

**CITY OF CHATFIELD COMMON COUNCIL**  
**AGENDA**  
**November 28, 2022 7:00 P.M**

- I. Chatfield City Council – November 28, 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 ATV Trail Resolution.
    - D. Approve Pathfinder CRM contract for 2023
  2. Public Hearing – Issuance of Taxable Bonds – Mike Bubany
  3. Consider resolution giving preliminary approval for the issuance of bonds.
  4. Consider resolution to sell taxable bonds for acquisition of property.
  5. 2023 Fee Ordinance – First Consideration
  6. Consider resolution to establish position of City Administrator, job descriptions and pay equity classification points for City Clerk and City Administrator.
  7. S.C.S. Report – Brian Burkholder:
  8. City Engineer Report – Craig Britton:
    - A. 2203 Street project – Shady Oak Park discussion
    - B. Consider resolution to authorize plans and specifications for 2023 street project.
  9. Committee Reports:
    - A. Public Services Committee
    - B. Park & Recreation
  10. Mayor’s Report:
  11. Clerk’s Report:
    - A.
  12. Roundtable
  13. Adjourn.
  14. Meeting Notices:
    - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
    - B. Park & Recreation Committee (Councilors Broadwater & Frank) 5:30 p.m.

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, November 14, 2022**

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The Common Council of the City of Chatfield met in regular session on Monday, November 14, 2022. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

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

**Members absent:** Councilor Mike Urban.

**Others Present:** Karen Reisner, Lynda Karver, Shane Fox, John McBroom, Brian Burkholder, Joel Young, Fred Suhler Jr., and Chris Giesen.

### Consent Agenda

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

1. Approval of October 24, 2022 Meeting Minutes
2. Approve payment of claims
3. Approve CEDA contract for 2023
4. Approve one pay step increase to Mitch Irish effective Nov. 6, to Grade 6 Step 1
5. Determine not to waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04 for the City's Property & Casualty Insurance renewal for 2023.
6. Approve revised purchase agreement for People Cooperative property.

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

**Nays:** None

**Absent:** Councilor: Urban

**Motion carried.**

### Canvass the results of the 2022 city election

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The State General Election was held on November 8, 2022 at Chatfield Center for the Arts - Potter Auditorium. A copy of the full Abstract of Votes Cast can be viewed at the City Clerk's Office. A quick recap is as follows:

Number of persons registered as of 7 a.m. on voting day	1853
Number of persons registered on Election Day	93
Total number of persons voting	1305

<u>Candidate</u>	<u>Votes Earned</u>	<u>Race</u>
<b>John McBroom</b>	<b>452</b>	<b>Mayor</b>
Curt Sorenson	431	Mayor
Pam Bluhm	332	Mayor
<b>Paul Novotny</b>	<b>950</b>	<b>City Council</b>
<b>Mike Urban</b>	<b>910</b>	<b>City Council</b>

**Councilor Dave Frank entered a motion, with a second by Councilor Pam Bluhm,** to accept the results of the 2022 city election as presented.

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

**Nays:** None

**Absent:** Councilor: Urban

**Motion carried.**

## City Engineer's Report

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### *Osseo Construction Pay Application #3*

Osseo Construction Co. LLC has submitted pay application number 3 in the amount of \$109,155.00 for work completed in October on the South Reservoir. The work on the south reservoir has been substantially completed. A modification will be made to the payment showing only 75% of the mobilization costs will be approved at this time. This will change the retainage on the mobilization from \$2,000 to \$10,000 and changing the payment to \$101,155.00.

**Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater,** to approve the Osseo Construction Pay Application #3, with a modification to the mobilization retainage, resulting in a payment amount of \$101,155.

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

**Nays:** None

**Absent:** Councilor: Urban

**Motion carried.**

## Committee Reports

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### *Personnel-Budget Committee*

Councilors Novotny and Urban were in attendance. Topics included:

- Review Potential IT Provider
- Review Representative for the city for READI
- Progression to City Administrator position
- Preliminary budget

### *Public Works Committee*

Councilors Novotny and Urban were in attendance. Topics included:

- Noise issue between adjoining property owners and tree screening
- Infrastructure Expansion Areas
- 2023 street project
- Pay Estimate #3 for the 2022 Water Project

## Mayor's Report

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Mayor Smith mentioned the snow that fell today. It is a great reminder of what should happen when a snow emergency is declared. Be prepared to have your vehicles off the road when snow removal is taking place.

Mayor Smith also congratulated John McBroom, Paul Novotny, & Mike Urban on their election wins. There was a great turnout for a midterm election.

## Clerk's Report

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City Clerk Joel Young announced the Legislative Forum will be held November 22, 2022 at 5:30 p.m. and the EDA Gala will follow at 6:30 p.m.

## Roundtable

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Councilor Broadwater shared his thoughts on how well run the polling site was for election. It was incredibly organized. The Chatfield Center for the Arts makes for a much better layout than the council chambers for the polling place.

Councilor Frank wished the football team good luck this week at state semi-finals.

Councilor Bluhm congratulated John McBroom on winning the Mayoral seat.

## Adjourn

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**Councilor Pam Bluhm entered a motion, with a second by Councilor Dave Frank, to adjourn at 7:10 p.m.**

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

**Nays:** None

**Absent:** Councilor: Urban

**Motion carried.**

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Russ Smith, Mayor

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Beth Carlson, Deputy Clerk

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, November 22, 2022**

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The Common Council of the City of Chatfield met in special session on Tuesday, November 22, 2022. Mayor Russ Smith presided and called the special meeting to order at 5:30 PM

**Members Present:** Councilor Paul Novotny, Councilor Mike Urban, Mayor Russ Smith, Councilor Dave Frank.

**Members absent:** Councilor Josh Broadwater and Councilor Pam Bluhm.

**Others Present:** Senator Carla Nelson, Representative Greg Davids, Rocky Burnett, Gretchen Mensink-Lovejoy, Lanny Isensee, Ed Harris, Karen Reisner, Shane Fox, John McBroom, Brian Burkholder, Joel Young, and Chris Giesen.

### Legislative Forum

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Mayor Smith announced that the purpose of the special meeting was to meet with area legislators and the school district, to discuss issues of importance to the local community. Among the city's priorities were:

- **Local Government Aid.....Small City Aid.....Local Road Improvement Program**
  - LGA is a critical source of funding for Chatfield.
  - Stable, full funding of the Small Cities Assistance Fund is also a critical need for Chatfield because cities of 5,000 and under do not receive direct dedicated state aids.
  - Chatfield also supports expanding the Local Road Improvement Program (LRIP).
    - Burr Oak Avenue Extension
    - Division Street Improvements
- **Rural EMS Funding / Pay / Training**
- **Affordable housing is critical**
  - Chatfield has directly invested nearly \$2.5 million in affordable housing since 2003.
  - Infrastructure costs, materials (cost and availability), and labor seem to be current issues.
  - City has 60 acres that could accommodate 150+ single family homes. We're looking at ways to use this property to create affordable housing options.
  - Actively reviewing development fees and standards and zoning standards.
- **Reintroduce bill to create a Robust Small City TIF exception for Economic Development TIF Districts**
  - Current law allows small cities <5,000 population and >10 miles from a city of >10,000 to use TIF for commercial purposes IF the building is less than 15,000 square feet in size.
  - We are working on an \$8M, 50+ room hotel project but can't use TIF and are coming up short on gap assistance.
  - Projects like this would underpin so many other projects in the community – as well as other communities like Chatfield across Minnesota.
  - How can we improve the current TIF laws to help major projects happen?
    - Reintroduce the bill that would modify the small cities exception such that the 15,000 square foot restriction applies only to the ground floor, the footprint of the building.
- **Chatfield Center for the Arts:**

- Substantial Completion was achieved August 31, 2022
- Grant Funds expended by Senate District:
  - a. > 39 Businesses in 14 Senate Districts and 17 House Districts
  - b. SD 25 & 26 account for more than \$5,000,000.
- Operations continued during construction with off-site programming and full programming now.

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Russ Smith, Mayor

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Joel Young, City Clerk



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: November 2022  
 2022 11FPR01

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor BLUE CROSS BLUE SHIELD</b>							
	112041	221101	G 910-21721			\$15.33	VISION EE - JY
		221101	G 910-21721			\$15.33	VISION EE - KW
		221101	G 910-21721			\$15.33	VISION EE - SS
		221101	G 910-21721			\$15.33	VISION EE - DS
		221101	G 910-21721			\$6.41	VISION EE - DF
		221101	G 910-21721			\$6.41	VISION EE - BC
		221101	G 910-21721			\$15.33	VISION EE - RB
		221101	G 910-21721			\$15.33	VISION EE - BB
						<u>\$104.80</u>	
<b>Vendor BLUE CROSS BLUE SHIELD</b>							
	112042	23	G 910-21728			\$125.00	SCRIP GAS CARDS
		23	R 211-45500-3620	Libraries (GENERA		-\$125.00	SCRIP GAS CARDS
						<u>\$0.00</u>	
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>							
<b>Vendor EFTPS</b>							
	112043	106217	G 910-21709			\$1,711.20	MEDICARE WH - STAFF
		106217	G 910-21701			\$4,658.59	FEDERAL - STAFF
		106217	G 910-21703			\$5,403.62	SOC SEC WH - STAFF
						<u>\$11,773.41</u>	
<b>Vendor EFTPS</b>							
<b>Vendor EMPOWER</b>							
	112044	104301	G 910-21719			\$50.00	WANGEN
		104301	G 910-21719			\$125.00	SCHLICHTER
		104301	G 910-21719			\$83.13	PRIEBE
		104301	G 910-21719			\$117.26	IRISH
		104301	G 910-21719			\$50.00	HYKE
		104301	G 910-21719			\$128.96	CARLSON
		104301	G 910-21719			\$226.33	BURKHOLDER
						<u>\$780.68</u>	
<b>Vendor EMPOWER</b>							
<b>Vendor HEALTHEQUITY</b>							
	112045	2022-1	G 910-21726			\$87.50	ELDER
		2022-1	G 910-21726			\$150.00	BURKHOLDER
		2022-1	G 910-21726			\$125.00	PRIEBE
		2022-1	G 910-21726			\$345.83	YOUNG
		2022-1	G 910-21726			\$341.67	ERICKSON
		2022-1	G 910-21726			\$175.00	FUNK
		2022-1	G 910-21726			\$125.00	HYKE
		2022-1	G 910-21726			\$125.00	IRISH
		2022-1	G 910-21726			\$250.00	LANDORF
		2022-1	G 910-21726			\$125.00	MILIANDER
		2022-1	G 910-21726			\$152.08	CARLSON
		2022-1	G 910-21726			\$150.00	WANGEN
		2022-1	G 910-21726			\$300.00	BURNETT
		2022-1	G 910-21726			\$179.17	SCHLICHTER S
		2022-1	G 910-21726			\$125.00	SCHLICHTER D
						<u>\$2,756.25</u>	
<b>Vendor HEALTHEQUITY</b>							
<b>Vendor LAW ENFORCEMENT LABOR SERVICES</b>							
		NOV-22	G 910-21717			\$65.00	4 FT DUES PAYING MEMBERS - MILIA
		NOV-22	G 910-21717			\$65.00	4 FT DUES PAYING MEMBERS - LAND
		NOV-22	G 910-21717			\$65.00	4 FT DUES PAYING MEMBERS - KEIGL



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	NOV-22	G 910-21717			\$65.00	4 FT DUES PAYING MEMBERS - STEVE
<b>Vendor LAW ENFORCEMENT LABOR SERVICES</b>					\$260.00	
<b>Vendor MN DEPART. OF REV./WH TAX</b>						
112046	0-971-1	G 910-21702			\$2,142.19	STATE TAX WH
<b>Vendor MN DEPART. OF REV./WH TAX</b>					\$2,142.19	
<b>Vendor MN PEIP</b>						
112047	123351	G 910-21706			\$1,551.52	LANDORF - EE+SP - MED ADV HSA HP
	123351	G 910-21706			\$813.09	LEWIS - EE - MED ADV HIGH HP
	123351	G 910-21706			\$1,551.52	YOUNG - EE+SP - MED ADV HSA BCBS
	123351	G 910-21706			\$579.57	WANGEN - EE - MED ADV HSA HP
	123351	G 910-21706			\$2,193.69	SCHMIEDEBERG - EE - MED ADV HIGH
	123351	G 910-21706			\$1,551.52	SCHLICHTER - FAMILY - MED ADV HS
	123351	G 910-21706			\$579.57	HYKE - EE - MED ADV HSA HP
	123351	G 910-21706			\$579.57	MILIANDER - EE - MED ADV HSA HP
	123351	G 910-21706			\$579.57	IRISH - EE - MED ADV HSA PONE
	123351	G 910-21706			\$579.57	FUNK - FAMILY
	123351	G 910-21706			\$1,966.32	FOX - FAMILY - MED ADV VALUE BCBS
	123351	G 910-21706			\$1,551.52	ERICKSON - FAMILY - MED ADV HSA H
	123351	G 910-21706			\$579.57	ELDER - EE - MED ADV HSA HP
	123351	G 910-21706			\$579.57	CARLSON - EE - MED ADV HSA HP
	123351	G 910-21706			\$1,551.52	BURNETT - FAMILY - MED ADV HSA B
	123351	G 910-21706			\$579.57	BURKHOLDER - EE - MED ADV HSA HP
	123351	G 910-21706			\$579.57	PRIEBE - EE- MED ADV HSA PONE
<b>Vendor MN PEIP</b>					\$17,946.83	
<b>Vendor PERA</b>						
112048	SOMPE	E 230-42270-121	Ambulance	PERA	\$615.00	CEMTRIP - OCT 2022
	SOMPE	G 910-21704			\$56.24	DCP ELECTED OFFICIAL
	SOMPE	G 910-21705			\$4,704.09	PERA - POLICE
	SOMPE	G 910-21704			\$4,964.06	PERA - CITY COORDINATED
<b>Vendor PERA</b>					\$10,339.39	
<b>Vendor TASC</b>						
112049	11/102	G 910-21714			\$222.91	FSA MEDICAL & DEP - EmpE SCHMIED
<b>Vendor TASC</b>					\$222.91	
Batch Name 2022 11FPR01					\$46,326.46	
					\$46,326.46	

