contract with Damon Lueck as CCTV Technical Coordinator
    - D. Approve election judge appointments.
  2. City Engineer's Report – Craig Britton
    - A. Osseo Construction Pay Application #2
  3. Ordinance 461 – City Charter Amendment
    - A. Second Consideration
    - B. Publication
  4. Authorize city attorney to draft an ordinance to regulate the use of ATVs, UTVs, Golf Carts, etc. based on the proposal included in this packet.
  5. S.C.S. Report (None):
  6. Committee Reports:
    - A. Personnel-Budget Committee
    - B. Public Works Committee
  7. Mayor's Report:
  8. Clerk's Report:
  9. Roundtable
  10. Adjourn.
  11. Meeting Notices:
    - A. Personnel / Budget Committee (Councilors Novotny & Urban) 4:30 p.m.
    - B. Public Works Committee (Councilors Novotny & Urban) 5:30 p.m.

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, September 26, 2022**

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The Common Council of the City of Chatfield met in regular session on Monday, September 26, 2022. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

**Members Present:** Councilor Paul Novotny, Councilor Joshua Broadwater, Councilor Mike Urban, Mayor Russell Smith, Councilor Dave Frank, and Councilor Pam Bluhm.

**Members absent:** None.

**Others Present:** Craig Britton, Dene Dryden, Lynda Karver, Brian Burkholder, Gretchen Mensink-Lovejoy, Fred Suhler Jr., Joel Young, and Shane Fox.

### Consent Agenda

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

1. Approval of September 12, 2022 Minutes
2. Approve payment of claims
3. Approve hiring of Steven Schlichter and Joseph Liebl as firefighters
4. Authorize Mayor and City Clerk to sign and record Property Use Restriction relating to a grant to improve Lone Stone Park
5. Accept donation of \$50,000 from the Firefighters Activities Association to benefit the Fire Department Equipment Fund
6. Accept donation of \$500 from Chatfield Brass Band to benefit the bandshell improvements
7. Approve a one pay step increase to Brian Burkholder to G9 S6 effective September 19, 2022
8. Approve a bingo permit for St. Mary's Church for use November 20, 2022
9. Accept donation of \$2,000 from Chatfield Brass Band to benefit bandshell improvement project. (In addition to Item 6 above)
10. Approve contract with ED Allen to coordinate Volleyball season for CCTV

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

**Nays:** None

**Motion carried.**

### Public Hearing – Charter Amendment

The City Charter Commission has recommended the adoption of Ordinance #462, an ordinance relating to the City Charter of the City of Chatfield, MN; adopting amendments to create a staff position that would be the City's Chief Administrative Officer. This position would be a City Administrator.

A public hearing on the proposed change was called to order at 7:01 pm. Comments were asked for thrice. No comments were made. The public hearing was closed at 7:02 pm.

### Approve First Consideration of Ordinance to Amend the City Charter

**Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater,** to approve the first consideration of 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.

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

**Nays:** None

**Motion carried.**

## Approve amendment to William Hanson Waste Removal contract

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**Councilor Pam Bluhm entered a motion, with a second by Councilor Dave Frank,** to approve the following amendment to the agreement with William Hanson.

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

**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 their 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.

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

**Nays:** None

**Motion carried.**

## S.C.S. Report

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### *Thurber Building Landscape proposal*

Discussion and proposed plans for new landscaping at the Thurber Building has been on going since 2015. With a recent change in personnel, the cost of such a project has been lower as the work can now be done in-house. The quote for plants and materials needed is \$2,000.

**Councilor Paul Novotny entered a motion, with a second by Councilor Dave Frank,** to approve the Thurber Building Landscape proposal.

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

**Nays:** None

**Motion carried.**

### *Booster Station Improvements*

The Booster Station SCADA system is 16 years old. The PanelView, or screen, needs to be replaced. Automatic Systems has quoted \$6,283.00 for the replacement.

**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm,** to approve the Booster Station Improvements.

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

**Nays:** None

**Motion carried.**

### *Authorization to work weekends – Water Improvement Project*

Osseo Construction is currently working on our water tower. They are asking permission to work on Saturdays and Sundays.

**Councilor Dave Frank entered a motion, with a second by Councilor Mike Urban,** to authorize Osseo Construction to work weekends on the Water Improvement Project.

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

**Nays:** None

**Motion carried.**

## Committee Reports

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### *Public Services Committee*

Councilor Pam Bluhm was in attendance for the Public Services Committee meeting. Garbage hauling and using carts was the topic of discussion.

### *Park & Rec Committee*

Councilor Josh Broadwater was in attendance for the Park & Rec Committee meeting. Pool manager Katie Goldsmith gave a year end recap of how operations at the pool went and possible changes needed in the future. The ice cream machine is no longer being used. The committee is recommending to sell it.

**Councilor Joshua Broadwater entered a motion, with a second by Councilor Dave Frank, to approve selling the ice cream machine on public surplus.**

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

**Nays:** None

**Motion carried.**

### *Mayor's Report*

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Mayor Smith offered his thanks to everyone that attended the Grand Reopening festivities for the Chatfield Center for the Arts.

Mayor Smith reminded everyone to plan for the winter months when there are snow emergencies and vehicles need to be off the streets. Start planning now so you are not caught parked on the street when the plows need to do their job.

### *Clerk's Report*

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#### *2023 Preliminary Budget & Tax Levy Presentation*

City Clerk Joel Young spoke about the preliminary budget and tax levy for 2023. He described the seven guiding principles that help develop the budget. The proposed preliminary budget is coming in at an increase of 5.80%. This will set the preliminary levy at \$2,445,108.

Three resolutions will go along with setting the preliminary budget; Pay Adjustment for the City Council, Pay Grid adjustment, and setting the Preliminary Levy for 2023.

#### *Adopt resolution regarding Mayor/City Council Pay 2023*

**Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm, to adopt 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.

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

**Nays:** None

**Motion carried.**

*Adopt resolution regarding 2023 pay grid*

**Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater, to adopt 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.

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

**Nays:** None

**Motion carried.**

*Adopt resolution regarding 2023 preliminary budget, tax levy, and truth in taxation public hearing*

**Councilor Paul Novotny entered a motion, with a second by Councilor Pam Bluhm, to adopt 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:

<b>Fund Name</b>	<b>2023</b>
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
<b>Total Non-Referendum Base Levy</b>	<b>\$2,127,108</b>
2018A Referendum Based Levy	\$ 318,000
<b>Total Tax Asking</b>	<b>\$2,445,108</b>

**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.

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

**Nays:** None

**Motion carried.**

## Roundtable

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Councilor Bluhm expressed her thanks to the city crew for their help with Trigger and the float.

## Adjourn

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**Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm,** to adjourn at 7:17 pm.

