

CITY OF CHATFIELD COMMON COUNCIL
AGENDA
July 24, 2023 7:00 P.M

- I. Chatfield City Council – July 24, 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 one pay-step increase to Beth Carlson to Grade 8 Step 3 effective on employment anniversary.
 - D. Approve one pay-step increase to Julie Elder to Grade 4 Step 4 effective on employment anniversary.
 - E. Approve resolution to close Fund #420.
 - F. Accept & Approve second quarter financial report.
 - G. Approve resolution to accept \$3,500 donation from Chatfield Booster Club to benefit Western Days.
 2. Proposal to upgrade workstations – Kay Wangen:
 3. City Engineer’s Report – Craig Britton:
 4. Not Used
 5. EDA Report – Chris Giesen:
 - A. Resolution to decertify Lone Stone TIF District 3-2
 - B. Resolution to decertify EZ Fabricating TIF District 3-4
 - C. Resolution to decertify Fitness Club TIF District 3-5.
 6. Public Works Director Report – Brian Burkholder:
 7. Committee Reports:
 - A. Public Services Committee
 - B. Committee of the Whole
 - C. Personnel-Budget Committee Recommendation:
 - a. Accept resignation of Patrol Officer Scott Keigley.
 - b. Consider appointing Trevor Schmidt as a full-time police officer.
 - c. Consider approval of City Administrator Employment Agreement with Michele Peterson.
 8. Mayor’s Report:
 9. City Administrator’s Report:
 10. Roundtable
 11. Adjourn.
 12. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & Frank) 4:30 p.m.
 - B. Park & Recreation Committee (Councilors Broadwater & Frank) 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, July 10, 2023

The Common Council of the City of Chatfield met in regular session on Monday, July 10, 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, Councilor Dave Frank, and Councilor Pam Bluhm.

Members absent: None.

Others Present: Luke Fischer, Madison Hagenau, Justin Miller, Shane Fox, Beth Carlson, Joel Young, Lynda Karver, Julie Burkholder, Brian Burkholder, Fred Suhler Jr., Chuck Johnson, Karen Reisner, Chris Giesen, and Craig Britton.

Consent Agenda

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

1. Approval of June 26, 2023 meeting minutes
2. Approve payment of claims
3. Approve one pay-step increase to Dan Funk effective on employment anniversary, to Grade 6 Step 5
4. Approve renewal of listing agreement to sell property on Enterprise Drive

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

Nays: None

Motion carried.

League of Minnesota Cities Presentation

Luke Fischer - Executive Director of the League of Minnesota Cities, Justin Miller - City Administrator for Lakeville and First Vice President of the League of Minnesota Cities, and Madison Hagenau - Engagement Manager for the League of Minnesota Cities presented the James F. Miller Leadership Award to City Administrator Joel Young. This is the highest honor an elected official can receive from the League of Minnesota Cities.

City Engineer's Report – Craig Britton

Killmer Electric Pay Application #4

Killmer Electric Co, Inc. has submitted pay application number 4 in the amount of \$121,125 for work completed on the generators for Well 2 and the Booster Pump Station. Work completed includes the assembly and placement of the generators.

Councilor Josh Broadwater entered a motion, with a second by Councilor Dave Frank, to approve Pay Application #4 for Killmer Electric in the amount of \$121,125.

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

Nays: None

Motion carried.

Committee Reports

Personnel-Budget Committee

Councilors Novotny and Urban were in attendance. Topics included:
Computer/Workstation Upgrades
Police Staffing
2024 Budget

Public Works Committee

Councilors Novotny and Urban were in attendance. Topics included:
Enterprise Drive Rebate Program
Pay Application #4 - Killmer Electric
Traffic Study
Water Tower & Retention Pond Property
Sidewalk on Wisdom Ct.