((BatchID] in (18118))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: November 2022  
 2022 11FPR02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor AFLAC</b>						
112050	609692	G 910-21724			\$49.14	ACCT #A8980 STD SCHMIEDEBERG
	609692	G 910-21712			\$82.94	ACCT #A8980 CANCER - BURKHOLDER
	609692	G 910-21712			\$36.14	ACCT #A8980 CANCER K COE
	609692	G 910-21713			\$21.58	ACCT #A8980 ACC SCHMIEDEBERG
	609692	G 910-21713			\$28.08	ACCT #A8980 ACC LANDORF
	609692	G 910-21724			\$43.68	ACCT #A8980 STD LANDORF
	609692	G 910-21724			\$47.84	ACCT #A8980 STD KEIGLEY
	609692	G 910-21724			\$72.80	ACCT #A8980 STD BURKHOLDER
	609692	G 910-21713			\$40.04	ACCT #A8980 ACC- M ERICKSON
	609692	G 910-21715			\$56.29	ACCT #A8980 HOSPITAL INS CARLSON
	609692	G 910-21724			\$52.00	ACCT #A8980 STD - CARLSON
	609692	G 910-21718			\$54.47	ACCT #A8980 SPEVNT - BURKHOLDER
	609692	G 910-21713			\$21.58	ACCT #A8980 ACC CARLSON
	609692	G 910-21724			\$51.48	ACCT #A8980 DISABILITY WANGEN
	609692	G 910-21715			\$17.20	ACCT #A8980 HOSPITAL INS M ERICK
					<u>\$675.26</u>	
<b>Vendor AFLAC</b>						
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>						
112051	24	R 211-45500-3620	Libraries (GENERA		-\$125.00	SCRIP GAS CARDS
	24	G 910-21728			\$125.00	SCRIP GAS CARDS
					<u>\$0.00</u>	
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>						
<b>Vendor EFTPS</b>						
112052	801621	G 910-21701			\$4,441.61	FEDERAL WH - STAFF
	801621	G 910-21709			\$1,381.36	MEDICARE WH - STAFF
	801621	G 910-21703			\$4,167.54	SOC SEC WH - STAFF
					<u>\$9,990.51</u>	
<b>Vendor EFTPS</b>						
<b>Vendor EMPOWER</b>						
112053	104566	G 910-21719			\$50.00	HYKE
	104566	G 910-21719			\$50.00	WANGEN
	104566	G 910-21719			\$130.46	IRISH
	104566	G 910-21719			\$81.60	PRIEBE
	104566	G 910-21719			\$220.84	BURKHOLDER
	104566	G 910-21719			\$125.00	SCHLICHTER
	104566	G 910-21719			\$128.96	CARLSON
					<u>\$786.86</u>	
<b>Vendor EMPOWER</b>						
<b>Vendor HEALTHEQUITY</b>						
112054	2022-1	G 910-21726			\$125.00	HYKE
	2022-1	G 910-21726			\$345.83	YOUNG
	2022-1	G 910-21726			\$150.00	WANGEN
	2022-1	G 910-21726			\$179.17	SCHLICHTER S
	2022-1	G 910-21726			\$125.00	SCHLICHTER D
	2022-1	G 910-21726			\$125.00	PRIEBE
	2022-1	G 910-21726			\$125.00	MILIANDER
	2022-1	G 910-21726			\$125.00	IRISH
	2022-1	G 910-21726			\$175.00	FUNK
	2022-1	G 910-21726			\$300.00	BURNETT
	2022-1	G 910-21726			\$250.00	LANDORF
	2022-1	G 910-21726			\$150.00	BURKHOLDER
	2022-1	G 910-21726			\$152.08	CARLSON
	2022-1	G 910-21726			\$87.50	ELDER



City of Chatfield  
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 2022 11FPR02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
112054	2022-1	G 910-21726			\$341.67	ERICKSON
<b>Vendor HEALTHEQUITY</b>					\$2,756.25	
<b>Vendor MN DEPART. OF REV./WH TAX</b>						
112055	1-196-2	G 910-21702			\$2,040.31	STATE TAX WH - STAFF
<b>Vendor MN DEPART. OF REV./WH TAX</b>					\$2,040.31	
<b>Vendor NCPERS GROUP LIFE INSURANCE</b>						
384000		G 910-21707			\$16.00	LIFE INSURANCE - YOUNG
384000		G 910-21707			\$16.00	LIFE INSURANCE - CARLSON
384000		G 910-21707			\$16.00	LIFE INSURANCE - IRISH
384000		G 910-21707			\$16.00	LIFE INSURANCE - MILIANDER
384000		G 910-21707			\$16.00	LIFE INSURANCE - SCHLICHTERS
384000		G 910-21707			\$16.00	LIFE INSURANCE - SCHLICHTERD
384000		G 910-21707			\$16.00	LIFE INSURANCE - WANGEN
<b>Vendor NCPERS GROUP LIFE INSURANCE</b>					\$112.00	
<b>Vendor PERA</b>						
112056	SOMPE	G 910-21705			\$4,515.12	PERA - POLICE
	SOMPE	G 910-21704			\$4,930.66	PERA - CITY COORDINATED
<b>Vendor PERA</b>					\$9,445.78	
<b>Vendor SUN LIFE ASSURANCE COMPANY</b>						
112057	873318	G 910-21720			\$6.39	INSURANCE - FOX
	873318	G 910-21720			\$2.56	INSURANCE - LANDORF
	873318	G 910-21720			\$355.71	INSURANCE - YOUNG
	873318	G 910-21720			\$77.76	INSURANCE - WANGEN
	873318	G 910-21720			\$2.56	INSURANCE - SCHMIEDEBERG
	873318	G 910-21720			\$2.56	INSURANCE - SCHLICHTER S
	873318	G 910-21720			\$7.59	INSURANCE - SCHLICHTER D
	873318	G 910-21720			\$2.56	INSURANCE - CARLSON
	873318	G 910-21720			\$2.56	INSURANCE - MILIANDER
	873318	G 910-21720			\$2.56	INSURANCE - BURKHOLDER
	873318	G 910-21720			\$2.56	INSURANCE - IRISH
	873318	G 910-21720			\$8.80	INSURANCE - HYKE
	873318	G 910-21720			\$6.49	INSURANCE - FUNK
	873318	G 910-21720			\$2.56	INSURANCE - ERICKSON
	873318	G 910-21720			\$12.79	INSURANCE - BURNETT
	873318	G 910-21720			\$2.56	INSURANCE - PRIEBE
<b>Vendor SUN LIFE ASSURANCE COMPANY</b>					\$498.57	
<b>Vendor TASC</b>						
112058	11/22/2	G 910-21714			\$222.91	FSA MEDICAL & DEP - EmpE SCHMIED
<b>Vendor TASC</b>					\$222.91	
Batch Name 2022 11FPR02					\$26,528.45	
					\$26,528.45	

((BatchID] in (18162))



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: November 2022  
 2022 11FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>Vendor AMAZON.COM</b>						
	11/10/2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$36.86	ACCOUNT 60457 8781 36661 3 - PRO
	11/10/2	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$193.34	ACCOUNT 60457 8781 36661 3 - NON
	11/10/2	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$179.93	ACCOUNT 60457 8781 36661 3 - CLEA
	11/10/2	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$8.00	ACCOUNT 60457 8781 36661 3 - BOO
					<u>\$418.13</u>	
<b>Vendor AMAZON.COM</b>						
<b>Vendor BAKER &amp; TAYLOR BOOKS</b>						
	10/31/2	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$670.22	ACCOUNT L6248262
					<u>\$670.22</u>	
<b>Vendor BAKER &amp; TAYLOR BOOKS</b>						
<b>Vendor BLACKSTONE PUBLISHING</b>						
	11/10/2	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$120.99	CUSTOMER ID 168011
					<u>\$120.99</u>	
<b>Vendor BLACKSTONE PUBLISHING</b>						
<b>Vendor CANON FINANCIAL SERVICES, INC.</b>						
	294996	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
					<u>\$108.44</u>	
<b>Vendor CANON FINANCIAL SERVICES, INC.</b>						
<b>Vendor CHATFIELD BODY SHOP</b>						
	12334	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$113.12	2018 EXP LOF
					<u>\$113.12</u>	
<b>Vendor CHATFIELD BODY SHOP</b>						
<b>Vendor CHATFIELD PARTS HOUSE</b>						
	870870	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$149.99	FLOOD LIGHT
	870524	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$11.99	2.5 GAL DSL
					<u>\$161.98</u>	
<b>Vendor CHATFIELD PARTS HOUSE</b>						
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>						
	2022-8	E 211-45500-211	Libraries (GENERA	Program Expenses	\$18.34	WALMART STORYTIME SUPPLIES
	2022-7	E 211-45500-211	Libraries (GENERA	Program Expenses	\$30.00	WHIPPED BY ANN BRIAN FREEMAN PR
					<u>\$48.34</u>	
<b>Vendor CHATFIELD PUBLIC LIBRARY</b>						
<b>Vendor CITY OF CHATFIELD</b>						
	CH22-5	E 443-43200-500	Construction Fund	Cap. Outlay-GENERAL	\$56.88	BP 22-58 2022 WTRPROJ WELL HOUS
					<u>\$56.88</u>	
<b>Vendor CITY OF CHATFIELD</b>						
<b>Vendor CIVICPLUS</b>						
	238177	E 100-41100-310	Legislative	Other Professional Servic	\$900.00	ONLINE CODE HOSTING
	243963	E 100-41100-310	Legislative	Other Professional Servic	\$250.00	MUNICODE ADMIN SUPPORT FEE
					<u>\$1,150.00</u>	
<b>Vendor CIVICPLUS</b>						
<b>Vendor CONSUMER REPORTS</b>						
	X23ABA	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$30.00	SUBSCRIPTION
					<u>\$30.00</u>	
<b>Vendor CONSUMER REPORTS</b>						
<b>Vendor CRYSTEEL TRUCK EQUIPMENT INC</b>						
	L32592	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$370.00	ADD PARTS TO NEW TRUCK
	L32592	E 801-45200-500	Parks (GENERAL)	Cap. Outlay-GENERAL	\$26,346.00	BO PART TO COMPLETE PARK TRUCK
					<u>\$26,716.00</u>	
<b>Vendor CRYSTEEL TRUCK EQUIPMENT INC</b>						
<b>Vendor CUSTOM ALARM</b>						
	534159	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$189.00	CHATFIELD PUBLIC LIBRARY
					<u>\$189.00</u>	
<b>Vendor CUSTOM ALARM</b>						
<b>Vendor DEMCO</b>						
	721909	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$367.90	BAG PROTECT SPINE LABELS
					<u>\$367.90</u>	
<b>Vendor DEMCO</b>						



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<b>Vendor EXPERT BILLING, LLC</b>						
10710		E 230-42270-435	Ambulance	Licences, Permits and Fe	\$899.00	TRANSPORTS BILLED - OCT
					\$899.00	
<b>Vendor EXPERT BILLING, LLC</b>						
<b>Vendor FIRE SAFETY USA, INC</b>						
165692		E 230-42270-210	Ambulance	Operating Supplies (GEN	\$399.00	ACCESSORIES / SUPPLIES CRADLEPOI
					\$399.00	
<b>Vendor FIRE SAFETY USA, INC</b>						
<b>Vendor GALLS</b>						
022668		E 100-42110-153	Police Administrati	Uniform Allowance	\$241.15	SW TROUSER
022654		E 100-42110-153	Police Administrati	Uniform Allowance	\$51.59	GLOVE
022654		E 100-42110-153	Police Administrati	Uniform Allowance	\$228.61	DUTY SHIRT
					\$521.35	
<b>Vendor GALLS</b>						
<b>Vendor IIMC</b>						
JAN27-		E 100-41500-208	City Clerk	Training and Instruction	\$85.00	CARLSON - ATHENIAN DIALOGUE
					\$85.00	
<b>Vendor IIMC</b>						
<b>Vendor KFI ENGINEERS</b>						
57652		E 454-43200-310	Construction Fund	Other Professional Servic	\$2,450.00	CCA - PHASE II PROJECT 21-0281.00
					\$2,450.00	
<b>Vendor KFI ENGINEERS</b>						
<b>Vendor KWIK TRIP</b>						
100051		E 100-41100-430	Legislative	Miscellaneous (GENERAL	\$17.91	COTW FOOD
100025		E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$38.80	OX87-10 FD
100028		E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$50.00	OX88-15 FD
					\$106.71	
<b>Vendor KWIK TRIP</b>						
<b>Vendor LOFFLER</b>						
418437		E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$27.24	CANON DXC3725I OVERAGE CHARGE
					\$27.24	
<b>Vendor LOFFLER</b>						
<b>Vendor MARCO TECHNOLOGIES LLC.</b>						
INV105		E 603-49500-403	Refuse/Garbage (	Prev. Maint. Agreements	\$367.70	MIT ALLOCATION - 10%
INV105		E 100-41500-403	City Clerk	Prev. Maint. Agreements	\$735.41	MIT ALLOCATION - 20%
INV105		E 230-42270-403	Ambulance	Prev. Maint. Agreements	\$735.41	MIT ALLOCATION - 20%
INV105		E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$367.70	MIT ALLOCATION - 10%
INV105		E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements	\$183.85	MIT ALLOCATION - 5%
INV105		E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$735.42	MIT ALLOCATION - 20%
INV105		E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements	\$183.85	MIT ALLOCATION - 5%
INV105		E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$367.70	MIT ALLOCATION - 10%
INV105		E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$915.74	FIREWALLS 1/2 35%
INV105		E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$915.75	FIREWALLS 1/2 35%
INV105		E 801-49950-500	Reserve Fund Sha	Cap. Outlay-GENERAL	\$3,401.35	FIREWALLS 65%
					\$8,909.88	
<b>Vendor MARCO TECHNOLOGIES LLC.</b>						
<b>Vendor MAYO CLINIC</b>						
22-117		E 230-42270-415	Ambulance	Medical Services	\$320.74	PARAMEDIC INTERCEPT
22-114		E 230-42270-415	Ambulance	Medical Services	\$321.39	PARAMEDIC INTERCEPT
					\$642.13	
<b>Vendor MAYO CLINIC</b>						
<b>Vendor OLMSTED COUNTY ASMT, REV &amp; ELE</b>						
ASSE-1		E 355-46615-323	Gjere TIF	Administration Expense	\$200.00	ANNUAL TIF MAINT FEE 2-7 GJERE
ASSE-1		E 359-46619-323	Cabin Coffee TIF	Administration Expense	\$200.00	ANNUAL TIF MAINT FEE 2-6 CABIN
ASSE-1		E 358-46618-323	Family Dollar TIF	Administration Expense	\$200.00	ANNUAL TIF MAINT FEE 2-5 FD / DOL
					\$600.00	
<b>Vendor OLMSTED COUNTY ASMT, REV &amp; ELE</b>						