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

**Nays:** None

**Motion carried.**

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Russ Smith, Mayor

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Beth Carlson, Deputy Clerk









# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: October 2022

2022 10FA01

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	864091	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$15.06	HOSE CLAMP SEALANT
	862906	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$55.98	SLEDGE HAMMER BROOM HANDLE
	864884	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$11.99	SFTY GLASS
	864939	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$7.98	ADAPTERS
	864891	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$37.97	SHRINK TUBING TERMINAL TORCH
	864127	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$10.00	SCREWS
	862314	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$9.99	INSECTICIDE
	864079	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$1.52	WIRE ENDS
	864005	E 250-46630-404	Community Dev -	Repairs/Maint Equipment	\$49.98	V BELT
	864004	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	-\$9.30	ELBOWS
	864002	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$9.99	ELBOW
	863953	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$47.88	ANTIFREEZE
	863929	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$19.03	PRIMER CEMENT ELBOW COUPLING
	863260	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$13.17	WIRE ENDS STAPLES
	863107	E 100-45124-210	Swimming Pools -	Operating Supplies (GEN	\$11.98	MOUSE KILLER DISPOSABLE
	863000	E 602-49450-240	Sewer (GENERAL)	Small Tools and Minor E	\$9.99	BROOM HANDLE
	862811	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$9.00	WASHERS
	863928	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$125.46	AIR DRYING FILTER KIT
	862346	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$1.96	WIRE NUTS
	864083	E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$29.99	HTR HOSE CLAMP
	862012	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$10.99	BATTERY
	861772	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$46.46	SPRING CBL TWST BRISH DIESEL
	864354	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$4.98	HOSE CLAMP
<b>Vendor CHATFIELD PARTS HOUSE</b>					<u>\$532.05</u>	
<b>Vendor CITY OF CHATFIELD</b>						
	09/20/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.76	10-00000081-008 CITY SHOP
	09/20/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$63.95	10-00000051-009 FIRE HALL
	09/20/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$111.91	10-00000121-007 POOL
	09/20/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$64.76	10-00000011-007PUBLIC LIBRARY
	09/20/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$240.08	10-00000001-00-4 THURBER BLDG GA
	09/20/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$66.16	10-00000071-005 TOURIST CENTER
	09/20/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$345.73	10-00000031-00-3 WWTP
<b>Vendor CITY OF CHATFIELD</b>					<u>\$957.35</u>	
<b>Vendor CLAUDE MOORE HOME BUILDER</b>						
	SEPT 2	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$6,572.12	REPAIRS TO BANDSHELL
<b>Vendor CLAUDE MOORE HOME BUILDER</b>					<u>\$6,572.12</u>	
<b>Vendor CONSTRUCTION MANAGEMENT SERVIC</b>						
	22-905	E 100-42400-440	Building Inspectio	Building Inspections	\$334.18	INSPECTIONS
<b>Vendor CONSTRUCTION MANAGEMENT SERVIC</b>					<u>\$334.18</u>	
<b>Vendor DAN RAMAKER CONCRETE</b>						
	20364	E 801-43100-510	Street Maintenanc	Cap. Outlay-Sidewalks	\$7,216.00	CITY SIDEWALK REPLACEMENT 2
	20364	E 801-43100-510	Street Maintenanc	Cap. Outlay-Sidewalks	\$5,985.00	CITY SIDEWALK REPLACEMENT
	20363	E 801-43100-510	Street Maintenanc	Cap. Outlay-Sidewalks	\$19,500.00	WINONA ST SIDEWALK - HISTORICAL
	20366	E 801-43100-408	Street Maintenanc	Storm Water / Drainage	\$4,900.00	WATERWAY 821 TWIFORD
<b>Vendor DAN RAMAKER CONCRETE</b>					<u>\$37,601.00</u>	
<b>Vendor DEED</b>						
	OCT 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$636.58	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
	OCT 20	E 361-46620-610	Revolving Loan Fu	Interest	\$81.61	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
	OCT 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$1,839.61	CDAP-18-0018-H-FY19 EZ FABIV
	OCT 20	E 361-46620-610	Revolving Loan Fu	Interest	\$132.90	CDAP-18-0018-H-FY19 EZ FABIV



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: October 2022

2022 10FA01

10/06/22 11:12 AM

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Check Nbr Invoice Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor DEED</b>			\$2,690.70	
<b>Vendor DVS RENEWAL</b>				
MVS389 E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$84.25	14 FORD PLATE MVS389 P18
<b>Vendor DVS RENEWAL</b>			\$84.25	
<b>Vendor EB ALLEN</b>				
OCT 20 E 614-49840-302	Cable TV (GENER	Contracted Help	\$750.00	OCT (SEP) 2022 VB - PART ONE OF T
<b>Vendor EB ALLEN</b>			\$750.00	
<b>Vendor FENSKE PAINTING AND DECORATING</b>				
SEPTEM E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$5,600.00	BAND SHELL PAINTING
<b>Vendor FENSKE PAINTING AND DECORATING</b>			\$5,600.00	
<b>Vendor FIRE SAFETY USA, INC</b>				
163893 E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$2,436.50	#872 PUSH BUMPER HL GUARD
<b>Vendor FIRE SAFETY USA, INC</b>			\$2,436.50	
<b>Vendor FIRST NETWORK SYSTEMS</b>				
1170 E 614-49840-302	Cable TV (GENER	Contracted Help	\$1,293.75	09/2022-08/2023 CCTV TECH COORD-
<b>Vendor FIRST NETWORK SYSTEMS</b>			\$1,293.75	
<b>Vendor FIRST SYSTEMS TECHNOLOGY, INC.</b>				
22617 E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$625.00	09/21 SEMI ANN INFLUENT FLOW ME
<b>Vendor FIRST SYSTEMS TECHNOLOGY, INC.</b>			\$625.00	
<b>Vendor FREDERICK S. SUHLER, ATTY</b>				
SEP 20 E 100-41100-304	Legislative	Legal Fees	\$220.00	ADDITIONAL TASKS
SEP 20 E 100-41100-304	Legislative	Legal Fees	\$500.00	MONTHLY RETAINER
<b>Vendor FREDERICK S. SUHLER, ATTY</b>			\$720.00	
<b>Vendor GOPHER STATE ONE CALL</b>				
209028 E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$51.30	ACCOUNT #MN00240
<b>Vendor GOPHER STATE ONE CALL</b>			\$51.30	
<b>Vendor GRANICUS</b>				
156404 E 100-41500-438	City Clerk	Internet Expenses	\$127.63	ENCODING SOFTWARE
156404 E 100-41500-438	City Clerk	Internet Expenses	\$287.16	OPEN PLATFORM SUITE
156404 E 100-41500-438	City Clerk	Internet Expenses	\$561.56	GOV TRANSPARENCY SUITE
156404 E 100-41500-438	City Clerk	Internet Expenses	\$60.78	UPGRADE TO SDI 720P
156404 E 100-41500-438	City Clerk	Internet Expenses	\$555.18	MEETING EFFICIENCY SUITE
<b>Vendor GRANICUS</b>			\$1,592.31	
<b>Vendor HAMMELL EQUIPMENT</b>				
I15052 E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$24.99	CHISEL BLAD
<b>Vendor HAMMELL EQUIPMENT</b>			\$24.99	
<b>Vendor HAWKINS, INC.</b>				
629649 E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$616.32	WATER SUPPLY CHEMICALS
<b>Vendor HAWKINS, INC.</b>			\$616.32	
<b>Vendor HBC</b>				
E 602-49450-321	Sewer (GENERAL)	Telephone	\$38.97	867-4321BASIC & TOLL
E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$114.54	BUS VALUE PKG 120MBPS
<b>Vendor HBC</b>			\$153.51	
<b>Vendor INTEGRITY TREE SERVICE LLC</b>				
022749 E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN	\$40.00	4 YDS MULCH
022748 E 100-43100-411	Street Maintenanc	Tree Maintenance / EAB	\$300.00	TRIM TREES AT 405 WINONA ST



