

CITY OF CHATFIELD COMMON COUNCIL
AGENDA
March 27, 2023 7:00 P.M

- I. Chatfield City Council – March 27, 2023 – 7:00 p.m. – City Council Chambers
1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - C. Approve hiring of swimming pool staff.
 - D. Approve letter of support re Minnesota Driftless Hiking Trail.
 - E. Approve a one-pay-step increase to Desiree Schlichter to Grade 4, Step 2, effective on her employment anniversary.
 - F. Approve update to Capitalization Policy.
 - G. Approve updated request to use park by Chatfield Alliance.
 2. Annual Audit Report – Jason Boynton, Smith-Schafer
 3. Ordinance 465 – Administrative Code
 - A. Second Consideration
 - B. Authorize Publication by Summary
 4. S.C.S. Report:
 5. City Engineer’s Report:
 6. Committee Reports:
 - A. Public Services Committee
 - a. Recommendation to increase recycling rates.
 - B. Park & Recreation
 - C. Personnel Committee
 - a. Acknowledge Notice of Retirement and approve recommendation to retain DDA Human Resources to search for City Administrator candidates.
 7. Mayor’s Report:
 8. City Administrator’s Report:
 - A. Approve Engagement Letter with David Drown Associates as Municipal Financial Advisor.
 9. Roundtable
 10. Adjourn.
 11. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
 - B. Park & Rec. Committee (Councilors Broadwater & Frank) 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, March 13, 2023

The Common Council of the City of Chatfield met in regular session on Monday, March 13, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

Members Present: Councilor Paul Novotny, Councilor Josh Broadwater, Councilor Mike Urban, Mayor John McBroom, and Councilor Pam Bluhm.

Members absent: Councilor Dave Frank.

Others Present: Kelsey Mehus, Chris Giesen, Brian Mueller, Shane Fox, Karen Riesner, Fred Suhler, Joel Young, Beth Carlson, Brian Mueller, Brian Burkholder, Kelsey Mahus, Mason Sula-Mehus, Owen Schwanke, Brandy Schwanke, Jacob Holets, Tracy Holtets, Elim Manahan, Calvin Debuhr, Jill Harstad, Lindsay Eide, and Craig Britton.

Consent Agenda

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

1. Approval of February 27, 2023 meeting minutes
2. Approve payment of claims
3. Approve letter of support re: Beth Carlson application to be elected Secretary of the Municipal Clerks and Finance Officers Association
4. Approve use of City Park by Chatfield Alliance, Chatfield Brass Band, Chatfield Growers market, Chatfield Center for the Arts and Chatfield Public Library for "Music in the Park & More" Thursdays from May -October 3:00 p.m. - 8:00 pm
5. Approve issuance of gambling license to Chatfield Youth Sports Association July 13, 2023 - Chatfield Softball Pavilion
6. Approve amendment to Joy Ridge Event Center Liquor License

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

Nays: None

Absent: Councilor: Frank

Motion carried.

EDA Report

Approve Tax Increment Finance fee agreement

While the applicants of the athletic club TIF district understood they would be responsible for the cost of setting up the TIF district they requested, they did not realize that they had authorized the city to actually establish the district and incur the related costs. In addition, while they were anticipating a set up cost of about \$7,500, the actual cost was higher; \$10,226.25. Because of those issues, the owners are requesting relief from the \$10,226.25 invoice that they received from the city for the TIF

district setup costs.

The EDA has recommended that the council approve a resolution providing relief to the owners of 50% of the original invoiced amount. This was an agreeable solution for the owners, too.

Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater, to adopt RESOLUTION TO APPROVE RELIEF FOR COSTS INCURRED ASSOCIATED WITH THE ESTABLISHMENT OF TIF 3-5.

WHEREAS, in order to promote the development and growth of the community and pursuant to Minnesota Statutes, Section 469.174 through 469.1794, the City of Chatfield (the "City") established Tax Increment Financing District No. 3-5 (the "TIF District") on April 25, 2022 for the benefit and at the request of Fifty Two Fitness Corp (the "Developer"); and,

WHEREAS, the City incurred costs totaling \$10,226.25 for professional services associated with creating the TIF District and a Development Agreement which outlined the use of the TIF District; and,

WHEREAS, it is the City's policy to have the Developer reimburse the City for costs associated with creating a TIF District/Development Agreement; and,

WHEREAS, in most instances the exact cost for such services is unknown until after those services are rendered and invoiced to the City; and,

WHEREAS, after the TIF District and Development Agreement were created and professional services fees incurred, the project did not move forward; and,

WHEREAS, the cost of establishing the TIF District was higher than anticipated and were approximately 33% higher than the estimate provided to the Developer; and,

WHEREAS, in subsequent conversations with the Developer after costs were incurred by the City and invoiced to the Developer, it became known by the City that, although the Developer understood that they would be responsible for the cost of setting up the District, estimated at \$7,500, the Developer did not realize that they authorized the City to actually establish the District and incur the related cost of doing so when they participated in the April 25, 2022 meeting of the Chatfield City Council, and

WHEREAS, the reasons for the project not moving forward included some factors beyond the control of the Developer, including higher than anticipated cost of construction and design, and Whereas, the higher than expected fees associated with the creation of the TIF District and Development Agreement created an additional burden for the Developer, and

WHEREAS, the City and its Economic Development Authority makes every reasonable effort to support and promote local development,

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF CHATFIELD that the City will accept \$5,113.13 (half of the invoiced amount) from the Developer as payment in full for Invoice #20220082.

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

Nays: None

Absent: Councilor: Frank

Motion carried.

Approve supplemental agreement re: use of Enterprise Drive property

Recently, the city agreed to sell Lot 3 on Enterprise Drive to Joshua Broadwater, LLC. A request was made to use the lot prior to closing to assist with moving and staging of a possible tenant for the buyer. The EDA and council seemed agreeable to allowing the use prior to closing, provided the city was protected in the chance that the closing did not occur. Staff has developed an agreement for council's consideration.

Councilor Paul Novotny entered a motion, with a second by Councilor Pam Bluhm, to approve Enterprise Drive –Block 2 Lot 3 Fingerson & Donahoe First Use Agreement

This agreement, is made as of March 13, 2023, by and between the City of Chatfield, a municipal corporation under the laws of Minnesota ("City") and Joshua Broadwater, LLC, a Minnesota limited liability company ("Buyer").

WHEREAS, the City owns real property legally described as Block 2 Lot 3 Fingerson & Donahoe First Subdivision in Chatfield, Minnesota ("Property"); and,
WHEREAS, in order to promote the growth and commercial development of the community the City has listed the Property for sale and is accepting purchase offers from private buyers; and,
WHEREAS, the Buyer has made an offer to purchase the Property from the City; and,
WHEREAS, the City has accepted the Buyer's offer; and,
WHEREAS, the closing of the sale on the Property is anticipated to be on or before May 1, 2023; and,
WHEREAS, the Buyer, in order to facilitate the moving of a tenant, has requested use of the Property prior to closing for temporary storage and staging.
THEREFORE BE IT AGREED THAT:.

1. The City grants permission to the Buyer to enter and otherwise use the Property for temporary storage and staging, as would normally be allowable for such a property, prior to the closing of the sale of the Property.
2. The Buyer will not construct anything or alter the Property in any way, except provided herein, prior to closing on the sale of the Property.
3. In the event closing on the sale of the Property does not conclude as agreed to by the City and Buyer, the Buyer will return the Property to the City in a condition that meets or exceeds the condition of the Property as of the date of this Agreement.
4. The Buyer shall pay the City an additional \$4,000 escrow. This amount will be credited to the purchase price of the Property. In the event the sale of the Property does not close as agreed to by the City and Buyer, this amount is non-refundable.
5. The Buyer agrees to keep the sidewalk and public streets adjacent to the Property free from dirt, mud, and other debris.
6. With approval from the city engineer, a temporary drive into the Property may be placed on the Property to assist with entry and general tidiness of the adjacent areas.

Ayes: Councilors: Novotny, Urban, and Bluhm

Nays: None

Abstained: Councilor: Broadwater

Absent: Councilor: Frank

Motion carried.

Second Consideration

Councilor Paul Novotny entered a motion, with a second by Councilor Mike Urban, to adopt ORDINANCE NO. 464

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, AUTHORIZING THE SALE OF CERTAIN CITY OWNED LANDS SITUATED IN THE STATE OF MINNESOTA, COUNTY OF FILLMORE, CITY OF CHATFIELD DESCRIBED AS: BLOCK 2, LOT 3, FINGERSON & DONAHOE FIRST SUBDIVISION, TO JOSHUA BROADWATER, LLC.

The Council of the City of Chatfield does ordain:

Section 1. The Council of the City of Chatfield declares that it is in the public interest for the City to convey by an appropriate legal instrument all right, title and interest of the City in certain lands owned by the City situated in the State of Minnesota, County of Fillmore, City of Chatfield described as:

Block 2, Lot 3, Fingerson & Donohoe First Subdivision;

to Joshua Broadwater, LLC, pursuant to the terms and conditions set forth in a certain purchase agreement between the City and Joshua Broadwater, LLC, presented to the City by Joshua Broadwater, LLC, and executed by the purchaser on February 2, 2023.

Section 2. The Mayor and City Clerk are authorized and directed to execute such documents as may be necessary to convey the City's interest in the property.

Section 3. This ordinance shall be effective 30 days following its publication.

Ayes: Councilors: Novotny, Urban, and Bluhm

Nays: None

Abstained: Councilor: Broadwater

Absent: Councilor: Frank

Motion carried.

Publication

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to approve the publication of ORDINANCE NO. 464

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, AUTHORIZING THE SALE OF CERTAIN CITY OWNED LANDS SITUATED IN THE STATE OF MINNESOTA, COUNTY OF FILLMORE, CITY OF CHATFIELD DESCRIBED AS: BLOCK 2, LOT 3, FINGERSON & DONAHOE FIRST SUBDIVISION, TO JOSHUA BROADWATER, LLC.

Ayes: Councilors: Novotny, Urban, and Bluhm

Nays: None

Abstained: Councilor: Broadwater

Absent: Councilor: Frank

Motion carried.

Ordinance 465 – Administrative Code Update – First Consideration

Proposed Ordinance 465 updates the Administrative Code to coincide with the recent updates to the City Charter.

Councilor Mike Urban entered a motion, with a second by Councilor Josh Broadwater, to approve The first consideration of Ordinance 465 – Administrative Code Update – First Consideration

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

Nays: None

Absent: Councilor: Frank

Motion carried.

City Engineer's Report

Authorize Engineer to begin work on Haven Wall Landscaping Plan

The Heritage Preservation Commission (HPC) seeks City Council authorization to engage Widseth (the city's consulting engineer) for the purpose of providing landscape architecture design services. The purpose of the project is to develop a conceptual plan for improving public access to the Haven Wall, a city-owned historic site located at 212 Winona Street SE. The plan will focus on enhancing pedestrian access from Winona Street and Old Territorial Road using the existing easements. With input from the HPC and its staff, the landscape architect will consider factors such as site topography, its heritage preservation resource value, compliance with the Americans with Disabilities Act (ADA), and future visitor needs in developing a pre-design-phase plan for the site. The requested services do not include construction documentation. Estimated cost is \$5000.

Councilor Josh Broadwater entered a motion, with a second by Councilor Pam Bluhm, to authorize Widseth to begin work on Haven Wall Landscaping Plan.

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

Nays: None

Absent: Councilor: Frank

Motion carried.

S.C.S. Report

No report

Committee Reports

Public Works

Topics at the Public Works Committee included:

- Initiative Review, the development of fees and standards
- 2023 street project
- Using the Best Value Process for evaluating the bids for the 2023 street project

The Best Value Bid Process allows the city to consider the additional value a contractor may offer in concert with their bid price, thus determining the bid which delivers the best value. It must be decided before the request for bids goes out that this process will be used.

Councilor Mike Urban entered a motion, with a second by Councilor Josh Broadwater, to approve using the Best Value Bid Process for evaluating bids for the 2023 bid process.

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

Nays: None

Absent: Councilor: Frank
Motion carried.

- Future maintenance facility options

Personnel-Budget Committee

Topics included:

- Administrative code updates
- Capitalization policy
- Summer help, returning employees

Approve Terms of Employment

Councilor Paul Novotny entered a motion, with a second by Councilor Pam Bluhm, to approve the terms of the employment agreement.

A RESOLUTION ESTABLISHING THE TERMS OF EMPLOYMENT WITH THE CITY ADMINISTRATOR

WHEREAS, the City of Chatfield has recently established the position of City Administrator, and
WHEREAS, the City prefers to establish the terms of employment via resolution as opposed to an
Employment Agreement, and

WHEREAS, the City Council's Personnel-Budget subcommittee has successfully negotiated the
terms of employment with the City Administrator,

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF
CHATFIELD that the terms of employment include:

1. Starting pay will equal Grade 12, Maximum Step of the City's Pay Grid with increases equal to increases granted to all other employees in the future.
2. That 32 years of service will be credited for purposes of seniority, the calculation of benefits, etc.
3. The amount of accrued Sick Leave will be reduced from the current amount of 960 hours to 384 hours. Sick leave will continue to accrue in accordance with the City's personnel policy.
4. The amount of accrued vacation time will be increased from the current amount of 320 hours to 896 hours and vacation time will continue to accrue in accordance with the City's personnel policy. Any vacation time in excess of 900 hours at the end of any calendar month will be forfeited.
5. The City Administrator is considered to be a regular employee entitled to all of the benefits of a regular employee until all vacation benefits have been paid.
6. Severance Pay benefits as stated in Section 6.4 of the Personnel Policy will be reduced from 60% to 0%.
7. The City Administrator is entitled to holidays, insurance benefits and all other benefits as stated in the Personnel Policy.
8. Employer will provide the same group hospital, medical, dental, life and disability insurance, and Health Savings Account benefits as provided to all other non-union employees.
9. Employer will pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement. This will include the Minnesota City/County Manager' Association, International City/County Managers' Association, the League of Minnesota Cities conferences and National League of Cities conferences, as well as other related associations.

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

Nays: None

Absent: Councilor: Frank

Motion carried.

Mayor's Report

Mayor McBroom acknowledged the Boy Scouts in attendance at the meeting. They were working on a merit badge. He also thanked the street crews for keeping the streets clear. He reminded people that they need to get their cars off the street during snow events and that sidewalks need to be shoveled.

City Administrator's Report

City Administrator, Joel Young, reminded council that SEMLM will meet March 30th here in Chatfield. All are invited to the event, please let staff know if you wish to attend.

Chris Giesen and Young testified at the House of Representatives on a Tax Increment Financing Bill that they proposed on March 8, 2023.

Councilor Bluhm and Young attended the City on the Hill day at the Capitol on March 9, 2023 and met with many state legislators.

Roundtable

Councilor Novotny attended a meeting in Goodhue. They are having problems with the nitrate level in their water and are asking for information from the City of Chatfield about kernza.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 7:29 p.m.

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

Nays: None

Absent: Councilor: Frank

Motion carried.

/s/Beth M Carlson
City Clerk



City of Chatfield

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AIRGAS						
999505		E 230-42270-210	Ambulance	Operating Supplies (GEN	\$129.36	OXYGEN
Vendor AIRGAS					\$129.36	
Vendor AT&T MOBILITY						
030320		E 220-42280-321	Fire Department *	Telephone	\$38.23	507.551.8200 AMB IBR
030320		E 220-42280-321	Fire Department *	Telephone	\$49.72	507.884.4423 FIRE
030320		E 100-45200-321	Parks (GENERAL)	Telephone	\$39.07	507.551.8045 RINK CAMERA
030320		E 230-42270-321	Ambulance	Telephone	\$49.72	507.513.5974 AMBULANCE
030320		E 100-42110-320	Police Administrati	Communications (GENER	\$38.23	507.513.5954 POLICE AIR CARD
030320		E 230-42270-321	Ambulance	Telephone	\$49.72	507.513.5925 AMBULANCE
030320		E 100-42110-321	Police Administrati	Telephone	\$49.72	507.272.5506 POLICE CHIEF
030320		E 100-42110-321	Police Administrati	Telephone	\$44.69	507.272.5386 POLICE 873
030320		E 100-42110-321	Police Administrati	Telephone	\$44.69	507.272.5382 POLICE 872
030320		E 100-42110-218	Police Administrati	Confiscation/Forfeitures	\$38.23	507.513.5937 POLICE AIR CARD
Vendor AT&T MOBILITY					\$442.02	
Vendor CHATFIELD ALLIANCE, INC						
FEB 20		E 100-46630-300	Community Dev -	Promotional Expense	\$19.38	95% LODGING TAX FEB 2023 LFT
Vendor CHATFIELD ALLIANCE, INC					\$19.38	
Vendor CHS						
40A-IC2		E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$776.60	QUIKLIFT
Vendor CHS					\$776.60	
Vendor CITY OF CHATFIELD						
057761	202200	E 240-46500-430	Economic Dev (GE	Miscellaneous (GENERAL	\$5,113.12	50% INV 20220082 FIFTY TWO FITNE
Vendor CITY OF CHATFIELD					\$5,113.12	
Vendor EXPERT BILLING, LLC						
11164		E 230-42270-435	Ambulance	Licences, Permits and Fe	\$806.00	TRANSPORTS BILLED - FEB
Vendor EXPERT BILLING, LLC					\$806.00	
Vendor FIRE SAFETY USA, INC						
167514		E 220-42280-210	Fire Department *	Operating Supplies (GEN	\$319.95	QUAD GAS CYLINDER
Vendor FIRE SAFETY USA, INC					\$319.95	
Vendor GALLS						
023654		E 100-42110-152	Police Administrati	Clothing	\$49.84	DUTY HOLSTER
Vendor GALLS					\$49.84	
Vendor HUNTINGTON ELECTRIC LLC						
6633		E 444-43200-500	Construction Fund	Cap. Outlay-GENERAL	\$304.54	RPLC BD SCRTY LGHT
Vendor HUNTINGTON ELECTRIC LLC					\$304.54	
Vendor KFI ENGINEERS						
59511		E 454-43200-310	Construction Fund	Other Professional Servic	\$5,450.00	CCA - PHASE II PROJECT 21-0281.00
Vendor KFI ENGINEERS					\$5,450.00	
Vendor KWIK TRIP						
103376		E 100-41100-430	Legislative	Miscellaneous (GENERAL	\$21.86	COTW FOOD
Vendor KWIK TRIP					\$21.86	
Vendor LMCIT / WORKERS COMP PLAN						
100148		E 601-49400-151	Water Utilities (GE	Worker s Comp Insuranc	\$2,898.02	WC 02/12/2023-02/12/2024
100148		E 100-45124-151	Swimming Pools -	Worker s Comp Insuranc	\$5,453.42	WC 02/12/2023-02/12/2024
100148		E 100-43100-151	Street Maintenanc	Worker s Comp Insuranc	\$886.06	WC 02/12/2023-02/12/2024



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
		E 100-46630-321	Community Dev -	Telephone	\$155.81	3966 TOUR CENTER
		E 230-42270-321	Ambulance	Telephone	\$20.61	1500 1/5 DID LINES
		E 100-42110-321	Police Administrati	Telephone	\$20.61	1500 1/5 DID LINES
		E 601-49400-321	Water Utilities (GE	Telephone	\$20.61	1500 1/5 DID LINES
		E 100-43100-321	Street Maintenanc	Telephone	\$20.60	1500 1/5 DID LINES
		E 100-41500-321	City Clerk	Telephone	\$20.60	1500 1/5 DID LINES
		E 211-45500-321	Libraries (GENERA	Telephone	\$98.88	2911 LIBRARY ELEVATOR
		E 211-45500-321	Libraries (GENERA	Telephone	\$81.17	3480 LIBRARY
Vendor CENTURYLINK-TELE					\$438.89	
Vendor DIAMOND VOGEL PAINTS						
	281210	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$585.20	5 GAL. WHT AND YELLOW PAINT
Vendor DIAMOND VOGEL PAINTS					\$585.20	
Vendor DSG						
	S10257	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$237.12	4X15 SS REPAIR SLEEVE
	S10257	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$579.57	6 X 15 SS REPAIR SLEEVE
Vendor DSG					\$816.69	
Vendor EO JOHNSON, BUSINESS TECH.						
	INV130	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$54.75	#46719-01 POLICE L7545
	INV130	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$8.96	#56246 NETWORK L9124 MP C4503
	INV130	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$8.96	#56246 NETWORK L9124 MP C4503
	INV130	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$16.42	#56246 NETWORK L9124 MP C4503
	INV130	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$16.42	#56246 NETWORK L9124 MP C4503
	INV130	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$16.42	#56246 NETWORK L9124 MP C4503
	INV130	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$34.33	#56246 NETWORK L9124 MP C4503
	INV130	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$31.32	#56246 NETWORK L9124 MP C4503
	INV130	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$16.42	#56246 NETWORK L9124 MP C4503
Vendor EO JOHNSON, BUSINESS TECH.					\$204.00	
Vendor HAWKINS, INC.						
	612249	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$40.00	WATER SUPPLY CHEMICALS
Vendor HAWKINS, INC.					\$40.00	
Vendor HUNTINGTON ELECTRIC LLC						
	6628	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$287.38	PARTS AND LABOR LIBRARY STREET L
Vendor HUNTINGTON ELECTRIC LLC					\$287.38	
Vendor MIENERGY COOPERATIVE						
	03/07/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$30.95	333119001 8500759501 52 SIGN
	03/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$39.23	333119004 85007649 STALB LS
	03/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$445.74	333119003 85007624 JOHNST WELL
	03/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS
	03/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$580.63	333119002 85007612 HSD BS
Vendor MIENERGY COOPERATIVE					\$1,506.55	
Vendor MINNESOTA ENERGY RESOURCES						
	02/23/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$820.72	00014 PPLS 19 SCND ST SW
Vendor MINNESOTA ENERGY RESOURCES					\$820.72	
Vendor QUILL.COM						
	310789	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$142.98	COPIER PAPER HP 20 92 10R
Vendor QUILL.COM					\$142.98	
Batch Name 2023 03FA02U					\$5,687.02	



City of Chatfield

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Check		Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Nbr							
						\$134,945.47	

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2023 0316VND RPR

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AFLAC						
112172	067695	G 910-21724			\$316.94	VENDOR LIABILITY
	067695	G 910-21718			\$54.47	VENDOR LIABILITY
	067695	G 910-21715			\$73.49	VENDOR LIABILITY
	067695	G 910-21713			\$111.28	VENDOR LIABILITY
	067695	G 910-21712			\$119.08	VENDOR LIABILITY
Vendor AFLAC					\$675.26	
Vendor BLUE CROSS BLUE SHIELD						
112179	230301	G 910-21721			\$104.80	VENDOR LIABILITY
Vendor BLUE CROSS BLUE SHIELD					\$104.80	
Vendor CHATFIELD PUBLIC LIBRARY						
112177	6	G 910-21728			\$50.00	Burkholder, Brian
	6	G 910-21728			\$25.00	Young, Joel
	6	G 910-21728			\$25.00	Schlichter, Desiree K
	6	R 211-45500-3620	Libraries (GENERA		-\$125.00	Vendor Liability
	6	G 910-21728			\$25.00	Wangen, Kay F.
Vendor CHATFIELD PUBLIC LIBRARY					\$0.00	
Vendor DELTA DENTAL						
112175	CNS000	G 910-21711			\$127.60	Funk, Daniel E Dental Insurance
	CNS000	G 910-21711			\$127.60	Schmiedeberg, Steve Dental Insurance
	CNS000	G 910-21711			\$127.60	Keigley, F. Scott Dental Insurance
	CNS000	G 910-21711			\$35.25	Wangen, Kay F. Dental Insurance
	CNS000	G 910-21711			\$127.60	Erickson, Monica Dental Insurance
	CNS000	G 910-21711			\$127.60	Burnett, Rocky Dental Insurance
	CNS000	G 910-21711			\$127.60	Schlichter, Steven Dental Insurance
	CNS000	G 910-21711			\$35.25	Irish, Mitchell D. Dental Insurance
	CNS000	G 910-21711			\$127.60	Priebe, Ryan D. Dental Insurance
	CNS000	G 910-21711			\$35.25	Hyke, Christy Dental Insurance
Vendor DELTA DENTAL					\$998.95	
Vendor EFTPS						
112168	858885	G 910-21709			\$1,682.26	VENDOR LIABILITY
	858885	G 910-21701			\$4,760.95	VENDOR LIABILITY
	858885	G 910-21703			\$5,695.24	VENDOR LIABILITY
Vendor EFTPS					\$12,138.45	
Vendor EMPOWER MNDCP						
112174	107650	G 910-21719			\$232.37	Burkholder, Brian MNDCP-MSRS-Empo
	107650	G 910-21719			\$130.15	Irish, Mitchell D. MNDCP-Roth-Empowe
	107650	G 910-21719			\$5.00	Schlichter, Steven MNDCP-Roth-Empo
	107650	G 910-21719			\$135.40	Carlson, Beth M MNDCP-Roth-Empowe
	107650	G 910-21719			\$50.00	Hyke, Christy MNDCP-Roth-Empower
	107650	G 910-21719			\$50.00	Wangen, Kay F. MNDCP-MSRS-Empow
	107650	G 910-21719			\$96.28	Priebe, Ryan D. MNDCP-Roth-Empower
Vendor EMPOWER MNDCP					\$699.20	
Vendor HEALTHEQUITY						
112176	2023-0	G 910-21726			\$250.00	Young, Joel HSA EmpR
	2023-0	G 910-21726			\$125.00	Schlichter, Steven HSA EmpR
	2023-0	G 910-21726			\$125.00	Funk, Daniel E HSA EmpR
	2023-0	G 910-21726			\$50.00	Funk, Daniel E HSA-EmpE
	2023-0	G 910-21726			\$125.00	Carlson, Beth M HSA EmpR



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
112176	2023-0	G 910-21726			\$114.58	Young, Joel HSA-EmpE
	2023-0	G 910-21726			\$35.42	Carlson, Beth M HSA-EmpE
	2023-0	G 910-21726			\$250.00	Burnett, Rocky HSA EmpR
	2023-0	G 910-21726			\$50.00	Burnett, Rocky HSA-EmpE
	2023-0	G 910-21726			\$125.00	Hyke, Christy HSA EmpR
	2023-0	G 910-21726			\$125.00	Coe, Kay F. HSA EmpR
	2023-0	G 910-21726			\$91.67	Erickson, Monica HSA-EmpE
	2023-0	G 910-21726			\$25.00	Coe, Kay F. HSA-EmpE
	2023-0	G 910-21726			\$250.00	Landorf, Kevin HSA EmpR
	2023-0	G 910-21726			\$125.00	Burkholder, Brian HSA EmpR
	2023-0	G 910-21726			\$250.00	Erickson, Monica HSA EmpR
	2023-0	G 910-21726			\$25.00	Burkholder, Brian HSA-EmpE
	2023-0	G 910-21726			\$125.00	Irish, Mitchell D. HSA EmpR
	2023-0	G 910-21726			\$125.00	Priebe, Ryan D. HSA EmpR
	2023-0	G 910-21726			\$125.00	Schlichter, Desiree K HSA EmpR
Vendor HEALTHEQUITY					\$2,516.67	
Vendor MN PEIP						
112178	126882	G 910-21706			\$16,208.12	VENDOR LIABILITY
Vendor MN PEIP					\$16,208.12	
Vendor MN REVENUE						
112169	1-033-1	G 910-21702			\$2,235.59	VENDOR LIABILITY
Vendor MN REVENUE					\$2,235.59	
Vendor NCPERS GROUP LIFE INSURANCE						
384000		G 910-21707			\$16.00	Irish, Mitchell D.
384000		G 910-21707			\$16.00	Schlichter, Desiree K
384000		G 910-21707			\$16.00	Schlichter, Steven
384000		G 910-21707			\$16.00	Carlson, Beth M
384000		G 910-21707			\$16.00	Young, Joel
384000		G 910-21707			\$16.00	Wangen, Kay F.
Vendor NCPERS GROUP LIFE INSURANCE					\$96.00	
Vendor PERA						
112171	SOMPE	E 230-42270-121	Ambulance	PERA	\$555.00	CEMTRIP - FEB 2023
	SOMPE	G 910-21704			\$63.94	03/16/2023 COUNCIL
	SOMPE	G 910-21705			\$3,750.84	03/16/2023 POLICE AND FIRE
112170	SOMPE	G 910-21704			\$5,198.43	03/16/2023 COORDINATED
Vendor PERA					\$9,568.21	
Vendor SUN LIFE ASSURANCE COMPANY						
112173	953172	G 910-21720			\$2.56	Irish, Mitchell D.
	953172	G 910-21720			\$12.79	Burnett, Rocky
	953172	G 910-21720			\$2.56	Priebe, Ryan D.
	953172	G 910-21720			\$6.39	Fox, Shane P.
	953172	G 910-21720			\$2.56	Burkholder, Brian
	953172	G 910-21720			\$9.00	Schlichter, Desiree K
	953172	G 910-21720			\$2.56	Schlichter, Steven
	953172	G 910-21720			\$2.56	Carlson, Beth M
	953172	G 910-21720			\$8.80	Hyke, Christy
	953172	G 910-21720			\$2.56	Erickson, Monica
	953172	G 910-21720			\$77.76	Wangen, Kay F.
	953172	G 910-21720			\$355.71	Young, Joel
	953172	G 910-21720			\$2.56	Landorf, Kevin



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
112173	953172	G 910-21720			-\$2.56	Miliander
	953172	G 910-21720			\$2.56	Schmiedeberg, Steve
	953172	G 910-21720			\$6.49	Funk, Daniel E
Vendor SUN LIFE ASSURANCE COMPANY					\$494.86	
Vendor TASC						
112180	03/16/2	G 910-21714			\$118.75	Schmiedeberg, Steve FSA Medical
	03/16/2	G 910-21714			\$104.16	Schmiedeberg, Steve FSA Dependent C
Vendor TASC					\$222.91	
Batch Name 2023 0316VNDPR					\$45,959.02	
					\$45,959.02	

([BatchID] in (18569))

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: KATIE GOLDSMITH, POOL MANAGER
SUBJECT: HIRING POOL STAFF FOR THE 2023 POOL SEASON
DATE: MARCH 27, 2023
CC:

After following a formal hiring process, I am recommending the hiring of the following people for the 2023 pool season:

Head Guards \$15.75	Lifeguards/WSI \$13.91	Lifeguards \$12.60	Office/Concessions \$10.50
Mollie Henry Maddie Clemens Jaiden Zimmerman Emilie Copeman Sydney Ellis Aletta Strande	Belle Carr Evy Goldsmith Keira Kobs **Olivia McBroom **Katryn Johnson **Rebecca Copeman **Mya Henry **Lillian Lewis **Avianna Thompson	Chloe Berg Aiden Johnsrud Julia Goldsmith Keegan Patten Grace Patten Breah Schlink Peyton Ellis Alissa Frank Trindy Barkheim Claire Springer	Katie Cocker Layne Clemens

**Those with asterisk will be completing WSI this May.



CITY OF CHATFIELD

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

Dear LCCMR Staff and Members:

The purpose of this letter is to confirm our support for the Minnesota Driftless Hiking Trail proposal to the Legislative-Citizen Commission on Minnesota Resources.