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<b>Vendor POST BULLETIN</b>						
12/11/2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines		\$294.20	LIB 12 MO
					\$294.20	
<b>Vendor POST BULLETIN</b>						
<b>Vendor QUALITY FLOW SYSTEMS, INC.</b>						
43979	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment		\$7,788.00	GORMAN RUPP PARTS
					\$7,788.00	
<b>Vendor QUILL.COM</b>						
289131	E 211-45500-416	Libraries (GENERA	Cleaning Service		\$56.99	UB PERF PAPER ALLOC 62.75%
289012	E 211-45500-416	Libraries (GENERA	Cleaning Service		\$59.84	TRASH LINERS
					\$116.83	
<b>Vendor SCHUMACHER ELEVATOR CO</b>						
905666	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment		\$161.77	LIB ELEV MAINT
					\$161.77	
<b>Vendor SCHUMACHER ELEVATOR CO</b>						
<b>Vendor THE CHATFIELD NEWS, LLC</b>						
E 100-41500-433	City Clerk	Dues and Subscriptions		\$35.00	CLERK-COUNCIL, MIN, ORD,SUMMARY	
					\$35.00	
<b>Vendor THE CHATFIELD NEWS, LLC</b>						
<b>Vendor WIT BOYZ INC.</b>						
9221	E 220-42280-404	Fire Department *	Repairs/Maint Equipment		\$360.70	HD LABOR EXHAUST SIREN AIR FILTE
9240	E 230-42270-404	Ambulance	Repairs/Maint Equipment		\$448.19	LOF A,B
					\$808.89	
<b>Vendor WIT BOYZ INC.</b>						
<b>Vendor ZEP MANUFACTURING</b>						
900801	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN		\$161.63	TWLS
					\$161.63	
<b>Vendor ZEP MANUFACTURING</b>						
Batch Name 2022 11FA02					\$54,157.63	
<b>Vendor ABILITY BUILDING CENTER</b>						
14593	E 100-41940-302	Municipal Building	Contracted Help		\$727.38	CLEANING - OCT
					\$727.38	
<b>Vendor ABILITY BUILDING CENTER</b>						
<b>Vendor CENTURYLINK-TELE</b>						
11/10/2	E 100-41500-321	City Clerk	Telephone		\$19.46	1500 1/5 DID LINES
11/10/2	E 100-46630-321	Community Dev -	Telephone		\$153.83	3966 TOUR CENTER
11/10/2	E 211-45500-321	Libraries (GENERA	Telephone		\$79.01	3480 LIBRARY
11/10/2	E 100-43100-321	Street Maintenanc	Telephone		\$19.47	1500 1/5 DID LINES
11/10/2	E 601-49400-321	Water Utilities (GE	Telephone		\$19.46	1500 1/5 DID LINES
11/10/2	E 100-42110-321	Police Administrati	Telephone		\$19.46	1500 1/5 DID LINES
11/10/2	E 230-42270-321	Ambulance	Telephone		\$19.46	1500 1/5 DID LINES
11/10/2	E 211-45500-321	Libraries (GENERA	Telephone		\$97.00	2911 LIBRARY ELEVATOR
					\$427.15	
<b>Vendor CENTURYLINK-TELE</b>						
<b>Vendor DECOOK LANDSCAPING LLC.</b>						
7041	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment		\$137.50	SOD(PALLET)
					\$137.50	
<b>Vendor DECOOK LANDSCAPING LLC.</b>						
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>						
INV123	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment		\$11.33	#56246 NETWORK L9124 MP C4503
INV123	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment		\$6.18	#56246 NETWORK L9124 MP C4503
INV123	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$11.33	#56246 NETWORK L9124 MP C4503
INV123	E 100-41500-404	City Clerk	Repairs/Maint Equipment		\$23.69	#56246 NETWORK L9124 MP C4503
INV123	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$11.33	#56246 NETWORK L9124 MP C4503
INV123	E 230-42270-404	Ambulance	Repairs/Maint Equipment		\$21.65	#56246 NETWORK L9124 MP C4503



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	INV123	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$11.33	#56246 NETWORK L9124 MP C4503
	INV123	E 240-46500-404	Economic Dev (GE)	Repairs/Maint Equipment	\$6.18	#56246 NETWORK L9124 MP C4503
<b>Vendor EO JOHNSON, BUSINESS TECH.</b>					\$103.02	
<b>Vendor H&amp;L MESABI</b>						
	10815	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN)	\$478.00	SNOW PLOW BLADE, NUTS AND BOLT
<b>Vendor H&amp;L MESABI</b>					\$478.00	
<b>Vendor HAWKINS, INC.</b>						
	633662	E 601-49400-210	Water Utilities (GE)	Operating Supplies (GEN)	\$30.00	WATER SUPPLY CHEMICALS
<b>Vendor HAWKINS, INC.</b>					\$30.00	
<b>Vendor JACOB GARTNER TRUCKING</b>						
	10/05/2	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN)	\$825.00	70 YARDS OF SAND HAULED
<b>Vendor JACOB GARTNER TRUCKING</b>					\$825.00	
<b>Vendor MARC</b>						
	077608	E 601-49400-210	Water Utilities (GE)	Operating Supplies (GEN)	\$303.55	INV PRECAUTION BLUE SPR PAINT
<b>Vendor MARC</b>					\$303.55	
<b>Vendor MIENERGY COOPERATIVE</b>						
	11/07/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$33.71	333119001 8500759501 52 SIGN
	11/07/2	E 601-49400-380	Water Utilities (GE)	Utility Services (GENERA	\$340.73	333119002 85007612 HSD BS
	11/07/2	E 601-49400-380	Water Utilities (GE)	Utility Services (GENERA	\$210.58	333119003 85007624 JOHNST WELL
	11/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$39.18	333119004 85007649 STALB LS
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS
<b>Vendor MIENERGY COOPERATIVE</b>					\$1,034.20	
<b>Vendor QUILL.COM</b>						
	287847	E 603-49500-210	Refuse/Garbage (	Operating Supplies (GEN)	\$32.29	UB PER PAPER ALLOC 17.35%
	287847	E 601-49400-210	Water Utilities (GE)	Operating Supplies (GEN)	\$37.03	UB PERF PAPER ALLOC 19.9%
	287847	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN)	\$116.78	UB PERF PAPER ALLOC 62.75%
<b>Vendor QUILL.COM</b>					\$186.10	
<b>Vendor SOUTHEAST MECHANICAL</b>						
	31318	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$1,593.19	REPLACE TOILETS IN WOMENS BATH
	31321	E 601-49400-404	Water Utilities (GE)	Repairs/Maint Equipment	\$371.27	SERVICE AT 493 ORCHARD RIDGE AP
	31324	E 601-49400-404	Water Utilities (GE)	Repairs/Maint Equipment	\$158.02	UDSTEUN ON ORCHARD RIDGE, APPR
	110920	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$1,197.84	REPLACED 2 TOILETS IN MENS BATHR
<b>Vendor SOUTHEAST MECHANICAL</b>					\$3,320.32	
<b>Vendor THOMPSON SAND</b>						
	11/15/2	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN)	\$525.00	SCREEN SAND 70 CY
<b>Vendor THOMPSON SAND</b>					\$525.00	
<b>Vendor WIT BOYZ INC.</b>						
	9208	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$443.32	OIL, FUEL FILTER, HEAVY DUTY LABO
	9213	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$526.82	REPLACE BROKEN COOLENT PIPE
<b>Vendor WIT BOYZ INC.</b>					\$970.14	
<b>Vendor ZARNOTH BRUSH WORKS</b>						
	019159	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN)	\$321.00	ELGIN/TYMCO435 threaded- Zarnoth d
<b>Vendor ZARNOTH BRUSH WORKS</b>					\$321.00	
Batch Name 2022 11FA02U					\$9,388.36	



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						\$63,545.99	

([BatchID] in (18125,18126))

**Resolution to Approve an Agreement Between the DNR State of Minnesota and the City of Chatfield  
and to authorize the City Clerk to Sign and Submit the 2022 - 2024 OHV Trails Assistance Program  
Maintenance Project Agreement**

**Whereas**, the City of Chatfield has served as the Local Government sponsor of the Chatfield ATV Trail and has worked with the Chatfield ATV Club to effectively maintain the trail for a number of years, and

**Whereas**, the City of Chatfield has found that the trail represents a service desired by the residents of Chatfield as well as people throughout the area, and

**Whereas**, Chatfield Trails, Inc. has the resources necessary to properly maintain the trail,

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Chatfield that the State of Minnesota Off-Highway Vehicle Trail Assistance Program (grant-in-aid) Grant Agreement be approved as presented and

**BE IT FURTHER RESOLVED** that the City Clerk be authorized to sign and submit the OHV Trails Assistance Program Maintenance Agreement as presented.

---

Joel Young, City Clerk

---

Date

2023 CONTRACT FOR SERVICES  
PRESERVATION PLANNER

SCOPE OF SERVICES

Robert C. Vogel, doing business as Pathfinder CRM, LLC, agrees to provide the following professional services to the City of Chatfield:

- A. Serve as the City's Preservation Planner.
- B. Staff the Heritage Preservation Commission and provide City officials with technical advice in all matters relating to heritage preservation, including preservation planning, identification and evaluation of heritage resources, heritage landmark nominations, design review and compliance, and public education.
- C. Prepare applications for grants for heritage preservation projects as directed by the City Clerk.
- D. Provide information, education, and training in preservation to City officials, historic property owners, and the general public.
- E. Review development projects and applications for Certificates of Appropriateness in relation to Heritage Landmark properties.
- G. Complete and implement a master plan for management of the Haven Wall historic site.
- H. Revise and update the city's comprehensive heritage preservation plan.
- I. Perform such other tasks as directed by the City Administrator.

COMPENSATION

For the services described above in paragraphs A through F, Pathfinder CRM will be paid a fee of fourteen thousand dollars (\$14,000), to be paid in quarterly installments of three thousand five hundred and dollars (\$3500) due on the first of January, the first of April, the first of July, and the first of October, 2023.

Pathfinder CRM agrees to invoice the City at the rate of one hundred dollars (\$100) per hour, plus direct expenses, for all work performed under paragraph I.

This contract for services shall be in effect from January 1 until December 31, 2023.

PATHFINDER CRM, LLC

THE CITY OF CHATFIELD

---

Robert C. Vogel, Principal

---

Joel Young, City Administrator



November 15, 2022

**RECOMMENDATIONS**

VIA EMAIL

City of Chatfield  
 Russ Smith, Mayor  
 Joel Young, City Clerk  
 21 SE Second Street  
 Chatfield, MN 55923

**RE: Taxable General Obligation Capital Improvement Plan Bonds, Series 2022B**

Honorable Mayor Smith, Members of the City Council, and Mr. Young:

This letter outlines our recommendations for the structure and sale of General Obligation Bonds associated with funding the acquisition, construction, and/or betterment of a public works facility.

**Statutory Authority**

As with all bond issues, we need to identify the statutory authority we intend to use. In this case it is very simple; Minnesota Statutes, Section 475.521 allows cities to issue general obligation bonds for public work facilities. However, the City must adopt a five-year Capital Improvement Plan after holding a public hearing and providing residents 30 days for the opportunity to submit a petition forcing a referendum (it only requires 5% of voters to do so). It should be noted that the debt does apply towards the statutory net debt limits of the City, but the City has plenty of capacity in this regard.

I have included the required Capital Improvement Plan for your consideration. Additional details about the project and statutory authority can be found therein.

**Overview of Project and Component Costs**

The major component costs and sources of funds are detailed below:

Acquisition Costs	\$699,999
Building Improvements	28,411
Issuance Costs	21,590
Capitalized Interest to 2/1/2025	49,000
Less City Cash Contribution	<u>(49,000)</u>

**RECOMMENDED BOND AMOUNT: \$750,000**

**Timing**

The landowner selling the property to the City would like to close before the end of the year. To accommodate this, the City will hold the required public hearing and approve the bond sale on the same night (November 28<sup>th</sup>). We have worked with the purchaser of the bonds to push bond closing off until the 30-day petition window has expired....in this case, December 29<sup>th</sup>.

**Taxability of the Bonds**

The purchase of this property is expected to be transitional. It is designed to alleviate storage problems for the Public Works Department until a site for a new facility to be constructed is found (which is expected to be a few or several years out). At that time, the property being purchased would likely be sold to private

party before the proposed bonds fully mature. Because of this expectation of a sale down the road to private party, the bonds cannot be sold tax-exempt.

**Call Option**

Because the project is expected to be transitional, it was important for the City to secure flexible prepayment options. In this case, the bonds will be callable beginning 2/1/2026 with 30 days' notice. A 1% penalty will apply through 1/31/2028. These terms are much more flexible than a "standard" call option feature which usually prohibits early payoff for several years.

**Method of Sale**

Because of the need for flexibility, I advise a bank placement for these bonds. First, we need flexibility on closing if the City were to receive a protest petition. Second, we need to be able to negotiate flexible prepayment terms for the reasons mentioned above. These are things that probably could not be achieved effectively via a public sale of bonds.

I also advise that the bank placement be processed utilizing MN Rural Water Association's MIDI Loan Program. That program comes with lower consultant fees than standard placements.

Our first choice was to offer the bonds to the local banks, so staff solicited them directly. However, due to the length of the deal, taxable nature, and need for flexible prepayment terms, it was not an easy ask of them. Both local banks were cooperative and helpful and continue to be great assets for the community....but they just were not able to price the deal where I believe the deal needed to be.

Due to this, I worked with a placement agent (whom I believe the City has worked with in the past) to widen our search. I'm pleased that this method proved to be quite successful and yielded a fair deal for the City.

I look forward to seeing you all again on November 28<sup>th</sup> when we can review the Capital Improvement Plan and discuss the proposal. Thank you.

Yours truly,



Mike Bubany, Associate  
David Drown Associates, Inc.

Enc.



FINAL TERMS OF OFFERING

Issuer & Borrower	City of Chatfield, Minnesota (the "City" or "Issuer")			
Purchaser	Bremer Bank (the "Purchaser") 380 St. Peter St, Ste 500 St. Paul, MN 55102			
	Dan Miller, Vice President <a href="mailto:djmiller@bremer.com">djmiller@bremer.com</a> 612-782-1970		Please send payments to: Bremer Bank Attention: Tammy Weiss 380 St. Peter St, Ste 500 St. Paul, MN 55102	
Issue	Taxable General Obligation Capital Improvement Plan Bonds, Series 2022A (the "Bonds")			
Amount	\$750,000			
Purpose	The proceeds will be used for the acquisition, construction and betterment of a new Public Works Storage Facility to provide cold storage for materials and heated space for equipment.			
Security	The Bonds are valid and binding general obligations of the City. The full faith and credit of the City is pledged to their payment. The City has validly obligated itself to levy ad valorem taxes on all taxable property in the City without limit as to rate or amount to pay principal and interest on the issue.			
Expected Dated / Closing	December 29, 2022			
Final Maturity	February 1, 2043			
Interest Payments	February 1 and August 1, beginning August 1, 2023			
Sinking Fund Payments	02/01/2026	\$24,000	02/01/2035	\$41,000
	02/01/2027	26,000	02/01/2036	44,000
	02/01/2028	27,000	02/01/2037	46,000
	02/01/2029	29,000	02/01/2038	49,000
	02/01/2030	31,000	02/01/2039	52,000
	02/01/2031	32,000	02/01/2040	55,000
	02/01/2032	34,000	02/01/2041	58,000
	02/01/2033	36,000	02/01/2042	62,000
	02/01/2034	39,000	02/01/2043	65,000
Average Life	13.136 years			
Interest Rate	6.00%			
Interest Day Basis	30/360			
Optional Redemption	February 1, 2026 and any date thereafter through January 31, 2028 at a price 101% plus accrued interest with 30 days-notice.			



February 1, 2028 and any date thereafter at a price of 100% plus accrued interest with 30 days-notice.