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: October 2022

2022 10FA01

10/06/22 11:12 AM

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor INTEGRITY TREE SERVICE LLC</b>					\$340.00	
<b>Vendor LHB, INC.</b>						
200442	E 454-43200-310	Construction Fund	Other Professional Serv	\$3,148.59	PROJECT 200442.00 CCA - PHASE 2	
200442	E 454-43200-310	Construction Fund	Other Professional Serv	\$7,514.36	PROJECT 200442.00 CCA - PHASE 2	
<b>Vendor LHB, INC.</b>					\$10,662.95	
<b>Vendor LINDE</b>						
316688	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$49.66	HIGH PRESSURE	
<b>Vendor LINDE</b>					\$49.66	
<b>Vendor LOCATORS &amp; SUPPLIES, INC.</b>						
030303	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$204.10	LED MINBAR	
<b>Vendor LOCATORS &amp; SUPPLIES, INC.</b>					\$204.10	
<b>Vendor LUMEN-LEVEL3 (WEBEX)</b>						
601847	E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC	
<b>Vendor LUMEN-LEVEL3 (WEBEX)</b>					\$244.38	
<b>Vendor MARCO TECHNOLOGIES LLC.</b>						
INV103	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$9.50	1 POOL EXCHANGE ON LINE + ACTIVE	
INV103	E 100-41100-435	Legislative	Licences, Permits and Fe	\$57.00	6 LEG EXCHANGE ON LIN P1 & ACTIV	
INV103	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$85.50	4 MS BUS PREM & 1 VM EXCH + ACTI	
INV103	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$9.50	1 PLNG DEPT EXCHANGE ON LINE + A	
INV103	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$19.00	1 MS BUS PREM	
INV103	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$9.50	1 EDA EXCHANGE ON LINE + ACTIVE	
INV103	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$19.00	1 PARKS BUS PREM	
INV103	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$19.00	1 FD BUS PREM	
INV103	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$38.00	2 AMB BUS PREM	
INV103	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$38.00	2 WW BUS PREM	
INV103	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$19.00	1 WTR BUS PREM	
INV103	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$190.00	10 PD MS BUS PREM	
<b>Vendor MARCO TECHNOLOGIES LLC.</b>					\$513.00	
<b>Vendor MAYO CLINIC</b>						
22-964	E 230-42270-415	Ambulance	Medical Services	\$336.63	PARAMEDIC INTERCEPT	
22-989	E 230-42270-415	Ambulance	Medical Services	\$341.14	PARAMEDIC INTERCEPT	
<b>Vendor MAYO CLINIC</b>					\$677.77	
<b>Vendor MEDIACOM</b>						
SEP 26,	E 100-42110-438	Police Administrati	Internet Expenses	\$108.19	1/3 CITY HALL HSD & STATIC IPS	
SEP 26,	E 100-41500-438	City Clerk	Internet Expenses	\$108.19	1/3 CITY HALL HSD & STATIC IPS	
SEP 26,	E 230-42270-438	Ambulance	Internet Expenses	\$108.52	1/3 CITY HALL HSD & STATIC IPS	
<b>Vendor MEDIACOM</b>					\$324.90	
<b>Vendor MIDWEST MACHINERY CO.</b>						
931138	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$1,251.71	HYDRAULIC LEAK REPAIR 2020 JD 16	
<b>Vendor MIDWEST MACHINERY CO.</b>					\$1,251.71	
<b>Vendor MINNESOTA ENERGY RESOURCES</b>						
431034	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$18.20	00005 LIBRARY	
<b>Vendor MINNESOTA ENERGY RESOURCES</b>					\$18.20	
<b>Vendor MN DEPT OF LABOR &amp; INDUSTRY</b>						
ABR028	E 250-46630-404	Community Dev -	Repairs/Maint Equipment	\$10.00	24742 BOILER CCA	
ABR028	E 250-46630-404	Community Dev -	Repairs/Maint Equipment	\$10.00	139964 BOILER CCA	
ALR013	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$100.00	ELV08664 ELEVATOR ANNUAL OP	



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<b>Vendor MN DEPT OF LABOR &amp; INDUSTRY</b>					\$120.00	
<b>Vendor OLMSTED COUNTY PUBLIC WORKS</b>						
AUG22	E 100-43100-406	Street Maintenanc	Street-Grdng/Chlrd/Crckf		\$3,642.80	APPLIED CHLORIDE
<b>Vendor OLMSTED COUNTY PUBLIC WORKS</b>					\$3,642.80	
<b>Vendor OLMSTED COUNTY SHERIFF</b>						
SHER-1	E 100-42110-208	Police Administrati	Training and Instruction		\$175.00	EVOC TRNG - EVANS
<b>Vendor OLMSTED COUNTY SHERIFF</b>					\$175.00	
<b>Vendor ON SITE SANITATION</b>						
000141	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$87.00	001411-0003 MC HSP-160 DIVSTNW
000141	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$254.00	001411-006 GP - 558 OTRNE
000141	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$87.00	001411-0005 SHADY OAK PARK
000141	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$87.00	001411-0004 MC HSA-559 OTRNE
000141	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$254.00	001411-0002 MC BF-160 DIVSTNW
<b>Vendor ON SITE SANITATION</b>					\$769.00	
<b>Vendor PATHFINDER CRM, LLC</b>						
222024	E 454-43200-310	Construction Fund	Other Professional Servic		\$2,038.42	CCA PHASE II - SEP 2022
222023	E 100-46323-310	Heritage Preservat	Other Professional Servic		\$3,250.00	HPC CONSULT SERV - 2022 4TH QTR
<b>Vendor PATHFINDER CRM, LLC</b>					\$5,288.42	
<b>Vendor PEOPLES ENERGY COOPERATIVE</b>						
EM OCT	E 100-45124-380	Swimming Pools -	Utility Services (GENERA		\$548.85	3237701 107 UNION ST NE
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$196.45	3260000 52 3RD ST SW - STL MTR
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$105.35	3260100 301 TH 52 - TRAFFIC SI
EM OCT	E 100-42110-380	Police Administrati	Utility Services (GENERA		\$545.33	2407900 1/3 21 2ND ST SE
EM OCT	E 230-42270-380	Ambulance	Utility Services (GENERA		\$545.33	2407900 1/3 21 2ND ST SE
EM OCT	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA		\$503.31	2402500 CHATFIELD LIBRARY
EM OCT	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA		\$56.74	3211800 250 OLD TERRITORIAL RD
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$10.00	2182100 SIREN - 10210 HILLSIDE
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$166.49	2154400 10208 HILLSIDE DRIVE
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$72.69	3376900 EV CHARGER - 405 MAIN ST
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$122.00	7823600 MEYERS AND TERMAR
EM OCT	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$83.75	2367400 TOURIST PARK
EM OCT	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$52.71	2432400 400 3RD ST SW
EM OCT	E 220-42280-380	Fire Department *	Utility Services (GENERA		\$275.54	2410100 3/4 FIRE HALL
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$91.84	2410100 1/4 FIRE HALL
EM OCT	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$111.40	2410200 MAIN ST-CITY PARK
EM OCT	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA		\$118.63	242390 MILL CREEK PK - LIFT ST
EM OCT	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$624.04	2428000 MILL CREEK PARK
EM OCT	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$56.00	2432200 CHATFIELD SIGN
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$2,416.00	3011800 STREET LIGHTS
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$53.25	2436500 CR 2 HWY S
EM OCT	E 220-42280-380	Fire Department *	Utility Services (GENERA		\$169.61	2410000 318 S MAIN ST-WHISTLE
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$202.99	3265100 20 2ND ST SE - LIGHTS
EM OCT	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA		\$1,267.55	3011700 BLUFF ST WELL
EM OCT	E 100-43100-380	Street Maintenanc	Utility Services (GENERA		\$57.98	2447300 UNION ST NE - XING
EM OCT	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA		\$62.00	2438500 MILL CREEK PARK
EM OCT	E 100-41940-380	Municipal Building	Utility Services (GENERA		\$545.34	2407900 1/3 21 2ND ST SE
EM OCT	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA		\$3,900.67	2430200 126 LIBRARY LN WWTP
<b>Vendor PEOPLES ENERGY COOPERATIVE</b>					\$12,961.84	
<b>Vendor PERA</b>						