The Minnesota Driftless Hiking Trail will add to the recreational economy and cultural richness of the region, and help to protect, preserve, conserve, and enhance the region's unique natural environment. The interest and support of residents, landowners, and outdoor enthusiasts demonstrates the need for the project, and the high probability of long-term success once the project is supported by the Commission.

The City of Chatfield supports the proposed development of the Minnesota Driftless Hiking Trail and finds that there is a substantial benefit to the community, regional natural resources, and local economy. The volunteers and community members supporting the Minnesota Driftless Hiking Trail have shown significant support from the needed local partners and demonstrated capability in thoughtful design, organizing, and a community centered approach to growth. The project will not only provide a benefit to the Minnesota Driftless Hiking Trail and the outdoor recreation community, but to the region through significant environmental, educational, and recreational improvements.

Thank you for your time and consideration regarding this funding request.

Sincerely,

Joel Young, City Administrator
City of Chatfield

PURPOSE

The goal of the City's Outlay Plan is to develop a comprehensive program for use by decision makers to guide capital investments in equipment and assets based on an assessment of the community's needs, taking into account the best use of limited resources while providing efficient and effective municipal resources.

There are four components to the City's Capital Outlay Plan;

- Departmental Capital Goods / Equipment Replacement Schedules
- Capital Improvement Plan (CIP)
- Capitalization
- Sale of Merchandise

DEPARTMENTAL CAPITAL GOODS / EQUIPMENT REPLACEMENT SCHEDULES –

The City strives to maintain its physical assets at a level that minimizes future repair and maintenance costs. To accomplish this goal, the City has established the Departmental Capital Goods / Equipment Replacement Schedules to annually budget and set aside funds for the timely replacement of City Equipment.

The Departmental Capital Goods / Equipment Replacement Schedules are maintained for;

- General Fund
 - City Clerk Department
 - Municipal Building
 - Police Department
 - Civil Defense
 - Street Department
 - Parks Department
 - Technology Share Components
- Fire Department
- Ambulance Department
- Water Department
- Waste Water Department
- Cable Access Department

CAPITAL IMPROVEMENT PLAN (CIP) –

- The CIP is a five-year plan for capital improvements that is updated annually. The CIP process includes analyzing projects contributing to the public health and welfare, projects helping to maintain and improve the efficiency of the existing systems, and projects that define a future need within the community.

- The City will identify the estimated cost and potential funding sources for each capital project proposal in the CIP. Purchase contracts for equipment and projects included in the CIP must still be properly authorized according to the City's Purchasing Policy.
- The CIP will include equipment and projects from any City Fund.

CAPITALIZATION POLICY

CAPITALIZATION POLICY PURPOSE

To provide a uniform criteria for identifying City expenditures for capitalization, and for the proper asset classification of capital expenditures, including guidelines for the determination of the economic useful lives of assets.

CAPITALIZATION POLICY

A. SUMMARY OF GENERAL POLICY

1. It is the general policy of the City of Chatfield to identify an expenditure as a capital asset if it meets the following requirements:
 - a. Is City owned
 - b. Costs \$5,000 or more
 - c. Has an economic useful life greater than five years
2. Expenditures on existing assets may be capitalized if the asset's productive capacity is significantly improved or the useful life of the asset is extended by one year or more. Replacement will be capitalized if they meet the three criteria listed above.
3. Capital items in most cases are new or replacement purchases that have been planned for as part of the Capital Goods Replacement Plan. Expense items are generally those which are used up in a short time (less than ~~one~~ five years) or are expenditures which maintain an existing asset in good condition, but do not improve it from its original condition.
4. Lower-value (cost below \$5,000) tools and equipment are expensed to reduce the bookkeeping costs of tracking and depreciating them but should be inventoried and tracked if over \$1,000.

B. DEFINITIONS AND POLICY INTERPRETATION

1. Asset Expenditure:
 - a. Assets may be land, buildings, equipment, roadways, physical goods of various kinds, computer software, certain intangible long-lived benefits such as easements, and in certain instances, the cost of demolition, relocation, or renovation of assets. Expenditures for such goods, services

and benefits may qualify as capital expenditures. The “cost” of the asset includes purchase price (~~including sales tax~~ and shipping costs), construction costs (including labor, material and overhead used in construction; and reports, studies, plans, consulting, and architectural fees, etc., required in the construction process), capitalized interest (the cost of financing the asset), and in limited, defined instances; (a) the cost of outside legal costs, and (b) qualifying environmental cleanup and mitigation expenditures. Note: Warranty costs and maintenance agreements are not capital expenditures; they are operating costs and must be expensed.

b. A combined or unitary concept will be used in identifying newly purchased or newly constructed assets, and a separable concept when replacing, renovating, or improving major components of existing assets. Example: A newly constructed building is identified as a unitary asset, even though it is composed of major subcomponents. If the HVAC system of an old building is replaced, the new HVAC system is identified as a separable new component with its own estimated useful life. Major components of City assets may be considered separable and subject to separate asset identification, (i.e.; an HVAC system, a truck engine, a crane cab or a building roof). In these cases, either the separable asset may be given; (a) its own new life; (b) the remaining life of the existing asset; or (c) the life of the major asset may be extended, depending on the facts in each case. In other more restricted cases, integral, non-separable elements are considered maintenance expense of the major asset. Example: when bridge pilons are repaired or replaced such expenditures are considered maintenance expense for the bridge, and are not capitalized.

c. For purchases, it is policy to identify an expenditure as a unitary “system” whenever the components, taken together, may reasonably be understood to work as a single unit. For example, if a purchase is made for a computer, monitor, keyboard and software, it is understood that this is a purchase of a computer “system”. If these components, purchased together, cost \$5,000 or more (~~including sales tax and~~ shipping costs), then the expenditure is considered a single purchase of a computer system and is capitalized as a unit. (Note: Warranty costs and maintenance agreements may not be Capital Expenditures and must be excluded from the calculation which determines asset cost.)

d. For purchases in volume of capital items with unit value less than \$5,000 and if the aggregate total of the item exceeds \$5,000, then the group of items may be capitalized providing that the two other tests for

capitalization are met (i.e.; they must be City-owned and have a useful life of more than a 5 years). For example if one filing cabinet is purchased for \$500, the item will be expensed; but if ten \$500 cabinets are purchased together, they may be capitalized since the aggregate cost is \$5,000. This policy is subject to further interpretation depending on the facts in each case. For example, the purchase of one hundred \$50 wastebaskets would not be considered a capital purchase. In most situations, it is the intention of this policy to capitalize aggregate purchases (\$5,000 or greater) of furniture, fixtures and equipment (including computer software) where unit values are at least in the range of \$500 to \$1,000. Items valued at less than \$500 are generally treated as consumable supplies and expensed even though their useful lives may exceed one year. The reason for this policy is to reduce the bookkeeping and tracking expense for lower valued capital expenditures. The Clerk's department will decode policy in those cases where differences of interpretation are otherwise unresolved.

Individual assets that cost less than \$5,000, but that operate as part of a network, or are part of a kit or collection, will be capitalized in the aggregate, using the group method, if the estimated average useful life is more than five years. The following networks / kits / collections exist within the city

- The telephone system, with an estimated useful life of 10 years.
- ~~The police squad equipment kits, will be placed on the books with their corresponding value, with an estimated useful life of 8 years. Replacement items will be expensed as repair and maintenance. Additions to the kit will be capitalized.~~
- ~~The EMS training equipment collection will be placed on the books with the value as of 12/31/2003 and depreciated. Replacements and additions to the collection will be added and depreciated individually if they meet the criteria.~~
- ~~The Library has four collections, books, magazines, reference and non-print collections. Each of these collections will be added with their value as of 12/31/2003. Each year the additional purchases will be added in the aggregate and depreciated over 5 years.~~
- ~~The Fire Departments Turn Out Gear will be added on the books as sets of six as of 12/31/2003, and depreciated over 5 years.~~
- ~~The Fire Department Air bottles will be placed on the books as a set of 4 and a set of 14 as of 12 /31/2003 with an estimated useful life of 10 years.~~

2. Depreciation

Assets lose value over time; this loss of value is depreciation cost. The principal objective in accounting for depreciation is to charge each accounting period for the estimated loss in value of the depreciable assets incurred during that period.

The City of Chatfield will utilize the straight-line method of depreciation for all assets. Salvage value will not be utilized. Assets will be fully depreciated and carried on the books at \$0.00 value when the book life of the asset has been reached.

3. Economic Useful Life

a. "Economic useful life" is generally construed to mean the period (years) during which the asset is providing benefit to the City. The "physical life" of an asset is the period (years) in which the asset is able to perform as originally designed, built and maintained. The economic useful life of an asset may be the same as the physical life, or it may be shorter.

b. It is general policy to the City to assign asset lives based on an estimate of the period of productive benefit to the City; that is the economic useful life of the asset.

4. Improvement: General Improvements & Public Improvements

a. Improvement.

Improvement is a common term used to describe the construction or purchase of a new asset or the betterment of existing facilities or assets. For example, all qualifying expenditures are incorporated into the City "Capital Improvement Program" (CIPP). The term "improvement" in a more restricted sense means:

(i) The substitution of a better asset for one currently in use

(ii) The expansion of an existing facility to accommodate increased volumes

(iii) The modification of an existing asset to meet a new or changed use (one note intended by its original design).

b. General Improvements

Expenditures for an improvement are capital expenditures and may be given a separable asset life, or an asset life corresponding to the remaining life of the existing asset; or the existing life may be extended (minimum extension of three years).

c. Public Improvements

“Public Improvements” means improvement to assets used by the public: for example; roads, parking lots, sidewalks, parks, etc

In the case of streets and roads – if the work done impacts the “base” structure the improvement should be capitalized. i.e. sealcoating is considered maintenance – an overlay is considered capital.

5. Asset Classes & Estimated Useful Lives –

Classes of Assets	Threshold	Economic Useful Life
Buildings / Structures <ul style="list-style-type: none"> Temporary / Portable – 5 years Seasonal / Shelters – 20 years Sewer Treatment Plant – 25 years Buildings – 40 years 	\$5,000	10 – 40 yrs
Building Improvements <ul style="list-style-type: none"> HVAC Systems – 20 years Roofing – 20 years Carpet Replacement – 10 years Electrical / Plumbing – 30 years 	\$5,000	5 – 30 yrs
Equipment / Machinery <ul style="list-style-type: none"> Fire Department Air Bottles 10 Yrs Pick Ups – 7 years Plows – 15 years Dump Trucks – 11 years Mowers & Tractors – 10 years Playground Equipment, Scoreboards, bleachers, radio towers, lights, fishing dock – 20 years EMS Training Equipment – 10 years Telephone System – 10 years Library Collections – 5 years Fire Department Turnout Gear – 5 years Computers – 4 years. 	\$5,000	5 – 20 yrs
Furniture & Fixtures <ul style="list-style-type: none"> Desks, tables, chairs – 15 years 	\$5,000	5 – 12 yrs
Infrastructure <ul style="list-style-type: none"> Drainage Systems – Catch basins & storm pipe – 40 years 	\$5,000	20 – 40yrs

<ul style="list-style-type: none"> • Water Dist System – Pipes – 40 years • Sewage Collection System – Manholes & Pipes – 40 years • Wells & Storage Syst. – 40 years • Lift Stations – 25 years • Streets – New (bituminous) 40 years Over lay (bituminous) 20 years • Sidewalk – 20 years • Lights – 20 years • Curb & Gutter – 40 years 		
Vehicles <ul style="list-style-type: none"> • Ambulances – 10 years • Cars / Light Trucks – 7 years • Fire Trucks – 20 years 	\$5,000	5 – 10 years

All fixed assets with a useful life of more than one year and an original value between \$1,000 and \$5,000 will be recorded and inventoried, but will not be capitalized and depreciated. These records will be compiled and maintained by the individual departments. The Clerks department will track capitalized assets only.

SALE AND DISPOSAL OF CITY EQUIPMENT / GOODS

SALE AND DISPOSAL POLICY PURPOSE

This policy is intended to streamline the process of disposing of equipment and tangible goods that are no longer needed by the City of Chatfield. Unless otherwise directed by the City Council, all equipment and goods that are owned by the City but no longer needed, with the exception of land and buildings, are to be sold via a standard process.

PROCESS STEPS

1. On a routine basis, the City will make it known that standard procedure for disposing of equipment and goods includes the advertisement of these items on publicsurplus.com.
2. A notice will be placed in the City's official newspaper, making local residents aware that an item will be listed for sale and directing them to the public surplus website.
3. Each item will be posted on publicsurplus.com for a minimum of ten business days.
4. The Department Head responsible for the decision to sell the equipment will report the matter to the appropriate City Council Committee either immediately prior to, or immediately after, the sale of the item sold.
5. All proceeds from the sale of these goods will be placed in the reserve fund for future capital purchases of the appropriate Department.

Department Heads will determine the need to dispose of the various pieces of equipment within their area of responsibility and will coordinate the sale of the items with the Office of the City Clerk. The Office of the City Clerk will have the primary responsibility to coordinate the sale of the goods, with the responsible Department Head being available to answer questions or show the item to interested parties.

An employee who violates any aspect of this policy may be subject to revocation of certain system privileges or disciplinary action up to and including termination.

Capital Outlay Policy Adopted by City Council September 08, 2008

Capitalization Policy Adopted by City Council June 14, 2004

Capitalization Policy Revised by City Council November 1, 2007

Capital Outlay Policy Revisions Adopted by City Council October 25, 2021

Capital Outlay | Capitalization & Sale of Merchandise Policy Combined & Adopted January 09, 2023

March 22, 2023

Requesting the use of city-owned property for “Music in the Park & More”

EVENT GOAL: To engage and bring together the community by showcasing the offerings of local organizations and businesses such as the Chatfield Brass Band, Chatfield Growers and Makers Market, and the Chatfield Public Library. We also believe it is an opportunity to showcase and cultivate new and emerging businesses and organizations i.e. Habitat for Humanity build project, food entrepreneurs, etc. See page two for more details and diagram.

Other information to note:

- The Alliance has general liability insurance.
- No alcohol will be served as a part of sponsored events.
- Events are subject to change due to weather or public health conditions but will be announced via the ChooseChatfield and/or the Chatfield Growers Market Facebook pages.

Sincerely,



Sara Sturgis, Alliance Coordinator

CITY PARK USE REQUEST

Event: *Music in the Park & More*

Dates & Times: Thursdays, May-October, ~3pm-8pm

Organizations included in the request:

- Chatfield Alliance (requesting organization)
- Chatfield Brass Band
- Chatfield Growers Market
- Chatfield Center for the Arts
- Chatfield Public Library

Proposed Park Activities:

- Music/concerts organized by the Chatfield Brass Band and the Chatfield Center for the Arts
- Growers & Makers Market
- Pop-up stands featuring local non-profits.
- Food Trucks (2/week)
- All ages "Yard Games" such as giant jenga, corn hole, story trails, etc.
- Other possible "strolling" activities like sidewalk art, balloon artists, etc.

**The music series is slated to run June through July but additional acts may be added if there are additional funds and interest.*



March 2, 2023

Honorable Mayor and Members
of the City Council
City of Chatfield, Minnesota
21 SE 2nd Street
Chatfield, Minnesota 55923

We have audited the financial statements of the of City of Chatfield, Minnesota as of and for the year ended December 31, 2022, and have issued our report thereon dated March 2, 2023. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated December 29, 2022, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of City of Chatfield, Minnesota solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting and other matters noted during our audit in a separate letter to you dated March 2, 2023.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. As discussed in Note 1 to the financial statements, the City implemented Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, during the year ended December 31, 2022. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Net Pension Liability

Management's estimate of the net pension liability is actuarially determined. We have evaluated the estimates used in the study and determined they were reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Depreciation of Capital Assets

Management's estimate of the useful life of purchased, constructed or contributed capital assets is based on the estimated productive life of these assets. We evaluated key factors and assumptions used to develop the estimated useful lives assigned to capital assets and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to City of Chatfield, Minnesota's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated March 2, 2023.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with City of Chatfield, Minnesota we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as City of Chatfield, Minnesota's auditors.

This report is intended solely for the information and use of the honorable mayor and members of the city council, and management of City of Chatfield, Minnesota and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Smith, Schafn and Associates, Ltd.

March 2, 2023

Honorable Mayor and Members
of the City Council
City of Chatfield, Minnesota

In planning and performing our audit of the basic financial statements of the City of Chatfield, Minnesota, as of and for the year ended December 31, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the City of Chatfield, Minnesota's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Chatfield, Minnesota's internal control over financial reporting.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore, significant deficiencies or material weaknesses may exist that have not been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control over financial reporting, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control over financial reporting that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the Utilities' internal control to be a significant deficiency:

Annual Financial Reporting and Segregation of Duties

A City of this size have an inherent limitation in its ability to effectively segregate its accounting duties and to prepare annual full disclosure financial statements in accordance with generally accepted accounting principles. It would not be practical for the City to devote the resources required to overcome this limitation. The potential exists that a material disclosure could be omitted from the financial statements and not be prevented or detected by the City's internal controls.

Honorable Mayor and Members
of the City Council
City of Chatfield, Minnesota
Page 2

None of the identified deficiencies in internal control listed above are considered to be material weaknesses.

This communication is intended solely for the information and use of management, the Honorable Mayor and Members of the City Council, others within the organization, and the Minnesota State Auditor's Office, and is not intended to be and should not be used by anyone other than these specified parties.

Smith, Schafu and Associates, Ltd.

Rochester, Minnesota



SMITH SCHAFFER

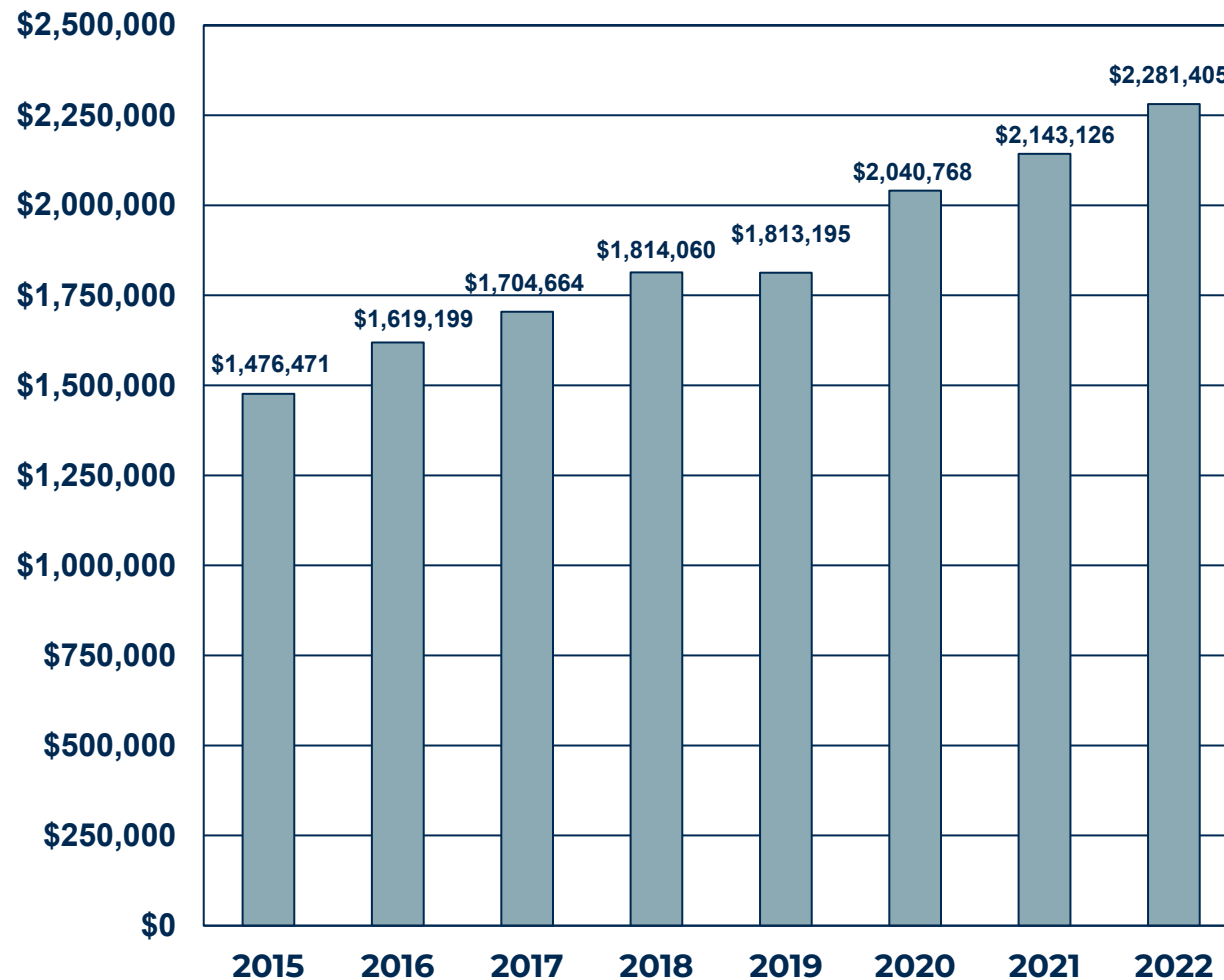
CITY OF CHATFIELD

FINANCIAL SUMMARY – DECEMBER 31, 2022

AUDIT

- Audit Opinion
 - Provides reasonable, but not absolute, assurance that financials are free of material misstatement
 - Unmodified “Clean” opinion in 2022
- Financial Statements
 - Smith Schafer reviewed the results of the audit and the financial statements with City Management on March 14, 2023
 - Management’s Discussion and Analysis (MD&A) was prepared by the City
- Minnesota Legal Compliance
 - No Exceptions
- Management Letter
 - Limited personnel – Limits City’s ability to segregate accounting duties and prepare annual financial report
- Auditors Responsibility Letter

TAXABLE TAX CAPACITY

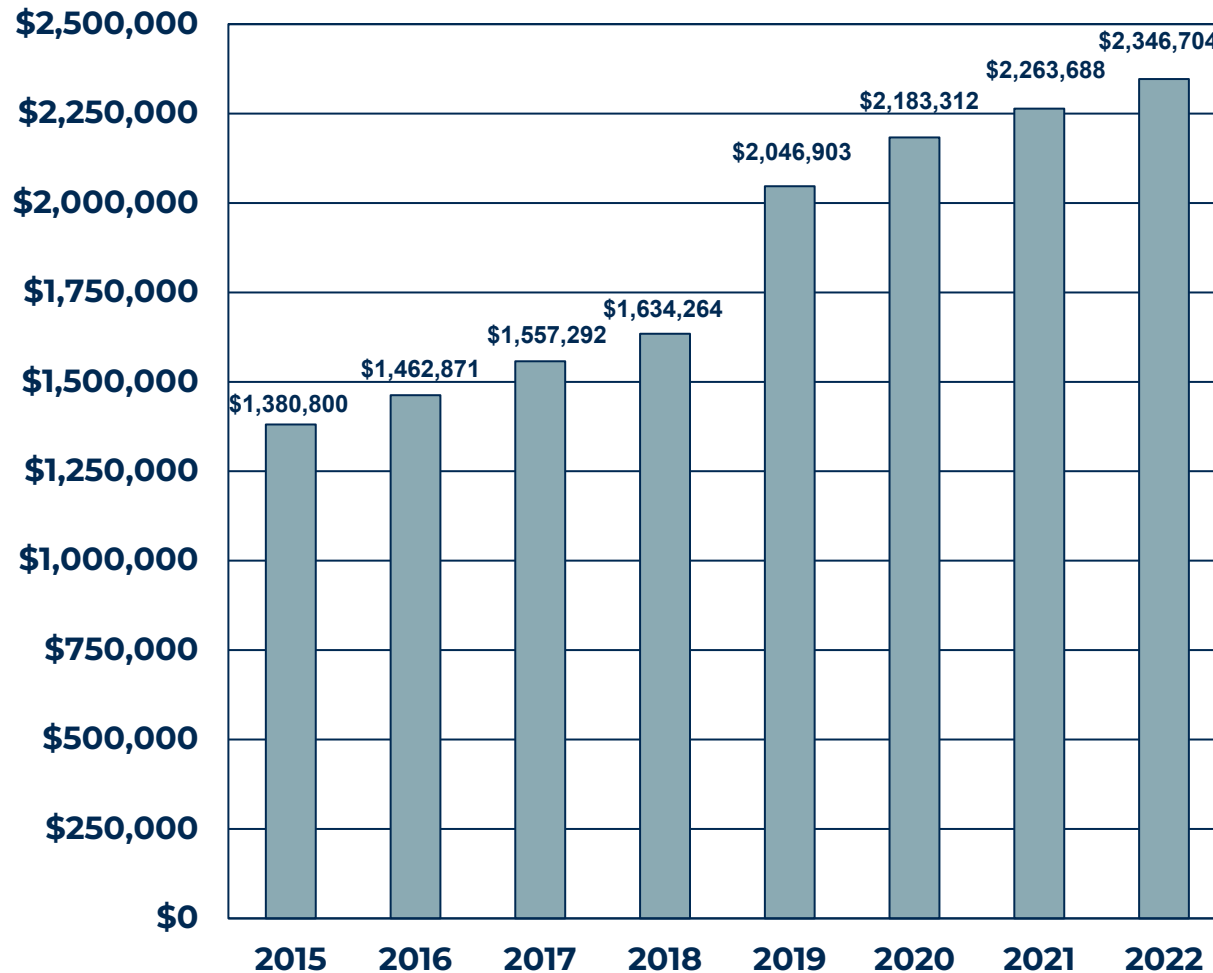


- Taxable tax capacity = market value x class rate
- Excludes tax capacity of parcels in TIF districts
- Taxable tax capacity has increased to \$2,281,405 in 2022 from \$2,143,126 for 2021

REVENUES

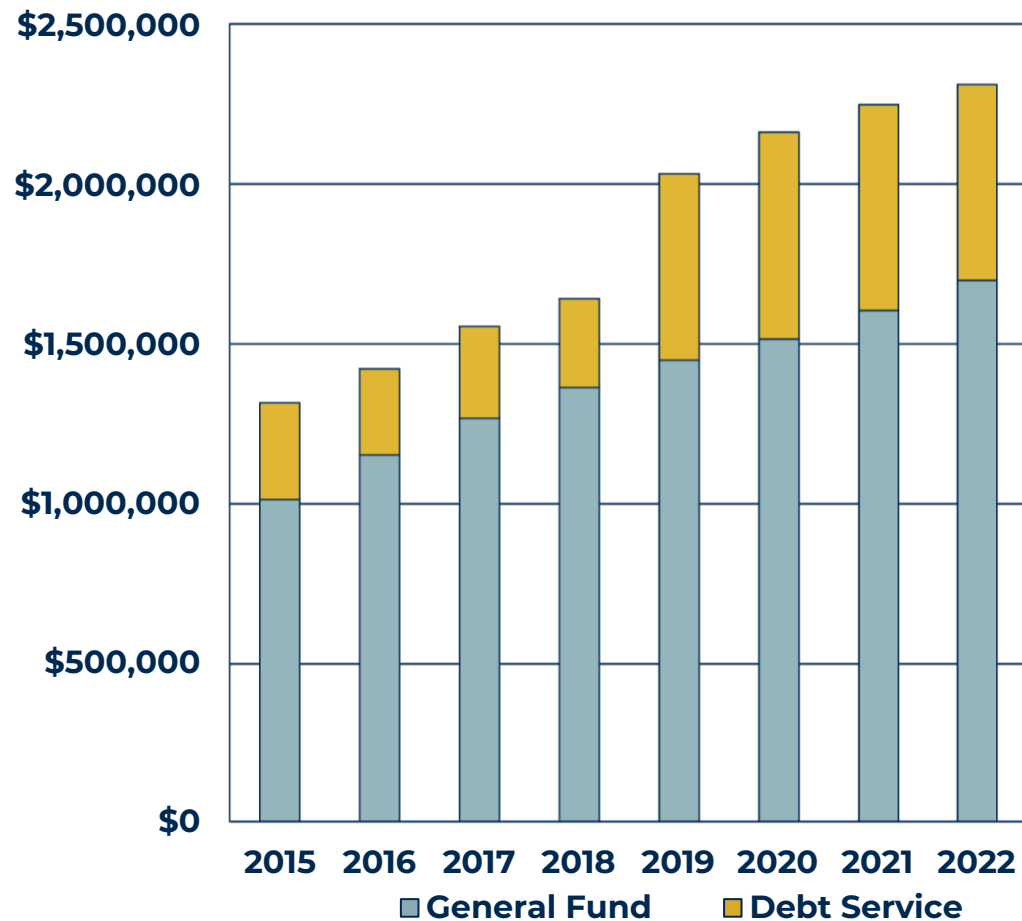
Governmental Funds

GENERAL PROPERTY TAX LEVY COLLECTIONS



- ✓ General tax levy revenues represented 51% of total governmental revenues in 2022 not including revenues related to the CCA project
- ✓ Tax collections \$2,346,704
- ✓ 2022 Levy \$2,310,877
- ✓ Levy increase in 2018 primarily due to voter approved debt levy for new pool complex

PROPERTY TAX LEVY



✓ Tax Levy for 2022 consists of:

- ✓ General Fund \$1,698,522
- ✓ Debt Service \$612,355

✓ City Tax Rate 2022

- ✓ General 74.45
- ✓ Debt Service 26.84
- ✓ Total 101.29

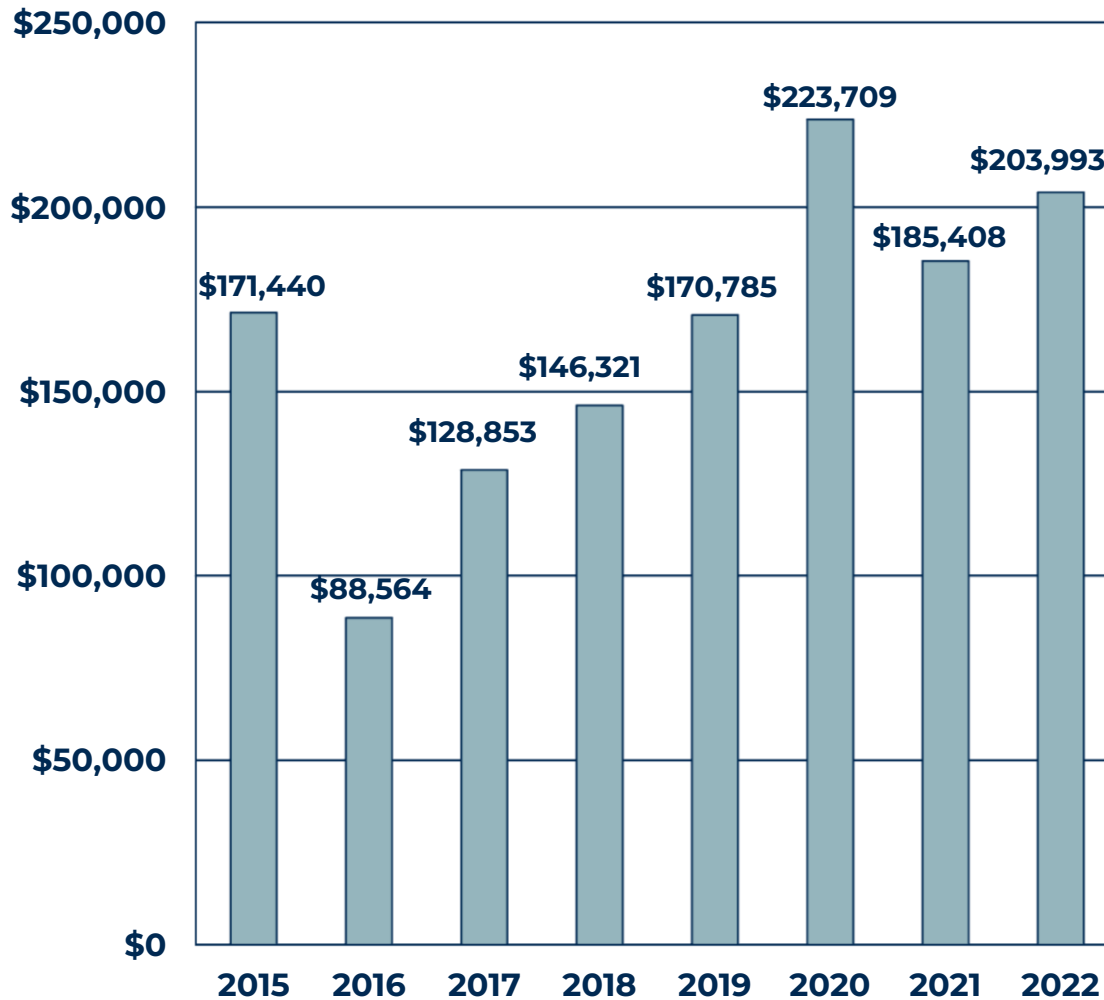
✓ City Tax Rate 2019

- ✓ General 79.92
- ✓ Debt Service 32.15
- ✓ Total 112.07

✓ City Tax Rate 2015

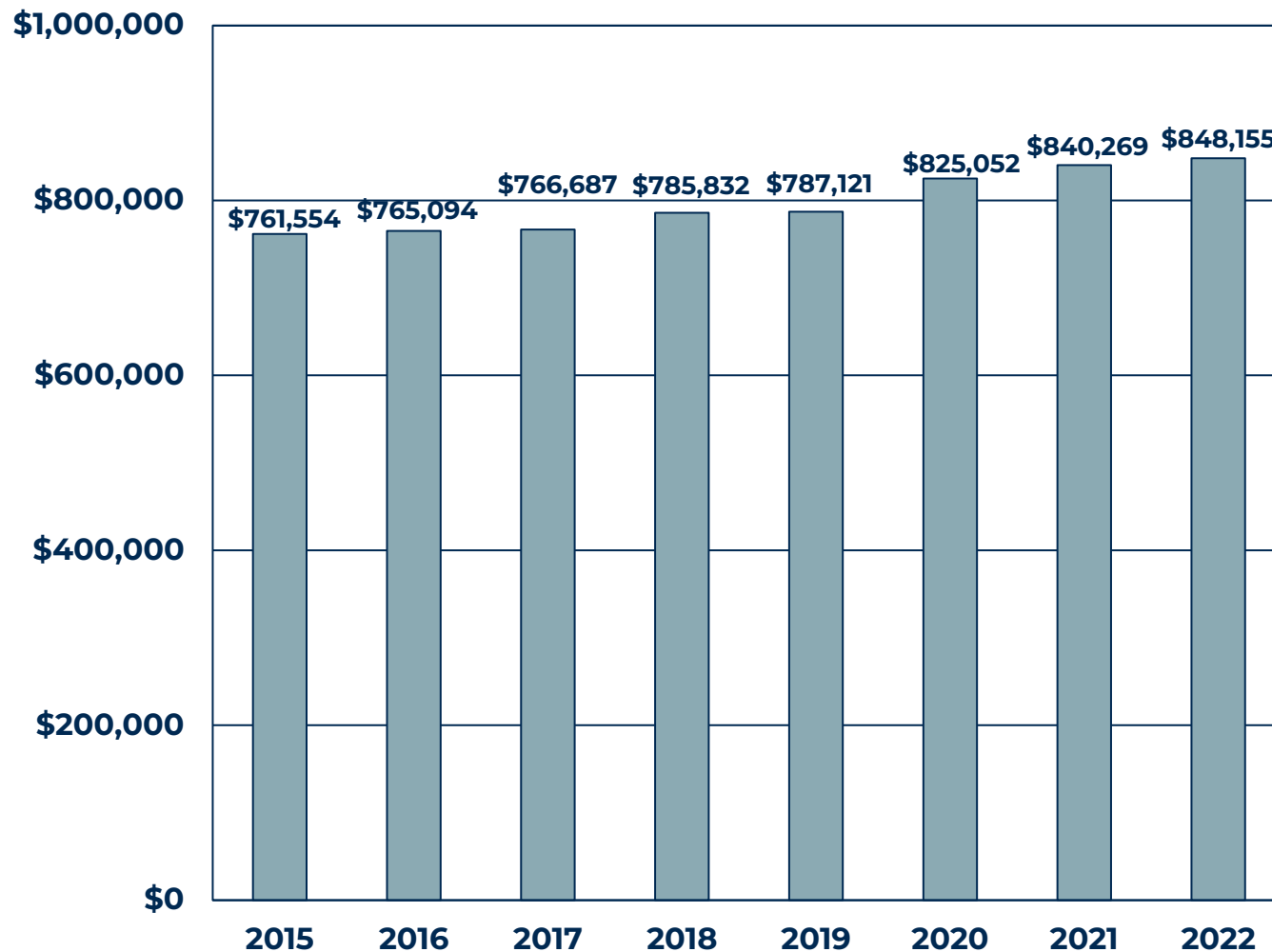
- ✓ General 68.66
- ✓ Debt Service 20.48
- ✓ Total 89.14

TAX INCREMENT REVENUES



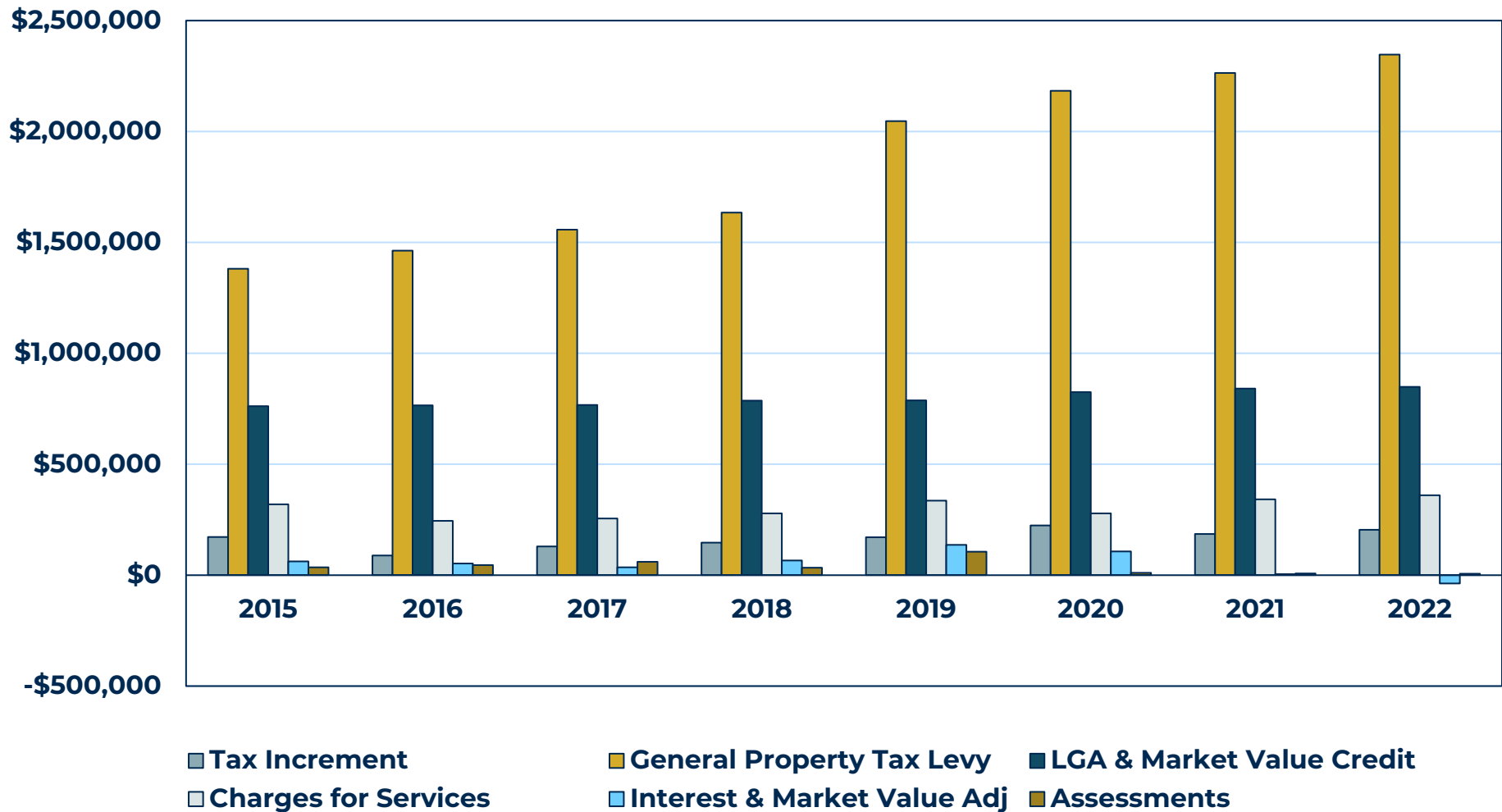
- ✓ Total TIF collections in 2022 were \$203,993
- ✓ TIF collections are impacted by County valuations and the property tax rates set by the State
- ✓ Reduction in TIF Revenues in 2016 due to payoff of 1999 TIF Bond in 2015
- ✓ Decertification of Pope & Young TIF in 2020

LOCAL GOVERNMENT AID (LGA) REVENUES



- ✓ Local government aid (LGA) is based on State formulas
- ✓ LGA represented 18.5% of the City's governmental revenues and 32% of total general fund revenues in 2022
- ✓ LGA will increase to \$866,853 in 2022

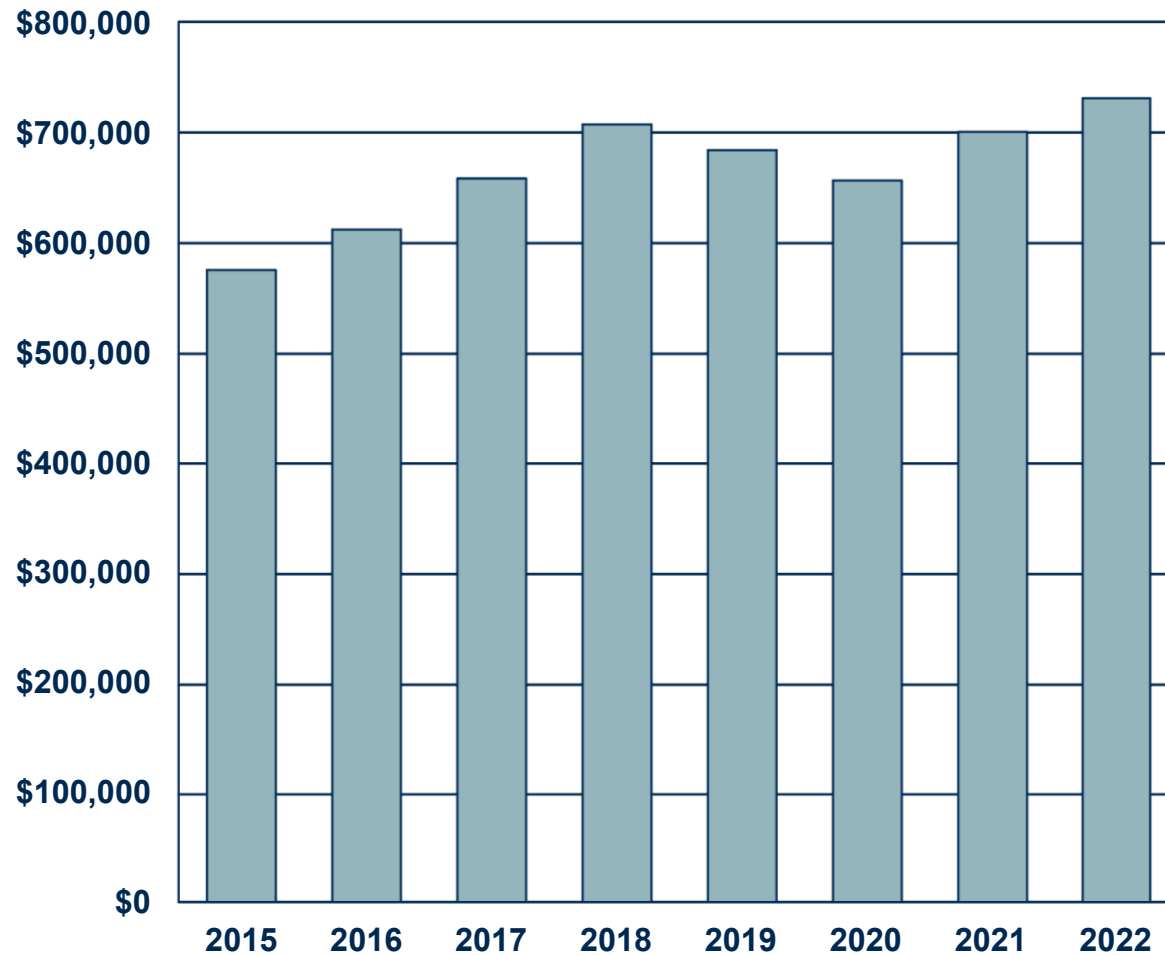
GOVERNMENTAL FUND REVENUES



EXPENDITURES

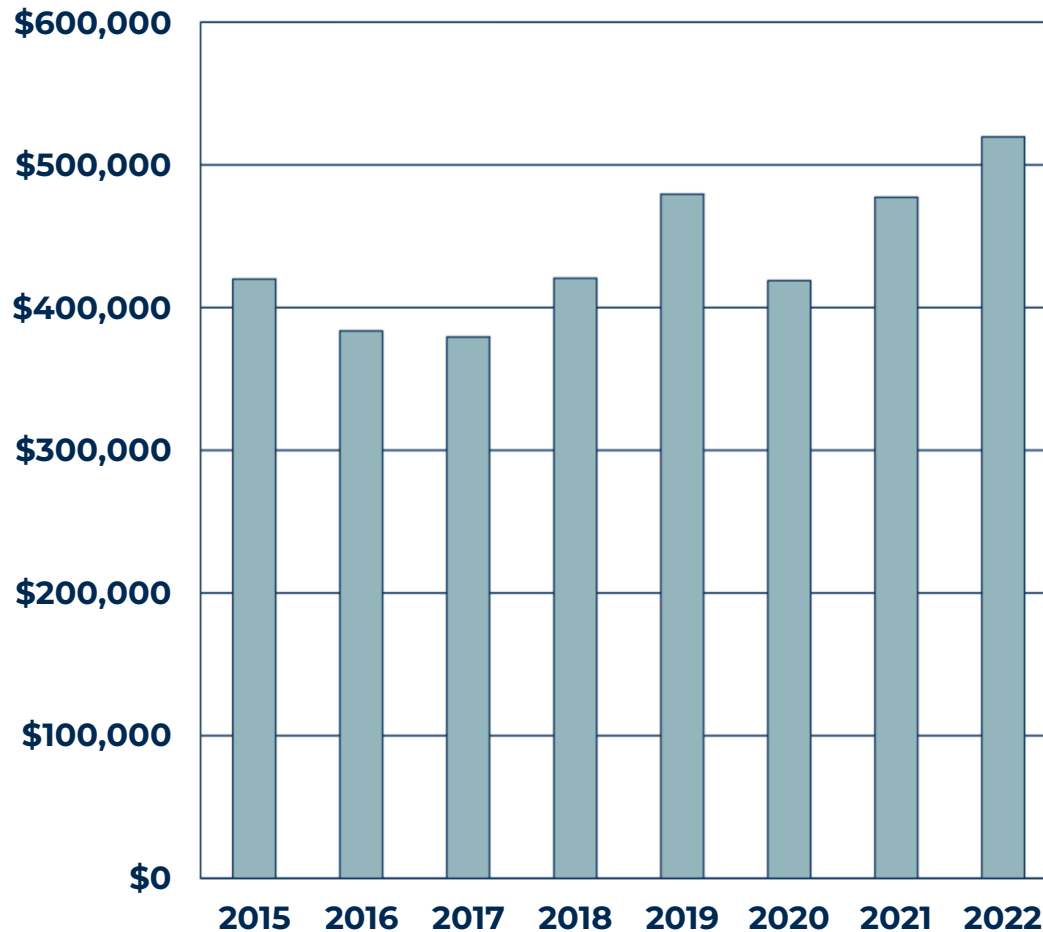
Governmental Funds

GENERAL GOVERNMENTAL EXPENDITURES



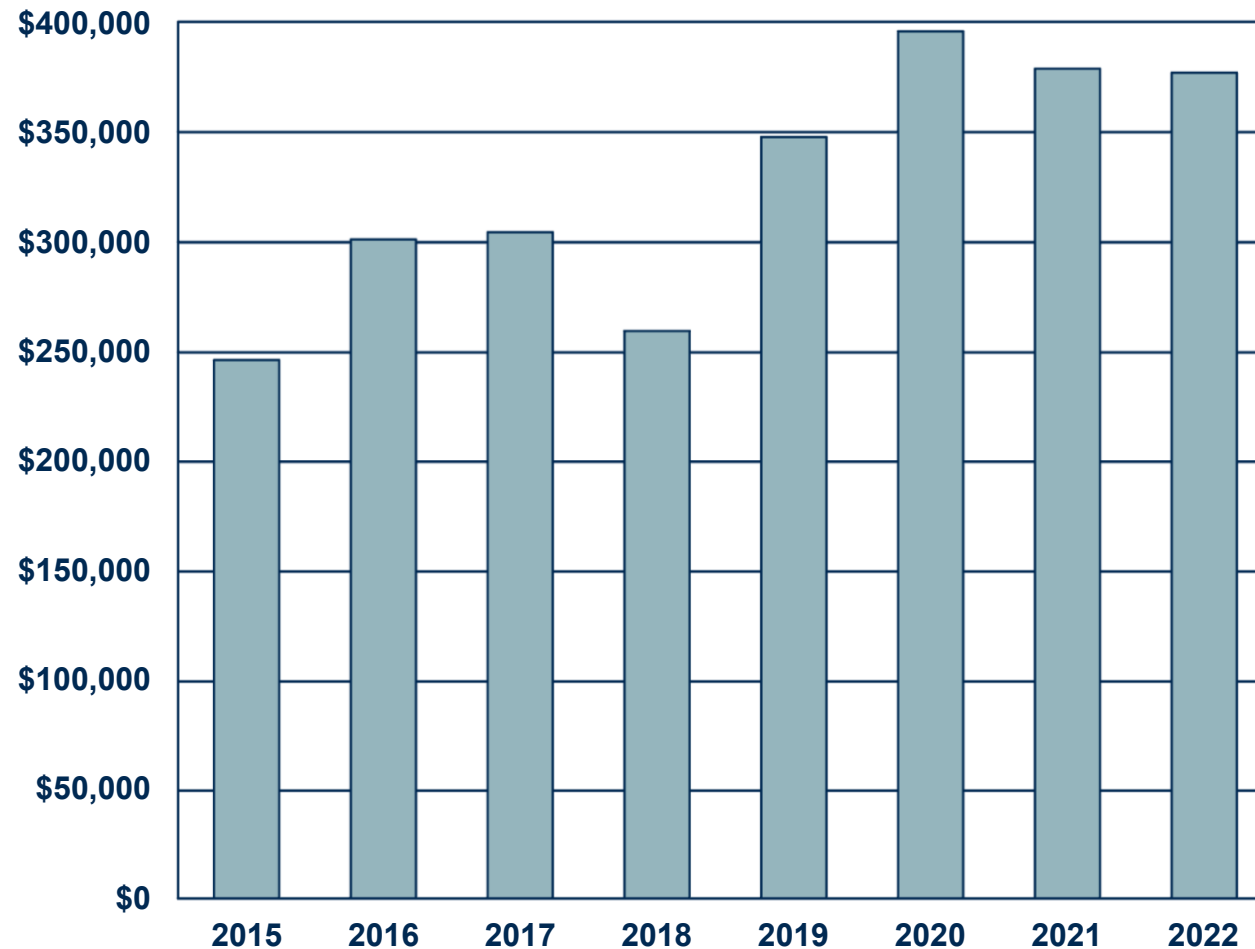
- ✓ Includes mayor and council, elections, clerk's office, planning and zoning, municipal building, and cable access
- ✓ Totaled \$730,951 for 2022, an increase of \$30,316 from 2021. Increases primarily in:
 - ✓ Employee costs
 - ✓ Contracted services for cable access

PUBLIC WORKS EXPENDITURES



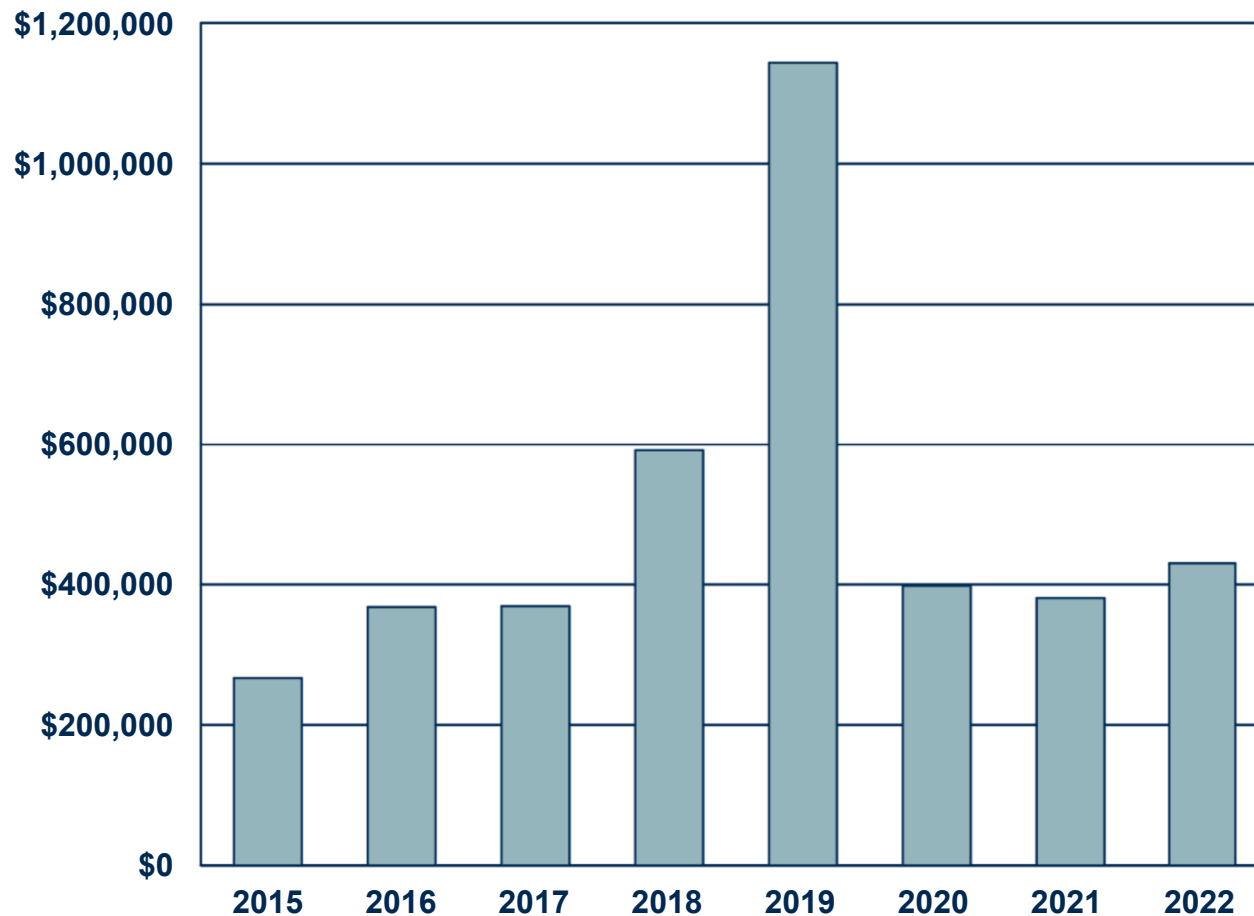
- ✓ Includes salaries and benefits, repairs and maintenance, supplies, fuel, and insurance, etc.
- ✓ Totaled \$519,646 in 2022, an increase of \$42,265 from 2021
- ✓ Increases in 2022 primarily in:
 - ✓ Employee costs
 - ✓ Street maintenance
 - ✓ Engineering fees
 - ✓ Utility fees

PARK AND RECREATION EXPENDITURES



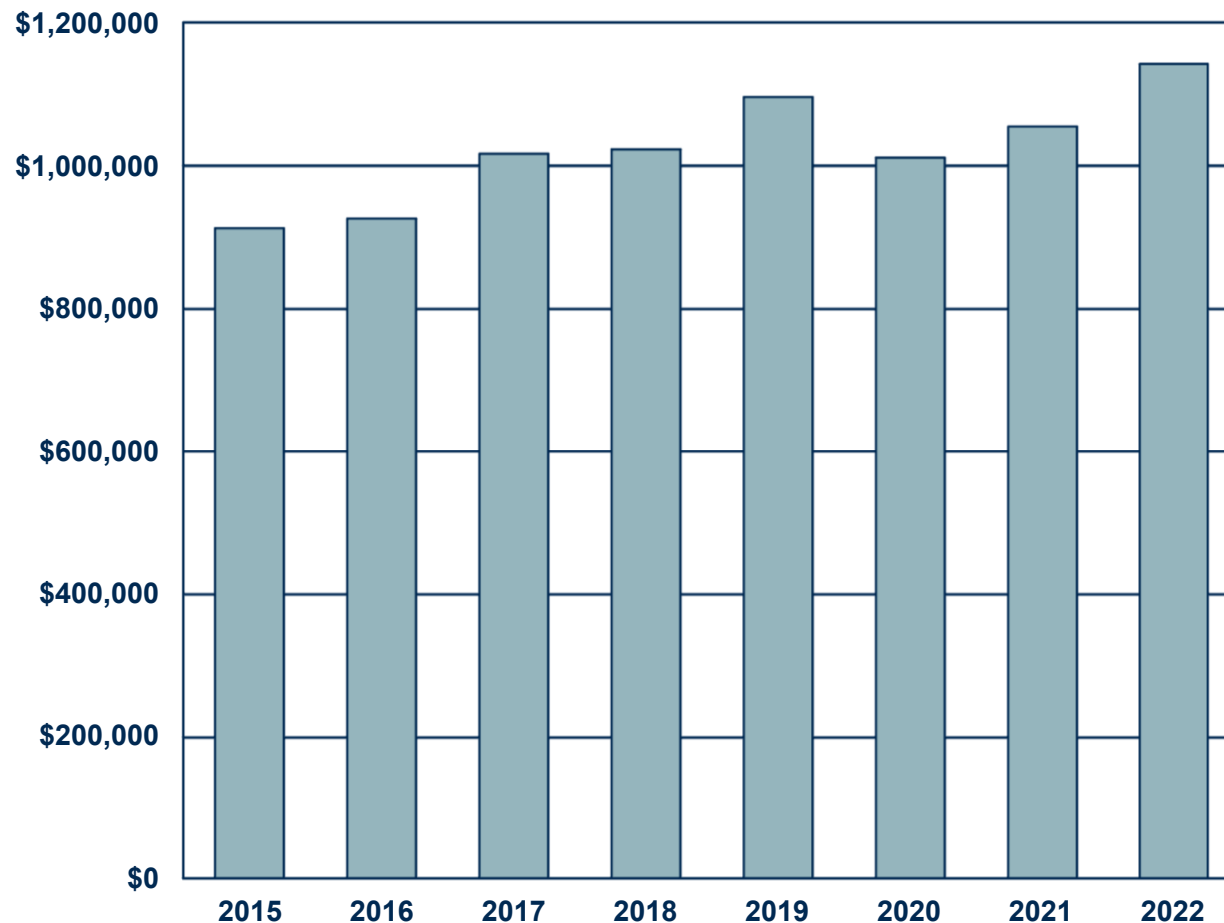
- ✓ Includes parks, recreation programs, band, swimming pool and tourism
- ✓ Totaled \$376,939 in 2022, a decrease of \$1,847 from 2021
- ✓ Increase in 2019 related to increased employee costs at the pool and costs related to flood damage
- ✓ Increase in 2020 related to flood damage offset by FEMA aid, net of Covid related reductions
- ✓ Additional capital costs for flood damage in 2016 and 2017 were offset with FEMA aid

COMMUNITY DEVELOPMENT EXPENDITURES



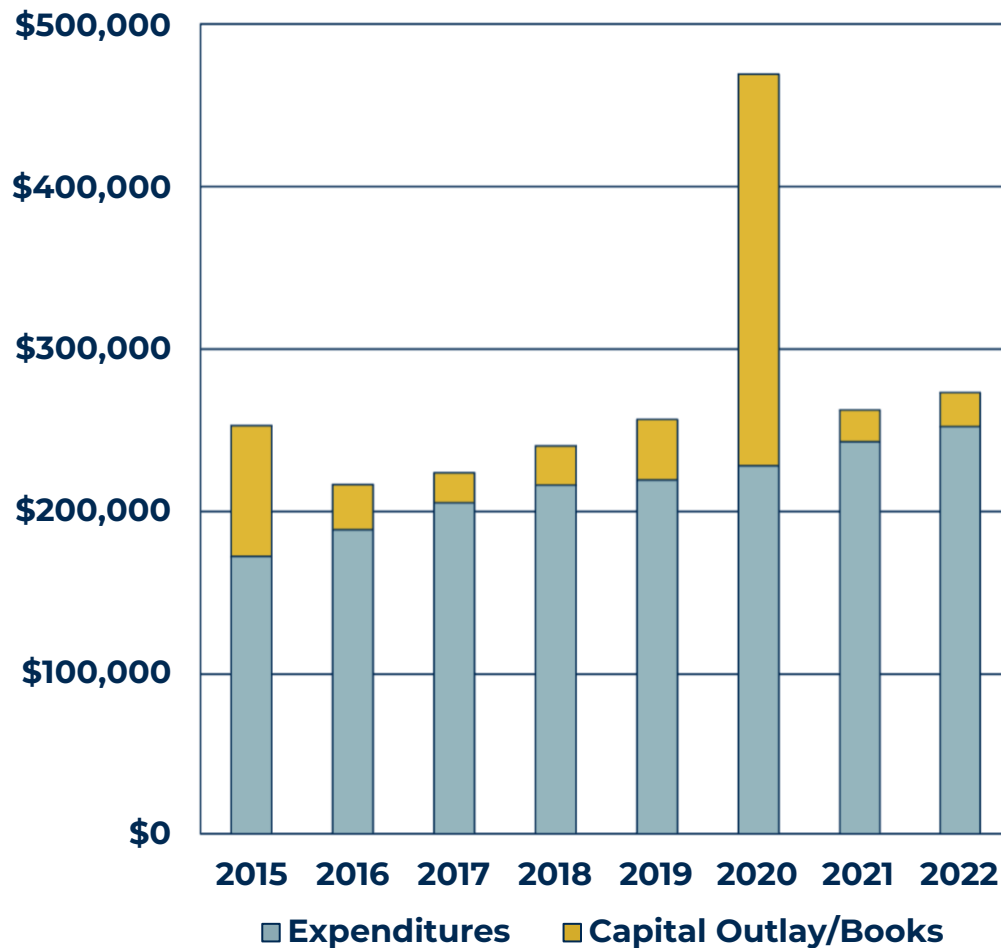
- ✓ Includes community development, EDA, heritage preservation, historical society, revolving loan, senior citizen, Chatfield Center for the Arts and TIF reimbursements
- ✓ Totaled \$430,328 in 2022, an increase of \$49,556 from 2021
- ✓ Increase in 2019 primarily due to three new revolving loans issued totaling \$455,500 and costs related to Dollar General development project
- ✓ Increase in 2018 primarily due to recording obligation to repay Twiford Redevelopment grant
- ✓ Increase in 2022 due to issuing one new revolving loan for \$40,000