Tax Status	<p>Taxable</p> <p>Interest on the Bonds is included in gross income for purposes of United States income tax and is included, to the same extent, in computing both gross and taxable net income for purposes of State of Minnesota income tax (other than Minnesota franchise taxes measured by income and imposed on corporations and financial institutions). Interest on the Bonds is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals or for purposes of the Minnesota alternative minimum tax applicable to individuals, estates or trusts. No opinion will be expressed by Bond Counsel regarding other state or federal tax consequences caused by the receipt or accrual of interest on the Bonds or arising with respect to ownership of the Bonds.</p>
Investor Letter	<p>An Investor Letter will be prepared and will specify that the Purchaser acknowledges that: (a) no official statement is being prepared; (b) it has undertaken an independent review of the credit and been provided with all information necessary to Purchase the Bonds; and (c) it intends to hold the Bonds until maturity and does not intend to resell the Bonds.</p>
Fees	<p>Please designate any fees to be paid to the bank or bank counsel.</p>
Documentation	<p>Documentation shall be mutually acceptable to both parties. The City shall provide an opinion of legal counsel attesting to the legal, valid, and binding nature of the Bonds as well as tax status.</p>
Reporting Requirements	<p>As soon as available, but in no event later than 180 days after the end of each fiscal year, the City will provide it's annual financial statement for the year ended.</p>
Rating	<p>The Bonds are not rated.</p>
Form of Bond	<p>Physically registered Bonds in \$1,000 denominations will be delivered to the purchaser without CUSIPS as specified. Bonds will not be delivered via DTC.</p>
Paying Agent	<p>City of Chatfield</p>
Municipal Advisor	<p>David Drown Associates</p>
Legal Opinion	<p>Taft Stettinius &amp; Hollister LLP</p>
Placement Agent	<p>Robert W. Baird &amp; Co., Incorporated</p>

## DISCLOSURES

The attached document is being sent to you as a prospective lender or purchaser in connection with a private placement where Robert W. Baird & Co. Incorporated or its affiliate is serving as a placement agent. The information contained in the attached document has been prepared by the borrower on a confidential basis and solely for use in connection with the proposed transaction. Robert W. Baird & Co. Incorporated and its affiliates have not independently verified the information contained herein or otherwise made any further investigation of the transaction, the credit of the borrower and any obligor, the collateral and the transaction terms. Neither Robert W. Baird & Co. Incorporated nor any of its affiliates, partners, officers, agents, employees or representatives makes any representation or warranty, express or implied, as to the accuracy or completeness of such information. All references to financial information of the borrower, any obligor or the collateral shall not be considered as applicable for any period after the date they are referenced, unless expressly stated otherwise.

In addition to the attached document, you as prospective lender or purchaser will be provided with or granted access to all of the available financial and other information requested and deemed by you to be necessary to enable you to make an independent and informed judgment with respect to the collateral, the borrower and any obligor and their credit and the desirability of purchasing an interest in the prospective transaction. You as prospective lender or purchaser agree to make a complete examination of all transaction documents and approve of the form and content of the same prior to your funding and you agree that Robert W. Baird & Co. Incorporated, and its affiliates shall have no responsibility to perform and have not independently performed an examination of or approved the transaction documents or any specific transaction terms and shall not have any duty to inspect the collateral or the books and records of borrower or any obligor.

By accepting this package and considering becoming a prospective lender or purchaser, you hereby represent that you have the sophistication and knowledge required to evaluate the transaction, the credit of the borrower and any obligor, the collateral and the transaction terms, and that you will make your own independent credit analysis and decision to purchase your interest in the transaction based upon your own independent examination and evaluation of the transaction and the information you have deemed appropriate, without reliance on Robert W. Baird & Co. Incorporated or its affiliates, its directors, officers, employees, attorneys or agents.

Robert W. Baird & Co. Incorporated, its affiliates, directors, officers, employees, attorneys or agents make no representations or warranties, express or implied, as to the business wisdom or propriety of purchasing an interest in the transaction, compliance with any lending or regulatory requirements, the credit worthiness of the borrowers or any obligor and the value and security of the collateral or with respect to the solvency, condition (financial or other) or future condition (financial or other) of borrower, any obligor, or the collateral securing any transaction, or for the due execution, legality, validity, enforceability, genuineness, sufficiency or collectability of the collateral or any transaction document relative thereto. Robert W. Baird & Co. Incorporated and its affiliates shall not be responsible for the performance or observance of any of the terms, covenants or conditions of the transaction documents.

### Global Health Emergency Risk: Impact of the Spread of COVID-19

In late 2019, a novel strain of coronavirus (COVID-19) emerged in Wuhan, Hubei Province, China. COVID-19 has spread throughout the world, including to the United States, resulting in the World Health Organization proclaiming COVID-19 to be a pandemic and President Trump declaring a national emergency. In response to the spread of COVID-19, the United States government, state governments, local governments and private industries have taken measures to limit social interactions in an effort to limit the spread of COVID-19. On March 25, 2020, Minnesota Governor Tim Walz issued a Stay at Home Order, which orders the closure of all non-essential business and operations until April 10, 2020 and has since been extended until May 18, 2020 (with certain exceptions as provided in the order). In addition, the deadline for payment of State income taxes was extended to match the federal deadline of July 15, 2020.

On April 16, 2020, President Trump outlined a "Guidelines for Opening America Again" plan that included a phased approach to re-opening economic activity and easing social distancing guidelines. On April 23, 2020, Governor Walz outlined the Next Steps in COVID-19 response in Minnesota that included a similar phased approach based on the federal guidelines. The City cannot predict the timing of meeting any criteria and moving through the phases of such plans.

The effects of the spread of COVID-19 and the government and private responses to the spread continue to rapidly evolve. COVID-19 has caused significant disruptions to the global, national and State economy. The extent to which the coronavirus impacts the City and its financial condition will depend on future developments, which are highly uncertain and cannot be predicted by the City, including the duration of the outbreak and measures taken to address the outbreak.

CITY OF CHATFIELD, MINNESOTA  
Taxable General Obligation Capital Improvement Plan Bonds, Series 2022A



Purchaser: Bremer Bank

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

CITY OF CHATFIELD, MINNESOTA  
Taxable General Obligation Capital Improvement Plan Bonds, Series 2022A



Issuer: City of Chatfield, Minnesota

\_\_\_\_\_  
Signature

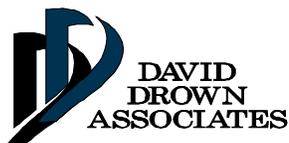
\_\_\_\_\_  
Name, Title

\_\_\_\_\_

# City of Chatfield, Minnesota

## Capital Improvement Plan 2022-2026

Public Hearing: November 28, 2022



Minneapolis Office:  
5029 Upton Avenue South  
Minneapolis, MN 55410  
612-920-33220 (phone); 612-605-2375 (fax)  
[www.daviddrown.com](http://www.daviddrown.com)

# **City of Chatfield, MN**

## **Capital Improvements Plan**

### **2022-2026**

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#### **Statutory Authority and Requirements**

Minnesota Statutes Chapter 475.521 authorizes a Minnesota City to adopt a capital improvements plan (a “Plan”.) The Plan must cover at least a five-year period and set forth the estimated schedule, timing, cost, payment revenue source(s) and other information for each improvement included in the Plan. The Plan must be approved by the City Council after a public hearing.

Capital improvements may include land acquisition and building construction or improvements for the purpose of a city hall, library, public safety facility, and public works facility. Excluded improvements include light rail transit facilities, parks, roads, bridges or land for those types of facilities.

A City may issue general obligation bonds for improvements included in an approved Plan if the following conditions are satisfied:

1. The City must publish notice of and conduct a public hearing on the issuance of the bonds. The bonds are subject to referendum voter approval only if a petition requesting a vote signed by five percent of the votes cast in the last general election is received within 30 days of the hearing.
2. The maximum annual debt service payment on all outstanding CIP bonds does not exceed 0.16 percent of the taxable market value of the City.
3. The issuance of bonds must be approved by at least three-fifths of the members of the City Council.

#### **History and Existing CIP Bonds**

In 2001, the Chatfield Economic Development Authority issued its Public Project Revenue Bonds for the purpose of improving the Thurber Community Center Building (City Hall) and leasing it to the City of Chatfield. In 2010, the City of Chatfield opted to purchase the building from the EDA utilizing proceeds from its General Obligation Capital Improvement Plan Bonds issued that same year under authority of Minnesota Statutes Chapter 475.521. The 2010 bonds were subsequently refunded in 2016 to take advantage of lower interest rates. At the time of the proposed adoption of this Capital Improvement Plan, the City has outstanding CIP Bonds in the principal amount of \$505,000.

## City Debt and Overlapping Debt

In preparing this update of the Capital Improvement Plan, the City has considered for each project, and the plan as a whole, several factors including the level of overlapping debt of the City. As part of the approval process for this Plan, the City has evaluated all of its existing debt, including the repayment sources utilized for all existing debt. Please refer to Exhibit B.

## Debt Service Limit & New Bond Authority

The maximum amount which can be levied on all of the City's CIP bonds is limited by the following formula:

Payable 2022 EMV (per MN Dept. of Revenue)	\$244,346,700
times 0.16%	<u>.0016</u>
<b>CIP legal lending limit</b>	<b><u>\$390,955</u></b>
Less existing & proposed CIP Bond P & I (maximum)	(\$117,323)
<b>Amount available for P&amp; I on CIP Bonds</b>	<b>\$273,632</b>

Capital Improvement Plan bonds are typically subject to the net debt limit of the City. An evaluation of the net debt limit for the City of Chatfield is as follows:

Payable 2022 Estimated Market Value	\$244,346,700
times 3%	<u>.03</u>
<b>CIP legal lending limit</b>	<b><u>\$7,330,401</u></b>
Less existing debt subject to limit*	(\$795,000)
Less proposed CIP debt in this Plan subject to limit*	(\$750,000)
<b>Available Net Debt Limit</b>	<b>\$5,785,401</b>

*\* This includes the CIP portion of the 2016A refunding bonds and the Street Reconstruction portion of the 2014A bonds.*

The City is proposing to issue up to \$750,000 in new G.O. Capital Improvement Plan bonds. Assuming bonds are paid over approximately 20 years at current market interest rates, the maximum combined annual principal and interest payment is estimated to be below the maximum limitation shown above (see Exhibit A).

The City reserves the right to vary the term and/or timing of any borrowing identified in this plan with the understanding that the maximum payment of all outstanding CIP Bonds cannot exceed the statutory limit.

## Proposed Capital Improvements

The City proposes to issue new General Obligation Capital Improvement Bonds for the purposes of acquisition, construction and betterment of a new Public Works Storage Facility for the purpose of providing much needed cold storage for materials and heated space for equipment. Specifically, the City intends to acquire and improve the buildings located on the following tax parcels: 260271000, 260268000, 260269000, 260269010, and 260270000. All of these parcels are located along Twiford Street SW and 2<sup>nd</sup> Street SW. Detailed information on the project,

including a discussion of the eight factors which must be considered by statute for each project are found in the pages that follow:

**Current Project: Acquisition, Construction & Betterment of New Public Works Storage Building**

**Statutory Factors considered:**

**#1: Condition of existing facilities and need for repair or replacement:**

The Chatfield Public Works Department has struggled with storage needs for many years. It has utilized a jumbled assortment of properties to store material and equipment. For instance, in 2006 it lost a large storage shed due to a wastewater treatment plant project and moved to a city-owned (former) cement plant (and adding heat to that property) in the past five years so that it could store equipment and watermain hydrant supplies. For a time, it also used a small State shop for cold storage of salt & sand, signs, and certain equipment...but that property was lost due to the MN Department of Transportation selling the property. Another site utilized was some private property that was purchased by the Chatfield Economic Development Authority for future development (which consisted of 2 single family homes and a small shed). That property was lost once the EDA successfully pursued a redevelopment project at that location. Further, the City had to buy a used storage container from the DNR in the past year for needed cold storage and even had to rent storage space for certain equipment at times. The Public Works Department now uses the lower half of a privately owned, downtown grain bin property for most of its cold storage needs.

This conglomeration of properties for storage has barely been workable, particularly as the City has grown and, as a result, obtained larger, and more-expensive, equipment. The Chatfield Public Works Department needs to find a more effective and long-term solution for its storage needs.

**#2: Demand and Need for the Project:**

The Chatfield Public Works Department provides essential services to the residents and businesses of the community including, but not limited to, the maintenance of roads and utility services. As a growing community located near the economic center of Southeast Minnesota (Rochester), the department needs to address its long-term storage needs. The hodge-podge method of storage detailed in the prior section has forced the department to purchase and/or rent a variety of properties that are not sufficient to fully meet the department's needs. It also suffers from higher maintenance costs due to some seasonal equipment being stored outside in the elements leading to rust and other issues. Not having one location increases costs as well by adding the amount of time it takes to do projects because of the need to access multiple properties for the required materials and/or equipment.

**#3: Estimated Cost:**

The estimated cost for the acquisition, construction and betterment of a new Public Works Storage Building is \$750,000. This cost will be financed through the issuance of General Obligation Capital Improvement Plan Bonds in an amount not to exceed \$750,000.

**#4: Available Public Resources:**

The City intends to levy property taxes to cover payments for the proposed Capital Improvement Plan Bonds. A summary of the anticipated funding sources and the year debt is issued is provided below.

<i>Year</i>	<i>CIP Bonds</i>	<i>City Reserves</i>	<i>Intergov't Contributions</i>	<i>Total</i>
2022	750,000		0	750,000
2023	0	0	0	0
2024	0	0	0	0
2025	0	0	0	0
2026	0	0	0	0
<b>Total</b>	<b>\$750,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$750,000</b>

*The City reserves the right to adjust the timing and/or amount of any of the items noted provided that the issuance of any GO CIP Bonds does not exceed an amount of \$750,000.*

**#5: Overlapping debt in the City**

See attached Exhibit B.

**#6: Project Priority & Relative Benefits vs. Cost**

The City finds the new Public Works Storage Building to be a high priority project because road maintenance and utility services are an essential function of local government. The new facility will provide one centralized location with both cold and heated storage for materials and equipment. The project benefits are expected to outweigh the costs because it will eliminate the constant need to find and acquire appropriate properties for storage purposes, better protect equipment, and lead to more labor efficiency.

**#7: Operating Cost**

The City expects the new facility to operate more efficiently than the current conglomeration of sites. The new facility will provide one primary, centralized location with both cold and heated storage for materials and equipment. It should be noted that the City will maintain cold storage at the aforementioned cement plant building, but will be able to turn off the heat thereby further lowering costs.

Operating costs will be more manageable because the project will eliminate the constant need to find and acquire appropriate properties for storage purposes, better protect equipment, and lead to more labor efficiency as detailed above.

**#8: Other Alternatives Considered**

Without a clear alternative for one site to serve the City's storage needs, the Public Works Department would be forced to continue its practice of chasing down options for both cold storage of materials and heated storage for equipment. As such, the City has decided to pursue the acquisition, construction, and/or betterment of a centralized property that can serve most, if not all, of its storage needs.