Mayor's Report

Proclamation for Joel Young Day August 12, 2023

Mayor McBroom read the following:

**A RESOLUTION PROCLAIMING
"JOEL YOUNG DAY"
IN THE CITY OF CHATFIELD**

WHEREAS, Joel Young was employed by the City of Chatfield as its City Clerk/Administrator from February 1991, through 2023; AND

WHEREAS, Joel Young has performed his duties with distinction and commitment; AND

WHEREAS, Joel Young has earned respect from his co-workers and the citizens of Chatfield; AND

WHEREAS, Joel Young was instrumental in the completion of several major improvements in the City of Chatfield; including the renovation of the Elementary School into the Chatfield Center for the Arts (CCFA), a regional performance and multimedia arts center for southeastern Minnesota; AND

WHEREAS, Joel Young was there when he was needed and for those of us that know him, we are thankful for his willingness to lead and to participate and to use his wit in times of challenge; AND

WHEREAS, the City of Chatfield is privileged to have Joel Young, and his family, as part of our community; AND

WHEREAS, Joel Young has been part of several local, county and state organizations, including Chatfield Western Days; AND

WHEREAS, Joel Young is the Honorary Grand Marshal of the 56th Annual Western Days Celebration; AND

NOW, THEREFORE, BE IT RESOLVED that the City of Chatfield Council hereby proclaims,
Saturday, August 12, 2023, as
"JOEL YOUNG DAY"

Mayor McBroom mentioned how someone teased him that it took him being mayor for Joel Young to retire. He acknowledged Joel and the work he has done, thanked Joel and wished him well on future endeavors.

City Administrator's Report

City Administrator, Joel Young, gave an overview of how he sees the next few months evolving as he transitions to retirement. He talked about three decades of change and accomplishments.

Roundtable

Many thanks and congratulations were shared with Joel Young.
Western Days planning is underway. People are asked to get applications in for parade.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 7:28 p.m.

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

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Wednesday, July 12, 2023

The Common Council of the City of Chatfield met in special session on Wednesday, July 12, 2023. Mayor John McBroom presided and called the regular meeting to order at 12:50 PM

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

Members absent: None.

Others Present: Kay Wangen, Brian Burkholder, Liza Donabauer, Beth Carlson, Rocky Burnett, Shane Fox, and Chris Giesen.

Interview and evaluate candidates for the position of City Administrator

Liza Donabauer, Management Consultant of DDA Human Resources, Inc. has facilitated the process for finding the City of Chatfield's next City Administrator. Eighteen applications were received. Four finalists were asked to come back for interviews. Those four finalists were interviewed by the council, they are:

Stephen Sarvi
Nick Koverman
Joshua Johnson
Michele Peterson

Liza Donabauer acted as the meeting host. Each candidate was giving 45 minutes to answer 18 questions. Councilors were given the opportunity to ask supplemental questions to elaborate or clarify topics as needed.

Interviews ran from 1:10 p.m. to 4:32 p.m.

Consider a motion to offer the position and negotiate the terms of employment

Offer the Position

Input from staff members was heard and considered.

Ballots were filled out by each councilor to rank the top two candidates in their view. Each interviewee received at least two votes with this set of ballots. Councilors explained their reasons for their initial votes and a second ballot was taken. With the second ballot tallied, two candidates were clearly on top. The council continued discussions and asked the department heads for their advice as well.

Councilor Paul Novotny entered a motion, with a second by Councilor Josh Broadwater, to offer the position of the Chatfield City Administrator to and negotiate the terms of employment with Michelle Peterson.

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

Nays: Councilor Bluhm.

Motion carried.

Designate a negotiating team

Consensus of the council was to have the personnel/budget committee to conduct the negotiations.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor Pam Bluhm, to adjourn at 5:55 p.m.