PUBLIC SAFETY EXPENDITURES



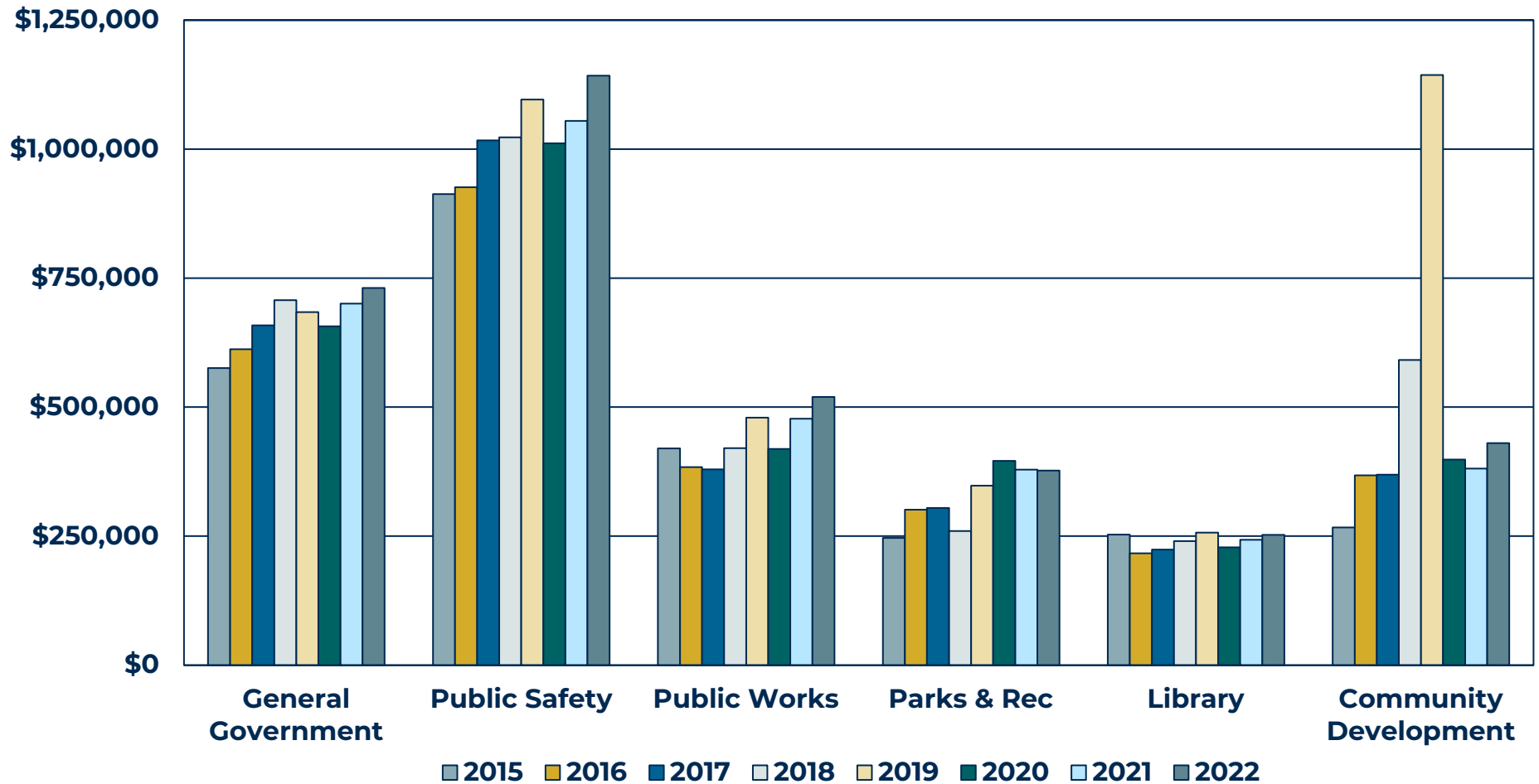
- ✓ Includes police department, fire department, ambulance service, animal control and building code
- ✓ Totaled \$1,142,302 in 2022, an increase of \$87,530 from 2021 primarily due to:
 - ✓ Employee costs
 - ✓ Equipment repairs
 - ✓ Departmental capital charge

LIBRARY



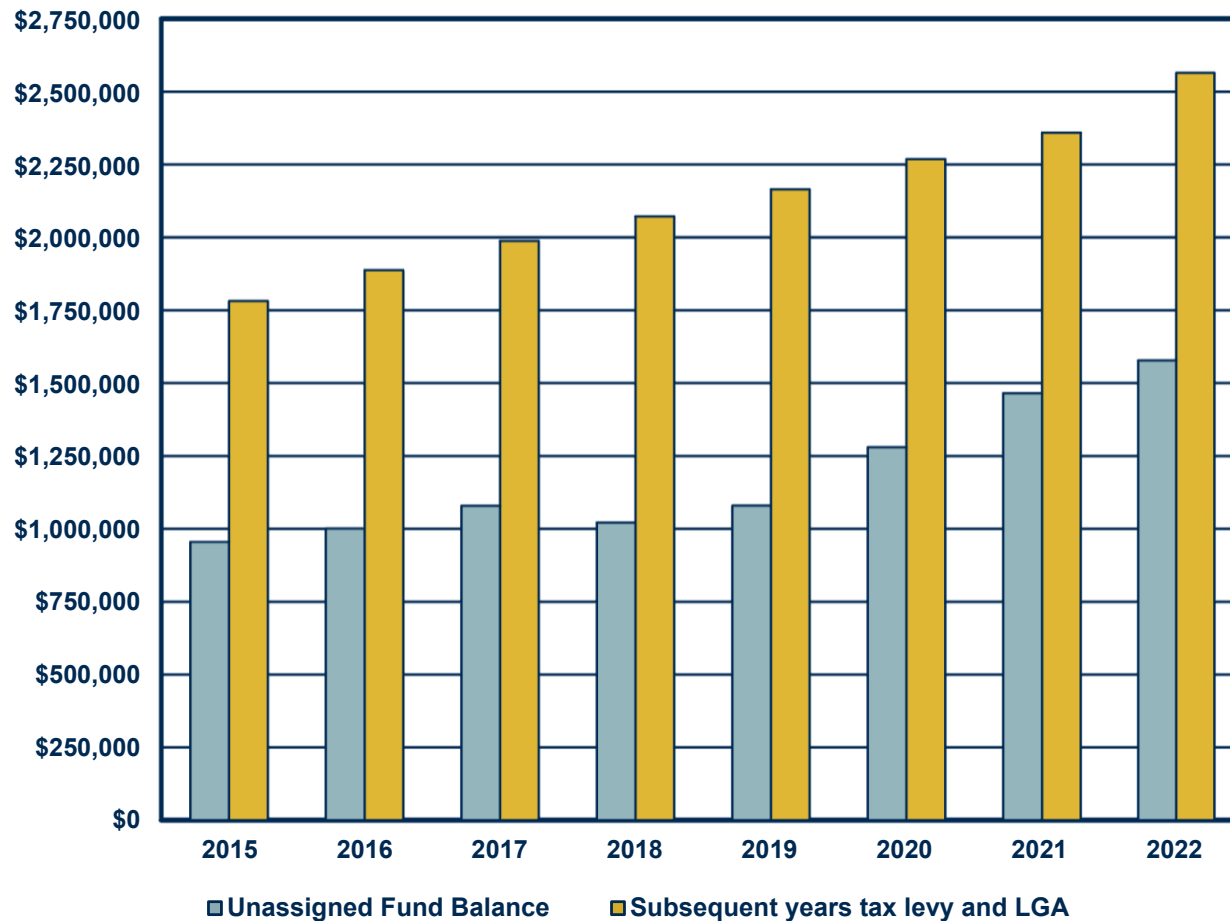
- ✓ Includes the library and library donation funds
- ✓ Expenditures totaled \$273,252 in 2022 which includes \$20,931 in capital outlay for books, and non-print material.
- ✓ Capital outlay in 2020 was primarily the entryway project

GOVERNMENTAL FUND EXPENDITURES (EXCL. CAPITAL OUTLAY)



RESERVES

GENERAL FUND – FUND BALANCE



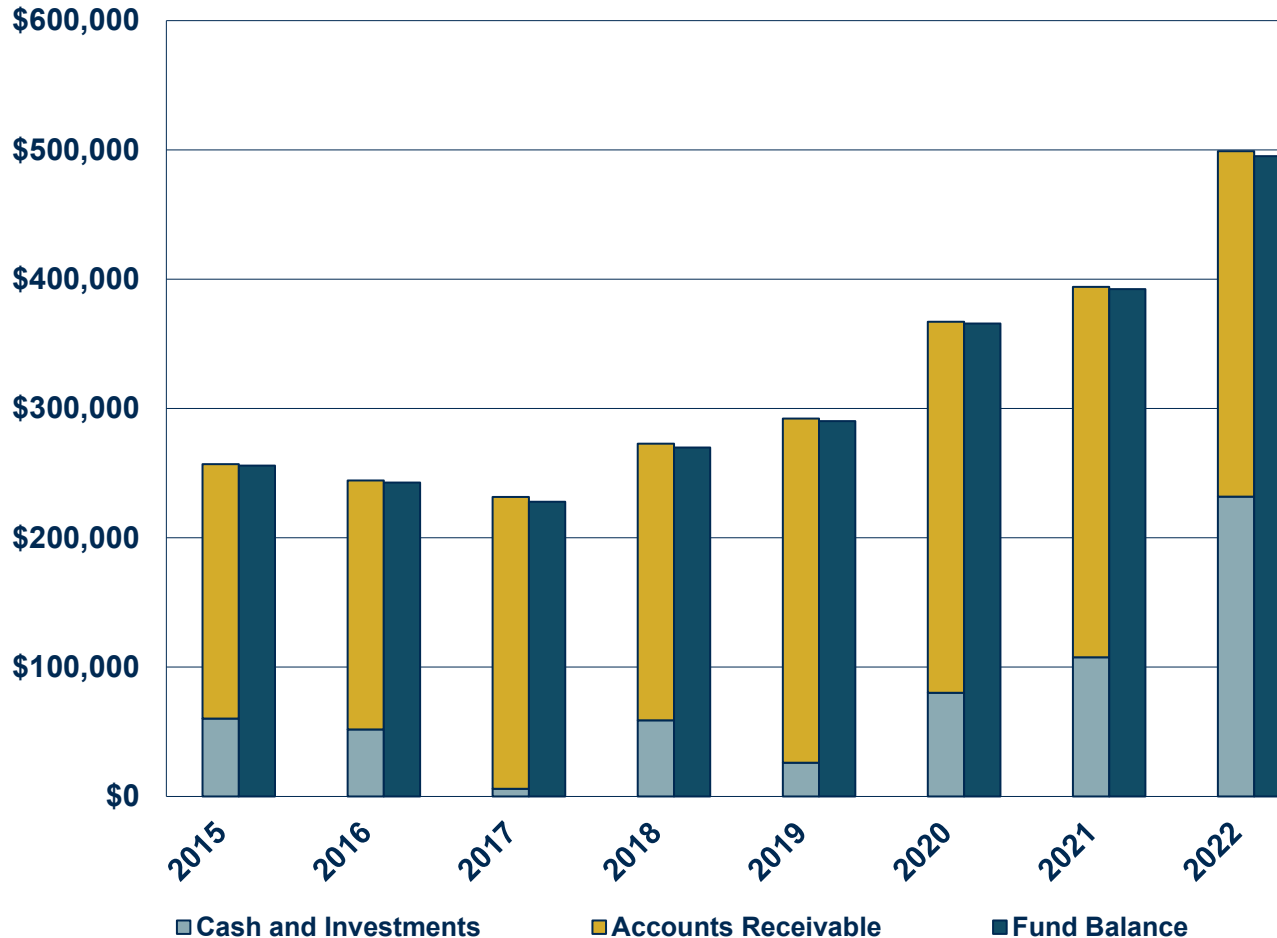
✓ Unassigned General Fund balance as a Percentage of next years General Fund property tax levy and LGA

✓ 2022	61.5%
✓ 2021	62.1%
✓ 2020	56.4%
✓ 2019	49.9%
✓ 2018	49.3%
✓ 2017	54.3%
✓ 2016	53.1%
✓ 2015	53.6%

✓ Unrestricted General Fund balance policy is 40-60%

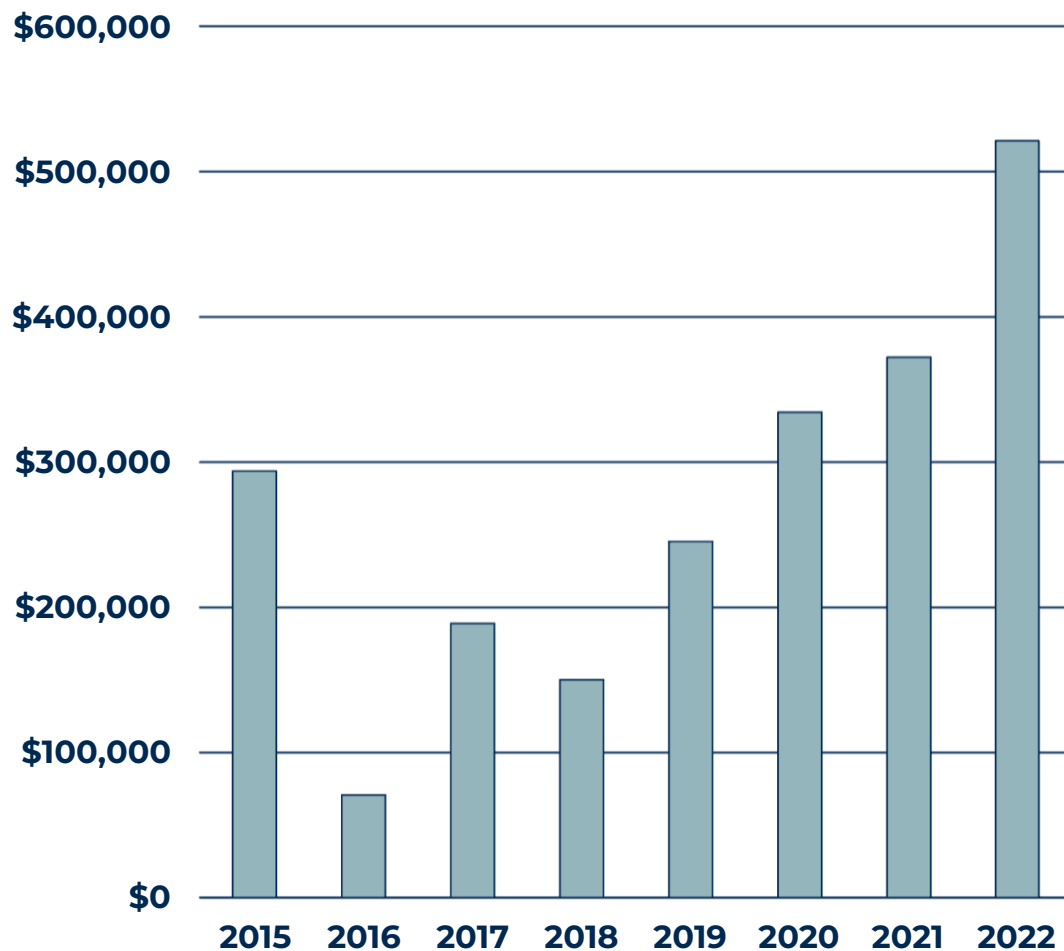
✓ 2022 and 2021 General Fund balance increases include Federal ARPA funds of \$154K. Excluding the ARPA funds, the fund balance percentages would have been 56% in 2022 and 2021

AMBULANCE AND AMBULANCE CAPITAL FUNDS - FUND BALANCE



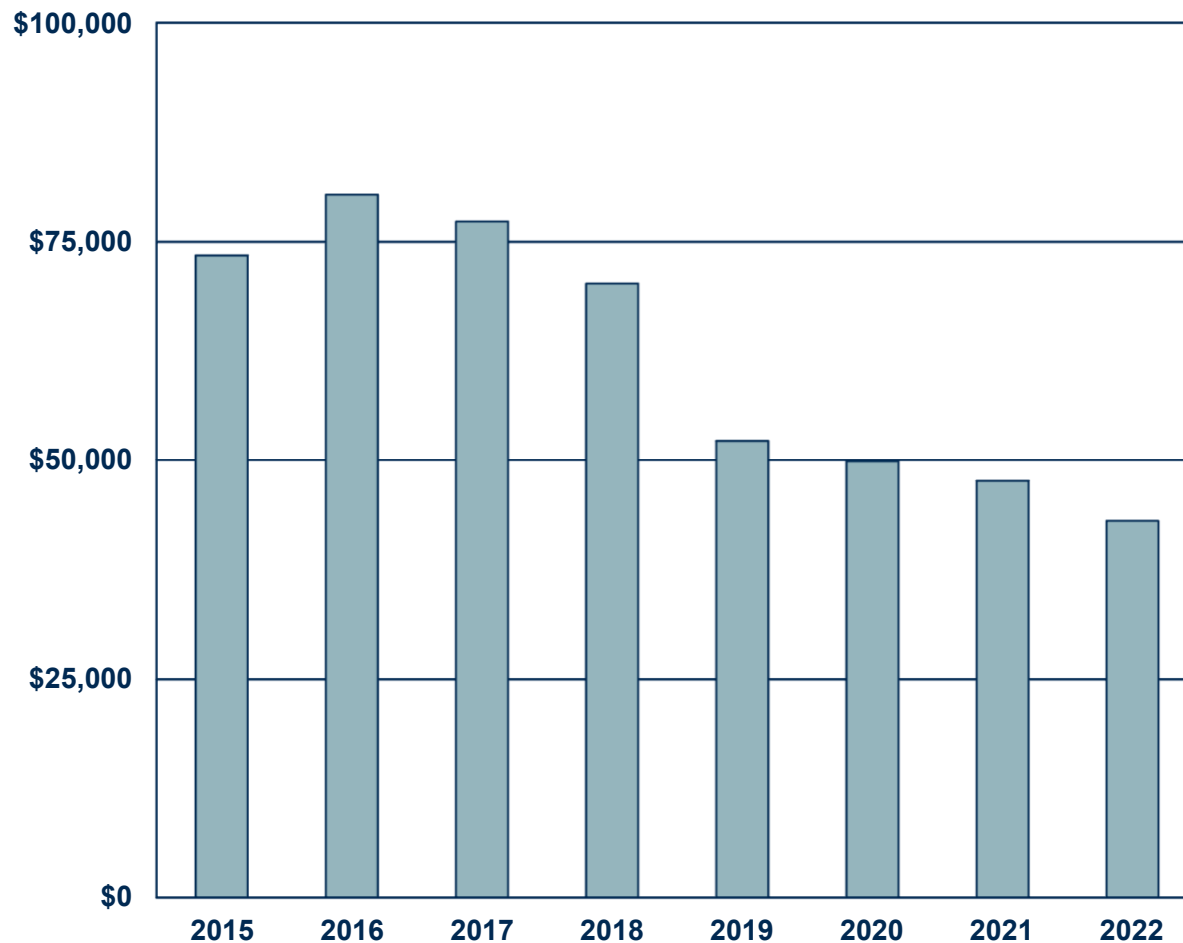
- ✓ Ambulance fund is supported through township and city contributions and user charges
- ✓ Township contributions totaled \$57,174 and user charges totaled \$231,195 in 2022
- ✓ Fund is maintaining reserves for future equipment replacement
- ✓ Combined Fund Balance totaled \$495,185 at 12/31/22
 - ✓ Ambulance Fund \$358,036
 - ✓ Ambulance Capital \$137,149
- ✓ Acquired new ambulance with cash reserves in 2015

FIRE AND FIRE CAPITAL FUNDS - FUND BALANCE



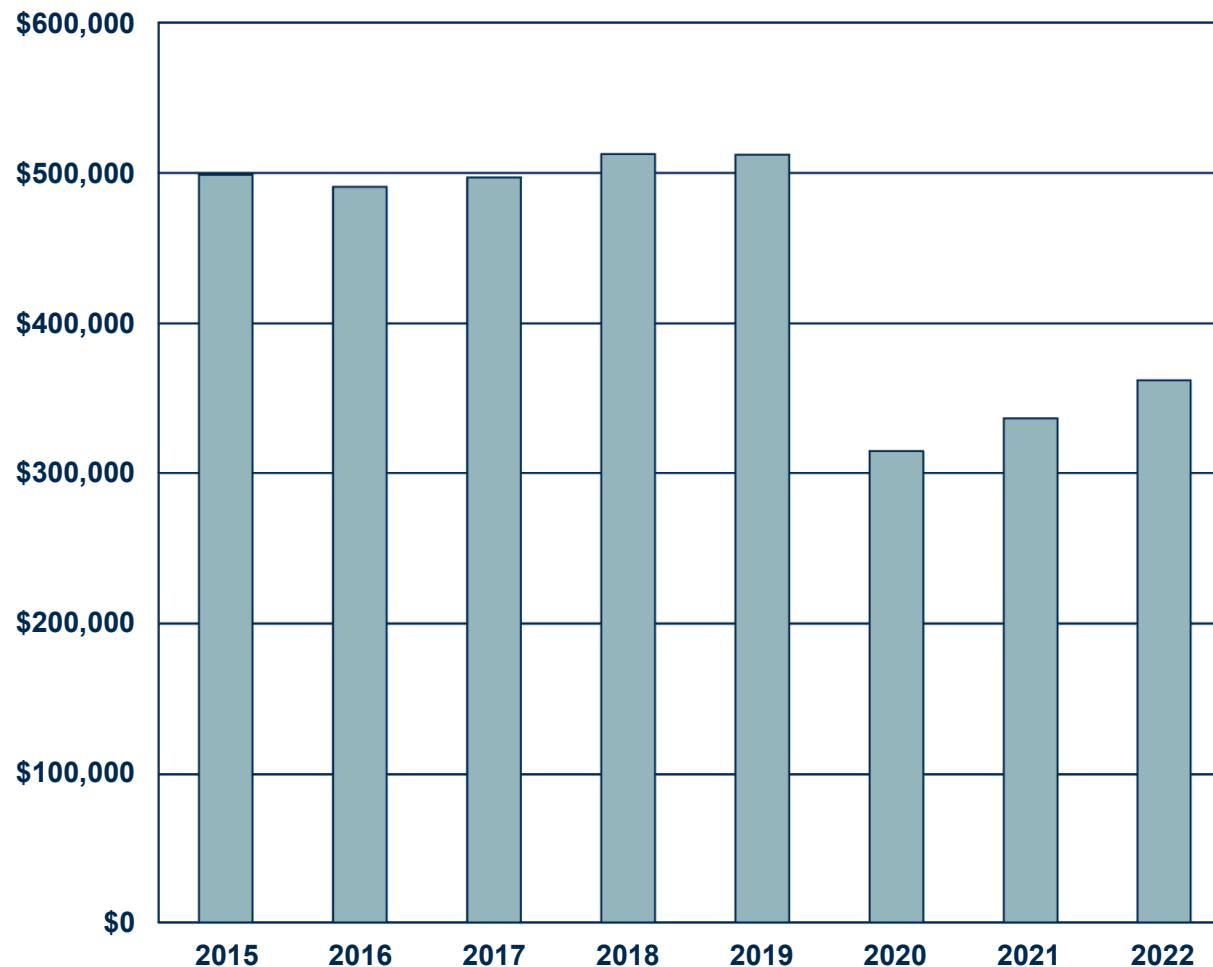
- ✓ Fund used to account for the City's fire operations and capital equipment acquisitions
- ✓ Combined Fund Balance at 12/31/22 totaled \$521,899
 - ✓ Fire Fund \$94,781
 - ✓ Fire Capital \$427,118
- ✓ Acquired new fire truck with cash reserves in 2016
- ✓ Acquired new tanker with cash reserves in 2018
- ✓ Acquired new brush truck with cash reserves in 2021

EDA FUND - FUND BALANCE



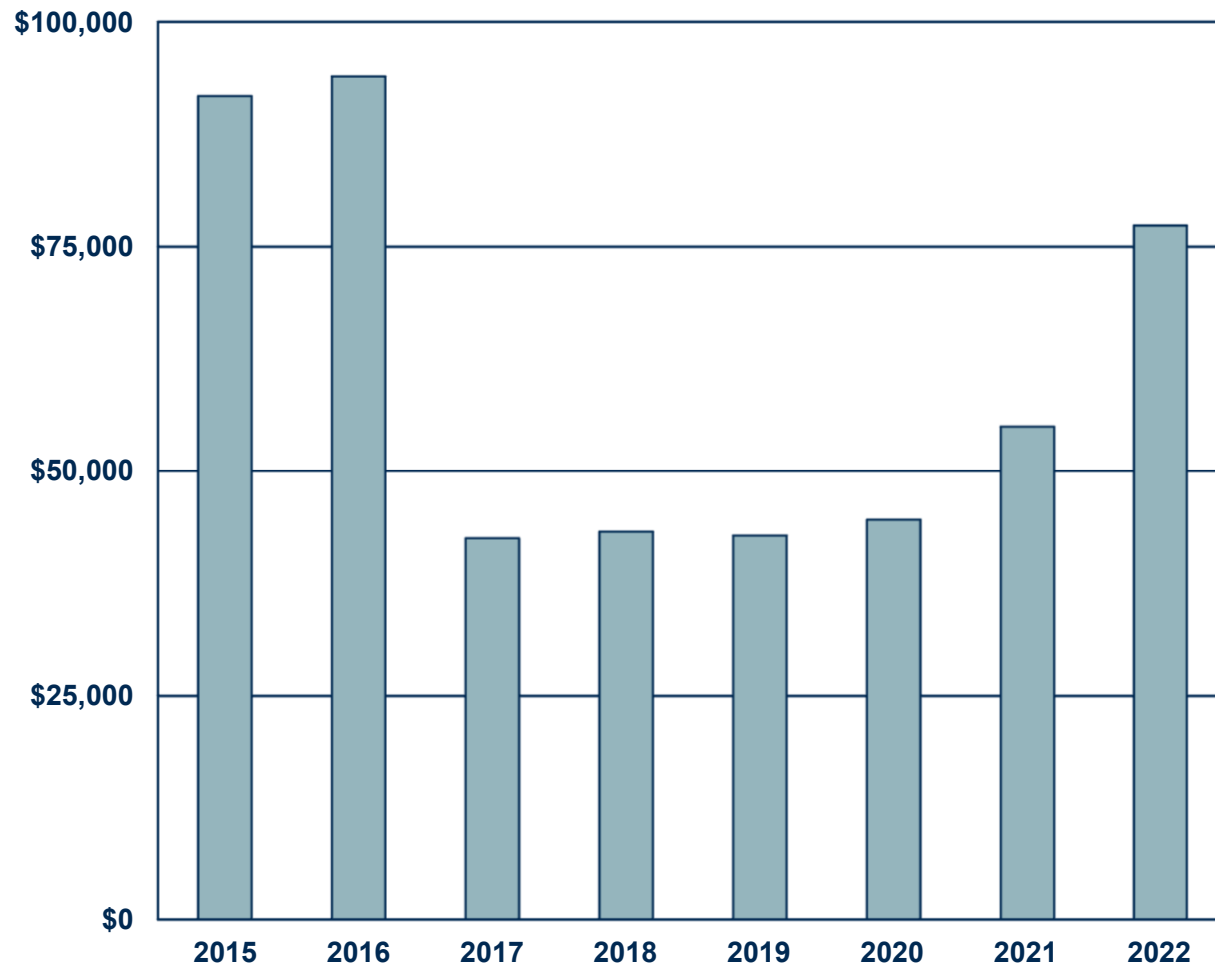
- ✓ EDA fund is supported through annual appropriation from the general fund
- ✓ General fund contribution totaled \$74,000 in 2022

LIBRARY FUND - FUND BALANCE



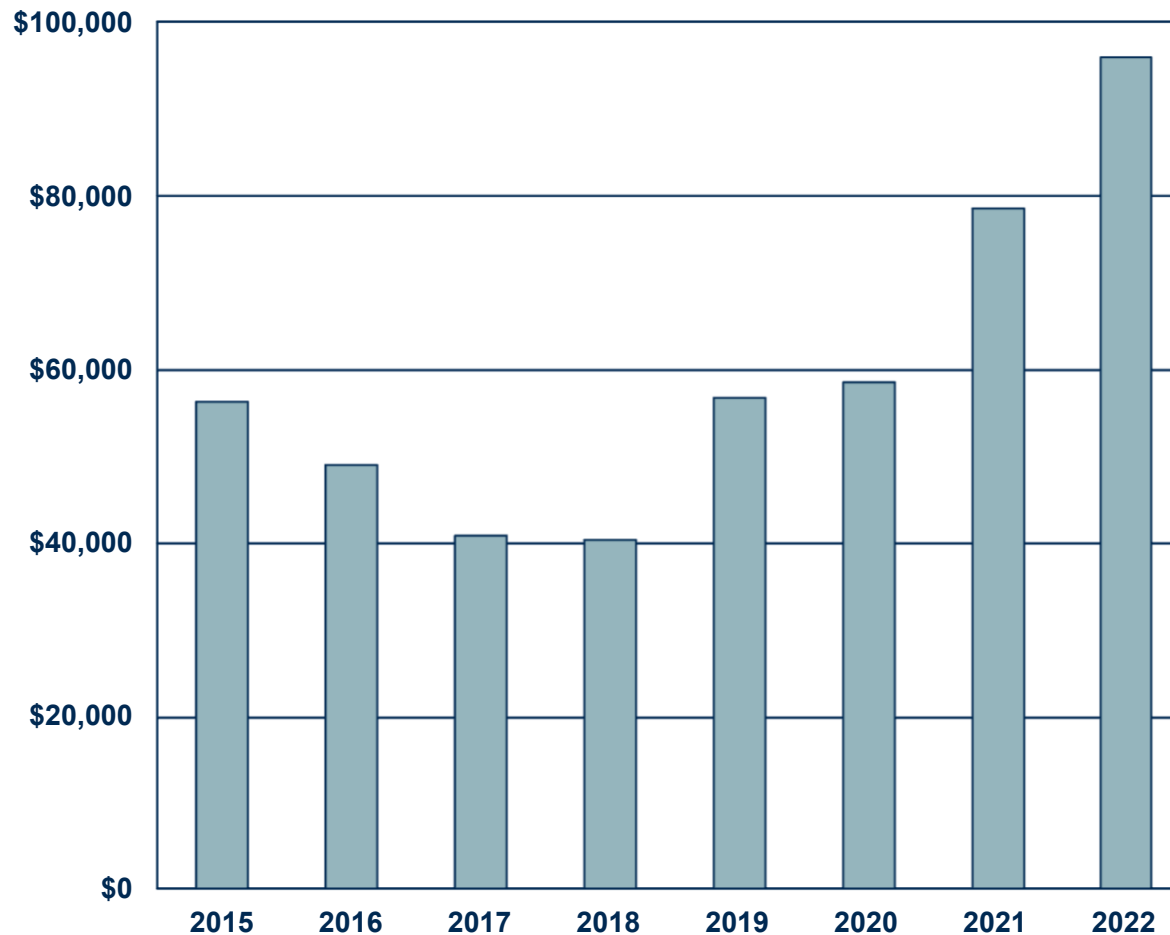
- ✓ Combined fund balance at 12/31/22 totaled \$362,174
 - ✓ Library \$181,993
 - ✓ Library Endowment \$180,181
- ✓ Fund is supported through county allocations (\$84,599) and property taxes (\$187,509 for 2022)
- ✓ Endowment Fund received \$8,017 in donations in 2022
- ✓ Spent \$222,448 in endowment reserves on completing the entryway project in 2020