Payment Date	Principal	Rate	Interest	Payment Total
12/29/2022	<i>Dated Date</i>			
8/1/2023			26,500.00	<b>26,500.00</b>
2/1/2024	-	6.00%	22,500.00	<b>22,500.00</b>
8/1/2024			22,500.00	<b>22,500.00</b>
2/1/2025	-	6.00%	22,500.00	<b>22,500.00</b>
8/1/2025			22,500.00	<b>22,500.00</b>
2/1/2026	24,000	6.00%	22,500.00	<b>46,500.00</b>
8/1/2026			21,780.00	<b>21,780.00</b>
2/1/2027	26,000	6.00%	21,780.00	<b>47,780.00</b>
8/1/2027			21,000.00	<b>21,000.00</b>
2/1/2028	27,000	6.00%	21,000.00	<b>48,000.00</b>
8/1/2028			20,190.00	<b>20,190.00</b>
2/1/2029	29,000	6.00%	20,190.00	<b>49,190.00</b>
8/1/2029			19,320.00	<b>19,320.00</b>
2/1/2030	31,000	6.00%	19,320.00	<b>50,320.00</b>
8/1/2030			18,390.00	<b>18,390.00</b>
2/1/2031	32,000	6.00%	18,390.00	<b>50,390.00</b>
8/1/2031			17,430.00	<b>17,430.00</b>
2/1/2032	34,000	6.00%	17,430.00	<b>51,430.00</b>
8/1/2032			16,410.00	<b>16,410.00</b>
2/1/2033	36,000	6.00%	16,410.00	<b>52,410.00</b>
8/1/2033			15,330.00	<b>15,330.00</b>
2/1/2034	39,000	6.00%	15,330.00	<b>54,330.00</b>
8/1/2034			14,160.00	<b>14,160.00</b>
2/1/2035	41,000	6.00%	14,160.00	<b>55,160.00</b>
8/1/2035			12,930.00	<b>12,930.00</b>
2/1/2036	44,000	6.00%	12,930.00	<b>56,930.00</b>
8/1/2036			11,610.00	<b>11,610.00</b>
2/1/2037	46,000	6.00%	11,610.00	<b>57,610.00</b>
8/1/2037			10,230.00	<b>10,230.00</b>
2/1/2038	49,000	6.00%	10,230.00	<b>59,230.00</b>
8/1/2038			8,760.00	<b>8,760.00</b>
2/1/2039	52,000	6.00%	8,760.00	<b>60,760.00</b>
8/1/2039			7,200.00	<b>7,200.00</b>
2/1/2040	55,000	6.00%	7,200.00	<b>62,200.00</b>
8/1/2040			5,550.00	<b>5,550.00</b>
2/1/2041	58,000	6.00%	5,550.00	<b>63,550.00</b>
8/1/2041			3,810.00	<b>3,810.00</b>
2/1/2042	62,000	6.00%	3,810.00	<b>65,810.00</b>
8/1/2042			1,950.00	<b>1,950.00</b>
2/1/2043	65,000	6.00%	1,950.00	<b>66,950.00</b>
	<b>750,000</b>		<b>591,100.00</b>	<b>1,341,100.00</b>

EXHIBIT B

**OVERLAPPING INDEBTEDNESS**

(as of 12/1/2022)

**Legal Debt Limit and Margin**

Legal Debt Limit (3% of Pay 2022 Estimated Market Value)	\$ 7,330,401
Less: Outstanding Debt Subject to Limit	<u>1,545,000</u>
Legal Debt Margin as of 12/1/2022	\$ 5,785,401

**General Obligation Debt Supported by Tax Levies**

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding</u>
TBD	\$ 750,000	Capital Improvements, This Issue	2/1/2043	\$ 750,000
5/17/2019	225,000	Tax Abatement	2/1/2027	168,000
9/10/2018	4,400,000	Swimming Pool Project	2/1/2039	3,940,000
9/11/2017	457,000	Tax Abatement	2/1/2028	292,000
3/15/2016	875,000	CIP Refunding Portion of 2016A	2/1/2027	505,000
9/1/2014	905,000	Street Reconstruction Portion of 2014A	2/1/2025	<u>290,000</u>
Total				\$ 5,945,000

**General Obligation Debt Supported by Special Assessments**

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding</u>
9/1/2014	\$ 235,000	Improvement Portion of 2014A	2/1/2025	\$ 75,000
5/1/2012	1,235,000	Improvement Crossover Rfnd Ptn of 2012A	2/1/2029	<u>405,000</u>
Total				\$ 480,000

**General Obligation Debt Supported by Revenues**

<u>Date of Issue</u>	<u>Original Amount</u>	<u>Purpose</u>	<u>Final Maturity</u>	<u>Principal Outstanding</u>
6/13/2022	\$ 1,469,000	Utility Revenue	2/1/2043	\$ 1,469,000
9/11/2017	300,000	Water/Sewer Revenue	8/1/2027	150,000
12/15/2016	425,000	Water Revenue	2/1/2027	227,000
3/15/2016	4,535,000	Disposal System Refunding Portion 2016A	2/1/2027	2,815,000
9/1/2014	585,000	Revenue Portion of 2014A	2/1/2025	190,000
5/1/2012	755,000	Utility Crossover Refunding Portion 2012A	2/1/2029	<u>290,000</u>
Total				\$ 5,141,000

## EXHIBIT B

### Summary of Direct Debt (Gross)

	<u>Gross Debt</u>
GO Debt Supported by Tax Levies	\$ 5,945,000
GO Debt Supported by Assessments	480,000
GO Debt Supported by Revenues	<u>5,141,000</u>
 Total	 \$ 11,566,000

### Overlapping Debt

<u>Taxing Unit</u>	<u>2021/22 Tax Capacity</u>	<u>% in City</u>	<u>Total G.O. Debt</u>	<u>City Share</u>
Fillmore County	\$ 36,412,329	3.71%	\$ 760,000	\$ 28,213
Olmsted County	238,208,995	0.39%	162,940,000	629,776
School District - Fillmore County	4,508,949	50.40%	27,262,000	13,739,544
Olmsted County HRA	232,860,234	0.40%	530,000	<u>2,096</u>
 Total				 \$ 14,399,629

### Debt Ratios

	<u>Net G.O. Debt</u>	<u>Debt/Economic Market Value \$ 271,277,579</u>	<u>Debt per Capita 2,997</u>
Net Direct G.O. Debt*	\$ 6,425,000	2.37%	\$ 2,144
Net Direct and Overlapping G.O. Debt	20,824,629	7.68%	6,948

\* Excludes all GO Revenue and non-general obligations debt.



City of Chatfield, Minnesota

\$750,000

TAXABLE General Obligation Capital Improvement Plan Bonds, Series 2022B

11/15/2022

FINAL



PAYMENT SCHEDULE AND CASHFLOW

Payments				Payment Total	Annual plus 5%	Pay Agent Servicing	TOTAL PAYMENTS	Collection Year	Tax Levies*	D/S Fund Balance	
Payment Date	Principal	Rate	Interest							Surplus (deficit)	Account Balance
12/29/2022	<i>Dated Date</i>									Deposit to Debt Service Account >	94,000
8/1/2023			26,500.00	<b>26,500.00</b>							
2/1/2024	-	6.00%	22,500.00	<b>22,500.00</b>	49,000	-	49,000	2023	-	(49,000)	45,000
8/1/2024			22,500.00	<b>22,500.00</b>							
2/1/2025	-	6.00%	22,500.00	<b>22,500.00</b>	45,000	-	45,000	2024	-	(45,000)	-
8/1/2025			22,500.00	<b>22,500.00</b>							
2/1/2026	24,000	6.00%	22,500.00	<b>46,500.00</b>	72,450	-	72,450	2025	72,450	-	-
8/1/2026			21,780.00	<b>21,780.00</b>							
2/1/2027	26,000	6.00%	21,780.00	<b>47,780.00</b>	73,038	-	73,038	2026	73,038	-	-
8/1/2027			21,000.00	<b>21,000.00</b>							
2/1/2028	27,000	6.00%	21,000.00	<b>48,000.00</b>	72,450	-	72,450	2027	72,450	-	-
8/1/2028			20,190.00	<b>20,190.00</b>							
2/1/2029	29,000	6.00%	20,190.00	<b>49,190.00</b>	72,849	-	72,849	2028	72,849	-	-
8/1/2029			19,320.00	<b>19,320.00</b>							
2/1/2030	31,000	6.00%	19,320.00	<b>50,320.00</b>	73,122	-	73,122	2029	73,122	-	-
8/1/2030			18,390.00	<b>18,390.00</b>							
2/1/2031	32,000	6.00%	18,390.00	<b>50,390.00</b>	72,219	-	72,219	2030	72,219	-	-
8/1/2031			17,430.00	<b>17,430.00</b>							
2/1/2032	34,000	6.00%	17,430.00	<b>51,430.00</b>	72,303	-	72,303	2031	72,303	-	-
8/1/2032			16,410.00	<b>16,410.00</b>							
2/1/2033	36,000	6.00%	16,410.00	<b>52,410.00</b>	72,261	-	72,261	2032	72,261	-	-
8/1/2033			15,330.00	<b>15,330.00</b>							
2/1/2034	39,000	6.00%	15,330.00	<b>54,330.00</b>	73,143	-	73,143	2033	73,143	-	-
8/1/2034			14,160.00	<b>14,160.00</b>							
2/1/2035	41,000	6.00%	14,160.00	<b>55,160.00</b>	72,786	-	72,786	2034	72,786	-	-
8/1/2035			12,930.00	<b>12,930.00</b>							
2/1/2036	44,000	6.00%	12,930.00	<b>56,930.00</b>	73,353	-	73,353	2035	73,353	-	-
8/1/2036			11,610.00	<b>11,610.00</b>							
2/1/2037	46,000	6.00%	11,610.00	<b>57,610.00</b>	72,681	-	72,681	2036	72,681	-	-
8/1/2037			10,230.00	<b>10,230.00</b>							
2/1/2038	49,000	6.00%	10,230.00	<b>59,230.00</b>	72,933	-	72,933	2037	72,933	-	-
8/1/2038			8,760.00	<b>8,760.00</b>							
2/1/2039	52,000	6.00%	8,760.00	<b>60,760.00</b>	72,996	-	72,996	2038	72,996	-	-
8/1/2039			7,200.00	<b>7,200.00</b>							
2/1/2040	55,000	6.00%	7,200.00	<b>62,200.00</b>	72,870	-	72,870	2039	72,870	-	-
8/1/2040			5,550.00	<b>5,550.00</b>							
2/1/2041	58,000	6.00%	5,550.00	<b>63,550.00</b>	72,555	-	72,555	2040	72,555	-	-
8/1/2041			3,810.00	<b>3,810.00</b>							
2/1/2042	62,000	6.00%	3,810.00	<b>65,810.00</b>	73,101	-	73,101	2041	73,101	-	-
8/1/2042			1,950.00	<b>1,950.00</b>							
2/1/2043	65,000	6.00%	1,950.00	<b>66,950.00</b>	72,345	-	72,345	2042	72,345	-	-
				<b>750,000</b>							
			591,100.00	<b>1,341,100.00</b>	1,403,455	-	1,403,455		1,309,455	(94,000)	

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA

HELD: November 28, 2022

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Chatfield, Minnesota, was duly held at the City Hall in the City of Chatfield, Minnesota, on Monday, the 28th day of November, 2022, at 7:00 P.M. for the purpose, in part, of giving preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's Capital Improvement Plan 2022 – 2026.

The following Council Members were present:

and the following were absent:

Council Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION GIVING PRELIMINARY APPROVAL FOR THE ISSUANCE  
OF THE CITY'S GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS  
IN AN AMOUNT NOT TO EXCEED \$750,000 AND ADOPTING  
THE CITY OF CHATFIELD CAPITAL IMPROVEMENT PLAN 2022-2026

A. WHEREAS, the City Council of the City of Chatfield, Minnesota (the "City") proposes to issue its general obligation capital improvement plan bonds (the "Bonds") and adopt the Chatfield Capital Improvement Plan 2022-2026 therefor (the "Plan"); and

B. WHEREAS, the City Council has caused notice of the public hearing on the intention to issue the Bonds and on the proposed adoption of the Plan to be published pursuant to and in accordance with Minnesota Statutes; and

C. WHEREAS, a public hearing on the intention to issue the Bonds and on the proposed Plan has been held on this date, following published notice of the hearing as required by law.

NOW, THEREFORE, BE IT RESOLVED by the City of the City of Chatfield, Minnesota as follows:

1. Preliminary Approval for the Issuance of the Bonds and the Adoption of the Plan. The City hereby gives preliminary approval for the issuance of up to \$750,000 aggregate principal amount of the Bonds. The \$750,000 is not in excess of the amount in the Plan. The Plan is hereby adopted, the same being before the City Council and made a part of these proceedings by reference.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member \_\_\_\_\_ and, after full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTIES OF FILLMORE & OLMSTED  
CITY OF CHATFIELD

I, the undersigned, being the duly qualified and acting Clerk of the City of Chatfield, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the City Council the preliminary approval for the issuance of the City's general obligation capital improvement plan bonds and adopting the City's capital improvement plan therefor.

WITNESS my hand this 28th day of November, 2022.

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City Clerk

EXTRACT OF MINUTES OF A MEETING  
OF THE CITY COUNCIL  
CITY OF CHATFIELD, MINNESOTA

HELD: NOVEMBER 28, 2022

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Chatfield, Fillmore and Olmsted Counties, Minnesota, was duly called and held at the City Hall on November 28, 2022, at 7:15 P.M. for the purpose, in part, of authorizing the issuance and awarding the sale of a \$750,000 Taxable General Obligation Capital Improvement Plan Bond, Series 2022B.

The following members were present: \_\_\_\_\_

and the following were absent: \_\_\_\_\_

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION NO. \_\_\_\_\_

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF A \$750,000 TAXABLE  
GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BOND, SERIES 2022B AND  
LEVYING A TAX FOR THE PAYMENT THEREOF

A. WHEREAS, on November 28, 2022, the City Council of the City of Chatfield, Minnesota (the "City"), held a public hearing on the proposed 2022 through 2026 Five Year Capital Improvement Plan (the "Plan") and the proposed issuance of General Obligation Capital Improvement Plan Bonds; and, pursuant to said resolution, approved and adopted the Plan and approved the issuance of General Obligation Capital Improvement Plan Bonds to finance the acquisition, construction and betterment of a new public works facility (the "Project"), all pursuant to the Plan and in accordance with the provisions of Minnesota Statutes, Section 475.521; and

B. WHEREAS, the City has previously issued its "CIP Refunding Portion" of the \$5,410,000 General Obligation Crossover Refunding Bond, Series 2016A pursuant to Minnesota Statutes, Section 475.521 (the "Outstanding CIP Bond"); and

C. WHEREAS, the City has heretofore determined, in accordance with Minnesota Statutes, Section 475.521, Subd. 4, that the maximum principal and interest to become due in any year on the Outstanding CIP Bond and the Bond to be issued by the City under Minnesota Statutes, Section 475.521, will be less than 0.16 percent of the estimated market value of property in the City; and

D. WHEREAS, the City has heretofore determined and declared that it is necessary and expedient to issue a \$750,000 Taxable General Obligation Capital Improvement Plan Bond, Series 2022B (the "Bond"), pursuant to Minnesota Statutes, Chapter 475, to finance the Project; and

E. WHEREAS, it has been determined that the interest on the Bond is taxable and the requirements as to public sale referred to in Minnesota Statutes, Section 475.60, Subdivision 1 shall not apply as permitted by Minnesota Statutes, Section 475.60, Subdivision 2(6).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chatfield, Minnesota, as follows:

1. Acceptance of Offer. The offer of Bremer Bank, in St. Paul, Minnesota (the "Purchaser"), to purchase the Bond and to pay therefor the sum of \$750,000, plus interest accrued to settlement, all in accordance with the terms and at the rates of interest hereinafter set forth, is hereby accepted.