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

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AIRGAS						
	550012	E 230-42270-210	Ambulance	Operating Expenses	\$148.33	OXYGEN
					\$148.33	
AIRGAS						
ALLEGRA						
	20889	E 231-42270-350	Ambulance	Print/Binding (GENERAL)	\$1,461.07	SPRNG MLR
					\$1,461.07	
ALLEGRA						
BOB THE BUG MAN, LLC						
	68998	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$136.00	WELL HOUSES
					\$136.00	
BOB THE BUG MAN, LLC						
CHATFIELD ALLIANCE, INC						
	OKNWL	E 100-46630-300	Community Dev -	Promotional Expense	\$478.80	95% LODGING TAX - OKNWLD APR-JU
					\$478.80	
CHATFIELD ALLIANCE, INC						
CHATFIELD PARTS HOUSE						
	893051	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$14.99	DSL EXCH
					\$14.99	
CHATFIELD PARTS HOUSE						
DAVID DROWN ASSOCIATES						
	000056	E 423-43200-310	Construction Fund	Other Professional Servic	\$20,650.00	2023A FSCL FEE & MSC EXP
	000056	E 332-47000-310	Debt Service (GEN	Other Professional Servic	\$300.00	CONT DISC FILING - YE 2022 - 2012A
	000056	E 335-47000-310	Debt Service (GEN	Other Professional Servic	\$300.00	CONT DISC FILING - YE 2022 - 2016A
	000056	E 334-47000-310	Debt Service (GEN	Other Professional Servic	\$300.00	CONT DISC FILING - YE 2022 - 2014A
	000056	E 340-47000-310	Debt Service (GEN	Other Professional Servic	\$300.00	CONT DISC FILING - YE 2022 - 2018A
	000056	E 323-47000-310	Debt Service (GEN	Other Professional Servic	\$300.00	CONT DISC FILING - YE 2022 - 2023A
	000005	E 100-41100-310	Legislative	Other Professional Servic	\$23,000.00	EXCTV SRCH FEE ADMNSTRTR
					\$45,150.00	
DAVID DROWN ASSOCIATES						
DURST OUTDOOR SERVICES						
	1744	E 100-43100-406	Street Maintenanc	Street-Grdng/Chlrd/Crckf	\$25,969.50	2023 CRACK FILLING PROJECT
					\$25,969.50	
DURST OUTDOOR SERVICES						
EO JOHNSON, BUSINESS TECH.						
	INV136	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$63.58	#56246 NETWORK L9124 MP C4503
	INV136	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$18.17	#56246 NETWORK L9124 MP C4503
	INV136	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$33.30	#56246 NETWORK L9124 MP C4503
	INV136	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$10.07	#46719-01 POLICE L7545
	INV136	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$33.30	#56246 NETWORK L9124 MP C4503
	INV136	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$18.18	#56246 NETWORK L9124 MP C4503
	INV136	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$69.64	#56246 NETWORK L9124 MP C4503
	INV136	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$33.30	#56246 NETWORK L9124 MP C4503
	INV136	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$33.30	#56246 NETWORK L9124 MP C4503
					\$312.84	
EO JOHNSON, BUSINESS TECH.						
FILLMORE COUNTY AUD / TREAS						
	JULY 7,	E 423-43200-310	Construction Fund	Other Professional Servic	\$100.00	BOND CERTIFICATE -2023A GO
					\$100.00	
FILLMORE COUNTY AUD / TREAS						
FIRE SAFETY USA, INC						
	173996	E 220-42280-210	Fire Department *	Operating Expenses	\$25.00	BRST DSK KT
	174234	E 220-42280-210	Fire Department *	Operating Expenses	\$196.85	FCPC LNS
					\$221.85	
FIRE SAFETY USA, INC						
FUTURE PRO, INC						
	25763	E 801-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$4,971.00	2 BSKTBLL HPS CYBA DNTN 06 2023