CHATFIELD CENTER FOR THE ARTS - FUND BALANCE



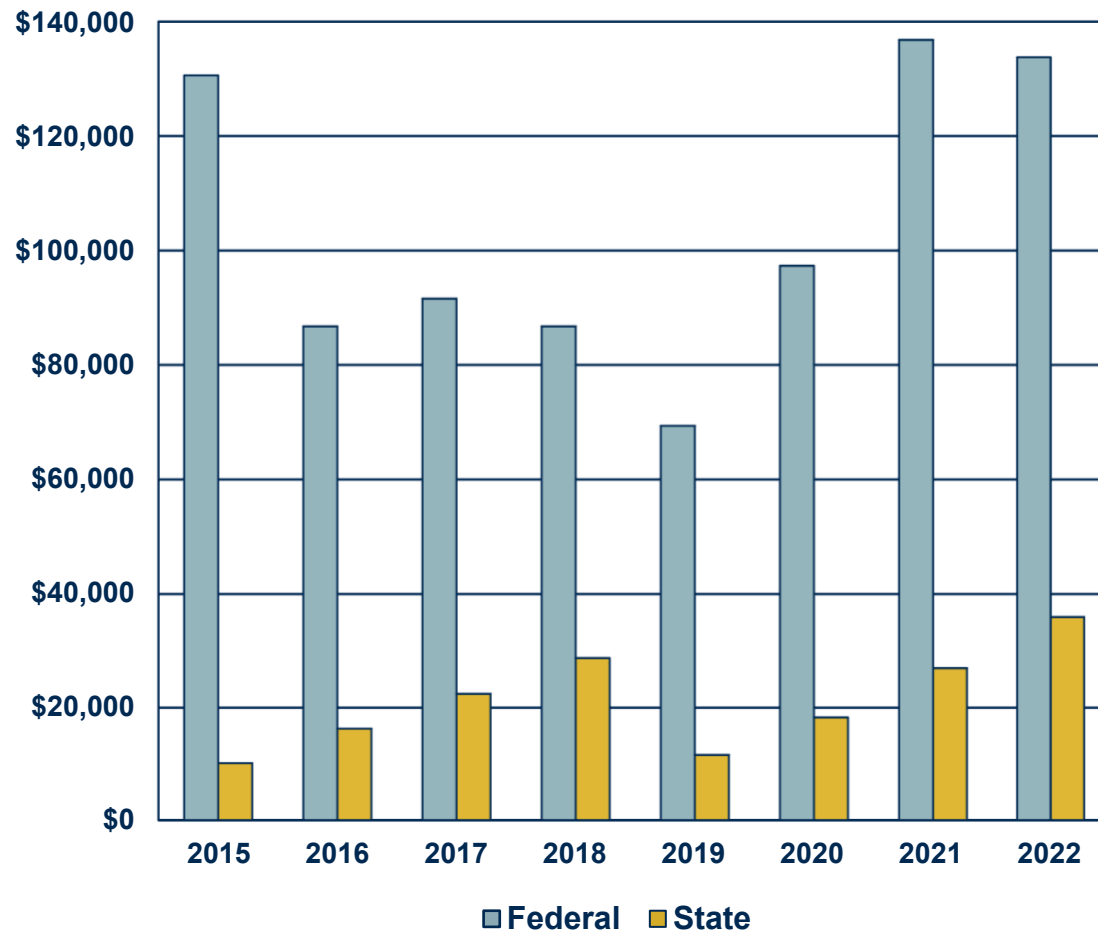
- ✓ Fund established with contributions from the School District and the City
- ✓ Total revenues for 2022 was \$5,361; also received City contribution of \$80,000 from the general fund
- ✓ Expenditures for 2022 totaled \$62,989
- ✓ Fund Balance at 12/31/22 totaled \$77,362
 - ✓ CCA Operations \$63,939
 - ✓ CCA Capital \$13,423

CABLE ACCESS FUND - FUND BALANCE



- ✓ Fund is supported by franchise fees (\$25,503) collected from the cable providers
- ✓ Fund balance of \$95,904 at 12/31/22 is available for future equipment upgrades and to sustain operations

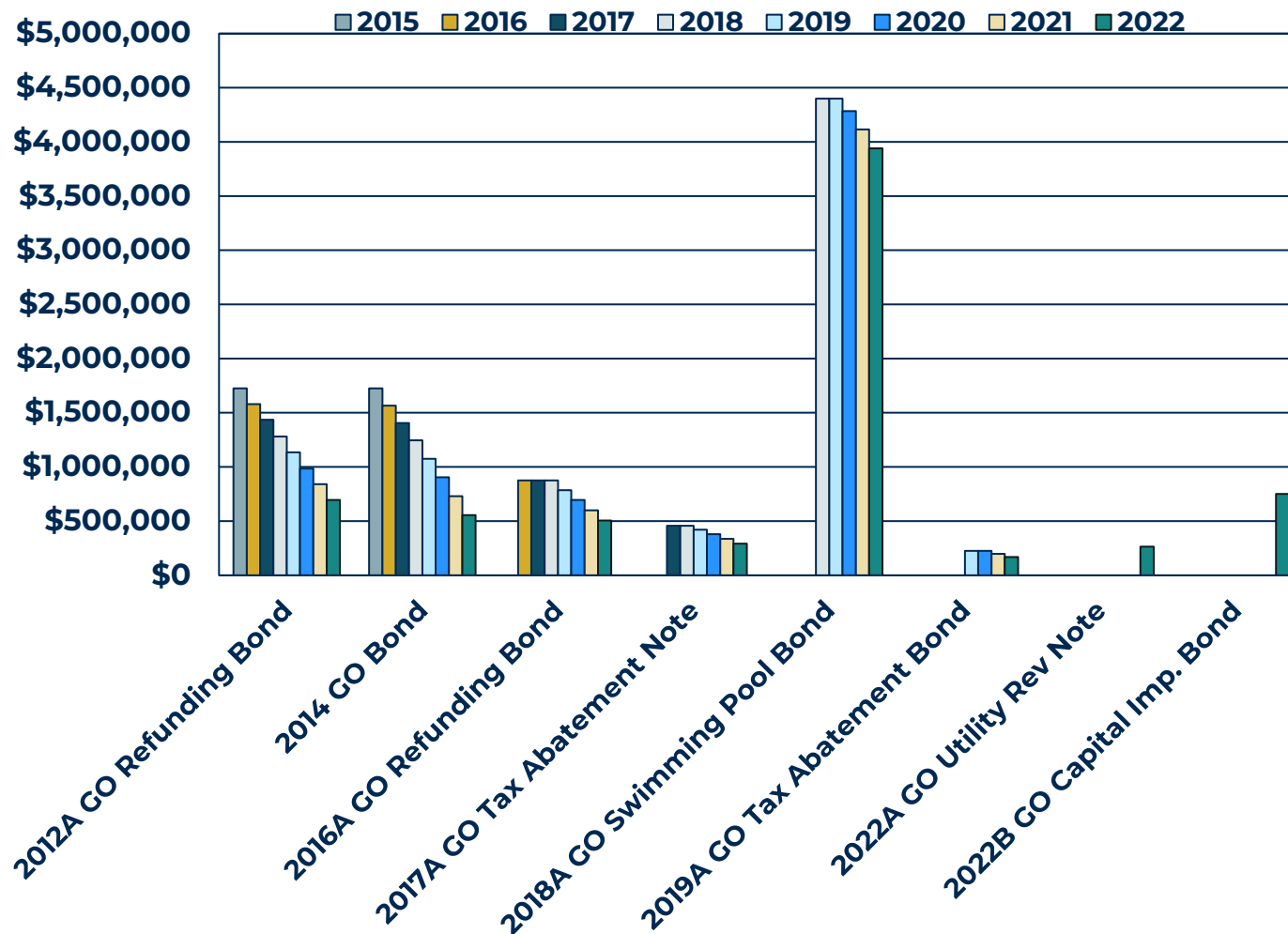
REVOLVING LOAN FUNDS – FUND BALANCE



- ✓ Nine outstanding loans at December 31, 2022 totaled \$503,949
- ✓ Fund balance is available to reloan for qualified purposes
- ✓ Three new loans issued in 2019 totaling \$455,500
- ✓ No new loans issued in 2020 or 2021
- ✓ One new loan issued in 2022 for \$40,000

DEBT SERVICE

GOVERNMENTAL DEBT AND GENERAL OBLIGATION BONDS



✓2012 GO Refunding bond issued for water tower, booster station and Hillside drive - balance \$695,000 at 12/31/22

✓2014 GO Bonds issued for 2014 street improvements – balance \$555,000 at 12/31/22

✓2016A GO Refunding Bonds issued to refund 2010A – balance \$505,000 at 12/31/22

✓2017A GO Tax Abatement Note issued for industrial drive project – balance \$292,000 at 12/31/22

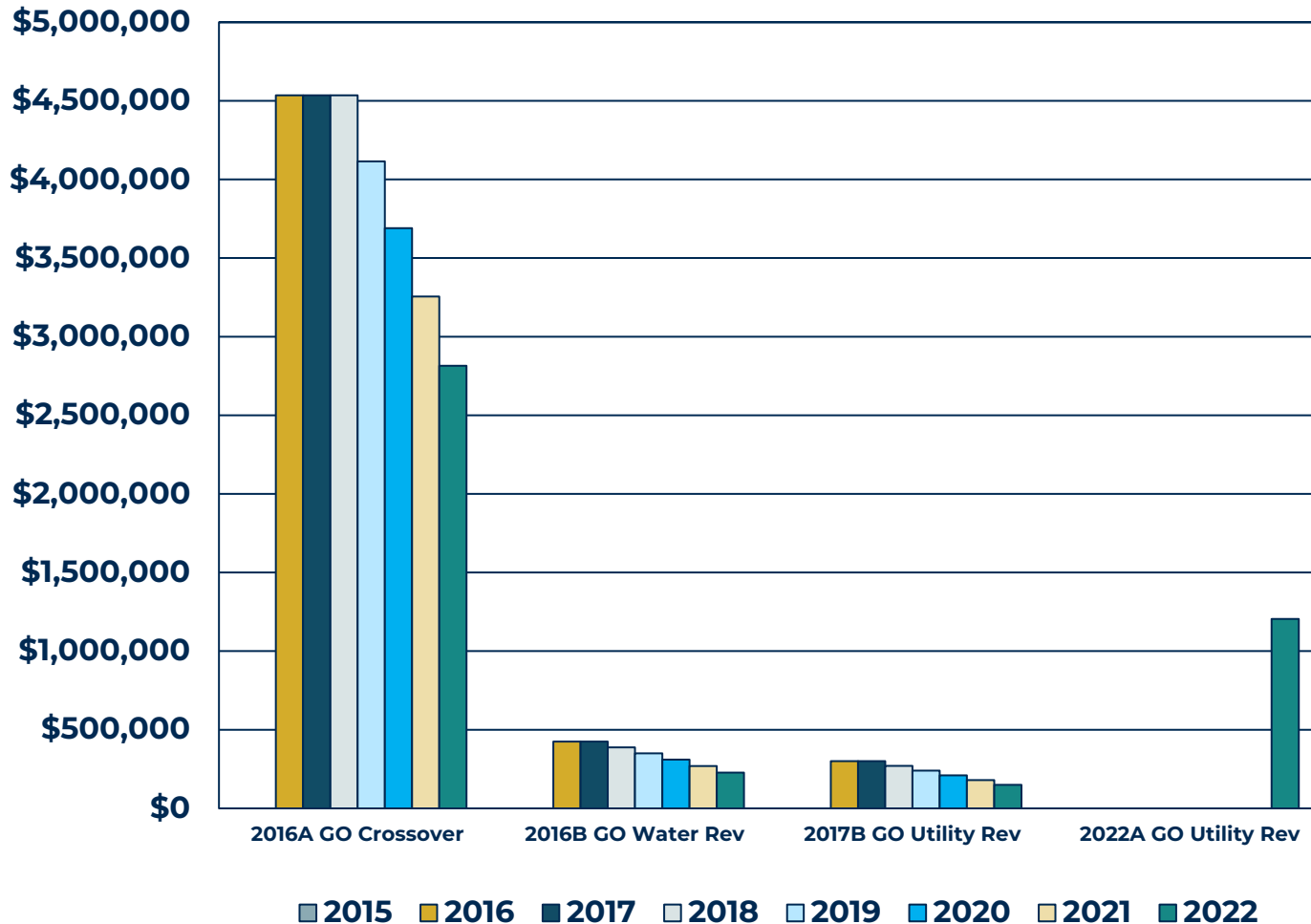
✓2018A GO Swimming Pool Bond issued for swimming pool – balance \$3,940,000 at 12/31/22

✓2019A GO Tax Abatement Bond issued for street lighting improvements – balance \$168,000 at 12/31/22

✓2022A GO Utility Revenue Note issued for water system and sewer system improvements – balance \$264,420 at 12/31/22

✓2022B Taxable GO Improvement Plan Bond issued for acquisition, construction, and/or betterment of a public works facility – balance \$750,000 at 12/31/22

BUSINESS TYPE DEBT AND GENERAL OBLIGATION BONDS



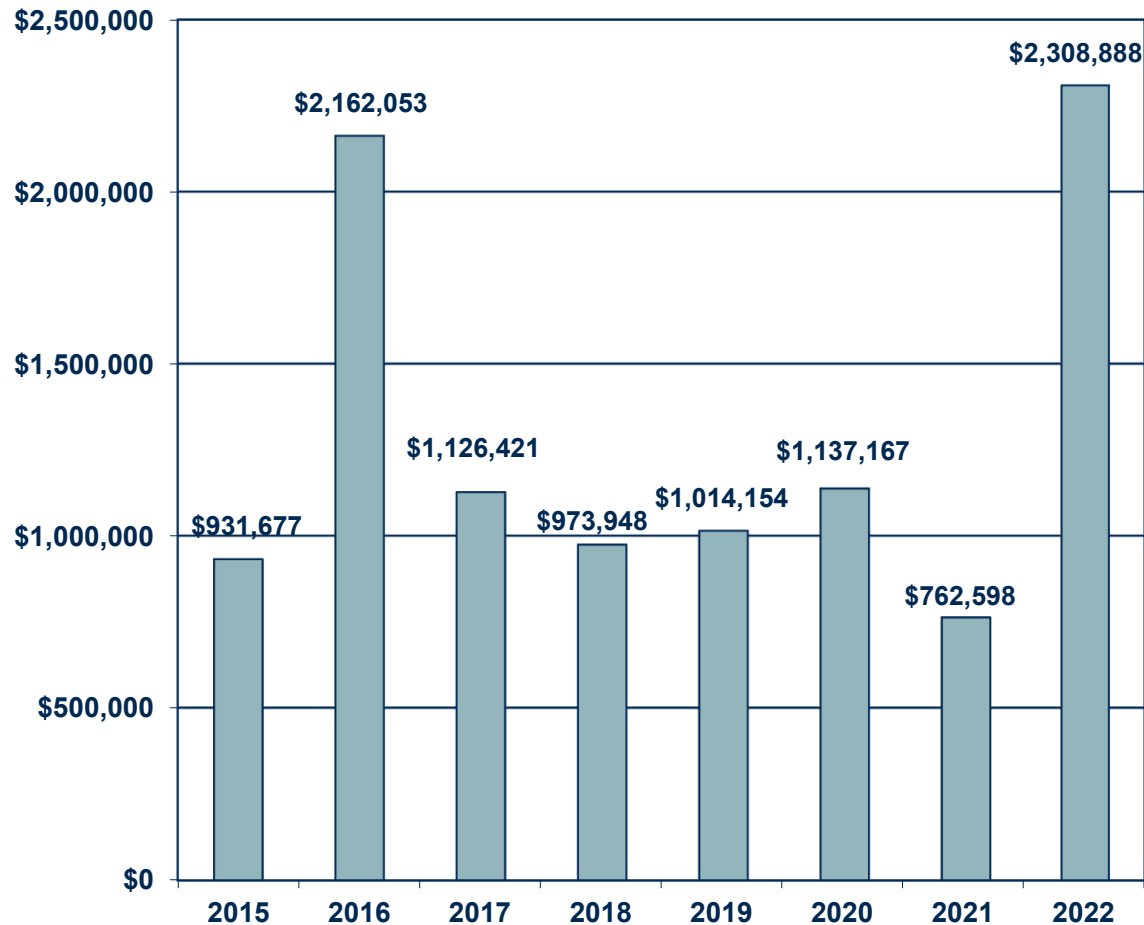
✓2016A issued to refund 2011A – balance \$2,815,000 at 12/31/22

✓2016B issued for Water Meter project – balance \$227,000 at 12/31/22

✓2017B issued for Industrial Drive Utility project – balance \$150,000 at 12/31/22

✓2022A issued for water and sewer system improvements – balance \$1,204,580 at 12/31/22

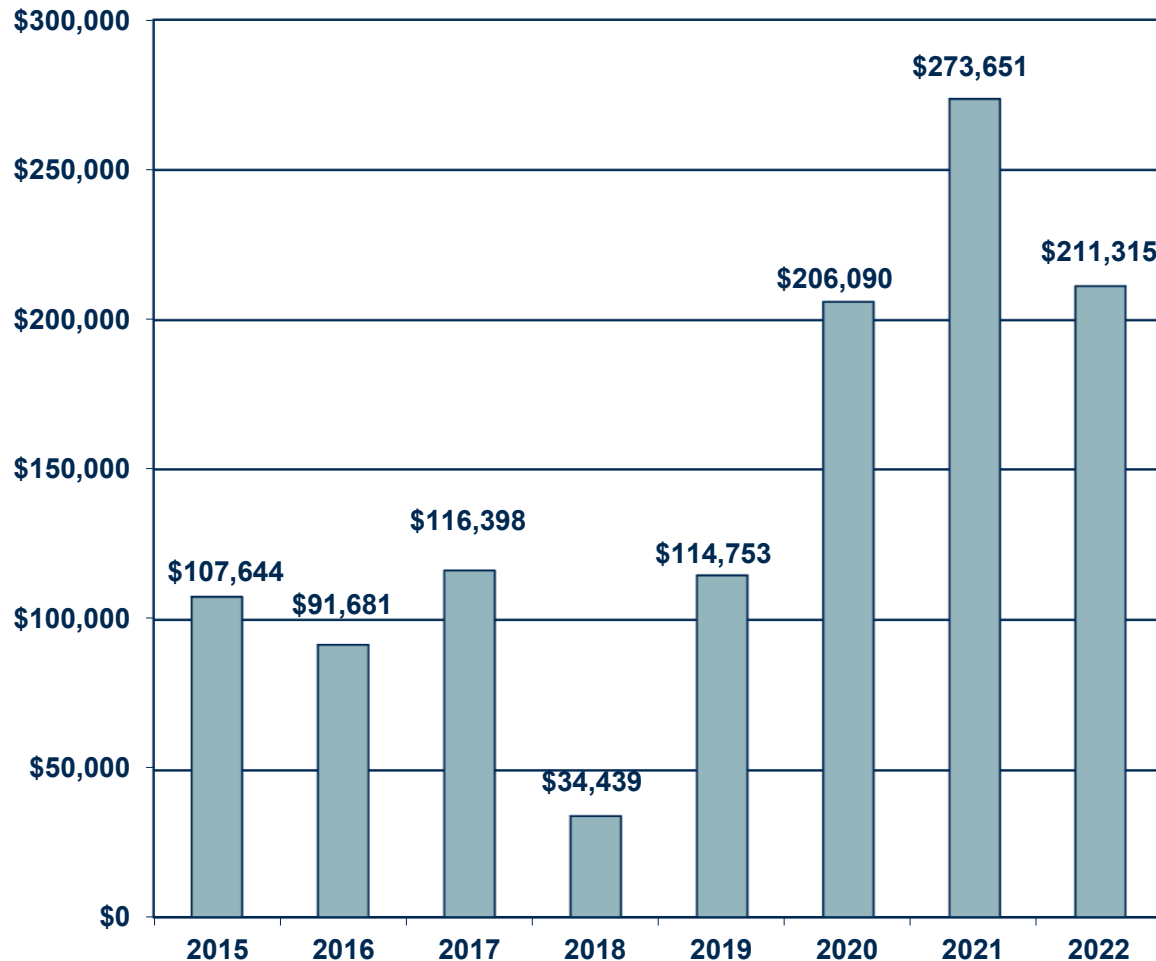
NET PENSION LIABILITY



- Net Pension Liability represents City's portion of PERA underfunding – based on PERA Actuarial Report
- Recorded as

Governmental	\$2,127,423
Proprietary:	
(Water and Sewer)	181,465
Total	<u>\$2,308,888</u>
- Change in assumptions impacted 2016, 2017, 2021, and 2022
- Funding percentages at June 30th 2022 estimated at
 - General Employees Fund: 76.67%
 - PEPF: 70.53%

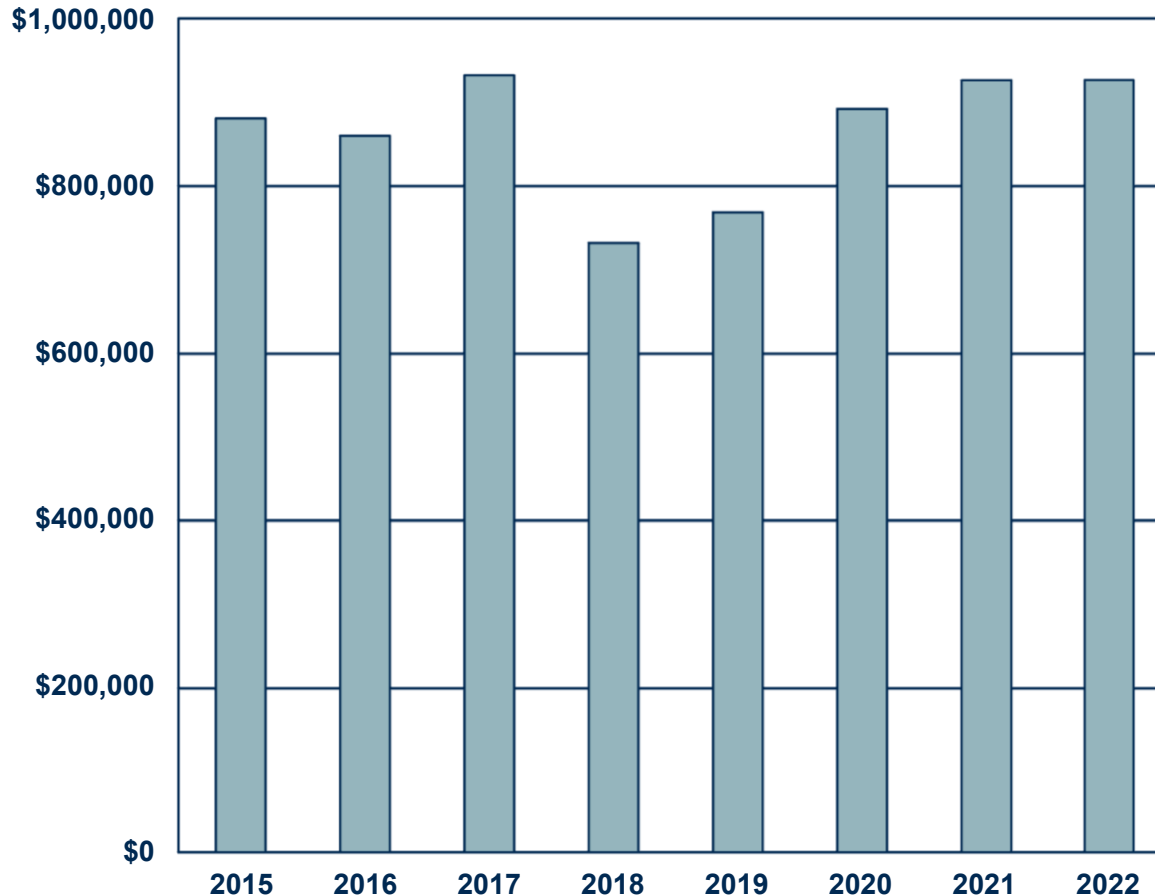
NET PENSION ASSET



- Net Pension Asset represents amount of Chatfield Fire Department Relief overfunding
- Decrease from 2017 due to increase in benefit amount
- Fire Relief moved to the State Volunteer Fire Relief Pension plan in 2020

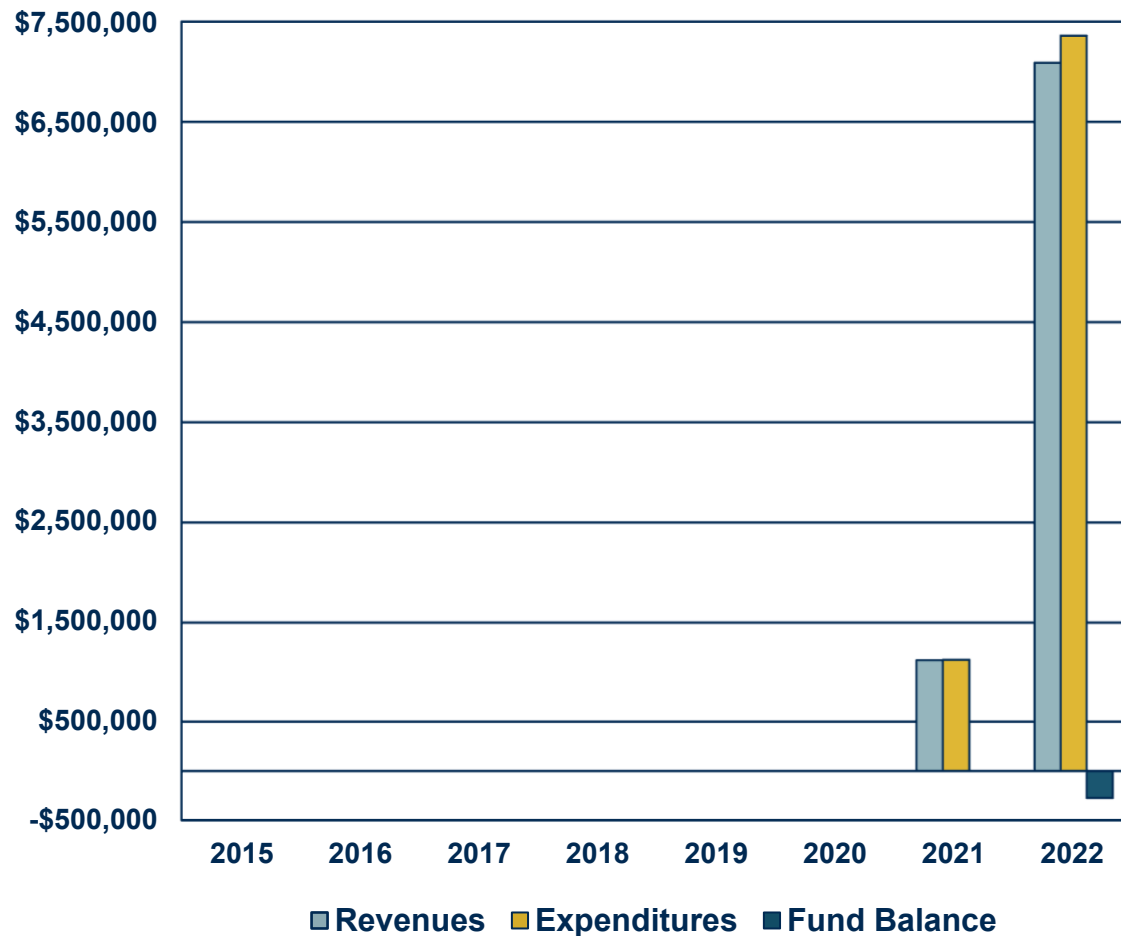
CAPITAL PROJECTS FUNDS

CAPITAL GOODS FUND – NET POSITION (EXCLUDING CAPITAL ASSETS)



- ✓ Net Assets for items identified under Capital Replacement plan – balance at 12/31/22 totaled \$926,575
- ✓ 2022 capital expenditures \$285,581:
 - ✓ JD wheel loader
 - ✓ JD gator
 - ✓ Concrete for dugouts
 - ✓ Playground
 - ✓ Bobcat
 - ✓ Pool heater
 - ✓ Mower/Bagger/Thatcher
 - ✓ Ford F-350
 - ✓ Sidewalks