2. Terms; Original Issue Date; Denominations; Maturities; Interest and Redemption. The City shall forthwith issue the Bond, which shall be in fully registered form without interest coupons, shall be dated, mature, bear interest, be subject to redemption and be payable as provided in the form of the Bond.

3. Purpose. The Bond shall provide funds to finance the Project. The total cost of the Project, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Bond. Work on the Project shall proceed with due diligence to completion. The City covenants that it shall do all things and perform all acts required of it to assure that work on the Project proceeds with due diligence to completion and that any and all permits and studies required under law for the Project are obtained.

4. Registrar. The City Clerk, in Chatfield, Minnesota, is appointed to act as Registrar and transfer agent with respect to the Bond (the "Registrar"), and shall do so unless and until a successor Registrar is duly appointed, all pursuant to any contract the City and Registrar shall execute which is consistent herewith. The Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. Principal and interest on the Bond shall be paid to the registered holders (or record holders) of the Bond in the manner set forth in the form of Bond.

5. Form of Bond. The Bond, together with the Registrar's Certificate of Registration, shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF MINNESOTA  
FILLMORE AND OLMSTED COUNTIES  
CITY OF CHATFIELD

R-1

\$750,000

TAXABLE GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BOND, SERIES  
2022B

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>
6.00%	February 1, 2043	December 29, 2022

REGISTERED OWNER: BREMER BANK, ST. PAUL, MINNESOTA

PRINCIPAL AMOUNT: SEVEN HUNDRED FIFTY THOUSAND DOLLARS

THE CITY OF CHATFIELD, FILLMORE AND OLMSTED COUNTIES, MINNESOTA (the "Issuer"), certifies that it is indebted and for value received promises to pay to the registered owner specified above, or assigns duly certified on the Certificate of Registration attached to and made a part of the Bond (the "Owner"), in the manner hereinafter set forth, the \$750,000 principal amount of the Bond in the principal installments due on February 1 of the years and in the amounts, respectively, as follows, with each such principal installment bearing interest until paid at the interest rate of 6.00% per annum:

<u>Principal Installments</u> <u>Due February 1</u>	<u>Amount</u>	<u>Principal Installments</u> <u>Due February 1</u>	<u>Amount</u>
2026	\$24,000	2035	\$41,000
2027	26,000	2036	44,000
2028	27,000	2037	46,000
2029	29,000	2038	49,000
2030	31,000	2039	52,000
2031	32,000	2040	55,000
2032	34,000	2041	58,000
2033	36,000	2042	62,000
2034	39,000	2043	65,000

Interest. Interest shall be payable semiannually on February 1 and August 1 of each year, commencing August 1, 2023, and shall be calculated on the basis of a 360 day year consisting of twelve thirty day months.

ISSUER HAS ELECTED TO ISSUE THIS BOND AS A TAXABLE BOND, AND THE INTEREST IS INTENDED TO BE INCLUDED IN GROSS INCOME FOR FEDERAL INCOME TAXATION PURPOSES AND, TO THE SAME EXTENT, INCLUDED IN BOTH GROSS INCOME AND TAXABLE NET INCOME FOR STATE INCOME TAXATION PURPOSES.

Payment Instructions. Principal installments and interest shall be paid by check, ACH debit, wire transfer or draft mailed to the Owner at the address listed on the Certificate of Registration attached to and made a part of the Bond. The payment of all principal and interest on the Bond shall be made by the City Clerk, City of Chatfield, Minnesota (the "Registrar"). At the time of final payment of all principal and interest on the Bond, the Owner shall surrender the Bond to the Registrar.

Redemption. The Bond is subject to redemption and prepayment at the option of the Issuer on February 1, 2026 and on any day thereafter, in whole or in part, in multiples of \$1,000, at a price of par, plus accrued interest, plus a premium of 1% if prepayment is made through and including January 31, 2028. If redemption is in part, the City may select the specific principal installments thereof, or applicable portions thereof, to be prepaid. Mailed notice of redemption shall be given to the Owner of the Bond at least thirty (30) days prior to the date fixed for redemption.

Date of Payment Not a Business Day. If the nominal date for payment of any principal or interest on the Bond shall not be a business day of the Issuer or of the Owner, then the date for such payment shall be the next such business day and payment on such business day shall have the same force and effect as if made on the nominal date of payment.

Transfer. The Bond is transferable, as provided in the Resolution, upon the Register kept by the Registrar upon surrender of the Bond together with a written instrument of transfer duly executed by the Owner or the Owner's attorney duly authorized in writing, and thereupon a new, fully registered Bond in the same aggregate principal amount shall be issued to the transferee in exchange therefor (or the transfer shall be duly recorded on the Register and the Certificate of Registration hereof), upon the payment of charges and satisfaction of applicable conditions, if any, as therein prescribed. The Issuer may treat and consider the person in whose name the Bond is registered as the absolute Owner hereof for the purpose of receiving payment of or on account of the principal of and interest on the Bond and for all other purposes whatsoever.

Fees upon Transfer or Loss. The Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of the Bond and any reasonable legal or unusual costs regarding transfers and lost Bond.

Issuance; Purpose; Taxable General Obligation. The Bond is issued as a single instrument in the total principal amount of \$750,000, pursuant to and in full conformity with the Charter of the City, the Constitution and laws of the State of Minnesota and a resolution adopted by the City Council on November 28, 2022 (the "Resolution"), for the purpose of providing money to finance the acquisition, construction and betterment of a new public works facility within the jurisdiction of the Issuer. The Bond is payable out of the Taxable General Obligation Capital Improvement Plan Bond, Series 2022B Fund of the Issuer. The Bond constitutes a Taxable General Obligation of the Issuer, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the Issuer have been and are hereby irrevocably pledged.

Registration. The Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Registration hereon shall have been executed by the Registrar.

Not a Qualified Tax-Exempt Obligation. This Bond has not been designated by the Issuer as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Charter of the City, the Constitution and laws of the State of Minnesota to be done, to happen and to be performed, precedent to and in the issuance of the Bond, have been done, have happened and have been performed, in regular and due form, time and manner as required by law, and that the Bond, together with all other debts of the Issuer outstanding on the date of original issue hereof and the date of its issuance and delivery to the original purchaser, does not exceed any city charter, constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Chatfield, Fillmore and Olmsted Counties, Minnesota, by its City Council has caused the Bond to be executed on its behalf by the manual or facsimile signatures of its Mayor and its City Clerk, the corporate seal of the Issuer having been intentionally omitted as permitted by law.

Date of Registration: December 29, 2022

REGISTRABLE BY AND  
PAYABLE AT:

CITY CLERK  
City of Chatfield, Minnesota

CITY OF CHATFIELD,  
FILLMORE AND OLMSTED COUNTIES,  
MINNESOTA

[do not sign]

\_\_\_\_\_  
Mayor

[do not sign]

\_\_\_\_\_  
City Clerk

CERTIFICATE OF REGISTRATION

The transfer of ownership of the principal amount of the attached Bond may be made only by the registered owner or the registered owner's legal representative last Bond below:

DATE OF REGISTRATION	REGISTERED OWNER	SIGNATURE OF REGISTRAR (CITY CLERK)
December 29, 2022	Bremer Bank 380 St. Peter Street, Suite 500 St. Paul, MN 55102	[do not sign]

6. Execution. The Bond shall be executed on behalf of the City by the manual or facsimile signatures of its Mayor and City Clerk, the seal of the City having been omitted as provided by law. In the event of disability or resignation or other absence of either officer, the Bond may be signed by the signature of the officer who may act on behalf of the absent or disabled officer. In case either officer whose signature shall appear on the Bond shall cease to be such officer before the delivery of the Bond, the signature shall nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery

7. Delivery; Application of Proceeds. The Bond when so prepared and executed shall be delivered by the City Clerk to the Purchaser upon receipt of the purchase price and the Purchaser shall not be obliged to see to the proper application thereof.

8. Funds and Accounts. There is hereby established a special fund to be designated the "Taxable General Obligation Capital Improvement Plan Bond, Series 2022B Fund" (the "Fund") to be administered and maintained by the City Clerk as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall be maintained in the manner herein specified until all of the Bond and the interest thereon have been fully paid. There shall be maintained in the Fund the following separate accounts:

(a) Construction Account. To the Construction Account there shall be credited the proceeds of the sale of the Bond. From the Construction Account there shall be paid all costs of issuance of the Bond and all costs and expenses of financing the Project, including the cost of any construction contracts heretofore let and all other costs incurred and to be incurred of the kind authorized in Minnesota Statutes, Section 475.65. Moneys in the Construction Account shall be used for no other purpose except as otherwise provided by law; provided that the proceeds of the Bond may also be used to the extent necessary to pay interest on the Bond due prior to the anticipated date of commencement of the collection of taxes herein levied or covenanted to be levied; and provided further that if upon completion of the Project there shall remain any unexpended balance in the Construction Account, the balance shall be transferred to the Debt Service Account.

(b) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (i) available funds of the City in the amount of \$94,000 which is sufficient to pay interest due on the Bond on or before February 1, 2025; (ii) all collections of taxes herein and hereafter levied for the payment of the Bond; (iii) all funds remaining in the Construction Account after completion of the Project and payment of the costs thereof; (iv) all investment earnings on funds held in the Debt Service Account; and (v) any and all other moneys which are properly available and are appropriated by the governing body of the City to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest of the Bond and any other Taxable General Obligation bond of the City hereafter issued by the City and made payable from said account as provided by law.

9. Tax Levy; Coverage Test. To provide moneys for payment of the principal and interest on the Bond there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

<u>Year of Tax Levy</u>	<u>Year of Tax Collection</u>	<u>Amount</u>
2024	2025	\$72,450
2025	2026	73,038
2026	2027	72,450
2027	2028	72,849
2028	2029	73,122
2029	2030	72,219
2030	2031	72,303
2031	2032	72,261
2032	2033	73,143
2033	2034	72,786
2034	2035	73,353
2035	2036	72,681
2036	2037	72,933
2037	2038	72,996
2038	2039	72,870
2039	2040	72,555
2040	2041	73,101
2041	2042	72,345

The tax levies are such that if collected in full they, together with estimated collections of other revenues herein pledged for the payment of the Bond, will produce at least five percent in excess of the amount needed to meet when due the principal and interest payments on the Bond. The tax levies shall be irrevocable so long as any of the Bond is outstanding and unpaid, provided that the City reserves the right and power to reduce the tax levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

10. General Obligation Pledge. For the prompt and full payment of the principal and interest on the Bond, as the same respectively become due, the full faith, credit and taxing powers of the City shall be and are hereby irrevocably pledged. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bond and any other certificates payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

11. Taxable Status of the Bond. It is hereby determined that the Bond is to be issued as a fully taxable obligation, and all interest received on the Bond is to be included in the gross income of the Holder of any Bond for federal income taxation purposes and, to the same extent, in both gross income and taxable net income for state income taxation purposes.

12. Defeasance. When the Bond has been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this resolution to the registered holders of the Bond shall, to the extent permitted by law, cease. The City may discharge its obligations with respect to the Bond which is due on any date by irrevocably depositing with the Registrar on or

before that date a sum sufficient for the payment thereof in full; or if the Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit. The City may also discharge its obligation with respect to the prepayable Bond called for redemption on any date when they are prepayable according to their terms, by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full, provided that notice of redemption thereof has been duly given. The City may also at any time discharge its obligation with respect to the Bond, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a suitable banking institution qualified by law as an escrow agent for this purpose, cash or securities described in Minnesota Statutes, Section 475.67, Subdivision 8, bearing interest payable at such times and at such rates and maturing on such dates as shall be required, without regard to sale and/or reinvestment, to pay all amounts to become due thereon to maturity or, if notice of redemption as herein required has been duly provided for, to such earlier redemption date.

13. Certificate of Registration. A certified copy of this resolution is hereby directed to be filed with the County Auditor of Fillmore County and with the County Auditor of Olmsted County, Minnesota, together with such other information as the County Auditor shall require, and there shall be obtained from each respective County Auditor a certificate that the Bond have been entered in the respective County Auditor's Bond Register, and that the tax levy required by law has been made.

14. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Bond, certified copies of all proceedings and records of the City relating to the Bond and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bond as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

15. Severability. If any section, paragraph or provision of this resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this resolution.

16. Headings. Headings in this resolution are included for convenience of reference only and are not a part hereof, and shall not limit or define the meaning of any provision hereof.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof: \_\_\_\_\_

and the following voted against the same: \_\_\_\_\_

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
COUNTIES OF FILLMORE AND OLMSTED  
CITY OF CHATFIELD

I, the undersigned, being the duly qualified and acting City Clerk of the City of Chatfield, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council duly called and held on the date therein indicated, insofar as such minutes relate to providing for the issuance and sale of a \$750,000 Taxable General Obligation Capital Improvement Plan Bond, Series 2022B.

WITNESS my hand on November 28, 2022.

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City Clerk



ORDINANCE NO. 4\_\_

AN ORDINANCE RELATING TO FEES CHARGED BY THE CITY OF CHATFIELD FOR VARIOUS PURPOSES, LICENSES OR SERVICES; AMENDING SECTION 11-1 OF CHAPTER 11 OF SUBPART A OF THE CHATFIELD CITY.

THE COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA, DOES ORDAIN:

Section 1. The provisions of the Chatfield City Code, Chapter 11, Section 11-1, Subpart A that is entitled to read: **“Particular Fees, Fines and Charges”** are amended as follows:

City of Chatfield	2023
Schedule of Fees	
\$ 30.00	Returned Check / Payment Fee / <b>etc.</b>
3.5%	Surcharge Fees for Credit & Debit Card Transactions except for swimming pool transactions. New
	<b>Copying / Printing</b>
\$ .25 / .10*	8.5 x 11 (one sided) Black & White *if customer provides paper <b>increase from .10/.05</b>
\$ .50 / .25*	8.5 x 11 (one sided) Color *if customer provides paper <b>increase from .25/.20</b>
\$ .25 / .10*	11 x 17 (one sided) Black & White *if customer provides paper
\$ .50 / .25*	11 x 17 (one sided) Color *if customer provides paper
\$ .25 page	Fax (Receive) <b>decrease from \$1.00</b>
\$ 1.00 flat	Fax (Send)
\$ 0.10	Folding per page stuffed in envelopes
\$ 10.00	<b>CCTV DVD</b>
\$ 15.00	Per night camping fee at Shady Oak Park
\$ 90.00	Per week camping fee at Shady Oak Park
	<b>Swimming Pool</b>
\$ 170.00	Family Membership
\$ 120.00	Individual Membership
\$ 7.00	Afternoon Daily Fee
\$ 5.00	Evening Daily
\$ 3.00	Sunday Family Swim – Afternoon
\$ 5.00	Midnight Swim
\$ 50.00	Swimming Lessons – Members
\$ 60.00	Swimming Lessons – Non-Members
\$ 100.00	Swimming Lessons – <b>Private</b> Increased from \$95 Participants must be from one nuclear family, must be at the same swimming level, with a maximum of 2 individuals.