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FUTURE PRO, INC					\$4,971.00	
GRIFFIN CONSTRUCTION						
10660	E 443-43200-500	Construction Fund	Cap. Outlay-GENERAL		\$20,525.73	2022 WTR PRJCT-HWY30 WTRMN
GRIFFIN CONSTRUCTION					\$20,525.73	
HILLSIDE NURSERY						
07-10-2	E 100-46630-300	Community Dev -	Promotional Expense		\$1,471.00	24 18" FLWR BSKTS & 1 BG FRTLZER
HILLSIDE NURSERY					\$1,471.00	
IDEAL SERVICE, INC.						
12399	E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL		\$6,198.50	WELL#3 VFD
IDEAL SERVICE, INC.					\$6,198.50	
KORTERRA, INC.						
23761	E 601-49400-310	Water Utilities (GE	Other Professional Servic		\$1,200.00	50% LOCATE MGMT SERVICES - 06/2
23761	E 602-49450-310	Sewer (GENERAL)	Other Professional Servic		\$1,200.00	50% LOCATE MGMT SERVICES - 06/2
KORTERRA, INC.					\$2,400.00	
LEANNEMBENSON.COM						
588504	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books		\$14.00	TOPSY TURVY DAY
LEANNEMBENSON.COM					\$14.00	
LHB, INC.						
200442	E 454-43200-310	Construction Fund	Other Professional Servic		\$2,632.50	PROJECT 200442.00 CCA - PHASE 2
LHB, INC.					\$2,632.50	
LMCIT / WORKERS COMP PLAN						
100148	E 220-42280-151	Fire Department *	Worker s Comp Insuranc		\$9,652.72	PRM AUD ADJ 2022-2023
100148	E 601-49400-151	Water Utilities (GE	Worker s Comp Insuranc		\$155.63	PRM AUD ADJ 2022-2023
100148	E 100-41500-151	City Clerk	Worker s Comp Insuranc		\$95.14	PRM AUD ADJ 2022-2023
100148	E 100-43100-151	Street Maintenanc	Worker s Comp Insuranc		\$7,072.68	PRM AUD ADJ 2022-2023
100148	E 602-49450-151	Sewer (GENERAL)	Worker s Comp Insuranc		\$325.47	PRM AUD ADJ 2022-2023
100148	E 230-42270-151	Ambulance	Worker s Comp Insuranc		-\$1,820.77	PRM AUD ADJ 2022-2023
100148	E 100-45124-151	Swimming Pools -	Worker s Comp Insuranc		\$618.08	PRM AUD ADJ 2022-2023
100148	E 100-43100-151	Street Maintenanc	Worker s Comp Insuranc		-\$711.55	PRM AUD ADJ 2022-2023
100148	E 211-45500-151	Libraries (GENERA	Worker s Comp Insuranc		\$170.91	PRM AUD ADJ 2022-2023
100148	E 100-41100-151	Legislative	Worker s Comp Insuranc		-\$0.05	PRM AUD ADJ 2022-2023
100148	E 220-42280-151	Fire Department *	Worker s Comp Insuranc		-\$10,891.66	PRM AUD ADJ 2022-2023
100148	E 230-42270-151	Ambulance	Worker s Comp Insuranc		\$4,381.54	PRM AUD ADJ 2022-2023
100148	E 100-45200-151	Parks (GENERAL)	Worker s Comp Insuranc		\$1,782.56	PRM AUD ADJ 2022-2023
100148	E 100-42110-151	Police Administrati	Worker s Comp Insuranc		-\$36,163.30	PRM AUD ADJ 2022-2023
100148	E 100-42110-151	Police Administrati	Worker s Comp Insuranc		\$33,590.96	PRM AUD ADJ 2022-2023
100148	E 211-45500-151	Libraries (GENERA	Worker s Comp Insuranc		-\$49.36	PRM AUD ADJ 2022-2023
LMCIT / WORKERS COMP PLAN					\$8,209.00	
MARCO TECHNOLOGIES LLC.						
INV114	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements		\$403.73	MIT ALLOC - 10%
INV114	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements		\$201.86	MIT ALLOC - 5%
INV114	E 100-42110-403	Police Administrati	Prev. Maint. Agreements		\$807.46	MIT ALLOC - 20%
INV114	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements		\$403.73	MIT ALLOC - 10%
INV114	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements		\$403.73	MIT ALLOC - 10%
INV114	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements		\$201.86	MIT ALLOC - 5%
INV114	E 100-41500-403	City Clerk	Prev. Maint. Agreements		\$807.46	MIT ALLOC - 20%
INV114	E 230-42270-403	Ambulance	Prev. Maint. Agreements		\$807.46	MIT ALLOC - 20%
MARCO TECHNOLOGIES LLC.					\$4,037.29	