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	SVF384	E 220-42280-121	Fire Department *	PERA	\$6,640.70	SVF 3840-00 VOL CONTRIB 10% RUR
<b>Vendor PERA</b>					\$6,640.70	
<b>Vendor PHONE STATION INC</b>						
	78786	E 100-41500-403	City Clerk	Prev. Maint. Agreements	\$625.00	AVAYA IP PHONE 1 YR SYSTEM MAIN
<b>Vendor PHONE STATION INC</b>					\$625.00	
<b>Vendor PRESTON EQUIPMENT COMPANY</b>						
	01-133	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$3,427.00	PK77 JD 647 TILLER
	01-133	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$25,578.80	PK76 JD X758 TRACTOR & 60 IN DECK
	01-133	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	-\$18,605.78	PK65 JD TERAINCUT MOWER TRADE I
<b>Vendor PRESTON EQUIPMENT COMPANY</b>					\$10,400.02	
<b>Vendor QUILL.COM</b>						
	279275	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$121.97	CREW EASY PAK 7 PB ANTIBC SOAP
	277737	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$12.99	FULL STRIP STAPLER
	277737	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$249.98	312 - CLERK TONER
<b>Vendor QUILL.COM</b>					\$384.94	
<b>Vendor RITEWAY</b>						
	22-328	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$282.94	AP CHECK STOCK
<b>Vendor RITEWAY</b>					\$282.94	
<b>Vendor RUSKELL OUTDOOR SERVICES INC</b>						
	16434	E 100-45124-403	Swimming Pools -	Prev. Maint. Agreements	\$121.37	POOL LAWN TREATMENT
	16434	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$69.68	LAWN TREATMENT   WEED CONTROL
	16434	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$76.64	LAWN TREATMENT   WEED CONTROL
	16434	E 100-45200-302	Parks (GENERAL)	Contracted Help	\$970.30	WEED CONTROL
<b>Vendor RUSKELL OUTDOOR SERVICES INC</b>					\$1,237.99	
<b>Vendor SCHMIDT GOODMAN OFFICE PROD</b>						
	12274	E 454-43200-500	Construction Fund	Cap. Outlay-GENERAL	\$11,554.23	STEELCASE & HON FURNITURE
<b>Vendor SCHMIDT GOODMAN OFFICE PROD</b>					\$11,554.23	
<b>Vendor SCHUMACHER ELEVATOR CO</b>						
	905648	E 100-41940-302	Municipal Building	Contracted Help	\$194.41	MUNI ELEV MAINT
<b>Vendor SCHUMACHER ELEVATOR CO</b>					\$194.41	
<b>Vendor SELCO</b>						
	050460	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$15.00	PATRON CARDS
<b>Vendor SELCO</b>					\$15.00	
<b>Vendor THATCHER POOLS</b>						
	2022 1	E 100-45124-208	Swimming Pools -	Training and Instruction	\$325.00	CHATFIELD - DANIEL FUNK
<b>Vendor THATCHER POOLS</b>					\$325.00	
<b>Vendor TK ELEVATOR CORPORATION</b>						
	500193	E 454-43200-500	Construction Fund	Cap. Outlay-GENERAL	\$1,251.82	CONSTRUCTION PROJECT   STRAIGH
<b>Vendor TK ELEVATOR CORPORATION</b>					\$1,251.82	
<b>Vendor UC LABORATORY</b>						
	114007	E 602-49450-217	Sewer (GENERAL)	Testing	\$723.29	WWTP LABS
<b>Vendor UC LABORATORY</b>					\$723.29	
<b>Vendor US BANK ONE CARD</b>						
	09-26-2	E 250-46630-430	Community Dev -	Miscellaneous (GENERAL	\$11.07	KWIK TRIP - RIBBON CUTTING
	09-26-2	E 603-49500-210	Refuse/Garbage (	Operating Supplies (GEN	\$87.33	SUNSHINE - HHW
	09-26-2	E 602-49450-152	Sewer (GENERAL)	Clothing	\$193.22	ARIAT - IRISH BOOTS