\$	25.00	Toddler Time – Members – Formerly referred to as Preschool Lessons
\$	30.00	Toddler Time – Non-Members – Formerly referred to as Preschool Lessons
\$	60.00	Lap Swim – Season
\$	6.00	Lap Swim – Per Session
\$	50.00	Water Aerobics – Season
\$	6.00	Water Aerobics per Session
\$	40.00	Walking – Season <b>DELETE</b>
\$	6.00	Walking per Session <b>DELETE</b>
\$	100.00	One hour rental of facility, without use of big slide, up to 25 swimmers plus \$2.00 for additional swimmers. <b>DELETE THIS LINE</b>
\$	150.00	One hour rental of entire facility, up to 25 swimmers plus \$2.00 for additional swimmers.
\$	200.00	Two hour rental of entire facility, up to 25 swimmers plus \$4.00 for additional swimmers.
\$	250.00	Three hr rental of entire facility, up to 25 swimmers plus \$6.00 for additional swimmers.
\$100		<b>Non-Refundable Deposit for Pool Rental</b>
		<b>Conduit Funding Fees – Refer to Finance Policy</b>
		<b>Ambulance Fees</b>
\$	800.00	BLS Transport
	\$900.00	BLS Transport Outside PSA
\$	15.00	Per Loaded Mile
\$	1,200.00	ALS Transport
\$	1,300.00	ALS Transport Outside PSA
\$	1200.00	EMT Class (Test Not Included)
\$	300.00	EMT Refresher Class (Test Not Included)
\$	100.00	Practical Test
\$	50.00	First Aid for Daycare (Includes CPR)
\$	45.00/ 75.00	CPR or First Aid Class / Both
\$	3000.00	Street Excavation Deposit to ensure restoration of street surface <b>Decrease from \$4,000</b>
\$	150.00	Hourly rate for cleaning streets related to private contractor/construction
		<b>Water Rates</b>
\$	16.17	Base Monthly Fee <b>Increase from \$15.40</b>
\$	5.64	Per 1,000 gallons > 2,000 <b>\$.00564 per gallon Increase from \$5.37 / \$.00537</b>
\$	8.65	Bulk Water per 1,000 gallons ..... <b>\$.00865 per gallon Increase from \$8.24 / \$.00824</b>
\$	1,600.00	Residential Hook-up Fee. Non-residential fees are based on an equivalency calculation
\$	3,000.00	Water Access Charge/Acre
		<b>Sanitary Sewer Rates</b>
\$	48.55	Base Monthly Fee
\$	10.42	Per 1,000 gallons > 2,000 <b>\$.00947 per gallon</b>
\$	64.16	Non-Metered Monthly Fee based on 3,500 gallons

\$ 2,600.00	Residential Hook-up Fee. Non-residential fees are based on an equivalency calculation
\$ 2,000.00	Sewer Access Charge/Acre
	<b>Apartment Building Hook-up Fees (Combined water &amp; sewer)</b>
\$ 4,200.00	2 Unit Building
\$ 6,300.00	3 – 4 Unit Building
\$ 8,400.00	5 – 8 Unit Building
\$ 10,500.00	9 – 12 Unit Building
\$ 12,600.00	13 – 16 Unit Building
\$ 14,700.00	17 – 20 Unit Building
\$ 16,800.00	21 – 24 Unit Building
1/10 <sup>th</sup> acre per Unit	Parkland Dedication Fee is 1/10 <sup>th</sup> of an acre per residential unit or the cash equivalent, whichever is chosen by the City.
	<b>Residential Solid Waste</b>
\$ 8.80	"Garbage" / Month Increase from \$7.80
\$ 6.62	Recycling Fee Increase from \$5.62
	Fuel Surcharge by Calculation each month
\$2.15 or \$2.33 with SW Tax	Yellow Bag – 33 Gallon
\$1.50 or \$1.62 with SW Tax	Yellow Bag – 15 Gallon Increase from \$1.45
	<b>Electric Vehicle Charger</b>
\$ 0.20	Per kwh
	<b>Cat / Dog Licenses</b>
\$ 15.00	Neutered/Spayed
\$ 25.00	Non-Neutered/Spayed
\$ 15.00	Impound / Release Fee (Minimum)
\$ 10.00	Penalty for Late Licensure
\$ 3.00	Pound Fee (Daily, after the first 24 hours)
	<b>Adult Entertainment License Fees</b>
\$ 750.00	Initial Investigation Application Fee for Adult Entertainment Business License
	<b>Alcohol License Fees</b>
\$ 125.00	3.2 Beer License (Annual)
\$ 50.00	Intoxicating Liquor License Investigation Fee (Individual)
\$ 100.00	Intoxicating Liquor License Investigation Fee (Corporation)
\$ 100.00	Off-Sale License
\$ 300.00	Club License
\$ 100.00	Wine License On-Sale
\$ 75.00	Temporary On-Sale License
\$ 900.00	On-Sale License for applicant who has not held a license in the city for a period of

	12 full consecutive months prior to making application.
\$ 900.00	Renewal Fee for establishments with liquor sales between \$0 - \$19,999.99.
\$ 1,100.00	Renewal Fee for establishments with liquor sales between \$20,000 - \$39,999.99.
\$ 1,300.00	Renewal Fee for establishments with liquor sales between \$40,000 - \$59,999.99.
\$ 1,500.00	Renewal Fee for establishments with liquor sales between \$60,000 - \$79,999.99.
\$ 1,700.00	Renewal Fee for establishments with liquor sales between \$80,000 - \$99,999.99.
\$ 1,900.00	Renewal Fee for establishments with liquor sales between \$100,000 - \$119,999.99.
\$ 2,100.00	Renewal Fee for establishments with liquor sales between \$120,000 - \$139,999.99.
\$ 2,300.00	Renewal Fee for establishments with liquor sales between \$140,000 - \$159,999.99.
\$ 2,500.00	Renewal Fee for establishments with liquor sales between \$160,000 - \$179,999.99.
\$ 2,700.00	Renewal Fee for establishments with liquor sales between \$180,000 - \$199,999.99.
\$ 2,900.00	Renewal Fee for establishments with liquor sales greater than \$200,000.00.
\$ -	Sunday Liquor Surcharge
\$ 20.00	Transient Merchant Fee
	<b>Fire Department Charges</b>
\$ 500.00 +	Fire Call + Cost of Supplies
Cost of Supplies	
+	Fire Call
\$250/hr after 1 <sup>st</sup>	
hr	Fire Call
\$ 500.00	Fire Department response to an auto accident
	<b>Zoning / Building Permit / Development Fees</b>
\$300 + \$20 per lot	General Development Plan Filing
\$400 + \$20 per lot	Preliminary Plat Filing
\$150 + \$20 per lot	Final Plat Filing
\$ 375	Variance Application
\$ 250	Conditional Use Permit Application
\$ 375	Zoning Amendment Application
As charged by County	Addressing Fee, per lot – Olmsted County
As charged by County	Addressing Fee, per lot – Fillmore County
\$ 10	Permit Application for use of a semi-trailer for storage
By Applic.	Sign Permit Application
By Applic.	Building Permit
By Applic.	Plan Review Fee
By Applic.	Mechanical Permit Fee
By Applic.	Plumbing Permit Fee
\$ 55	Water Heater Permit Fee
\$ 55	Fireplace Permit Fee
\$ 55	Roofing Permit Fee
\$ 55	Siding Permit Fee

\$	55	Furnace Permit Fee (\$5.00 State Surcharge is included)
\$	55	Air Conditioner Permit Fee (\$5.00 State Surcharge is included)
\$	55	Install Gas Pipeline Fee (\$5.00 State Surcharge is included)
\$	55	Mfg. Home Demolition (\$5.00 State Surcharge is included)
\$	55	Window / Door Replacement Fee (\$5.00 State Surcharge is included)
\$	55	Demolition Permits
		<b>Administrative Fines</b>
\$	100.00	Prohibited damage or destruction of trees/flora
\$	100.00	Unauthorized services and meter tampering
\$	100.00	Unlawful deposit of waste or refuse
\$	50.00	Dog or Cat Licenses; certain animals prohibited
\$	25.00	Number of Dogs/Cats exceeding the number allowed
\$	25.00	Animals running at large
\$	25.00	Interference with apprehension of animals/tampering with impound
\$	25.00	Animal Causing Disturbance
\$	50.00	Abusing animals
\$	50.00	Condition of premises; Excrement
\$	25.00	U-turns prohibited at certain intersections (Main & First, Second, Third & Fourth)
\$	50.00	Violation of traffic control devices
\$	100.00	Violation of traffic control devices in a manner endangering public safety
\$	50.00	Curfew violation (juvenile petty offense)
\$	50.00	Legal Guardian allowing curfew violation
\$	50.00	Excessive noise prohibited, generally
\$	50.00	Loud Parties prohibited
\$	100.00	Public Nuisance, generally
\$	100.00	Discharging firearms in city
\$	50.00	Violation of building codes, including permits, fees, etc.
\$	25.00	Location/permanent use: parking recreational equipment on city streets, 48 hour limit
\$	25.00	Winter Parking Violation
		<b>Police Administration</b>
\$	10.00	Fingerprinting Applicant Card (Includes up to 2 cards for fee)
\$	150.00	Standard Tow and Impound
\$	Actual Cost	Extra Tow charge (any tow beyond standard)
\$	20.00	Impound Fee (for any extra tow)
\$	10.00	Storage-per day (after 1 <sup>st</sup> 24 hours)
\$	Free	Copy of Reports: Less than 10 pages
\$	.25 per page	Copy of Reports: 10 – 100 pages
\$	Actual Cost	Copy of Reports: More than 100 pages (per statute)
\$	20.00	Copy of Video Tape
\$	15.00	Copy of DVD
\$	10.00	Copy of Video Recording

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

Passed and adopted by the City Council of the City of Chatfield, Minnesota, this 12th day of December, 2022.

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Attest: Its City Clerk

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Its Mayor

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**MEMORANDUM**

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**TO:** PERSONNEL BUDGET COMMITTEE  
**FROM:** JOEL YOUNG, CITY CLERK  
**SUBJECT:** JOB DESCRIPTIONS AND CLASSIFICATION  
**DATE:** 10/08/22  
**CC:**

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**Request:** Recommend approval of the attached job descriptions, pay classifications and pay grid adjustment.

**Background:** The attached job descriptions are intended to describe the duties of the City Administrator and City Clerk, assuming the amendment to the City Charter is successful.

The new City Clerk's job description is a bit of a hybrid between the current city clerk position and the current deputy city clerk position such that some responsibilities that have been expected of the City Clerk in the past will now be assigned to the City Administrator. At the same time, the new City Clerk position will assume the direct responsibility for the statutory duties of the City Clerk, duties which had been fulfilled by the Deputy City Clerk in the past.

This blend of responsibilities results in a new pay equity value that is less than the previous city clerk position but greater than the previous deputy city clerk position. After making the value adjustments in terms of Knowledge & Experience, Accountability, Planning, and Supervision, the new City Clerk position will carry a pay equity value of 173 (an increase from 134 from the current Deputy City Clerk position), which is within the range of pay grade 8. Since the pay was adjusted for this position late 2020, a pay adjustment is not necessary at this time, but it is necessary to adjust the pay equity points in order for the position to reflect its status in pay grade 8. This will allow the pay for this position to be measured fairly in pay equity reports in future years.

The City Administrator job description is similar to the current City Clerk description, with two primary differences; the statutory duties of the City Clerk are removed from the position and the responsibility to supervise all departments of the City, with the exception of the Library, is added to the position. The added managerial responsibilities increase the value of this position from the current city clerk position in terms of Knowledge & Experience, Accountability, Planning, and Supervision, resulting in a pay equity value of 275, an increase from the current value of 260. The new value would place the Administrator in pay grade twelve (12), up from pay grade eleven (11).

When the City's pay grid was established, the consultant developed a system with eleven (11) pay grades and inserted an allowance to create a 12<sup>th</sup> pay grade to use when the City installs an Administrator position in the future. On the top chart of the attached, you will see that each pay grade, through grade ten (10), is 11% greater in value than the preceding grade, however, grade eleven (11) is 22% greater than grade ten (10). Now that the Administrator position is being implemented, it is recommended that grade eleven (11) be re-calculated to be 11% higher than grade ten (10) and to

establish grade twelve (12) at a value 11% greater than the new grade eleven (11). The bottom chart on the attached shows the result.

## City of Chatfield

### CITY ADMINISTRATOR

**Position Title:** City Administrator  
**Status:** Exempt, Grade 12  
**Pay Equity Points:** 275  
**Department:** Administration  
**Immediate Supervisor's Title:** Mayor & City Council

#### General Definition of Work

The City Administrator is the chief administrator of the City and is under the direction of the City Council. The City Administrator manages the operations of all City departments, with the exception of the Library, is responsible for the implementation of City Council policies, and directs the research and development of new policies, as needed.

#### Organizational Relationships

Reports to: Mayor and City Council, Planning and Zoning Commission, and other committees, boards and commissions.

Communicate with: Internally – all city departments and staff; Externally – other appointed and elected officials, city attorney, city engineer, auditor, other contracted consultants, suppliers and vendors, media, and business and community groups.

Supervises: All City staff, with the exception of Library staff.

#### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Essential Functions

- Attends all meetings of the city council, with the right to take part in the discussions, but having no vote.
- Recommends to the city council for adoption such measures as may be deemed necessary for the welfare of the people and the efficient administration of the affairs of the city.
- Keeps the city council fully advised as to the financial condition and the needs of the city, and prepares and submits to the city council the annual budget and capital improvements program.
- Directs the development and implementation of the City's goals, objectives, policies, and priorities, including the strategic planning process.
- Supervises the activities of all City departments through department heads and oversees programming of all City functions and operations.

- Reviews major plans and programs and evaluates the performance of officials and employees.
- Oversee all matters of employment and personnel policies, including recommendations to appoint and remove of all employees of the city, except as otherwise provided by law.
- Ensures that this charter, and all laws, ordinances, and resolutions of the City are faithfully executed.
- Serves as the chief purchasing agent and approves purchases and contracts of up to \$20,000.
- Maintains contact with federal, state, and county agencies in regard to local relationships between the City government and the general public.