CHATFIELD CENTER FOR THE ARTS PHASE II CONSTRUCTION

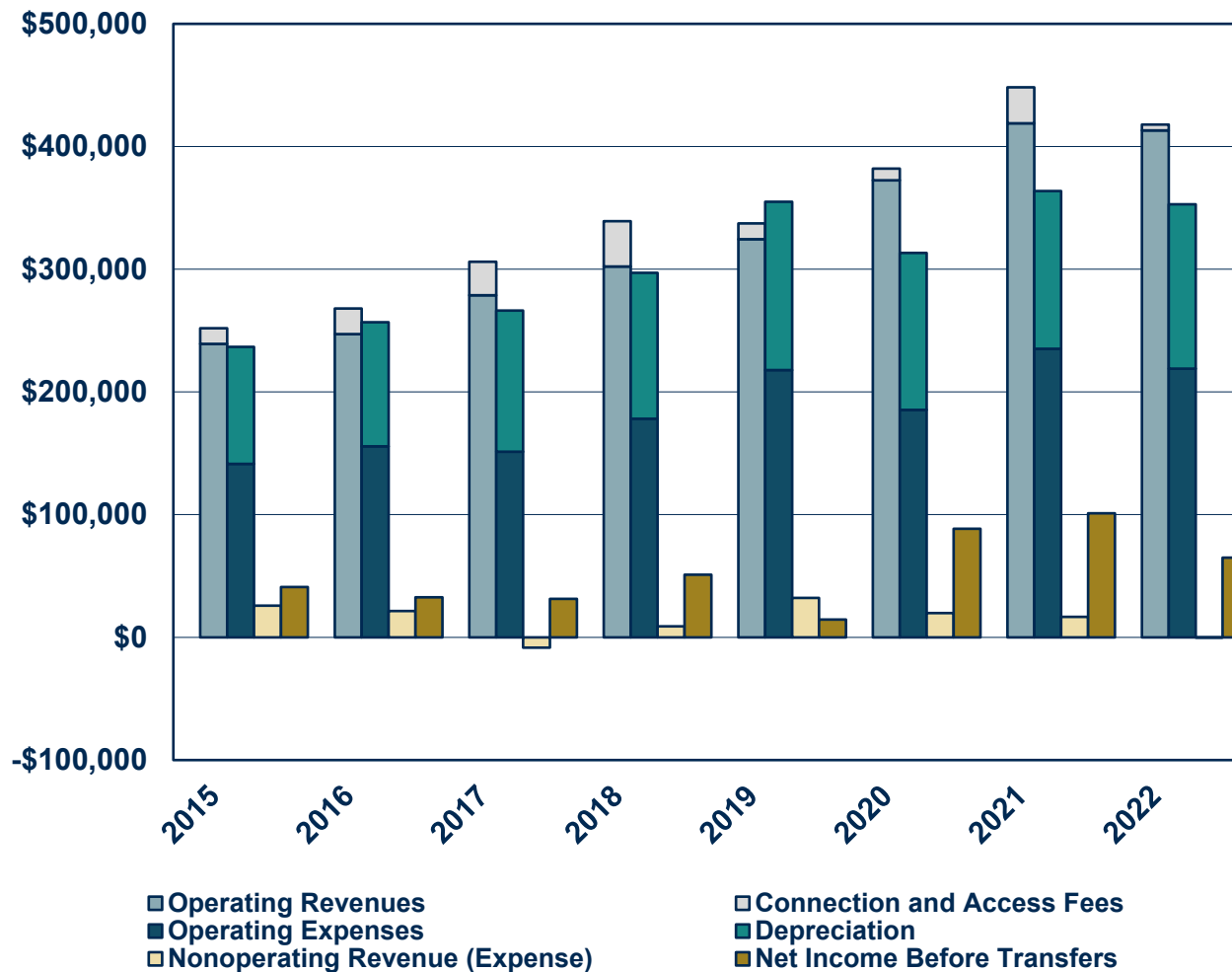


- ✓ New construction fund established in 2021
- ✓ Total project expected to cost \$8.7 Million
- ✓ Funded with state grants

OPERATIONAL TRENDS

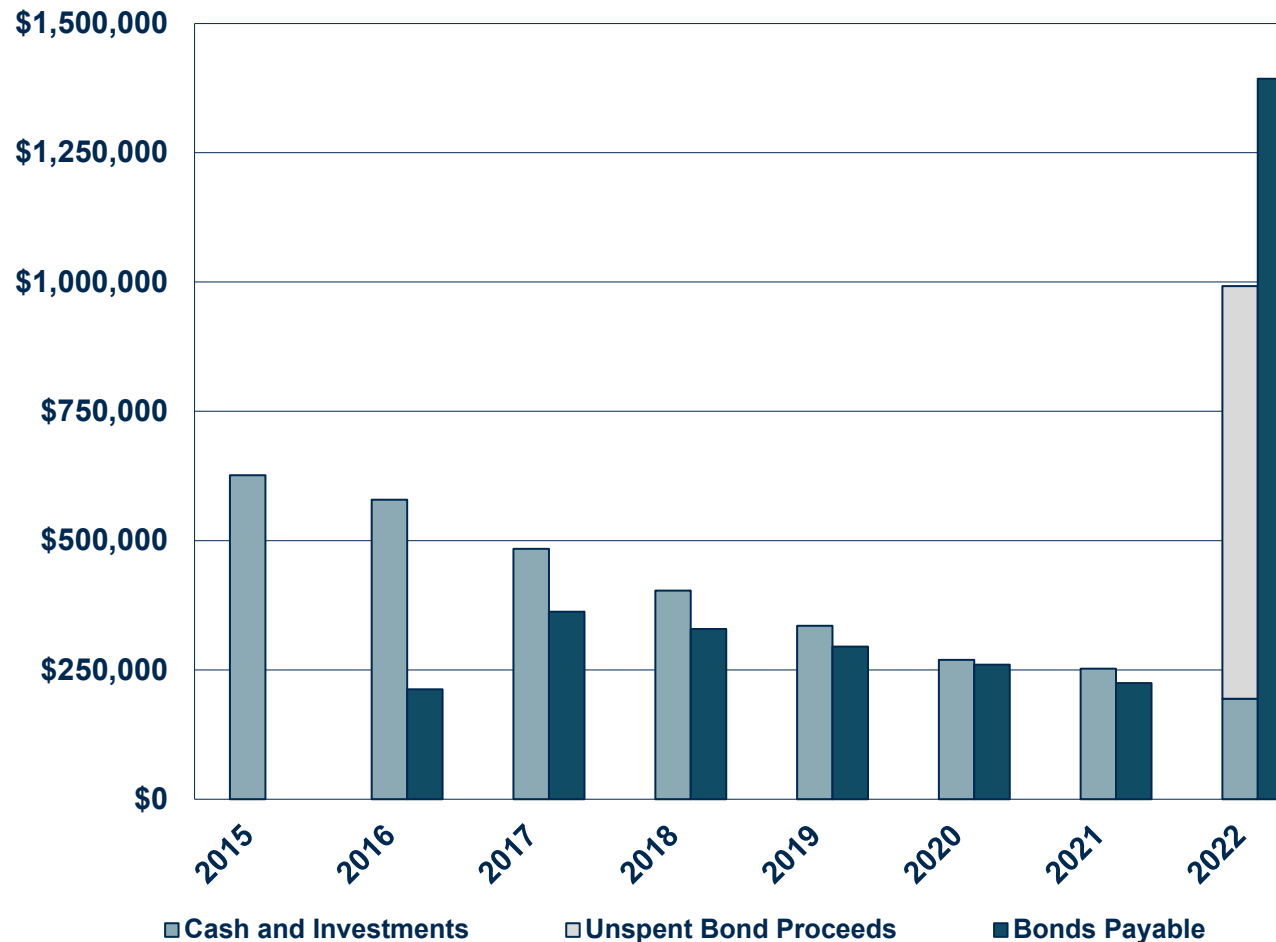
Utility Funds

WATER FUND



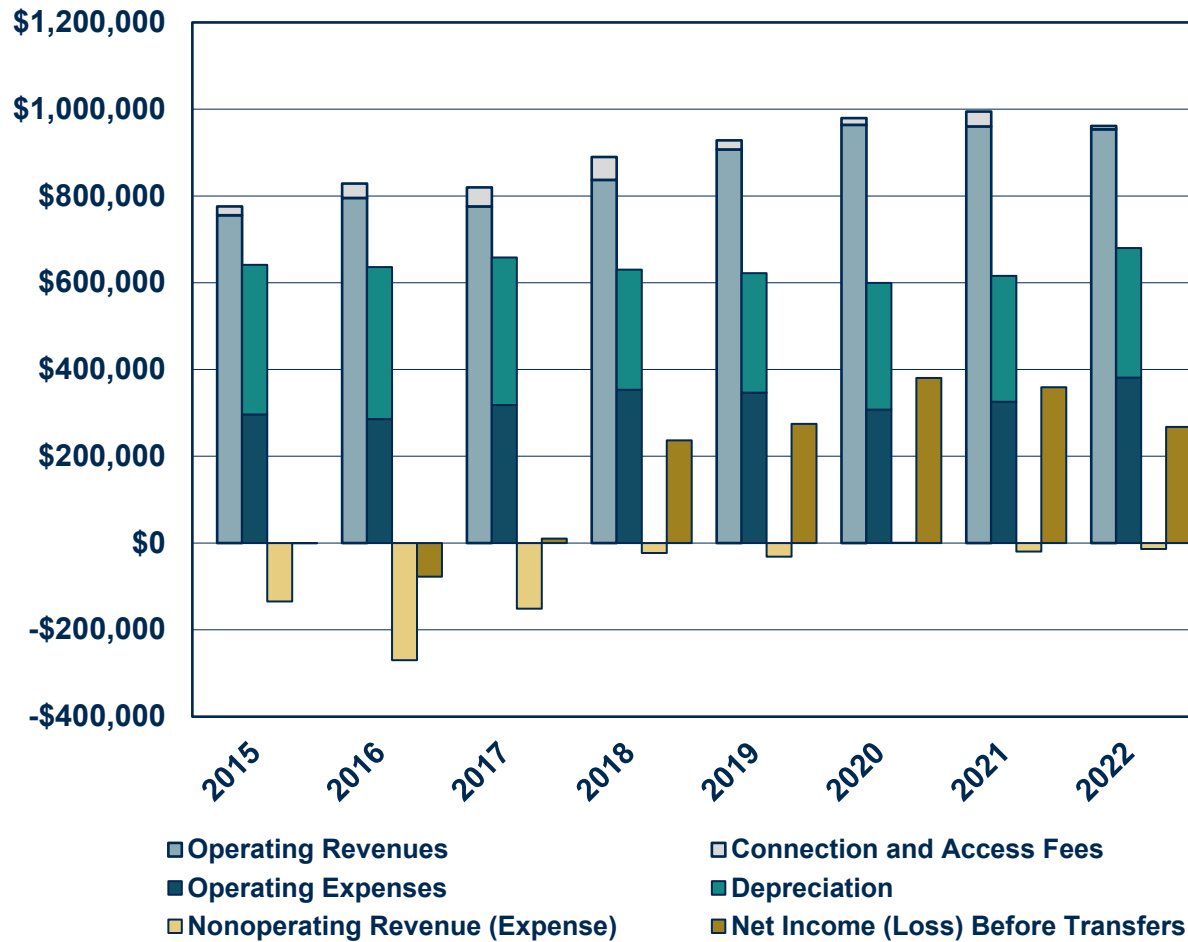
- ✓ Water service supported by ratepayers
- ✓ Operating revenues totaled \$413,069 in 2022
- ✓ Increased water rates approximately 3% in 2022
- ✓ Rates are sufficient to cover depreciation and build reserves for future system maintenance and improvements, but not transfers for debt and other obligations

WATER FUND



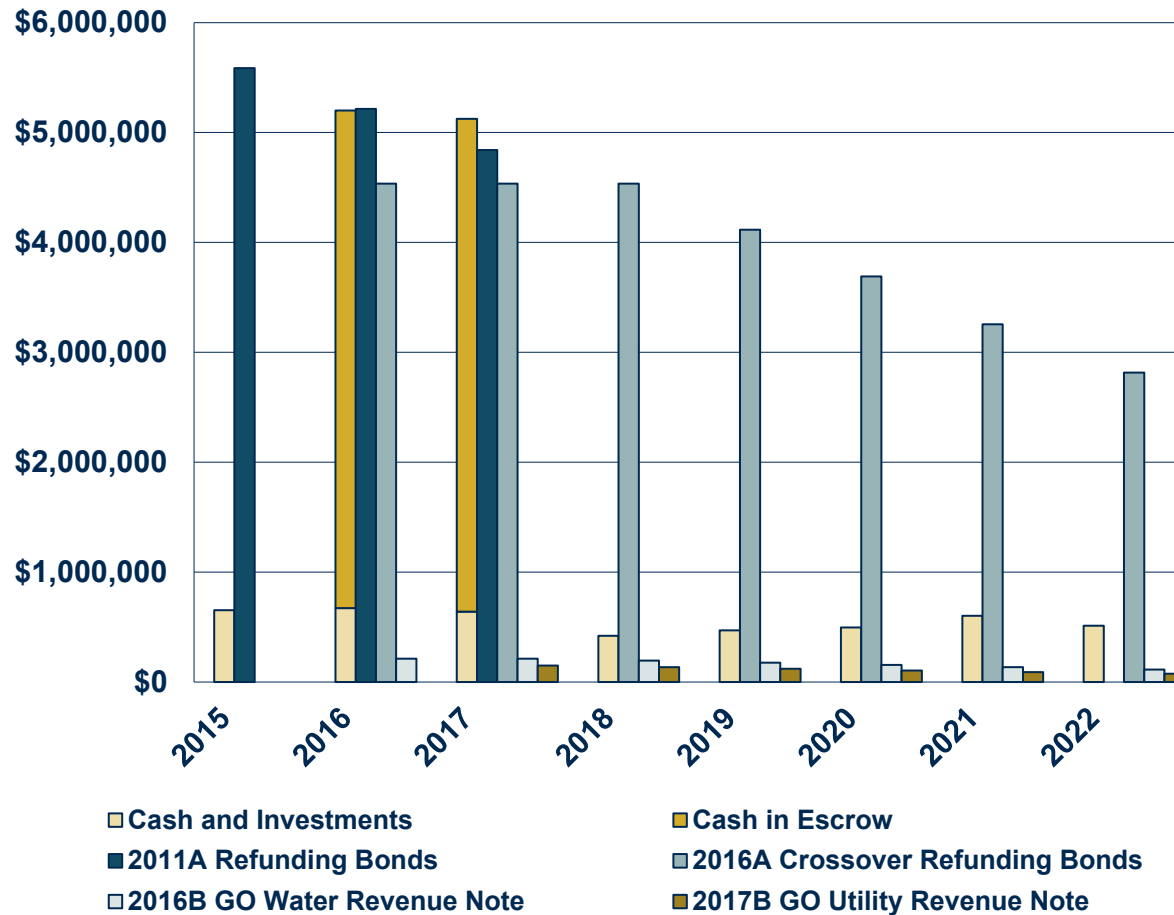
- ✓ Water Fund supports the following debt:
 - ✓ 2016B GO Water Revenue Note – Water Meters
 - ✓ 2017B GO Utility Revenue Note – Industrial Drive
 - ✓ 2022A GO Utility Revenue Note – water and sewer system improvements
- ✓ As planned, cash reserves are being used to aid in funding the 2012 Bonds in lieu of increasing water rates

SEWER FUND



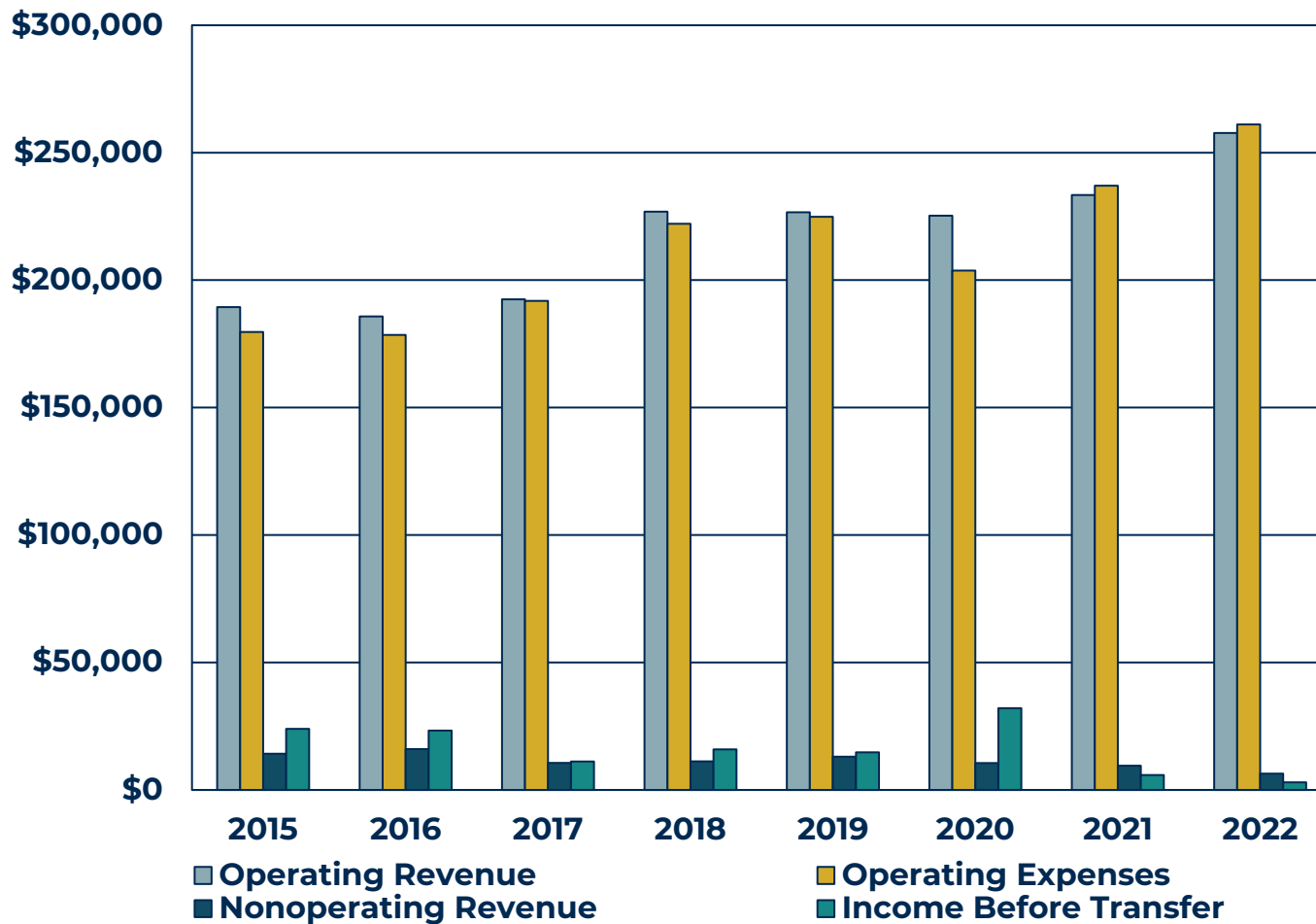
- ✓ Sewer service supported by ratepayers
- ✓ No rate increase in 2022
- ✓ Operating revenues totaled \$953,740 in 2022
- ✓ Depreciation totaled \$298,630
- ✓ Debt principal and interest payments totaled \$540,203 in 2022

SEWER FUND



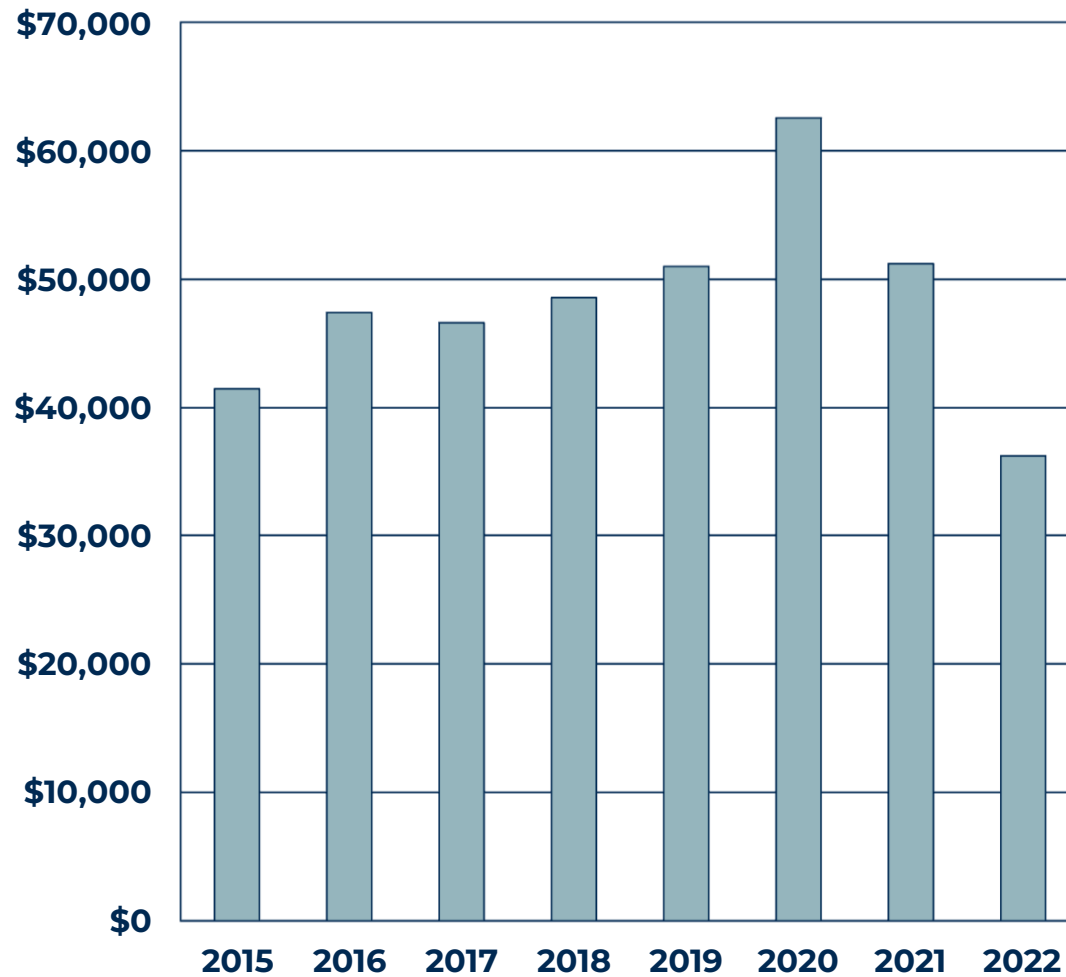
- ✓ Issued \$4,535,000 in 2016A Bonds to refund 2011A which were callable in February 2018
- ✓ Issued 2016B Bonds of \$212,500 to fund water meter project
- ✓ Issued 2017B Bonds of \$150,000 to fund Industrial Drive utility project
- ✓ Unrestricted cash balances total \$512,250 in 2022

GARBAGE FUND



- ✓ Garbage service supported by ratepayers
- ✓ Operating revenues totaled \$257,715 in 2022
- ✓ Operating expenses totaled \$261,097 in 2022 including approximately \$14K in city clean up costs
- ✓ No city clean up day in 2020 due to Covid

GARBAGE FUND



✓ Cash balance at December 31, 2022 totaled \$36,254

SUMMARY

- ✓ Unassigned General Fund balance of \$1,578,202 equals 61.5% of next years general fund property tax levy and LGA (56% if excluding ARPA funds received in 2022)
- ✓ Capital Goods unrestricted fund balance totaled \$926,575 at December 31, 2022, which is available to fund items identified in the capital replacement plan. Annual department contributions are based on established rates – Continued monitoring and evaluation will determine adequacy of those rates.
- ✓ Began construction on the second phase of improvements at the Chatfield Center for the Arts in 2021 funded with state grants. Spent \$1.1 Million in 2021 and \$7.4 Million in 2022 towards the total \$8.7 Million dollar improvement project
- ✓ Payments being made timely on all debt.
- ✓ Water and Sewer fund rates are based on an established schedule. Continued monitoring of fund performance will determine that the City remains on plan.

ORDINANCE NO. 465

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ITS *ADMINISTRATIVE CODE*; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, PART II, CHAPTER 2, ARTICLE I, SECTION 2-2; ARTICLE II, SECTION 2-15; ARTICLE III, SECTION 2-25; ARTICLE IV, SECTIONS 2-45; 2-47; 2-48.1; 2-49; 2-51; 2-55; 2-55.1; 2-56; ARTICLE V, SECTION 2-76; ARTICLE VI, SECTION 2-121; REPEALING THE PROVISIONS OF ARTICLE V, SECTION 2-77.

The City Council of the City of Chatfield, Minnesota, does ordain:

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article I, Section 2-2 are amended to read:

Sec. 2-2. Executing instruments.

All contracts, bonds, and instruments of every kind in which the city is part shall be signed by the mayor and city administrator on the city's behalf and attested to by the city clerk, and shall be executed in the city's name.

Section 2. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article II, Section 2-15 are amended to read:

Sec. 2-15. Meetings.

Regular meetings of the city council shall be held on the second and fourth Mondays in each month at 7:00 p.m., except the fourth Monday of December of each year no regular meeting will be held. If the date of a regular meeting is a holiday, then the meeting shall be held on the next day that is not a holiday. Special meetings may be called by the mayor or any four members of the city council by written notice of at least 72 hours to each of the members, to be delivered to them personally, electronically, or left at their usual place of abode. Said notice shall contain a statement of the business for which the meeting is called. No other business shall be transacted at such special meeting, except as designated in the notice; provided, however, that whenever all members of the city council are present, by unanimous consent business can be transacted which could be transacted at a regular meeting, and any such defect as to notice may be waived.

Section 3. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article III, Section 2-25 are amended to read:

Sec. 2-25. Bonds.

The city clerk, deputy clerk, and such other officers or employees as the city council may

by resolution designate, shall each before entering into the duties of their respective office, give a corporate surety bond to the city in an amount to be fixed by the city council, but in no event in an amount of less than \$10,000, and in such form as approved by the city council and city attorney, as an additional security for the faithful performance of their respective duties and the safe keeping of the public funds. All bonds provided for in this section shall be paid for by the city.

Section 4. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-45 are amended to read:

Sec. 2-45. Ambulance service department.

- (a) *Established.* There shall be established a volunteer ambulance service department under the control of the city administrator. The present constitution and by-laws of the department shall be continued. Future changes shall be subject to the city council's confirmation and approval.
- (b) *Director, assistant director.* The volunteer ambulance service department shall be headed by a director and assistant director appointed by the city council. The director shall have general superintendence of the department and custody of the property used and maintained for the purposes of said department. The director shall see that the same order and that all rules and regulations and all provisions of the laws of the state and city ordinances relative to ambulance services are duly observed. In the case of the absence or disability of the director for any cause, the assistant director shall exercise all of the powers, perform all the duties and be subject to all of the responsibilities of the director. It shall be the duty of the director of the ambulance service department, on or before January 1 in each year, to file a detailed inventory with the city administrator of all the property used and maintained for the department.

Section 5. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-47 are amended to read:

Sec. 2-47. Fire department.

- (a) *Established.* A volunteer fire department is established under the general supervision of the city administrator. The present constitution and by-laws of the department shall be continued. Future changes shall be subject to the city council's confirmation and approval. The members of the department shall continue to recommend their own chief, assistant chief, and other officers subject to the city council's confirmation and approval.
- (b) *Fire chief, assistant fire chief.* The chief of the fire department shall have general

superintendence of the fire department and custody of all property used and maintained for purposes of said department. The chief shall see that the same are kept in proper order and that all rules and regulations and all provisions of the laws of the state and city ordinances relative to a fire department and to its prevention and extinguishment of fires are duly observed. The chief shall superintend the preservation of all property endangered by fire and shall have control and direction of all persons engaged in preserving such property. In the absence or disability of the chief for any cause, the assistant chief shall exercise all the duties and be subject to the responsibilities of the chief. It shall also be the duty of the chief of the fire department, or or before January 1 in each year, to file a detailed inventory with the city administrator of all the property used and maintained for said department, and the chief shall, on or before the fifth day of each month file with the city administrator a report of all fires occurring the previous month stating the nature of the fire.

Section 6. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-48.1 are amended to read:

Sec.-48.1. Cable television access board.

- (a) A cable television access board is established and shall consist of six persons appointed by the mayor and confirmed by the city council; and, one city councilor appointed by the mayor. All appointment shall be confirmed by the city council at its annual meeting. The appointees of the mayor confirmed by the city council shall serve three year terms of office, provided that the terms of those appointees initially appointed shall be staggered so that the terms of only two such members shall expire in any given year. The city councilor appointed shall serve a term of one year. The board shall elect its own officers at its annual meeting. The board shall be advisory to the city council and manage the administration of Chatfield Community Television, attend to matters arising under the provisions of any cable television franchise granted by the city, and any other related cable television issue referred to it by the city council.
- (b) *Administrator.* The administrator of the Cable Access Board and Chatfield Community Television shall be appointed by the city council, and will work under the general supervision of the city administrator. In addition to the general duties required to be performed, the cable access board administrator shall, on or before January 1 of each year, file a detailed inventory with the city administrator of all property used and maintained for the use of the cable access board and Chatfield Community Television.

Section 7. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-49.1 are amended to read:

Sec. 2-49. Park and recreation committee.

A park and recreation committee is hereby established. It shall consist of two councilors appointed by the mayor with the city council's approval. The members shall be appointed for a term of two years commencing at the first meeting in January in each odd-numbered year. It shall be the special duty of the members of the committee, in addition to their general duties as councilors, to act as an advisory committee to the swimming pool manager and managers of the city's recreation program. The members of the committee shall act as a liaison between the swimming pool manager, the managers of the recreation program, Chatfield Community Education, and the city council.

Section 8. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-51.1 are amended to read:

Sec. 2-51. Police department.

- (a) *Established.* There is established a police department under the general supervision of the city administrator. The head of the department shall be known as chief of police. The number of additional members and employees of the police department to be regularly employed shall be determined by the city council through passage of a resolution which may be amended or changed from time to time. Such additional members shall be appointed by the city administrator, subject to the council's approval.
- (b) *Post Board certification required.* The chief of police and any members of the police department shall be certified by the Minnesota Police Officer Standards and Training Board before employment. The city administrator shall have authority to appoint additional members to the police department for temporary duty when in the administrator's judgment an emergency exists requiring the preservation of life or property.
- (c) *Powers and duties.* The chief and all members of the police department shall have the powers and authority of peace officers generally and shall perform such duties as are required of them by the city administrator or by the provisions of any state law, or charter provision or ordinance of the city.
- (d) *Chief.* The chief of police shall have the general superintendence of the police department and custody of all property used and maintained for the purpose of said department; and shall, on or before January 1 in each year file a detailed inventory with the city administrator of all such property.

Section 9. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-55 are amended to read:

Sec. 2-55. Public works department.

- (a) *Established.* A public works department is hereby established under the general supervision of the city administrator.
- (b) *Director, powers and duties.* The head of the department shall be known as the director of public works. The director shall be hired by the city administrator subject to the council's approval. The director has authority over all streets and alleys within the city, all city parks, and swimming pool maintenance. The swimming pool manager is in charge of swimming pool operations. Operation and maintenance of city's parkways, water mains, wells, pumps, pump houses, storage tanks, sanitary sewer lines, wastewater treatment facilities and storm sewers shall be under the direct supervision of the director. It is the duty of the director to ensure that any law of the state or city ordinance relating to weed control or eradication are observed. The director shall have supervision of all labor employed by, and property used and maintained by the city, for the purpose of and carrying out of the duties and responsibilities of the department. The director shall have authority to hire necessary labor, and make expenditures for materials on the city's behalf for snow removal; weed control and eradication; repair and cleaning of debris from streets, alleys, parkways and storm sewers in the case of damage from storms and or other causes; under such conditions and as to such amounts as the council may from time to time by resolution provide.

Section 10. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-55.1 are amended to read:

Sec. 2-55.1. City lien for provision of utility and other property related services.

The city shall have the first lien upon all property where it has furnished public utility or property-related services pursuant to the provisions of Chapter 28 of the *Chatfield Charter* or under authority of state law, as security for payment for such services including the cost of labor and material furnished, whether furnished at the request of the property owner, lessee, or occupant, or otherwise provided as authorized by law. Any such amount for utility or other property-related service unpaid on October 15 of a calendar year may be levied on, and assessed against, the particular parcel of property for which utility services or other property-related services were rendered, by adoption of a council resolution and certified to the county official acting with the powers of the auditor, for collection in the manner provided for general taxes; or, such lien may be foreclosed by the city in an appropriate action at law.