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	09-26-2	E 250-46630-430	Community Dev -	Miscellaneous (GENERAL	\$180.24	CABIN COFFEE - CCA RIBBON CUTTING
	09-26-2	E 250-46630-430	Community Dev -	Miscellaneous (GENERAL	\$185.01	CARLY MAE'S - CCA RIBBON CUTTING
	09-26-2	E 230-42270-208	Ambulance	Training and Instruction	\$122.01	EZCATER - SUBWAY
	09-26-2	E 230-42270-152	Ambulance	Clothing	\$110.35	KUHL - PANTS
	09-26-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$10.00	MDC - 3 MAGAZINES
	09-26-2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$64.45	WM - PUMPKIN CARVING SUPPLIES
	09-26-2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$15.09	SAVERS - FG SUPPLIES
	09-26-2	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$10.00	CRAMERS - CAR WASH
	09-26-2	E 100-41500-309	City Clerk	Conference Expense	\$20.00	SEMLM - FD FORUM
	09-26-2	E 100-41500-309	City Clerk	Conference Expense	\$30.00	LMC - RACE EQUITY
	09-26-2	E 100-41500-208	City Clerk	Training and Instruction	\$500.97	ADVANCED ACADEMY - CARLSON
	09-26-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$12.00	MDC - BHG RENWEAL
	09-26-2	E 250-46630-430	Community Dev -	Miscellaneous (GENERAL	\$37.82	MICHAELS - POSTER FRAMES
<b>Vendor US BANK ONE CARD</b>					\$1,589.56	
<b>Vendor VOLUNTEER FIREFIGHTERS BENEFIT</b>						
	SCHLIC	E 220-42280-360	Fire Department *	Insurance (GENERAL)	\$14.00	INSURANCE RENEWAL
	LEIBL	E 220-42280-360	Fire Department *	Insurance (GENERAL)	\$14.00	INSURANCE RENEWAL
<b>Vendor VOLUNTEER FIREFIGHTERS BENEFIT</b>					\$28.00	
<b>Vendor WIT BOYZ INC.</b>						
	9146	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$120.00	REMOVE TEMP BOX FROM PARK TRUC
	9108	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$1,324.30	FIRE HALL WATER SOFTENER
<b>Vendor WIT BOYZ INC.</b>					\$1,444.30	
<b>Vendor WM HANSON WASTE REMOVAL</b>						
		E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,119.04	GARBAGE SERVICE - OC ENVIRON FEE
		E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$13,058.70	GARBAGE SERVICE - 1,185 P/U @ 11.
		E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,330.81	GARBAGE SERVICE - FUEL SURCHARG
	32578	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$131.41	GARBAGE SERVICE - WWTP
	32578	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$334.01	GARBAGE SERVICE - FIRE HALL
	32578	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$79.40	GARBAGE SERVICE - CITY HALL
<b>Vendor WM HANSON WASTE REMOVAL</b>					\$18,053.37	
Batch Name 2022 10FA01					\$173,366.56	
					\$173,366.56	

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<b>Vendor TASC</b>						
112002	IN2513	E 100-41500-310	City Clerk	Other Professional Servic	\$15.00	COBRA - ADMINISTRATION FEE
<b>Vendor TASC</b>					\$15.00	
<b>Vendor UNITED STATES POSTAL SERVICE</b>						
057047	505942	E 603-49500-322	Refuse/Garbage (	Postage	\$93.31	UTILITY BILL POSTAGE ALLOC
	505942	E 602-49450-322	Sewer (GENERAL)	Postage	\$337.49	UTILITY BILL POSTAGE ALLOC
	505942	E 601-49400-322	Water Utilities (GE	Postage	\$107.03	UTILITY BILL POSTAGE ALLOC
<b>Vendor UNITED STATES POSTAL SERVICE</b>					\$537.83	
Batch Name 2022 09ADM04					\$552.83	
					\$552.83	

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<b>Vendor DELTA DENTAL</b>							
112008	CNS000	G 910-21711			\$35.25	WANGEN - EE	
	CNS000	G 910-21711			\$127.60	SCHMIEDEBERG - FAMILY	
	CNS000	G 910-21711			\$127.60	SCHLICHTER - FAMILY	
	CNS000	G 910-21711			\$127.60	PRIEBE - FAMILY	
	CNS000	G 910-21711			\$127.60	KEIGLEY - FAMILY	
	CNS000	G 910-21711			\$35.25	IRISH - EE	
	CNS000	G 910-21711			\$35.25	HYKE - EE	
	CNS000	G 910-21711			\$127.60	FUNK - FAMILY	
	CNS000	G 910-21711			\$127.60	ERICKSON - FAMILY	
	CNS000	G 910-21711			\$127.60	BURNETT - FAMILY	
<b>Vendor DELTA DENTAL</b>					\$998.95		
<b>Vendor ROOT RIVER STATE BANK</b>							
112009	SEP 20	E 100-41500-310	City Clerk	Other Professional Servic	\$75.10	INT BANKING CHARGES 40 + 20.10 +	
<b>Vendor ROOT RIVER STATE BANK</b>					\$75.10		
Batch Name 2022 09ADM05					\$1,074.05		
					\$1,074.05		

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<b>Vendor CHATFIELD PUBLIC LIBRARY</b>							
	112003	20	R 211-45500-3620	Libraries (GENERA		-\$125.00	SCRIP GAS CARDS
		20	G 910-21728			\$125.00	SCRIP GAS CARDS
						\$0.00	
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>							
<b>Vendor EFTPS</b>							
	112004	820133	G 910-21703			\$4,390.40	SOC SEC
		820133	G 910-21709			\$1,464.02	MEDICARE
		820133	G 910-21701			\$4,756.84	FEDERAL WH
						\$10,611.26	
<b>Vendor EMPOWER</b>							
	112005	103056	G 910-21719			\$25.00	INVEST - WANGEN
		103056	G 910-21719			\$125.00	INVEST - SCHLICHTER
		103056	G 910-21719			\$80.41	INVEST - PRIEBE
		103056	G 910-21719			\$117.26	INVEST - IRISH
		103056	G 910-21719			\$50.00	INVEST - HYKE
		103056	G 910-21719			\$132.88	INVEST - BURKHOLDER
		103056	G 910-21719			\$103.17	INVEST - CARLSON
						\$633.72	
<b>Vendor MN DEPART. OF REV./WH TAX</b>							
	112006	1-475-3	G 910-21702			\$2,181.60	STATE TAX WH
						\$2,181.60	
<b>Vendor MN DEPART. OF REV./WH TAX</b>							
<b>Vendor PERA</b>							
	112007	SOMPE	G 910-21705			\$4,447.54	PERA - POLICE
		SOMPE	G 910-21704			\$4,842.03	PERA - CITY COORDINATED
						\$9,289.57	
<b>Vendor PERA</b>							
Batch Name 2022 09FPR03						\$22,716.15	
						\$22,716.15	

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<b>Vendor KWIK TRIP</b>						
112013	102955	E 211-45500-211	Libraries (GENERA	Program Expenses	\$1,800.00	SCRIP CARDS
<b>Vendor KWIK TRIP</b>					\$1,800.00	
<b>Vendor MN REVENUE</b>						
112011	1-7854	E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$7.00	7316521 PD SERVICES
	1-7854	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$10.00	7316521 WTR TWR LEASE SALES
	1-7854	E 603-49500-436	Refuse/Garbage (	Sales Tax	\$1,128.00	7316521 GARBAGE TAX
112010	2-013-8	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$1,031.00	7316503 QTRLY WTR
<b>Vendor MN REVENUE</b>					\$2,176.00	
<b>Vendor UNITED STATES POSTAL SERVICE</b>						
057048	506915	E 221-42280-322	Fire Department *	Postage	\$723.67	PERMIT 11 FD FALL MAILING
<b>Vendor UNITED STATES POSTAL SERVICE</b>					\$723.67	
Batch Name 2022 10ADM01					\$4,699.67	
					\$4,699.67	

([BatchID] in (17984))