### **Other Duties and Responsibilities**

Performs other job-related duties as assigned by Council or apparent.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge of the principles, methods and practices of municipal administration;
- Comprehensive knowledge of applicable human resources laws, policies, procedures and guidelines;
- Thorough knowledge of city billing policies and procedures;
- Thorough knowledge of business English and spelling;
- General knowledge of arithmetic;
- General knowledge of the principles underlying the laws, ordinances and regulations governing the operations of a public office;
- General knowledge of modern business management and office practices;
- General knowledge of data practices;
- General skill operating standard office equipment and related hardware and software;
- General skill operating standard tools of the trade;
- General skill learning specialized software, equipment or tools based on department or organization need;
- General skill supervising others;
- Ability to read and understand basic local and state policies and procedures of limited scope and difficulty;
- Ability to type accurately at a reasonable rate of speed;
- Ability to operate standard office and computer equipment and perform word processing and/or data entry;
- Ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports;
- Ability to establish and maintain effective working relationships with elected officials, similar professionals, local media, associates and the general public.

## **Education and Experience**

Bachelor's degree with coursework in public administration, business administration, finance, or other closely related field and moderate experience working in position(s) of similar complexity of municipal government. An equivalent combination of education and experience may be considered. Master's degree preferred.

## **Physical Requirements**

- This work requires the occasional exertion of up to 25 pounds of force;
- Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting;
- Work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
- Work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements**

- Applicable position, department, organization and professional training will be provided.
- Valid driver's license in the State of Minnesota.

## CITY OF CHATFIELD

## CITY CLERK

**Position Title:** City Clerk  
**Pay Status:** Non-exempt, Pay Grade 8  
**Pay Equity Points:** 173  
**Department:** City Clerk  
**Immediate Supervisor's Title:** City Administrator  
**Supervises:** Deputy City Clerk and support staff

### **General Definition of Work:**

Performs the statutory duties of the City Clerk, including election management, clerical, secretarial and technical work in the area of accounts payable and receivable, payroll, utility billing, and permits and licensing. Receives visitors and answers phone calls, provides support to the City Administrator and City Council, and performs a variety of general office duties.

### **ESSENTIAL FUNCTIONS:**

#### Performs tasks associated with Accounts Receivable function:

- Receives billing requests and processes invoices, reviewing information for completeness and accuracy.
- Receives and receipts payments, codes and processes to the proper account, and prepares and makes bank deposits.
- Maintains complete and accurate computer and physical files.

#### Performs tasks associated with Payroll function:

- Determines annual payroll schedule and distributes same to department heads.
- Verifies and completes time cards, enters data into computer system, and performs calculations.
- Tracks vacation, sick leave, overtime, and compensatory time.
- Runs month-end, quarter-end, and year-end reports and maintains payroll records.
- Transfers time to payroll sheet, calculates deductions, and transfers each employee's information to record card for year-end W-2 summary.
- Computes federal and state income taxes, social security and medicare, PERA, and other miscellaneous withholding reports; transfers information to the computer system; and generates payroll deduction checks, sending to appropriate agency.
- Prepares year-end W-2 and 1099 forms.
- Administers employee benefit programs.
- Ensures that all state and federal personnel requirements are followed when new employees are hired and when employees separate from service with the City.

#### Performs tasks associated with Utility Billing function:

- Prepares accounts for monthly readings, administers water meter reading process, and requests re-reads or makes adjustments as appropriate.
- Calculates, prints, and mails utility bills; posts and processes receipts; and prepares/makes bank deposits.
- Maintains customer account information through additions, deletions, and changes.
- Maintains current database on items such as rates, taxes, etc.
- Responds to customer's questions and concerns.

Performs tasks associated with general accounting and budgeting:

- Interfaces utilities and payroll data into budget files;
- Assist the City Administrator with the administration of employee pay & benefits.

Performs reception tasks at front counter and over the phone:

- Answers phone to provide information and assistance to callers or refer to appropriate person.
- Receives visitors, determines their business, and directs them to appropriate person or personally responds to the information needs.
- Receives payments for utility or other miscellaneous bills.

Performs secretarial tasks for the City Administrator and City Council:

- Types letters, memos, reports, and other documents
- Prepares a variety of correspondence and mailings including support for the police, ambulance service, and public works departments.
- Sorts and routes mail, makes copies and sends faxes and maintains office supplies.

Performs duties as a City Clerk:

- Assembles and distributes City Council agenda and information packets.
- Assists with scheduling meetings, attends meetings, and takes/prepares minutes.
- Maintains meeting minutes, ordinances, resolutions, and other official files.
- Prepares for and administers municipal elections.
- Indexes minutes for other bodies such as HPC, EDA, Cable Television and the Planning and Zoning Commission.
- Processes a variety of City licenses and permits, administer Oath of Office, etc.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs duties as a notary public
- Performs other related duties as assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of City services, operations, ordinances, and departmental policies.
- Knowledge of applicable laws, rules, and regulations including those related to the Open Meeting Law and Data Practice Act.
- Knowledge of office practices and procedures
- Knowledge of governmental accounting/bookkeeping principles budgeting, utility billing, and payroll practices and procedures.
- Skill in operating computers and computer software including word processing, spreadsheet applications as well as automated accounting systems and ability to perform some basic troubleshooting.
- Skill in typing/key-boarding with speed and accuracy.
- Skill in handling confidential information with discretion.
- Ability to handle private and confidential information with discretion.
- Ability to communicate effectively, both orally and in writing.

- Ability to establish and maintain effective working relationships with city officials, supervisors and their employees, other coworkers, representatives of other governmental units, and the general public.
- Ability to work under limited supervision and direct the work of others.
- Ability to use computer/keyboard, telephone, calculator, and other typical office equipment.
- Ability to stand and sit for extended periods of time.
- Ability to reach, stoop and kneel and lift or move objects such as paper products and files boxes up to 25 pounds.
- Ability to use close vision and adjust focus.
- Ability to use hands, wrists, and fingers for repetitive and simultaneous motions.

**MINIMUM QUALIFICATIONS:**

Associates degree in an administrative support program, or equivalent, or two years in a municipal setting with experience in one or more accounting functions. Demonstrated skill in the use of computers, typical office software applications, and automated accounting systems. Ability to learn from on-the job training to successfully perform in all key areas. Must be able to be bonded.

**PREFERRED QUALIFICATIONS:**

Municipal government experience, Banyon software experience, Microsoft Office software experience, Human Resources experience. Certified Municipal Clerk designation.

**WORKING CONDITIONS:**

Works in typical office setting for extended periods of time working at computer and desk. Use fine motor skills and performs repetitive movements and some lifting of objects such as office supplies and files. Travel, consisting of short trips, may be required to make bank deposits.

2023 Pay Schedule		City of Chatfield Wage Grid							Effective January 1, 2023	
Pay Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Maximum	Width
1	\$ 31,659	\$ 32,767	\$ 33,914	\$ 35,101	\$ 36,329	\$ 37,419	\$ 38,542	\$ 39,698	\$ 40,889	30%
2	\$ 35,140	\$ 36,370	\$ 37,643	\$ 38,960	\$ 40,324	\$ 41,534	\$ 42,780	\$ 44,063	\$ 45,385	30%
3	\$ 39,008	\$ 40,373	\$ 41,786	\$ 43,249	\$ 44,763	\$ 46,105	\$ 47,489	\$ 48,913	\$ 50,381	30%
4	\$ 43,302	\$ 44,818	\$ 46,386	\$ 48,010	\$ 49,690	\$ 51,181	\$ 52,716	\$ 54,298	\$ 55,927	30%
5	\$ 48,059	\$ 49,741	\$ 51,482	\$ 53,284	\$ 55,149	\$ 56,803	\$ 58,507	\$ 60,263	\$ 62,070	30%
6	\$ 53,349	\$ 55,216	\$ 57,149	\$ 59,149	\$ 61,219	\$ 63,056	\$ 64,947	\$ 66,896	\$ 68,903	30%
7	\$ 59,217	\$ 61,290	\$ 63,435	\$ 65,655	\$ 67,953	\$ 69,991	\$ 72,091	\$ 74,254	\$ 76,482	30%
8	\$ 65,731	\$ 68,032	\$ 70,413	\$ 72,877	\$ 75,428	\$ 77,691	\$ 80,021	\$ 82,422	\$ 84,895	30%
9	\$ 72,962	\$ 75,516	\$ 78,159	\$ 80,894	\$ 83,726	\$ 86,237	\$ 88,824	\$ 91,489	\$ 94,234	30%
10	\$ 80,985	\$ 83,819	\$ 86,753	\$ 89,790	\$ 92,932	\$ 95,720	\$ 98,592	\$ 101,549	\$ 104,596	30%
11	\$ 98,240	\$ 101,678	\$ 105,237	\$ 108,920	\$ 112,733	\$ 116,115	\$ 119,598	\$ 123,186	\$ 126,882	30%
Note: There is an 11% difference between each grade from grade 1 to grade 10 and a 21% difference between grades 10 & 11.										

2023 Pay Schedule		City of Chatfield Wage Grid							Effective upon Charter Change	
Pay Grade	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Maximum	Width
1	\$ 31,659	\$ 32,767	\$ 33,914	\$ 35,101	\$ 36,329	\$ 37,419	\$ 38,542	\$ 39,698	\$ 40,889	30%
2	\$ 35,140	\$ 36,370	\$ 37,643	\$ 38,960	\$ 40,324	\$ 41,534	\$ 42,780	\$ 44,063	\$ 45,385	30%
3	\$ 39,008	\$ 40,373	\$ 41,786	\$ 43,249	\$ 44,763	\$ 46,105	\$ 47,489	\$ 48,913	\$ 50,381	30%
4	\$ 43,302	\$ 44,818	\$ 46,386	\$ 48,010	\$ 49,690	\$ 51,181	\$ 52,716	\$ 54,298	\$ 55,927	30%
5	\$ 48,059	\$ 49,741	\$ 51,482	\$ 53,284	\$ 55,149	\$ 56,803	\$ 58,507	\$ 60,263	\$ 62,070	30%
6	\$ 53,349	\$ 55,216	\$ 57,149	\$ 59,149	\$ 61,219	\$ 63,056	\$ 64,947	\$ 66,896	\$ 68,903	30%
7	\$ 59,217	\$ 61,290	\$ 63,435	\$ 65,655	\$ 67,953	\$ 69,991	\$ 72,091	\$ 74,254	\$ 76,482	30%
8	\$ 65,731	\$ 68,032	\$ 70,413	\$ 72,877	\$ 75,428	\$ 77,691	\$ 80,021	\$ 82,422	\$ 84,895	30%
9	\$ 72,962	\$ 75,516	\$ 78,159	\$ 80,894	\$ 83,726	\$ 86,237	\$ 88,824	\$ 91,489	\$ 94,234	30%
10	\$ 80,985	\$ 83,819	\$ 86,753	\$ 89,790	\$ 92,932	\$ 95,720	\$ 98,592	\$ 101,549	\$ 104,596	30%
11	\$ 89,893	\$ 93,040	\$ 96,296	\$ 99,666	\$ 103,155	\$ 106,249	\$ 109,437	\$ 112,720	\$ 116,102	30%
12	\$ 99,782	\$ 103,274	\$ 106,889	\$ 110,630	\$ 114,502	\$ 117,937	\$ 121,475	\$ 125,119	\$ 128,873	30%
This Grid adds a 12th pay grade in order to maintain an 11% difference between all pay grades.										

**Resolution to Approve the Job Description of City Administrator and City Clerk, to Establish the Pay Equity Value of both Positions, and to Adjust the City's Pay Grid Accordingly**

**Whereas**, the City of Chatfield is establishing the position of City Administrator, and

**Whereas**, the establishment of the city administrator position will have require the adoption of a job description for the position and will also require the adoption of a new job description for the City Clerk position, and

**Whereas**, each of these positions will need to be valued in accordance with the City's pay equity measurement system, and

**Whereas**, the establishment of the City Administrator position will require an adjustment to the City's pay grid, and

**Whereas**, the City Administrator position will be responsible for providing administrative oversight and leadership to all the departments of the City, and

**Whereas**, the new City Clerk's position will focus on the statutory duties of the Office of the City Clerk without being required to provide administrative oversight and leadership to the other departments of the City, and

**Whereas**, the adoption of the job descriptions as attached represents an increase in responsibilities to the job descriptions labeled as "City Clerk" and "Deputy City Clerk" currently,

**NOW THEREFORE BE IT RESOLVED** that the Common Council of the City of Chatfield duly adopts the attached job description for the City Administrator and City Clerk positions, and

**BE IT FURTHER RESOLVED** that the pay equity value of 173 and 275 be attached to the City Clerk and City Administrator positions respectively, and

**BE IT YET FURTHER RESOLVED** that the City's pay grid be adjusted such that pay grade eleven (11) be recalculated to be 11% higher than pay grade ten (10) and to establish pay grade twelve (12) that would be 11% higher than the newly calculated pay grade eleven (11) to encompass all positions valued at 270 and higher.

**BE IT FURTHER RESOLVED** that the job descriptions, job values, and pay grid adjustment go into effect on the day of appointment of the City Administrator.



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
www.ci.chatfield.mn.us

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## MEMORANDUM

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**TO:** CITY COUNCIL  
**FROM:** CRAIG BRITTON  
**SUBJECT:** SHADY OAK PARK DISCUSSION  
GRAND STREET SE, HAWLEY STREET SE AND PROSPECT STREET SE IMPROVEMENTS  
**DATE:** NOVEMBER 23, 2022  
**CC:** CITY CLERK, JOEL YOUNG PUBLIC WORKS COMMITTEE, PAUL NOVOTNY & MIKE URBAN  
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** The public works committee is seeking input from Council on Shady Oak Park.

**Background:** Shady Oak Park is approximately 1.3 acres in area and has access from both Hawley Street SE and Prospect Street SE. With the upcoming street project planned for construction in 2023 the public works committee has started to review different design considerations that could be affected by the park such as street widths, sidewalk, sewer & water services and grading. The public works committee had some discussion on the park and whether Shady Oak Park is the right location to offer camping. There was further discussion on the utilization of the park and whether it would be best to covert the park into residential lots.

The following are a few of the discussion items that the Public Works Committee would like to discuss with the Council.

1. Should Shady Oak Park remain as is? Should the campsites remain? If so, should the sites be regraded to provide for level campsites? Should sites be added / removed?
2. Is there interest in platting residential lots in park?
3. Should services be extended into the park to accommodate future residential lots?
4. The street width on Hawley Street and Prospect Street is 37 ft wide adjacent to the park. Should the street widths be reduced if Shady Oak Park is vacated?
5. Does the committee want to see sidewalk within the project area?

These items don't need to be fully addressed at the Council meeting on Monday. At this time the committee is looking at getting input on how the Council would like to proceed in reviewing Shady Oak Park. This could involve getting Parks & Trails and the P&Z Commission involved to review.

Thanks – Craig Britton

# Shady Oak Park





Pictures taken from Hawley Street looking NE into the park.