Section 11. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article IV, Section 2-56 are amended to read:

Sec. 2-56. Rural fire advisory committee.

A rural fire advisory committee is hereby established and shall consist of the city administrator, two representatives from the city's volunteer fire department and one member from each town which contracts for fire protection from the city. The committee shall advise and make recommendations to the city on matters relating to fire protection services furnished by the city, the purchase of fire fighting equipment and expenditures.

Section 12. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article V, Section 2-76 are amended to read:

Sec. 2-76. Purchases and contracts.

The administrator shall be the chief purchasing agent of the city. All purchases on the city's behalf shall be made by the city administrator subject to the city council's approval. Such approval must be given in advance whenever the amount of such purchase or contract exceeds \$20,000, unless otherwise provided in this Code. All contracts shall be made in accordance with law.

Section 13. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article VI, Section 2-121, are amended to read:

Sec. 2-121. Notice.

Any person employed by the city, authorized in writing by the city administrator shall, upon determining that there has been a violation, notify the violator, or in the case of a vehicular violation, attach to the vehicle, a notice of violation. Said notice shall set forth the nature, date and time of violation, the name of the official issuing the notice and the amount of the scheduled penalty.

Section 14. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article V, Section 2-77, are repealed.

Section 15. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield, Minnesota, this day of
March, 2023.

Approved:

Attest:

By its Mayor

Its City clerk

ORDINANCE NO. 465

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ITS *ADMINISTRATIVE CODE*; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, PART II, CHAPTER 2, ARTICLE I, SECTION 2-2; ARTICLE II, SECTION 2-15; ARTICLE III, SECTION 2-25; ARTICLE IV, SECTIONS 2-45; 2-47; 2-48.1; 2-49; 2-51; 2-55; 2-55.1; 2-56; ARTICLE V, SECTION 2-76; ARTICLE VI, SECTION 2-121; REPEALING THE PROVISIONS OF ARTICLE V, SECTION 2-77.

SUMMARY OF ORDINANCE PROVISIONS

The purpose of Ordinance No. 465 is an amendment of various provisions of Chapter 2 of the *Chatfield Code*, which chapter is also referred to as the “Administrative Code” (*Code*, Section 2-1). These changes are primarily designed to reflect the creation of the office of City Administrator by recent amendments to the City’s home rule Charter, but also make additional changes to various *Code* provisions.

Section 1 makes the city administrator the designated signatory on City contracts, bonds and other instruments.

Section 2 permits a notice that calls for a special meeting of the council to be served on Council members electronically in addition to other forms of notice.

Section 3 eliminates a requirement that the treasurer of the City’s Fire Relief Association be bonded.

Section 4 provides that the City’s ambulance service department shall be under the supervision and control of the city administrator.

Section 5 provides that the City’s fire department shall be under the general supervisory authority of the city administrator. The members of the department have the ability to recommend to the Council for selection and confirmation the persons to be chief and other officers of the department, instead of having such elected by the members.

Section 6 provides for the creation of the position of administrator of the City’s cable access board and Chatfield Cable Television, who would work under the general supervision of the city administrator.

Section 7 clarifies that the Council’s Park and Recreation Committee shall also act as a liaison between the Council and Chatfield Community education.

Section 8 relates to the organization of the police department. It provides that the

department is under the general supervisory authority of the city administrator, and that members of the department (other than the chief) are to be appointed by the city administrator.

Section 9 provides that the city administrator shall have general supervisory authority over the department of public works. It establishes the position of Director of Public Works (in lieu of that of “superintendent of city services”).

Section 10 clarifies that the City may recover from a property owner certain unpaid property-related expenses, incurred by the City as may be permitted by State law, by the process of levying and collecting these charges as general property taxes.

Section 11 adds the city administrator as a named member of the rural fire advisory committee.

Section 12 designates the city administrator as the City’s chief purchasing agent, and provides that any purchase made in excess of \$20,000 is required to have prior approval of the Council.

Section 13 provides that the city administrator is the official charged with designating the appropriate city employee or employees with authority to issue administrative citations for certain designated code violations.

Section 14 repeals a provision that required any sale of real property owned by the City to be authorized by passage of a specific City ordinance.

All of the foregoing provisions are effective 30 days following this publication.

The foregoing summary is only a summary of the text of the entire ordinance as passed and adopted. A full text of Ordinance No. 465 is available for inspection by any person during regular office hours at the Office of the Chatfield City Clerk, at the Thurber Municipal Building.

MEMORANDUM

TO: PUBLIC SERVICES COMMITTEE
FROM: JOEL YOUNG, CITY ADMINISTRATOR
SUBJECT: RECYCLING FEES
DATE: 3/23/23
CC:

Request: Develop recommendation that the city council increase the monthly recycling fee charged to residences.

Background: Bill Hanson called to let the City know that the recycling center has increased their tipping fees from \$75 per ton to \$120 per ton, so it is necessary to increase the fee charged to the residents. Since the fee has already increased at the recycling center, the adjustment should be approved on Monday or it has to wait another month. Bill estimates that this will cause an increase in the recycling fee in the range of \$1.13 - \$1.17 per month. The current fee is \$6.62, by the way.

**A Resolution Authorizing an Increase in Fees
Associated With the City's Waste and Recycling Collection**

Whereas, the City of Chatfield administers the waste removal and recycling program within the city, and

Whereas, the City maintains control over the fees that can be charged by the hauler for the collection of waste and recycling materials, and

Whereas, the hauler has notified the City that the recycling center will increase its tipping fees from \$75 per ton to \$120 per ton, effective May 1, 2023, and

Whereas, the fees charged to residents need to be adjusted to absorb the increased tipping fees,

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Chatfield that the monthly recycling fee be increased from \$6.62 per month to \$7.79 effective immediately.

Joel A. Young

327 River Street SW
Chatfield, MN 55923

Phone: 507-951-4346
E-mail: joel.young23@gmail.com

March 16, 2023

Mayor John McBroom, Councilor Paul Novotny, Councilor Mike Urban, Councilor Pam Bluhm, Councilor Josh Broadwater, and Councilor Dave Frank,

It's a bittersweet moment at which I write this notice of my retirement. The opportunities and challenges that have been presented to me through my service to our community have been really special, all of which has made an indelible impression on me. I'm very grateful for the experience I've had working at the City of Chatfield, for our community.

I'd like to thank my wife, Julie, and our kids, Andrew, Alecs and Sophie, and their families, for enduring and supporting me these past thirty-two years. I wasn't good at developing that optimal balance between work and home life, and I know that wasn't so easy for them at times. I so appreciate their unwavering support of me and the pride that each of them have in our community.

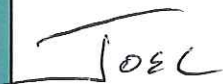
The work of self-governance at the local level is not always easy, of course, but the work is necessary and it is meaningful. I'd like to thank the mayors, city council members, the residents who serve on the City's boards and commissions and the many other volunteers who make this community the great place that it is. The work of the City of Chatfield matters, just as the contribution of each and every volunteer matters. I've appreciated working with each of you over the years.

At one point, I was the most junior of the City's employees and had to learn every day. Now, I'm the most senior employee of the City but I'm still learning every day. I'm very grateful to each of my fellow employees and elected leaders at the City of Chatfield for all the knowledge and wisdom they share with me on a daily basis. The community can be assured that every individual employee of the City of Chatfield is competent at what they do, they are continuously working to improve, and they are dedicated to serving the interests of this community every day.

While it's my intention to continue to contribute positively to the community, it is time for me and the City to end the employer-employee relationship. The time is right in terms of capital improvement projects, in terms of staffing and governance structure, and in terms of my own life, personally and professionally.

The Chatfield community has developed a wonderful story since 1853 and I'll be forever grateful to have been a small part of that story. With a grateful heart, I submit to you this letter of retirement, effective on a specific date yet to be decided, however, it is my intention that the last day I will be in the office will be sometime between mid-July and mid-September, 2023.

Sincerely,



Joel A. Young

March 19, 2023

Sent via email only

Mayor & City Council
City of Chatfield
21 Second Street Southeast
Chatfield, MN 55923

Dear Honorable Mayor McBroom and Members of the Council,

Thank you for the opportunity to submit a proposal to assist the City of Chatfield with a search for your next City Administrator. Our firm has extensive experience with local governments, and we thoroughly understand the complexities faced by City Councils in Minnesota. DDA HR uses a comprehensive process ensuring clients can identify the best candidate for their organization and community.

The attached proposal includes several elements that set us apart in our approach to providing this service. Highlights include:

- **Knowledge:** Our firm comprehensively understands city and county government in Minnesota, and our consultants are former Administrators with significant experience.
- **Neutral Third Party:** We provide a neutral, objective perspective and ensure the process is focused on assisting the Council with finding the best possible fit. If you select DDA, be assured you will not have to deal with political challenges that can creep into the hiring process.
- **Brochure/Profile:** We develop a detailed, professional profile to present the City in the most positive manner. A sample is attached.
- **Advertising and Outreach:** Our advertising and direct outreach is comprehensive and designed to penetrate deeper and reach more potential candidates. Our depth and scope of outreach is unparalleled.
- **Experience:** DDA HR has conducted more Minnesota city and county executive searches in the last five years than any other firm by a wide margin.
- **Adherence to deadlines:** When a deadline is established, we will meet it.
- **Video Interview:** DDA uses video interviews in the screening process to get quality data that may not be apparent on resumes. These videos are used by the elected body to make informed decisions on who to interview. DDA believes that the elected body should pick candidates to interview, not us. We will make sure the elected body has the needed information to make this effective. You know best.
- **Candidate Communication:** Through direct contact and a sophisticated software system, we ensure candidates understand the process and where they stand at all times. Candidates deserve nothing less.
- **Work Personality Index:** Prior to deciding on final candidates, the Council will receive a personality index report on each person being considered for an interview.
- **Background Check Process:** Instead of doing a comprehensive background check on a single finalist, we do a comprehensive background and reference check on all finalists interviewed by the City Council.
- **Intellectual Profile:** Each finalist will complete an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.
- **All Inclusive Pricing:** Costs for all the services we provide are included. No surprises with us.
- **Two-year Guarantee:** We include a two-year guarantee because we use a proven process that you can trust.

Thank you for your consideration.

Sincerely,



Liza Donabauer
DDA Human Resources, Inc.

Enclosures



CITY OF CHATFIELD

City Administrator Search Proposal

Submitted by **DDA Human Resources, Inc.**

March 19, 2023



Prepared by:
Liza Donabauer
Management Consultant

CONTENTS OF THE PROPOSAL

- | | |
|---------------------------|-------------------|
| ■ Description of the Firm | ■ Process Details |
| ■ Approach to the Process | ■ Fees |
| ■ Service Team | ■ Assurance |
| ■ Timeline | ■ References |

DESCRIPTION OF THE FIRM

Proudly based in Minnesota, David Drown Associates (DDA) is a full-service consulting firm with more than 20 years working with local governments providing a full range of fiscal and economic development services, along with compensation and classification services and executive searches, to over 450 government clients throughout Minnesota. Over these years, we have gotten to know local government well, and we have worked hard to keep our services up to date to meet the ever-changing needs of our clients.

In 2013, we expanded our scope to provide human resources services — we started with executive recruitment and organizational studies and more recently added classification and compensation studies. Because of growth in our human resource service area, a new human resource affiliate company was created in 2017. DDA Human Resources Inc. currently employs eleven individuals serving cities, counties, and special districts throughout Minnesota. The vast majority of our consultants are recent practitioners having served as Administrators or Human Resource Managers.

We have provided executive search services to over 125 cities and counties throughout Minnesota. Therefore, we understand the current challenges, know hundreds of potential candidates, and have our finger on the pulse of hiring City and County Administrators and Managers anywhere in the state.

We take great pride in providing the best service at a fair and equitable price. We think you will find that our small company is nimble, efficient, and personable. We know and understand local government, and that will always guide our work.

APPROACH TO THE PROCESS

Our approach to this search will be to focus on finding the best fit for the City of Chatfield. This is accomplished, first and foremost, by listening to what you are saying, understanding your goals and objectives, and building the search process off that foundation.

After gathering background information, we comprehensively advertise the position and make sure that the posting gets into the hands of prospective candidates. In some cases, those persons are not active job seekers, so we will make every effort to find those folks through direct outreach efforts. After the posting closes, an analysis of candidates will be completed so that, when the semifinalists are presented to the City Council, you will be confident that these people are the best matches from the submitted applications.

After the Council selects the finalists, these candidates will be fully researched, and all necessary hiring information will be available prior to the Council making a decision.

Communication with the City Council is a high priority. In addition to our Consultant Liza Donabauer being on site regularly, the City Council will receive weekly email updates, and she will always be available for questions.

SERVICE TEAM

LIZA DONABAUER – PROJECT LEAD

Liza is a Management Consultant and specializes in Executive Search services. Like all DDA HR consultants, she has a background in public administration at both the city and county level, most recently in Kansas and Minnesota. Liza worked in Wright County providing administrative support to the Commissioners, Coordinator, and Human Resources Department. This path led her into city management for Clearwater, Kansas, and Arlington, Minnesota. Throughout the years, her work has centered on human resource management, strong community participation, and leadership development. Liza received her MBA with an emphasis in public administration from the College of St. Scholastica.

**Contact Information:**

liza@daviddrown.com

612-920-3320 x111

P.O. Box 534

Waconia, MN 55387

Since joining DDA, Liza has conducted over 45 Administrator/Manager, Department and Executive Director searches.

Organizations/Affiliations

- Liza enjoys working with colleagues throughout the state through her involvement in MCMA, a state affiliation of ICMA.
- MCMA Women in the Profession Committee
- MCMA Annual Conference Planning Committee
- MCMA Recognition and Membership Committee
- Secretary, Board of Directors, Minnesota Municipal Power Agency
- Publicity Committee for City Clerks & Municipal Finance Officers Association (KS)

MARK CASEY

Mark joined as a Management Consultant specializing in executive searches, strategic planning, and organizational consulting in the Twin Cities metropolitan area. In his thirty-three years of public service, Mark has served as the City Manager for the City of St. Anthony Village, City Administrator for the City of Annandale, and Director of Community Education for both the Annandale and Maple Lake school districts. He also worked for the Cities of Faribault, Saint Peter, and Columbia Heights.

**Contact Information:**

mark@daviddrown.com

612-920-3320 x113

2241 17th Street NW

New Brighton, MN 55112

Mark received his undergraduate degree from the University of Minnesota and a master's from St. Cloud State University. He has served on numerous boards and commissions including the League of Minnesota Cities, Metro Cities (President), Metro Area Management Association, and the Allina Hospital Board of Directors (Buffalo, MN), and he has been a frequent guest lecturer at the University of Minnesota, Hamline University, and Metro State University.

Organizations/Affiliations

- International City/County Management Association (ICMA) Credentialed Manager
- Minnesota City/County Managers Association (MCMA)
- LMC Policy Committees
- Metro Cities Policy Committees
- Annandale-Maple Lake-Howard Lake Wastewater Commission

GARY WEIERS

Prior to joining DDA in 2013, Gary had over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower County and Sherburne County. Gary received his bachelor's degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees.

Gary has worked with local governments ranging in size from a couple thousand residents to communities of over 150,000 persons.

In addition to conducting executive searches, Gary has done work with communities on sharing services, organizational analysis, strategic planning, and other management related work. Gary was instrumental in developing programs to assist new county administrators and presently mentors all new County Administrators. Additionally, he helped develop a Human Resource Technical Assistance Program that provides one-to-one consultation and access to a host of pertinent documents and policies to counties throughout Minnesota.

Gary has conducted over 95 executive searches and numerous organizational studies. Gary will assist with recruitment and consulting as needed.



Contact Information:

gary@daviddrown.com

612-920-3320 x109

1327 Merrywood Court

Faribault, MN 55021

PAT MELVIN

Pat joined DDA as a Management Consultant specializing in Executive Search Services. He has a Government and Management Degree from Saint John's University and a Public Administration Studies master's degree from the University of Minnesota – Mankato which he earned while working for the City of Edina.

Pat grew from being the Special Projects Administrator in Wright County to becoming the Administrator in McLeod County and has city experience serving as City Administrator in the Cities of Arlington and Minnetonka Beach. While working in county and city government, Pat has been involved in numerous aspects of local government including policy development, budgeting, human resources (including recruiting), payroll, benefits and workplace investigations, capital improvement plans, contract negotiations, grievance settlements, and managed a group self-insured health insurance plan.

Pat will assist with recruitment and reference checking as needed.



Contact Information:

pat@daviddrown.com

612-920-3320 x116

3620 Northome Ave

Wayzata, MN 55391

LIZ FOSTER

Liz is an Assistant Consultant that provides support and assistance within our Human Resources Division. Since joining DDA in 2015, Liz has been involved in numerous executive searches and other HR projects.

Some of Liz's duties include community research, creating position profiles, assembling interview materials for our clients, and providing general administrative support to our consultants.

TIMELINE

This timeline is tentative. The final timeline will be set after the City Council's decision to proceed. The dates highlighted in yellow indicate required Council participation.

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		March 27, 2023
Information gathering	<ul style="list-style-type: none"> Gather all pertinent background information Gather salary information and review job description Meet with staff, stakeholders, and each member of the City Council 	April 7, 2023
Professional position profile	Develop position profile and advertisement	April 24, 2023
Approve position profile	City Council approves profile, job description, salary range, and hiring process	Special Meeting May 1, 2023
Candidate recruitment	<ul style="list-style-type: none"> Post position immediately upon approval of profile Comprehensively advertise Email and phone calls to prospective candidates 	May 2, 2023- May 30, 2023
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	May 31, 2023
Personality Index	DDA will administer a work-related personality index to all semifinalists	June 11, 2023
Video interview	Each semifinalist will complete a video interview	June 12, 2023
Selection of finalists	<ul style="list-style-type: none"> City Council selects finalists for interviews DDA will notify candidates not selected as finalists 	Special Meeting June 19, 2023
Background check of all finalists	Includes: <ul style="list-style-type: none"> Criminal background: county, state, national Sex offender registry Social Security number verification Education verification Credit check 	July 3, 2023
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	July 3, 2023
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	July 3, 2023
Finalist packet	DDA will provide the Council information including: <ul style="list-style-type: none"> Summary of references Results of background checks Personality index reports Video interview Resumes, etc. 	July 5, 2023
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that Council interviews be at a special meeting	Special Meeting July 12, 2023
Decision	City Council will select candidate for offer	July 12, 2023
Offer and agreement	DDA will negotiate agreement with selected candidate	July 24, 2023
Projected start date	New Administrator begins	August 2023

PROCESS DETAILS

STEP 1: INFORMATION GATHERING

DDA will gather and assemble background information pertaining to the City and position. In addition, Liza will meet individually with all Council members to discuss candidate attributes, experience, and other important qualifications. Others will be interviewed as per the direction of the City. At the same time, the job description will be reviewed and updated and, if needed, we will gather relevant comparative salary information for consideration by the Council. We will quickly develop a comprehensive understanding of the organization, community, and position.

Deliverables:

- In-person information gathering via interviews with the Council
- DDA receives information from the City such as organizational chart, logos/images, budgets, existing job description, etc.

STEP 2: DEVELOPMENT OF POSITION PROFILE

Based on the information received from the City Council, DDA will develop a professional position profile that is customized to present the City of Chatfield in the most positive manner and provides prospective candidates with meaningful information. A draft will be presented to the City Council for consideration and approval prior to advertising. A sample profile is attached.

Deliverables:

- Draft profile sent to City Council for approval
- Review and approval of job description and salary range by Council
- Review and approve proposed search timeline for purposes of advertisement and scheduling

STEP 3: ADVERTISEMENT AND RECRUITMENT

DDA will comprehensively advertise the position and make direct contact with possible candidates who are not active job seekers or traditional candidates. These efforts will include local, regional, and national outreach. In today's job market, it is important to reach candidates in ways that were not necessary even five years ago. Our efforts have resulted in 41% of candidates applying from outside of Minnesota. This means that 59% of candidates still are from within the state, so comprehensive strategies are needed.

Given the challenging job market as of recent, we have added advanced recruiting methodologies to our portfolio through LinkedIn's robust recruiter platform. LinkedIn has nearly 800 million members with over 52 million job seekers visiting LinkedIn Jobs every week. This platform offers us 100% visibility of all those members. The use of over 40 advanced recruiting filters, recommended matches, and up-to-date insights allow us to reach individuals that possess the desired backgrounds and/or experiences. It offers our job posts high visibility to both active and passive candidates across more than 50 million organizations and over 38,000 skills. At the same time, it allows us to personalize messages and connect with candidates in a career focused environment.

Local efforts (within Minnesota) will include:

- Direct outreach to candidates
- League of Minnesota Cities
- Association of Minnesota Counties
- GovernmentJobs.com
- University of Minnesota

- Minnesota Private College Consortium- Augsburg University, Bethel University, Carleton College, College of Saint Benedict, The College of St. Scholastica, Concordia College, Gustavus Adolphus College, Hamline University, Saint John's University, Saint Mary's University, St. Catherine University, St. Olaf College, and the University of St. Thomas
- Minnesota State Colleges and Universities- Bemidji State University/Northwest Technical College, Metro State University, Minnesota State Universities of Moorhead & Mankato, Southwest Minnesota State University, St. Cloud State University, and Winona State University
- Minnesota City County Management Association
- LinkedIn

Regional Outreach

- Direct outreach to candidates
- South Dakota Municipal League
- Iowa League of Cities
- League of Wisconsin Municipalities
- Over 20 universities outside of Minnesota throughout the upper Midwest
- University of Iowa
- University of Wisconsin
- University of South Dakota
- University of Nebraska
- LinkedIn

Nationwide Outreach

- Direct outreach to candidates
- National Association of County Administrators
- National League of Cities
- National Association of Counties
- International City/County Management Association
- Woman Leading Government (WLG)
- Network of Asian Public Administrators
- LinkedIn

The simple DDA online application process will be used unless the organization prefers to use an existing methodology. Our online application system enables us to efficiently manage applicant flow, and corresponding reference information, and allows us to communicate with each applicant quickly and effectively.

We are known for our communication with both the applicant and our client which engages and informs both parties of each step. Additionally, our system also allows us to access, review, and evaluate thousands of prior applicants who may not be actively seeking a job but who may be open to the "right opportunity."

Deliverables:

- Advertising outreach begins with posting on identified websites and social media platforms
- Direct contact through established professional networks
- We utilize our database of identified prospective candidates to contact via email or phone call

STEP 4: INITIAL SCREENING AND REVIEW

DDA will complete a comprehensive analysis of every application received and determine approximately 8-12 semifinalists based on job related criteria to complete a video interview. Our clients have most notably been pleased with the video interview component of our process. Video interviews allow our clients to determine

whether they see the candidate as a good prospect for a final interview and gain additional insight on the candidate's education, experience, personality, as well as their ability to think on their feet, all of which has been said to help lay the foundation for the final interview process. Access to, and viewing of, this information is as simple as clicking on a link from the individual client's laptop, phone, or smart device in a location and at a time that is convenient for them. Candidate confidentiality when the Council is deliberating is maintained by assigning and referring to each semifinalist candidate as a number. Candidates are considered public once they are chosen as a finalist.

Each semifinalist would also complete an information disclosure and a work-related personality index. About one week prior to selecting finalists for interviews, the information disclosure, video interview, personality index, cover letter, and resume from each of the semifinalists will be made available to the Council for viewing. This will allow you ample time to comprehensively review candidates prior to determining who to bring in the for the final interviews. Upon reviewing this introductory material, DDA will then assist the Council in selecting its finalists for final interviews. After the Council selects finalists, those not selected as finalists will be notified by DDA.

Deliverables:

- List of approximately 8-12 semifinalists with cover letter, resume, and video interview
- Results of personality assessment
- Results of information disclosure that provides insight about conduct that could be viewed as impacting one's ability to perform the requirements of this leadership role
- Confirm interview schedule and logistics
- DDA will contact those not selected

STEP 5: SELECTION

After the City Council selects finalists, DDA will complete comprehensive background screenings including criminal history, civil court history, verification of education, driver's license review, credit check, and other items. Along with background checking all finalists, DDA will conduct character references with current and former supervisors to discuss various work responsibilities, projects, initiatives, leadership style, personality characteristics, etc.

In addition, DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.

Approximately one week prior to the final interview process, the City Council will have access to each of the candidate's application materials, video interview, background check results, reference information, information disclosure, a work personality report, and an intellectual profile on each person.

Early in the search process, Liza will discuss interview possibilities including leadership staff participation or virtual and/or in-person options for community involvement through a meet and greet event or interview panel, stakeholder interviews, individual and/or full Council interviews, a community tour, lunch with leadership staff, or other functions.

Prior to interviews, Liza will prepare questions and then facilitate all interviews and other activities the City Council determines appropriate. Our goal is to make the process smooth and painless so the City Council can focus all its energy on finding the right person for the job and minimize staff disruptions to ensure the City can focus on the tasks at hand.

Deliverables:

- List of 3 to 5 finalists, confirming interview schedule and logistics
- Leadership staff interview panel including summary of comments

- Community engagement opportunities with virtual options
- Tour of the community logistics
- Video Interview
- Summary of References
- Results of background checks
- Personality Index
- Intellect Profile
- Information Disclosure
- Cover letter and resume
- Press release

STEP 6: OFFER

After interviews are complete, Liza will assist the City Council with deliberations, and she will facilitate the offer to the selected candidate. Liza will negotiate the terms with the candidate based on the parameters established by the Council.

Deliverables:

- Employment agreement
- Press release
- DDA will contact those not selected

STEP 7: FOLLOW UP

DDA will make periodic contact with the new Administrator for at least the first year of employment.

Deliverables:

- Periodic check in with new Administrator and Council representative

LIST OF SEARCH CLIENTS FROM THE PAST TWO YEARS

In addition to the specific references listed on the following page, the City is encouraged to speak with any of the entities listed below:

CITIES

Aitkin- Administrator
Albert Lea- Manager
Barnesville- Administrator
Benson- Manager
Breezy Point- Administrator/Clerk/Treasurer
Cannon Falls- Public Works Director
Corcoran- Administrator
Crookston- Administrator
Crystal- Manager
Hawley- Administrator
Lake City- Administrator, Finance Director/
Treasurer, Ambulance Director
Mahnomen- Administrator
Mayer- Administrator
Monticello- Administrator
Mora- Administrator/Public Utilities General Manager
New Brighton- Manager
New Prague- Administrator
Newport- Administrator
North Mankato- Administrator
North St. Paul- Manager
Norwood Young America- Administrator
Nowthen- Administrator
Olivia- Finance Director
Paynesville- Administrator/Economic Development
Director
Pelican Rapids- Administrator
Pequot Lakes- Administrator
Redwood Falls- Finance Director
Richmond- Administrator/Treasurer
Spring Park- Administrator/Treasurer
St. Anthony Village- Manager
St. James- Manager
Staples- Clerk/Finance Director
Stillwater- Administrator
Wadena- Administrator
Waseca- City Manager, Finance Director
Watertown- Administrator
White Bear Lake- Manager
Winthrop- Administrator

COUNTIES

Beltrami- Administrator
Cook- Administrator
Hubbard- Administrator
Jackson- Administrator
Kandiyohi- Administrator
Kittson- Administrator, Engineer
Le Sueur- Administrator, Environmental/Planning &
Zoning Administrator
Mahnomen- Administrator
Morrison- Administrator
Nicollet- Administrator
Roseau- Engineer
Waseca- Public Works Director/Engineer

OTHER ENTITIES

Albert Lea Economic Development Agency-
Executive Director
Albert Lea HRA- Executive Director
Brainerd HRA- Executive Director
Dakota 911- Executive Director
Des Moines Valley Health and Human Services-
Administrator
Kitchigami Regional Library System- Executive
Director
Metro-INET- Executive Director
Middle Fork Crow River Watershed District-
Executive Director
Mississippi Watershed Management Organization-
Executive Director
Prairie Lakes Youth Programs- Executive Director
Red Wing HRA- Executive Director
Riley Purgatory Bluff Creek Watershed District-
Administrator

DDA is currently conducting searches for the Cities of Credit River, Fairmont, East Grand Forks, Lake City, Lakeville, Morris, New Hope, Rockville, and Winsted, Minnesota, the Albert Lea Housing and Redevelopment Authority, and the Metropolitan Mosquito Control District.

FEES

The fee for the search process is \$23,000, payable at the completion of the search. This all-inclusive fee covers professional services and all expenses including travel, advertising, personality index, intellectual profile, background checks on all finalists, etc.

If the City chooses to offer a travel stipend or reimbursement for expenses of the candidates, that cost is handled directly between the City and the candidates. DDA would be available to provide input and guidance on this item.

ASSURANCE

If the newly hired Administrator leaves the organization within the first 24 months of employment, DDA will complete another search without professional service fees. Only actual expenses will be billed to the City.

REFERENCES

Brian Stumpf

Mayor, City of Monticello
City Administrator Search
Phone Number: 612-598-4016
Email: montitowing@gmail.com

Val Johnson

Former Mayor, City of New Brighton
City Manager Search
Phone Number: 651-491-3364
Email: valjohnson87@comcast.net

Dave Borchert

Board Chair, Brown County Commissioner
County Administrator Search
Phone Number: 504-354-3295
Email: commissionerdistrict1@co.brown.mn.us

Vern Rasmussen, Jr.

Mayor, City of Albert Lea
City Manager, Econ. Dev. Executive Director
(ALEDA) & HRA Executive Director Searches
Phone Number: 507-377-4330
Email: mayor@ci.albertlea.mn.us

"Thank you again, Liza, for a well-organized, professional, and detail-oriented process/search with us. It went so smoothly. I've been on Council through quite a few hires now, and this by far has been the best."

-Charlotte Gabler, City Council Member
City of Monticello, MN

"We are very pleased with the professional services that you and your firm provided for a City Administrator. The process was stress free and provided us with many qualified candidates; this would have been very difficult for us to accomplish on our own. Thank you to Liza and her colleagues for guiding us from start to finish. Would highly recommend other organizations to consider DDA Human Resources for their hiring needs."

-Chris McKern, Mayor
City of Kasson, MN

DDA has been outstanding to work with. Liza Donabauer is fantastic and her past experience as a city administrator and an HR manager really allows her to be especially responsive to the needs and wants of a city's officials and senior staff. Liza is fantastic with communication with the council and staff which helps everyone feel connected and comfortable with the process.

-Dan Coughlin, City Administrator
City of Olivia, MN

"After working with then, City Administrator Liza Donabauer for over 2 1/2 years, I can truthfully say she is the epitome of hard work and dedication to her profession. Her communication skills and procedures are without compare, and she did not shy away from any challenge. I have no doubt that she will continue to provide exemplary service in any work endeavor."

-Rich Nagel, Mayor
City of Arlington, MN

"David Drown and Associates realize that every city has its own personality and you (Liza Donabauer) worked to identify New Brighton's personality to assure us the best possible candidate to become our new City Manager. The work that was done by you prior to even advertising for the position was key to our success. You spent hours interviewing staff, council and citizens trying to identify the qualities as well as the qualifications desired in a City Manager for our community. The resulting documentation represented New Brighton well and encouraged numerous qualified candidates to apply. Throughout the process, the entire Council was informed of progress and action steps along the way."