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: October 2022

2022 10ADM02

10/06/22 8:06 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor REVTRAK JETPAY</b>						
112014	SEP 20	E 100-42700-323	Animal Control - L	Administration Expense	\$0.87	ADMIN FEE ALLOC
	SEP 20	E 100-42400-323	Building Inspectio	Administration Expense	\$1.92	ADMIN FEE ALLOC
	SEP 20	E 230-42270-323	Ambulance	Administration Expense	\$42.74	ADMIN FEE ALLOC
	SEP 20	E 603-49500-323	Refuse/Garbage (	Administration Expense	\$256.26	2022 ADMIN FEE ALLOC 17.35%
	SEP 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$926.83	2022 ADMIN FEE ALLOC 62.75%
	SEP 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$293.93	2022 ADMIN FEE ALLOC 19.90%
<b>Vendor REVTRAK JETPAY</b>					\$1,522.55	
Batch Name 2022 10ADM02					\$1,522.55	
					\$1,522.55	

([BatchID] in (17996))



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: October 2022

2022 10RT

10/05/22 3:52 PM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor REVTRAK JETPAY</b>						
112014	SEP 20	E 100-42700-323	Animal Control - L	Administration Expense	\$0.87	ADMIN FEE ALLOC
	SEP 20	E 100-42400-323	Building Inspectio	Administration Expense	\$1.92	ADMIN FEE ALLOC
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<b>Vendor REVTRAK JETPAY</b>					\$1,522.55	
Batch Name 2022 10RT					\$1,522.55	
					\$1,522.55	

([BatchID] in (17996))


**CONTRACT FOR CONSULTING SERVICES**  
**Chatfield Cable Television Technical Coordinator**

This agreement, made this 1<sup>st</sup> day of September, 2022, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and Damon Lueck, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for the technical aspects of the cable television access board and the operations of the local access channel, CCTV. This position works closely with the Cable Television Administrator, Seasonal Coordinators and volunteers.
2. The primary duties include but are not limited to:
  - a. Maintain an accurate inventory of all equipment, maintain the equipment and coordinate the use of that equipment.
  - b. Plan for equipment upgrades and replacement.
  - c. Troubleshoot technical issues during events.
  - d. Train volunteers to use the equipment.
  - e. Edit video and audio, and arrange for edited content to broadcast on the local television channel.
  - f. Assists the CCTV Administrator or Seasonal Coordinators when they are unavailable or need additional assistance.
3. Compensation for these services will be \$15,525 per year, payable in equal installments on a monthly basis. The first payment will be made within fifteen days of completion of the first month of services provided and each month thereafter.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on August 31, 2023.

Agreed to between the parties hereto, the day and month set forth above.

\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Contractor

# Memo

To: Mayor Smith, City Councilors  
From: Beth Carlson  
Date: 10/06/2022  
Re: Election Judges

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Appointments need to be made for election judges for the General Election, Tuesday, November 8, 2022.

**Judges**

Jocelyn Benson  
Debra Collem  
Catherine French  
Chris Giesen  
James Gladis  
Kathy Halvorson  
Kathryn Helwig  
Pat Karver  
Sue Kester  
Deb Kilbro  
Michael Kilbro

Eileen Klema  
Lorri Lowrey  
Holly Martinka  
John Martinka  
Marilyn Merrill  
Jean Odegarden  
Nissa Peterson  
Charlotte Ryan  
Curt Sorenson  
Michael Speck  
Jean Strange  
Bill Sullivan





# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** CRAIG BRITTON  
**SUBJECT:** 2022 GROUND WATER STORAGE IMPROVEMENT PROJECT – PAY APPLICATION 2  
**DATE:** OCTOBER 5, 2022  
**CC:** CITY CLERK, JOEL YOUNG AND SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Consider recommending approval to the City Council of pay application number 2 in the amount of \$86,165.00 to Osseo Construction Co LLC for work completed on the 2022 Ground Water Storage Improvement Project.

**Background:** Osseo Construction Co. LLC has submitted pay application number 2 in the amount of \$86,165.00 for work completed in September on the South Reservoir. Work completed in September includes surface repairs, interior coating, exterior coating and half of their mobilization. A summary of the payments to date, work remaining and retainage is on the first sheet of the pay application. Below is a quick summary of the contract amounts and payments.

1. Original Contract Amount - \$474,000
2. Contract to Date - \$304,000 (\$170,000 was deducted for the work planned for the concrete tank).
3. Pay Application 1 - \$93,480 (Paid in September for work in August)
4. Pay Application 2 - \$86,165
5. Retainage (5%) - \$9,455

Please let me know if you have any questions.

Sincerely,

Craig Britton

# APPLICATION FOR PAYMENT

PAGE ONE OF TWO PAGES

Owner:  
City of Chatfield  
21 SE Second Street  
Chatfield MN 55923

PROJECT:  
2022 Ground Water Storage Improvements

CONTRACTOR:  
Osseo Construction Co. LLC  
PO Box 143, 14248 10th Street  
Osseo, WI 54758

APPLICATION NO: 2PERIOD TO: 9/30/2022

PROJECT #: 2021-11946

CONTRACT #:

CONTRACT DATE:

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input checked="" type="checkbox"/>	GENERAL CONTRACTOR
<input type="checkbox"/>	SUBCONTRACTOR

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$	474,000.00
2. Net change by Change Orders	\$	(170,000.00)
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	304,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G)	\$	189,100.00
5. RETAINAGE:		
a. <u>5%</u> of Completed Work (Column D + E)	\$	9,455.00
b. <u>      </u> % of Stored Material (Column F)	\$	n/a
Total Retainage (Lines 5a + 5b or Total in Column I)	\$	9,455.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	179,645.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	93,480.00
8. CURRENT PAYMENT DUE	\$	86,165.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less 6)	\$	124,355.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from The Osseo Construction Co. LLC, and that current payment shown herein is now due.

  
Contractors Signature

9/30/22  
Date

  
Engineers Signature

10/5/22  
Date

\_\_\_\_\_  
Owners Signature

\_\_\_\_\_  
Date

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Contractor		(\$170,000.00)
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		(\$170,000.00)

[illegible]

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**MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL

**FROM:** JOEL YOUNG, CITY CLERK

**SUBJECT:** CITY CHARTER

**DATE:** 09/21/22

**CC:**

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**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. 461

**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](mailto:Jyoung@ci.chatfield.mn.us)".

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



## **RECREATIONAL VEHICLES**

### **DEFINITIONS**

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

#### **(A) ALL-TERRAIN VEHICLE OR VEHICLE.**

(1) A motorized vehicle with:

(a) Not less than three, but not more than six low pressure or non-pneumatic tires;

(b) A total dry weight of 2,000 pounds or less; and

(c) A total width from outside of tire rim to outside of tire rim that is 65 inches or less.

(2) ALL-TERRAIN VEHICLE does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

(3) Classes of all-terrain vehicles.

(a) **CLASS 1 ALL-TERRAIN VEHICLE.** An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.

(b) **CLASS 2 ALL-TERRAIN VEHICLE.** An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.

#### **(B) UTILITY TASK VEHICLE.**

Utility task vehicle means a side-by-side, four-wheel drive, off-road vehicle that has four wheels, is propelled by an internal combustion engine with a piston displacement capacity of 1,200 cubic centimeters or less and has a total dry weight of 1,800 but less than 2,600 pounds.

#### **(C) DESIGNATED ROADWAYS.**

Vehicles may only be operated on city streets, avenues and alleys not specifically excluded in this ordinance. It does not mean US or Minnesota trunk highways or county roads in City limits.

## **AUTHORIZED USE**

Pursuant to the authority granted by M.S. § 169.045, as it may be amended from time to time, use of all-terrain vehicles, utility task vehicles are permitted within the city under the conditions set forth below.

- (A) Only persons who have a valid permit issued by the city shall operate all-terrain or utility task vehicles or within the city on designated roadways only.
- (B) All-terrain vehicles and utility task vehicles are not authorized within the city on pedestrian paths, bike trails, on sidewalks, or in parks, unless specifically permitted in the city.
- (C) This applies to all-terrain vehicles or utility task vehicles that are side-by-side.
- (D) Class 1 ATVs which require the occupant to straddle the vehicle for operation are not allowed to operate on city streets and are not eligible for a permit.
  - (1) While riding on a near-by trail, the operator of an ATV that requires the rider to straddle the vehicle may enter the city and exit when patronizing a city business establishment.
  - (2) While riding on a near-by trail, a city permit is not needed to enter and exit the city when patronizing a city business establishment.

## **RESTRICTED USES**

- (A) The following roadways are prohibited for operation and may not be traveled upon except when legally crossing at an intersection:
  - Main Street (US Hwy 52)
  - Third Street SE (US Hwy 74/ MN Hwy 30)
  - Third Street SW (Fillmore Co RD 2)
  - Winona Street (Fillmore County Rd 5) between First ST SE and Hwy 52
  - Union Street NE (Olmsted County Rd 10)
  - MN Highway 30 West
- (B) The speed limit for vehicles is set at 15 mph in city limits. Vehicles must operate on the most right-hand side of the road.

## **PERMITS**

(A) Application for a permit to operate an ATV on the roadways or streets shall include:

- (1) The name and address of the applicant;
- (2) Copy of a current driver's license;
- (3) Proof of insurance and such other information as may from time to time be required by the Council; and
- (4) An ATV or UTV must have a current Department of Natural Resources (DNR) registration.
- (5) Vehicles with combustion engines shall have standard mufflers which are properly attached to the vehicles, and which reduce the noise of operation of the motor to the minimum necessary for operation.

(B) Permits shall be for on (1) year and expire on December 31, unless renewed.

(C) The fee for a permit shall be \$10.00.

(D) The City permit sticker shall be displayed on the ATV/UTV.

## **GENERAL REQUIREMENTS**

To operate a motorized UTV or ATV on the roadway or streets of Chatfield:

- (A) The operator must have in possession a valid, current and unrevoked permit from the city;
- (B) Driver must be sixteen years of age or older to operate ATV and have a valid driver's license.
- (C) The operation is on a roadway which has not been designated as prohibited for operation, except crossing at an intersection;
- (D) The operation is during daylight hours between sunrise and sunset, unless equipped with original equipment headlights, taillights and rear-facing brake lights;

- (E) The operation is not during inclement weather, or when visibility is impaired by weather, smoke, fog or other conditions, or when there is insufficient light to clearly see persons or vehicles thereon at a distance of 500 feet;
- (F) If the vehicle is equipped with seat belts, the seat belts must be worn by the driver and passengers while operating the vehicle on city streets.
- (G) Children who must be in appropriate child seating in a motor vehicle must also be in appropriate seating in an ATV or UTV.
- (H) Only passengers seated on a seat specifically designed for the transport of passengers may ride.
- (I) The UTV or ATV is equipped with rear view mirrors as required by statute for other vehicles;
- (J) The operator has insurance coverage as provided by statute;
- (K) The vehicle is properly registered with the Department of Natural Resources (DNR);
- (L) The operator observes all traffic laws, except such as cannot reasonably be applied to motorized four-wheel all-terrain vehicles.
- (M) Occupants less than eighteen years of age are required to wear a DOT approved helmet.

#### **REQUIREMENTS FOR HANDICAPPED PERMIT**

- (A) The general permit requirements must be met.
- (B) Each application shall be prior to the application date certifying that the individual is capable of safely operating a vehicle.
- (C) This requirement shall be deemed satisfied if the applicant has been issued a motor vehicle permit for a handicapped person.
- (D) Permits issued under handicapped requirements authorize the driver to go into city parks and use on park paths only as a direct means of access to facilities or functions, not for recreational type travel.

#### **EXCEPTIONS**

- (A) For lawn and snow removal equipment.** Provided the vehicle also complies with all

other regulations above, and has a DNR “public use” registration tag (if applicable) on a vehicle otherwise defined as an all-terrain or utility task vehicle, shall be allowed to travel on city streets and alleys (but not highways, except to cross), provided, it is equipped with lawn-mowing or snow removal attachments, and is being used only for either of those purposes between 5:00 a.m. and 10:00 p.m.

**(B) For permitted city maintenance.** Provided the vehicle also complies with all other regulations above herein and has a DNR “public use” registration tag (if applicable), a vehicle otherwise defined as an all-terrain or utility task vehicle, shall be allowed to travel in city parks and on city paths and trails, provided, it has been permitted for city maintenance, and is being used only for those purposes.

**(C) For permitted emergency vehicle.** Provided the vehicle also complies with all other regulations above herein and has a DNR “public use” registrations tag (if applicable), a vehicle otherwise defined as an all-terrain or utility task vehicle, shall be allowed to travel in city parks and on city paths and trails, provided, it has been permitted for emergency vehicle, and is being used only for those purposes.

## **CITY LIABILITY**

Nothing in this section shall be construed as an assumption of liability by the city for any injuries to persons or property which may result from the operation of a vehicle by a permit holder, or from the city’s failure to revoke a permit.

## **ENFORCEMENT**

(A) Issuance of citations.

(1) The city may authorize any police officer or any other authorized representative of the law to issue a citation to any person, firm, or entity for any alleged violations of this subchapter and any other ordinance or statute which provides the basis for prosecution of violations of this subchapter.

(2) Nothing within this subchapter shall be construed to limit the authority of police officers to enforce any provisions of this subchapter or related statutes or ordinances. The police officer, or other official of the city, is authorized to issue a citation to any person, firm, or entity for any alleged violation of this subchapter as often as each day the violation persists.

(B) Revoking permits.



The city may revoke a permit at any time if it is shown that the permit holder:

- (1) Cannot safely operate the vehicle on the designated roadway;
- (2) Has had a driver's license revoked or suspended and is currently under revocation or suspension;
- (3) Cannot provide proof of current insurance coverage; or
- (4) Has repeat offenses while driving an all-terrain or utility task vehicle.

## **GOLF CARTS**

### **(A) GOLF CART.**

For the purposes of this ordinance, a Golf Cart is a vehicle designed and manufactured for operation on a golf course.

### **AUTHORIZED USE**

Pursuant to the authority granted by M.S. § 169.045, as it may be amended from time to time, The use of golf carts is permitted within the city under the conditions set forth below.