-Val Johnson, Mayor
City of New Brighton, MN



Sample Profile



CITY ADMINISTRATOR

Salary Range: \$85,520 to \$122,527



WELCOME TO WINSTED, MINNESOTA!

The City of Winsted, Minnesota, is a city located just west of the Twin Cities metropolitan area in McLeod County. Home to 2,296 residents, this City offers the charm of a small town, and its residents take pride in its uniqueness and have great community spirit.

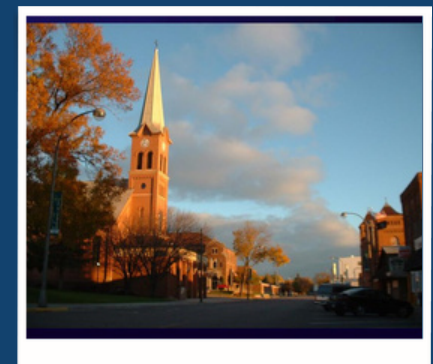
Winsted is known as a clean, tight knit, beautiful lake community with a thriving industry, elevated level of community volunteerism, quantity and quality of community events and activities, and a place where the citizens look out for each other.



ECONOMIC VITALITY

As a growing community just outside of the Twin Cities metro area, opportunities abound for commercial development to provide goods and services to the area. The City of Winsted is home to several industries that are poised for growth. In 2014, the City purchased land for its new industrial park which consists of more than 58 acres that has been annexed into the Winsted city limits. In recent years, Winsted has seen new industries fill its industrial park and several established businesses have expanded. The City has built a new City Hall and has a health care campus offering state-of-the-art services. Local retailers are promoted by the Winsted Area Chamber of Commerce through a variety of initiatives. Residents don't need to leave town to find grocery stores, household items, auto body repair, financial planning services, dining options, hair care, and more. Downtown Winsted is a source of great pride among the residents and businesses of the community. Organizations like the Winsted Arts Council and "WHAT UP" (Winsted Holding Activities That Unite People) have held several events designed to bring visitors to downtown Winsted.

Winsted's low tax rate reflects its large industrial base. The City continues to look for opportunities to expand its industry base even further. The City has also put a lot of focus on generating residential development which will continue to be a top priority for the new Administrator.



EDUCATION

HOWARD LAKE- WAVERLY-WINSTED PUBLIC SCHOOLS



Howard Lake • Waverly • Winsted Public Schools
"Excellence Through Education"

Public education in the City of Winsted is provided by Howard Lake-Waverly-Winsted (HLWW) Public Schools. The District comprises an area of about 115 square miles, primarily in Wright County, with a portion located in McLeod County, and a small portion in Carver County. A district-wide enrollment of over 1250 students in K-12, shows the District is continuing to grow.

The District's 9th-12th grade high school and 5th-8th grade middle school are located between Howard Lake and Winsted, and the K-4th grade elementary and preschool facilities are located in Waverly and Winsted.

Winsted Elementary was recognized as a Minnesota School of Excellence in 2014, and as a Reward School by MDE in 2011, 2012, 2014, and 2015.

The High School was honored by being named one of "America's Best High Schools" by US News and World Report in 2016. Out of over 21,000 high schools, HLWW High School was ranked in the top 11 percent in the nation. HLWW High School earned a Silver Medal.



HOLY TRINITY SCHOOL

Holy Trinity School

WISDOM • EXCELLENCE • WORSHIP

Pre K-12

Holy Trinity Catholic Parish and School in Winsted, founded in 1883, is one of only a handful of Catholic co-educational schools in Minnesota that serve students pre-kindergarten through 12th grade.

The school has an enrollment of approximately 220 students and attracts families to the community.

Over 90% of graduates pursue higher education, and many business leaders in the community have graduated from Holy Trinity.





RIDGEVIEW

You Matter Here

HEALTHCARE

RIDGEVIEW WINSTED CLINIC

Quality healthcare in Winsted is provided by the Ridgeview Winsted Clinic, a satellite office of Ridgeview Medical Center in Waconia. The facility houses primary care physicians and specialists that are experts in caring for the full spectrum of health issues in patients of all ages. Some of the services that the clinic provides include same-day appointments, on-site laboratory services, x-ray services, and podiatry.

Although Winsted does not have its own hospital, there are a number of them close by.

The City is also home to businesses that provide adult care, chiropractic services, dental care, health & fitness, massage therapy, and pharmacy services.



Recreation & Community Events

Winsted is proud of its outdoor recreational opportunities and its great trails, parks, and open space system. The City believes that trails and open space are an integral component in the City's development and growth. Because of this, a Comprehensive Trail Plan was put in place. The Luce Line State Trail follows the corridor of a former railroad line and has been maintained by the DNR since 1976. The trail, which goes through Winsted, runs 63 miles from the western metro suburb of Plymouth to the town of Cosmos. It is available for multiple uses such as hiking, biking, inline skating, cross-country skiing, and snowmobiling. A parallel horse trail is also included. The City's seven parks offer residents and visitors such amenities as picnic shelters, ball fields and courts, horseshoe pits, playground equipment, an amphitheater, and much more.

Winsted Lake is also an important part of outdoor recreation for City residents and visitors that offers swimming, fishing, and boating.

The City also features festivals and celebrations throughout the year. Each year, residents and visitors of Winsted look forward to the Winsted Summer Festival, a festival that is held the second weekend in August and features events including a canoe race, fireworks, live music, a fun run, two parades, a beanbag tournament, a horseshoe throwing competition, a pedal pull, petting zoo, and much more. Winsted royalty are also crowned the last day of the celebration. Another popular City event is the Winsted Winter Festival. This festival takes place the first weekend of December and features a lighted Christmas parade, a snowmobile show, an art exhibit, visits from Santa Claus, and more. The Winstock Country Music Festival is also held annually in the City and is one of the upper Midwest's premier outdoor country music and camping festivals that features up-and-coming artists as well as big name artists.

THE ORGANIZATION

The Mayor and City Council serve as the local legislative body in Winsted. They adopt an annual budget, approve expenditures, appoint all staff, and ratify all policies and ordinances of the City.

Each Council Member speaks to the City's commitment to progressive initiatives and planning. Maintenance plans and funding have been established for pavement management, sewer lining, and tree trimming. The water tower and WWTP are built for a community with a population of 10,000 residents. A five-year capital improvement plan has been established and updated annually. The City Council engages in annual goal setting retreats, with quarterly updates provided by the City Administrator.

With a beautiful City Hall overlooking the lake, the Council Chambers and City Administrator's office come with a view! The City enjoys long and trusted relationships with its professional consultants (engineering, finance, and building inspections). The City Council is experienced in working with a City Administrator and has a demonstrated history of trusting in its city staff. City Council supports continued education and training for its City Administrator and staff.

The City Council is appreciative of its community members serving on the various boards and committees including Economic Development Authority, Planning, Parks, and Airport. These groups serve as the first filter for the Council.



The state and federal government recently invested millions in the Winsted Municipal Airport to improve its runway. Future plans are in place for the construction of additional hangars.

Bonds will be sunsetting in 2028, which will provide an opportunity for a major project.

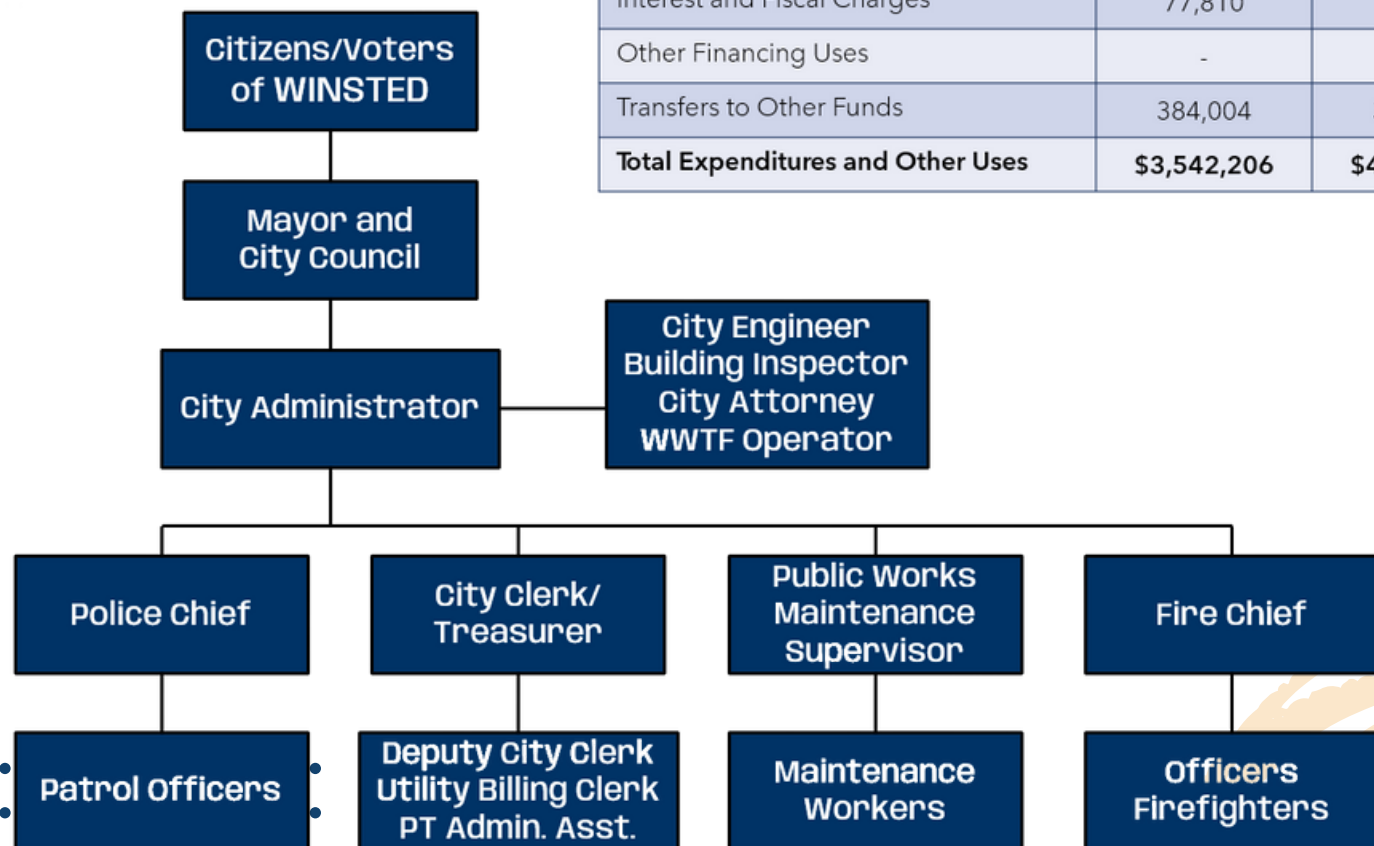
The City of Winsted employs 11 full-time and 12 part-time staff.



The City of Winsted will provide services and resources for its citizens and businesses that promote opportunities for a high quality of life, while sustaining a hometown atmosphere.



Expenditures	2021	2022
General Government	491,674	504,449
Public Safety	883,069	951,008
Streets & Highways (excluding Const.)	421,524	423,773
Sanitation	-	-
Human Services	-	-
Health	-	-
Culture and Recreation	79,385	80,885
Conservation of Natural Resources	-	-
Economic Development and Housing	-	10,000
All Other Current Expenditures	502,988	464,373
Total Current Expenditures	\$2,378,640	\$2,434,488
Streets & Highways Capital Outlay	166,900	990,000
All Other Capital Outlay	166,852	174,333
Debt Service - Principal	368,000	467,000
Interest and Fiscal Charges	77,810	76,595
Other Financing Uses	-	-
Transfers to Other Funds	384,004	341,196
Total Expenditures and Other Uses	\$3,542,206	\$4,483,612



Core Duties of the Position

- Directs and manages all aspects of the financial and administrative operations for the City, including making recommendations regarding policy development and financial planning.
- Oversees and coordinates the financial/fiscal planning and operations of the City, including development of annual general fund, water/sewer budget, and capital improvements program for consideration by the City Council; and, in consultation with the Clerk/Treasurer, oversees the administration and monitoring of expenditures.
- Works with the Clerk/Treasurer to coordinate the preparation of financial statements, financial reports, special analyses, and information reports for presentation to the City Council.
- Implements City Council directives, policies, and ordinances.
- Researches and prepares reports and recommendations for City Council consideration on a variety of City issues to improve the health, safety, welfare, and economic development of the City, including improved methods of operation, replacement, or upgrading of equipment and exploration of grants or other funding sources.
- Manages large infrastructure projects.
- Communicates, implements, and monitors short-term and long-term goals, objectives, policies, and directives of the Council.
- Provides leadership in goal setting and future planning efforts for the Mayor and City Council.
- Plans and directs delivery of City services to the public by working closely with department heads to plan and coordinate their functions and works in cooperation with the City's attorney, engineer, planner, and building official to ensure efficient and effective provision of services.
- Plans, develops, and directs personnel programs, policies, and procedures designed to maximize work potential and interests of each employee and effectively accomplish the City's goals and objectives.



Core Duties of the Position - Cont'd

- Represents the City in the negotiation, coordination, and oversight of a wide range of management, administrative, consulting, legal, and other service contracts and agreements as authorized by the City Council.
- Provides support, communications, and data analysis in the areas of parks, planning and zoning, economic development, and airport facilities.
- Communicates with the public and responds to the questions and complaints regarding City plans, operations, and activities.
- Provides information and management of the day to day operations of the City for residents, businesses, and staff.
- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, reward, discipline, direction of work, and adjustment of grievances of subordinate personnel.
- Trains and supervises all City employees either directly or through subordinate supervisors and works with department heads to identify goals and standards against which to measure employee performance.
- Conducts annual personnel reviews; makes recommendations to City Council regarding employee salary/benefits packages and conditions of employment; and coordinates all phases of personnel administration, including control over personnel files.
- Attends and participates in all meetings and coordinates preparation of agendas, supporting reports, recommendations, and action plans of the City Council and various City commissions and committees.
- Represents the City at various local, regional, and state meetings and functions while cooperatively working with other governmental agencies and officials on matters of mutual interests.
- Supports, communicates, and analyzes data for the Mayor and City Council.





DESIRED ADMINISTRATOR ATTRIBUTES

▶ Demonstrates drive, wants to be engaged, is a problem solver, and is genuine in their action and words.

▶ EDA driven! Keeps communications open with, and pursues, developers. Has a “How do we continue to grow?” mentality.

▶ Has strengths in relationship building. Is a collaborative and confident communicator, active listener, quick on their feet, a good public speaker, and comfortable delivering good and bad news at a level people can understand.

▶ Has a coaching leadership style. Has experience leading staff, is open and honest, builds trust, and is team driven. Gives staff the tools they need to do their job and leans on staff experience to move the team forward.

▶ Has a basic understanding of business and can explain the budget and grant process in plain language.

▶ Will be visible and not afraid to leave the office and enjoy interacting with the community and local businesses.

▶ Understands, appreciates, and practices long-term planning.

▶ Has former city administration experience; provides steady and consistent leadership to new and seasoned Council members. Ensures each Council member receives the information they need to make an informed decision.

▶ Has a strong critical thinking skillset and is comfortable asking questions and can own up to a mistake when made.

▶ Supports the Winsted Community!





NEW ADMINISTRATOR GOALS/PROJECTS/ PRIORITIES

Continue established and exciting momentum to develop Winsted as a desirable community people want to reside in.

Immediately upon entering the office:

- Develop relationships with developers to bring residential housing into the community.
- Get up to speed on the County Road 5 extension project with Mcleod County; collaborate with the County to ensure the City is well represented.
- Familiarize self with water well installation project. Funding source has been identified, and engineering is complete. Implementation in 18-24 months.

Explore planning activities for a freshwater treatment plant, street light replacement, infrastructure improvement, County Road 1, and road projects.

With a focus on the great base of industry that already exists in Winsted, continue to find ways to grow and expand the commercial and industrial economy.

Ensure there are limitless expansion opportunities to grow the housing market; entice developers to Winsted, work proactively on annexation, and explore downtown redevelopment initiatives.

Work with the Park Commission to develop plans for park improvements and update equipment.

Work with community partners to explore daycare, senior housing initiatives, and the addition of a senior center.

Facilitate annual strategic planning and goal setting sessions and bi-annual administrative reviews.

Support the Police Department in exploring and developing hiring and retention initiatives.

Continue to work with state, local, and regional partners to improve the water quality of the lake.

POSITION ANNOUNCEMENT



City: Winsted, Minnesota
Position: City Administrator
Salary: \$85,520 to \$122,527
Application Deadline: 3/15/2023



Job Summary: Under limited direction, this position is the Chief Administrative Officer for the City and plans and directs all City operations in line with objectives and guidelines established by the City Council. The Administrator exercises general and administrative supervision over all City employees either directly or through subordinate supervisors and coordinates planning, legal, building and engineering activities.

Minimum Qualifications: Bachelor's degree in Public Administration, Political Science, Business Management, or related field, and three years of public administration experience. A master's degree, ten years of local government management experience, and ICMA certification are desired.

Apply: Visit <https://daviddrown.hiringplatform.com/151190-winsted-city-administrator/575988-application-form/en> and complete the application process by March 15, 2023. Finalists will be selected on March 28, 2023, and final interviews will be held on April 18, 2023.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.

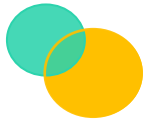


DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.
Waconia Office
P.O. Box 534
Waconia, MN 55387

Phone: 612-920-3320 x111
Fax: 612-605-2375
liza@daviddrown.com
www.ddahumanresources.com



DDA

David Drown Associates, Inc.
Public Finance Advisors

Spring Valley Office:
29359 County 38
Spring Valley, MN 55975
Phone 507-346-7895 | Cell 507-273-2443
Fax 612-605-2375
www.daviddrown.com

March 21, 2023

ENGAGEMENT LETTER

VIA EMAIL

Mayor & City Council
Joel Young, City Administrator
City of Chatfield, Minnesota

RE: Municipal Advisor

Dear Council Members and Mr. Young:

We are writing this letter as required under the new Municipal Advisor rules of the Municipal Securities Rulemaking Board (the "MSRB") and the Securities and Exchange Commission (the "SEC.") As a registered municipal advisor working with you, we are required to provide a written description of our advisory relationship and to make certain other disclosures.

Our Role as Municipal Advisor

As your municipal advisor, we are held to the very highest standard of loyalty and care with an **explicit fiduciary duty** to act in your best interests. This means several important things:

- We have a duty to exercise due care in performing municipal advisory activities.
- We have a duty of loyalty, requiring us to act in your best interest without regard to our own financial or other interests.
- We must have the knowledge and expertise needed to provide you with informed advice.
- We have a duty understand you and your specific situation and to follow your directions, so our advice is suitable for you.
- We are required to make reasonable inquiries and investigations as to the facts supporting our recommendations and work products.
- We have a duty to discuss with you material risks, benefits, and alternatives we considered when determining what might serve your interests best.

Disclosure of Conflicts of Interest

A municipal advisor may not legally provide advice if certain **unmanageable conflicts** exist, such as providing financial advice and then purchasing related securities or engaging in kickback arrangements. Other **potential, yet manageable** conflicts of interest must be disclosed to you in writing, with sufficient detail and explanations of how we intend to manage or mitigate each conflict. There are several potential conflicts of interest that may apply to our engagement with you:

Compensation. All forms of compensation are viewed to represent a potential conflict of interest by the MRSB. Our Standard Fee Schedule incorporates several forms of compensation:

- **Fixed Fee.** This form of compensation represents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the financial advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives or fail to do a full analysis of alternatives
- **Fee Based upon Principal Amount.** This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the

securities issue for the purpose of increasing the advisor's compensation.

- **Hourly Fee.** An hourly fee form of compensation presents a potential conflict of interest if the client and advisor do not agree on a reasonable maximum amount at the outset of each engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked.
- **Contingent Fee.** This form of compensation presents a potential conflict of interest because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. When facts or circumstances arise that could cause the financing to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances.

Our plan to mitigate conflicts of interest regarding compensation is to assure our standard fees reasonably reflect the expected costs of standard services, and to avoid a transaction-based relationship with our clients such that compensation on any one transaction is of secondary importance to maintaining a long-term relationship.

Executive Search Services. David Drown Associates, Inc. provides executive search services to units of government in Minnesota. In situations where an administrator was hired through our recruitment efforts and/or recommendations, we may be in a position to unduly influence that administrator's financial judgments or future decisions.

We have mitigated this conflict by instituting procedures which require review and approval by another senior level advisor of all written recommendations.

MN Rural Water Association. David Drown Associates, Inc. serves as the financial advisor MRWA's MIDI, MICRO, MEGA and Interim Funding Programs. In that capacity, we process loan requests and serve as municipal advisor to borrowers seeking to utilize these funding programs. This relationship with MRWA represents a potential conflict of interest in that we have an incentive to recommend the use of these funding programs and to exclude due consideration of other options or alternatives.

We have mitigated this conflict of interest by agreement with MRWA that we will not process loans where other financing mechanisms are clearly superior, and we maintain internal procedures that explicitly include a review of other funding options before acting upon a loan request.

Scope of Service & Compensation

It is our intention for this Letter of Engagement to evidence a general, long-term relationship with you, as opposed to a relationship that is specific to only one transaction. We provide you a full range of customary financial advisory services without exclusion or limitation and will honor our fiduciary duties to you in all aspects of our work. In cases where either of us wishes to limit the scope of our engagement – for example, where you have already reached a decision on a particular financing, or where we lack availability or expertise in a specific area – we will address this limitation by supplemental, written communication to you.

All compensation will be based upon the rates shown on the attached Standard Fee Schedule.

For Professionals seeking the “Issuer has hired an independent municipal advisor exemption”

Professionals such as attorneys, engineers and accountants and underwriters provide you with financial advice from time to time. To guard against being considered an unregistered municipal advisor, these professionals may ask you to confirm in writing that you are represented by and will rely on the advice of an *independent registered municipal advisor*.

David Drown Associates, Inc. hereby certifies we are a registered municipal advisor in good standing, with

no associations or affiliations that will reasonably affect our independent judgment in evaluating proposals or advice you may receive from us or from other entities.

If the City is asked to provide written confirmation that the City has an independent registered municipal advisor, we suggest the following written response:

RE: Designation of Independent Registered Municipal Advisor

The City of Chatfield has retained David Drown Associates, Inc. as our registered independent municipal advisor. Your firm provides or seeks to provide professional services and advice to the City with regard to the following project:

(insert general description of the project or transaction)

The City of Chatfield is represented by and will rely upon the financial advice of David Drown Associates, Inc. with regard to this project or transaction. You are authorized and directed to copy David Drown Associates, Inc. on all communications with the City having to do with financial matters.

You are reminded of your requirement to provide a written disclosure to both the City and to David Drown Associates, Inc. that, because the City is represented by a registered independent municipal advisor, your firm is not subject to the fiduciary duty established in Section 15B(c)(1) of the Exchange Act with respect to the municipal financial product or issuance of municipal securities.

I would be happy to discuss any aspect of this letter and MSRB rules with you at your convenience.

Respectfully Submitted,



Mike Bubany, Associate
David Drown Associates, Inc.
mike@daviddrown.com

Acknowledgement

The undersigned hereby acknowledges receipt of this disclosure and that the governing board has been given the opportunity to raise questions and discuss the foregoing matters with the advisor.

City of Chatfield, Minnesota

City Administrator

Date

STANDARD FEE SCHEDULE

January 1, 2023

General Obligation Bond Issues:

<i>Principal Amount</i>	<i>Fiscal Fee</i>
0 to \$250,000	7,500
\$250,000 to \$500,000	10,000
\$501,000 to 1,000,000	13,000
\$1,000,000 to 2,000,000	16,000
\$2 to \$3 million	19,000
\$3 to \$4 million	22,000
\$4 to \$5 million	25,000
\$5 to \$10 million	30,000
\$10 to \$15 million	35,000
Over \$15 million	35,000 plus \$750 per million

Fees are for a single G.O. bond issue. Fees for multiple issues sold concurrently are based on combined principal amount plus \$2,000 per additional issue. Client is responsible for other costs of issuance including but not limited to bond counsel, pay agent, rating agency, underwriter's fee, certificate fees and out-of-pocket expenses.

Revenue and Lease-Purchase Financings:

Revenue bonds or lease-purchase transactions are generally charged 125% of above rates.

Tax Increment Finance/Tax Abatement Projects/TIF Reporting:

Standard fee to research, draft, process, and certify a TIF plan is \$5,500. Fees for redevelopment districts are generally \$1,000 to \$2,500 higher, depending upon the numbers of parcels involved. Basic fee to negotiate the terms of a development agreement is \$1,500. Annual TIF report fee is \$1,000 plus \$500 for each TIF District. Standard fee to process a Tax Abatement project is \$3,500. The client shall be responsible for out of pocket expenses and expenses of other professionals, such as bond counsel and building inspection.

Continuing Disclosure:

Full Disclosure: Annual fee is \$1,500 per year for each class of issues (G.O. bonds are one class) plus \$300 for each bond issue within that class up to an annual maximum of \$3,000 per class. The annual fee is waived if the Client has a recent Official Statement containing required information. Client is responsible for costs of a county auditor certificate, if required.

"Limited" Disclosure and/or Significant Event Reporting: Annual fee of \$300 per issue capped at \$750 for the filing of Audited Financial Statements with MSRB/EMMA.

Hourly Service Rates:

	<i>Hourly Rate</i>
Principal	\$200
Senior Advisor	150
Associate	100
Clerical	50

Expenses: Actual cost, except mileage is billed at Federal Mileage Rate (for 2023 this is 62.5 cents/mile)



DDA

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Municipal Securities Rulemaking Board

A photograph of a classical building facade, likely a town hall, with large columns and a pediment. The words "TOWN HALL" are inscribed in gold letters on the facade. A semi-transparent blue box is overlaid on the upper portion of the image, containing the title text.

Information for Municipal Advisory Clients

The Municipal Securities Rulemaking Board (MSRB) provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. Certain of those protections also apply to potential clients of a municipal advisor. Municipal advisors must comply with our rules when engaging in municipal advisory activities.

This document summarizes key principles of our rules that protect you. It also provides information on how to file a complaint against a municipal advisor with the appropriate federal regulatory authority. For the complete text of the rules and additional educational information, visit the MSRB's website at www.msrb.org.

Professional Competency. Our rules require that your municipal advisor meet professional qualification requirements based on its municipal advisory activities. Beginning January 1, 2018, our rules require that municipal advisors also meet continuing education requirements.

Fair Dealing. Our rules require that your municipal advisor deal fairly with you and not engage in any deceptive, dishonest or unfair practice. Your municipal advisor must satisfy a duty of care. Your municipal advisor's recommendations must be suitable, and your municipal advisor's compensation for its recommendations must not be excessive.

To help make sure that your municipal advisor is providing unbiased advice, our rules address potential conflicts of interest, including gift-giving and political contributions. Our rules generally prohibit a municipal advisor from advising or soliciting a municipal entity within two years of a political contribution to an official of that municipal entity.

Our rules also require that you receive certain disclosures from your municipal advisor so you are aware of information that is material to your decision-making. If you are receiving advice from your municipal advisor, your municipal advisor must disclose, in writing, all material conflicts of interest, and all legal and disciplinary events material to your evaluation of your municipal advisor. We refer to this as a “full and fair” disclosure under our rules.

You are also protected by our fair dealing rules if you are solicited by a municipal advisor on behalf of a third-party municipal securities dealer, municipal advisor or investment adviser to buy certain products or services. That municipal advisor must disclose all material facts about the solicitation, including all material risks and characteristics of the product or service.

Duty of Loyalty. If you are a municipal entity, our rules provide extra protections when your municipal advisor advises you about municipal financial products or the issuance of municipal securities. Your municipal advisor must deal honestly and with the utmost of good faith, and act in your best interests without regard to its financial or other interests.

Periodic Disclosure. Your municipal advisor must periodically provide you with the following:

- a statement that it is registered with the MSRB and the Securities and Exchange Commission (SEC);
- the MSRB’s website address; and
- a statement as to the availability of this brochure.

Documentation. When hiring a municipal advisor to provide advice, your municipal advisor must give you a written document outlining certain terms of its relationship with you.

Remedies for Disputes

If you have a dispute with your municipal advisor firm or representative, you should try to — but do not have to — resolve it with the individual or a supervisor. In some cases, you may not be able to resolve the dispute.

Terms as Used in this Brochure

- **You:** A municipal advisory client, including:
 - **Municipal Entity:** A state, political subdivision of a state, or municipal corporate instrumentality of a state, including a public pension plan.
 - **Obligated Person:** Any person (including the issuer) legally committed to support payment of all or part of an issue of municipal securities, other than certain unrelated providers of credit or liquidity enhancement.
- **Municipal Advisory Activities**
 - **The provision of advice** to you with respect to municipal financial products or the issuance of municipal securities.
 - **Solicitation** of you on behalf of certain third parties to purchase a product or service.

Municipal advisors that also act as municipal securities dealers must follow additional rules. For more information about the regulatory protections for investors, see the MSRB's [Information for Municipal Securities Investors](#) brochure.

Filing a Complaint

Regardless of whether you have tried to resolve your complaint directly, you may file a formal complaint with the regulatory agency that examines your municipal advisor for compliance with MSRB rules. You also may contact the MSRB, at 1300 I Street NW, Suite 1000, Washington, DC, 20005, 202-838-1330, complaints@msrb.org, and we will forward the complaint to the appropriate enforcement agency listed below.

To expedite the handling of your complaint, please be as specific as possible as to the nature of the complaint, including detail about the representative and/or firm involved. Please provide your name, phone number, email address and mailing address.

If you have a complaint about a potential violation of MSRB rules or other federal securities laws, contact:

U.S. Securities and Exchange Commission

SEC Center for Complaints and Enforcement Tips
100 F Street, N.E.
Washington, DC 20549-5990
<https://www.sec.gov/reportspubs/investor-publications/complaintshtml.html>

Or use the online portal at:
<https://denebleo.sec.gov/TCRExternal/index.xhtml>

If you have a complaint about your municipal advisor or about the municipal securities market, contact:

U.S. Securities and Exchange Commission

Office of Municipal Securities
100 F Street, N.E.
Washington, DC 20549
(202) 551-5680

If you have a complaint against your municipal advisor that is also registered with FINRA as a dealer, contact:

FINRA Investor Complaint Center

9509 Key West Avenue
Rockville, MD 20850-3329
(240) 386-4357
<http://www.finra.org/investors/problem>

Or use the online portal at:
<http://www.finra.org/investors/investor-complaint-center>

About the MSRB

The MSRB protects investors, state and local governments and other municipal entities, and the public interest by promoting a fair and efficient municipal securities market. The MSRB fulfills this mission by regulating the municipal securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB provides market transparency through its [Electronic Municipal Market Access \(EMMA®\)](#) website, the official repository for information on all municipal bonds. The MSRB also serves as an objective resource on the municipal market, conducts extensive education and outreach to market stakeholders, and provides market leadership on key issues. The MSRB is a Congressionally-chartered, self-regulatory organization governed by a 21-member board of directors that has a majority of public members, in addition to representatives of regulated entities. The MSRB is subject to oversight by the Securities and Exchange Commission.