- (A) Only persons who have a valid permit issued by the city shall operate a golf cart within the city on designated roadways only.
- (B) Golf carts are not authorized within the city on pedestrian paths, bike trails, on sidewalks, or in parks, unless specifically permitted in the city.

### **RESTRICTED USES**

- (A) The following roadways are prohibited for operation and may not be traveled upon except when legally crossing at an intersection:

Main Street (US Hwy 52)  
Third Street SE (US Hwy 74/ MN Hwy 30)  
Third Street SW (Fillmore Co RD 2)  
Winona Street (Fillmore County Rd 5) between First ST SE and Hwy 52  
Union Street NE (Olmsted County Rd 10)  
MN Highway 30 West

(B) The speed limit for vehicles is set at 15 mph in city limits. Vehicles must operate on the most right-hand side of the road.

## **PERMITS**

(A) Application for a permit to operate a motorized golf cart on the roadways or streets shall include:

- (1) The name and address of the applicant;
- (2) Copy of a current driver's license;
- (3) Proof of insurance and such other information as may from time to time be required by the Council; and
- (4) Vehicles with combustion engines shall have standard mufflers which are properly attached to the vehicles, and which reduce the noise of operation of the motor to the minimum necessary for operation.

(B) Permits shall be for one (1) year and expire on December 31, unless renewed.

(C) The fee for a permit shall be \$10.00.

(D) Each golf cart receiving a permit shall be inspected to ensure that each golf cart has a rear-view mirror, a slow-moving vehicle sign, per M.S. § 169.522, as it may be amended from time to time, attached to the rear and that it is in generally good working condition.

(E) The City permit sticker shall be displayed on the golf cart.

## **GENERAL REQUIREMENTS**

To operate a motorized golf cart on the roadway or streets of Chatfield:

(A) The operator must have in possession a valid, current and unrevoked permit from the city;

(B) Driver must be sixteen years of age or older to operate a golf cart and have a valid driver's license.

- (C) The golf cart may only be operated on a roadway which has not been designated as prohibited for operation, except crossing at an intersection;
- (D) The golf cart may only be operated during daylight hours between sunrise and sunset, unless equipped with original equipment headlights, taillights and rear-facing brake lights;
- (E) The golf cart may not be operated during inclement weather, or when visibility is impaired by weather, smoke, fog or other conditions, or when there is insufficient light to clearly see persons or vehicles thereon at a distance of 500 feet;
- (F) If the vehicle is equipped with seat belts, the seat belts must be worn by the driver and passengers while operating the vehicle on city streets.
- (G) Children who must be in appropriate child seating in a motor vehicle must also be in appropriate seating in a golf cart.
- (H) Only passengers seated on a seat specifically designed for the transport of passengers may ride.
- (I) The golf cart is equipped with rear view mirrors as required by statute for other vehicles;
- (J) The operator has insurance coverage as provided by statute;
- (K) The operator observes all traffic laws, except such as cannot reasonably be applied to motorized golf carts.
- (L) The golf cart must display a triangular slow-moving vehicle sign, visible from not less than 600 feet to the rear, when travelling upon city streets. The sign shall be the standard traffic regulation size which is 14" x 16".

## **REQUIREMENTS FOR HANDICAPPED PERMIT**

- (A) The general permit requirements must be met.
- (B) Each application shall be prior to the application date certifying that the individual is capable of safely operating a vehicle.
- (C) This requirement shall be deemed satisfied if the applicant has been issued a motor vehicle permit for a handicapped person.

(D) Permits issued under handicapped requirements authorize the driver to go into city parks and use on park paths only as a direct means of access to facilities or functions, not for recreational type travel.

## **CITY LIABILITY**

Nothing in this section shall be construed as an assumption of liability by the city for any injuries to persons or property which may result from the operation of a vehicle by a permit holder, or from the city's failure to revoke a permit.

## **ENFORCEMENT**

(A) Issuance of citations.

(1) The city may authorize any police officer or any other authorized representative of the law to issue a citation to any person, firm, or entity for any alleged violations of this subchapter and any other ordinance or statute which provides the basis for prosecution of violations of this subchapter.

(2) Nothing within this subchapter shall be construed to limit the authority of police officers to enforce any provisions of this subchapter or related statutes or ordinances. The police officer, or other official of the city, is authorized to issue a citation to any person, firm, or entity for any alleged violation of this subchapter as often as each day the violation persists.

(B) Revoking permits.

The city may revoke a permit at any time if it is shown that the permit holder:

- (1) Cannot safely operate the vehicle on the designated roadway;
- (2) Has had a driver's license revoked or suspended and is currently under revocation or suspension;
- (3) Cannot provide proof of current insurance coverage; or
- (4) Has repeat offenses while driving an all-terrain or utility task vehicle.





City of Chatfield | 21 Second St SE, Chatfield, MN 55923 | Phone: 507-867-3810 | FAX: 507-867-9093 | [www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

## Special Vehicle Permit Application

Permit #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Home Street/Mailing Address: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (cell): \_\_\_\_\_

### ATV/UTV:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

DNR Reg #: \_\_\_\_\_ Reg Yr: \_\_\_\_\_ Class Description (*Circle One*): Class 1 Class 2

### GOLF CART:

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

### PROOF OF LIABILITY INSURANCE:

Insurance Company (not agent): \_\_\_\_\_

Policy #: \_\_\_\_\_ Policy Period: From \_\_\_\_\_ To \_\_\_\_\_

Vehicle Identification Number: \_\_\_\_\_

As an applicant for a Special Vehicle Permit, I agree to the following:

1. I will not allow any person under the age of sixteen (16) years to operate the permitted vehicle on City of Chatfield roadways.
2. I will operate the permitted vehicle only on designated roadways and only from sunrise to sunset, unless equipped with original equipment headlights, taillights, and rear-facing brake lights.
3. I will not operate the permitted vehicle in inclement weather or when visibility is impaired by weather, smoke, fog, or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of five hundred (500) feet.
4. I will equip the permitted vehicle with a rear-view mirror as provided in Minnesota Statutes §169.70.
5. I will not operate the permitted vehicle with a passenger or passengers unless each such passenger is seated on a seat specifically designed for the transport of passengers.
6. If the permitted vehicle is a motorized golf cart, the vehicle will display the slow-moving vehicle emblem provided for in Minnesota Statutes §169.522, when operated on designated roadways.



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- 7. I understand the operator of a motorized golf cart, ATV or UTV under permit on designated roadways shall have all the rights and duties applicable to the driver of any other vehicle under the provisions of Minnesota Statutes § 169, except when those provisions cannot reasonably be applied to a motorized golf cart, ATV or UTV.
- 8. I understand my permit may be revoked by the city at any time or denied if it is shown that the permitted vehicle is not safely or legally operated or has not been safely or legally operated within the city.
- 9. I understand the City of Chatfield assumes no liability for any injuries to persons or property which may result from the operation of the permitted vehicle, the grant of such permit, or the failure by the City to revoke said permit.
- 10. I understand any person violating the ordinance for special vehicles shall be guilty of a petty misdemeanor and is subject to having the permit revoked.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Office Receiving Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Adopted 5/28/2014