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	21732	E 100-41500-210	City Clerk	Operating Expenses	\$274.05	AP ENVELOPES / GENERAL SUPPLIES
	20557	E 100-41500-210	City Clerk	Operating Expenses	\$51.58	BUSINESS CARDS
ALLEGRA					\$325.63	
ARAMARK						
	256014	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$366.32	RUG SERVICE
ARAMARK					\$366.32	
BAKER & TAYLOR BOOKS						
	06/30/2	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$1,679.81	ACCOUNT L6248262
BAKER & TAYLOR BOOKS					\$1,679.81	
BLACKSTONE PUBLISHING						
	210636	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$103.98	CUSTOMER ID 168011
	210942	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$35.99	CUSTOMER ID 168011
BLACKSTONE PUBLISHING					\$139.97	
CANON FINANCIAL SERVICES, INC.						
	309142	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
	306408	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
CANON FINANCIAL SERVICES, INC.					\$216.88	
CENGAGE LEARNING						
	812428	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$30.78	ACCT 23762978
CENGAGE LEARNING					\$30.78	
CENTURYLINK-TELE						
	07/01/2	E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	07/01/2	E 100-42110-321	Police Administrati	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	07/01/2	E 100-43100-321	Street Maintenanc	Telephone	\$130.25	612 E10-0825 1/5 NEW CIRCUIT
	07/01/2	E 100-41500-321	City Clerk	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
	07/01/2	E 230-42270-321	Ambulance	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
CENTURYLINK-TELE					\$651.21	
CHATFIELD COMMERCIAL CLUB						
	07/10/2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$500.00	CHAT. DOLLARS FOR SUMMER READI
CHATFIELD COMMERCIAL CLUB					\$500.00	
CHATFIELD LUMBER OF EYOTA						
	116728	E 601-49400-401	Water Utilities (GE	Repairs/Maint Buildings	\$358.88	VINYL WOODGRAIN TRIM BOARD
CHATFIELD LUMBER OF EYOTA					\$358.88	
CHATFIELD PARTS HOUSE						
	892615	E 100-43100-210	Street Maintenanc	Operating Expenses	\$2.97	WASHERS
	893899	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$277.04	FURNCE FILTERS
	893628	E 100-43100-210	Street Maintenanc	Operating Expenses	\$41.98	LATEX GLOVES
	892959	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$71.95	PNT BUSH, MINERAL SPIRITS, STRAP
	893984	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$47.96	SILICONE
	894937	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$4.45	BOLTS
	894073	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$12.99	UTIL KNIFE FLIP
	895488	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$21.99	SEALED BEAMS
	892879	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$18.98	ANGLE BRUSH, PEST BLOCK
	895261	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$93.47	BRUSH, PAINT
	892807	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$8.99	CLEANER REMOVER
	894908	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$4.00	HEX LAG SCREW
	894898	E 100-43100-210	Street Maintenanc	Operating Expenses	\$43.99	EXT TAN SABER
	894106	E 100-43100-210	Street Maintenanc	Operating Expenses	\$26.97	ADJ REAR, ARMORALL, TIRE FOAM



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	06/27/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$3,368.87	000011 POOL
	06/27/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$629.96	00003 WWTP - LIBRARY LN
	06/27/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$210.45	00002 FH 60% FIRE
	06/27/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$87.69	00002 FH 25% STREET
	06/27/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$188.90	00001 MUNI - AMB 1/3
	06/27/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$188.89	00001 MUNI - POLICE 1/3
	06/27/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$188.89	00001 MUNI 1/3
	06/27/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$52.62	00002 FH 15% WATER
	06/27/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$175.22	00005 LIBRARY
	06/27/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$132.69	00006 CEMENT 389 SW 3RD ST
MINNESOTA ENERGY RESOURCES					\$5,224.18	
OLSON TREE AND LANDSCAPING						
	4887	E 100-43100-411	Street Maintenanc	Tree Maintenance	\$3,609.00	TREE TRIMMING REMOVAL GRINDING
OLSON TREE AND LANDSCAPING					\$3,609.00	
ON SITE SANITATION						
	000156	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0003 MC HSP-160 DIVSTNW
	000156	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$254.00	001411-0002 MC BF-160 DIVSTNW
	000156	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0005 SHADY OAK PARK
	000156	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$87.00	001411-0004 MC HSA-559 OTRNE
	000156	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$254.00	001411-006 GP - 558 OTRNE
ON SITE SANITATION					\$769.00	
PEOPLES ENERGY COOPERATIVE						
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$57.21	2447300 UNION ST NE - XING
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$96.69	3260100 301 TH 52 - TRAFFIC SI
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$145.76	3260000 52 3RD ST SW - STL MTR
	07/06/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$534.34	2407900 1/3 21 2ND ST SE
	07/06/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$3,139.46	3237701 107 UNION ST NE
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$2,057.00	3011800 STREET LIGHTS
	07/06/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$1,041.75	3011700 BLUFF ST WELL
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$58.77	3376900 EV CHARGER - 405 MAIN ST
	07/06/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$58.89	3211800 250 OLD TERRITORIAL RD
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$178.00	7823600 MEYERS AND TERMAR
	07/06/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$534.33	2407900 1/3 21 2ND ST SE
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$74.58	2410100 1/4 FIRE HALL
	07/06/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$193.37	2410000 318 S MAIN ST-WHISTLE
	07/06/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$158.35	2367400 TOURIST PARK
	07/06/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$59.00	2438500 MILL CREEK PARK
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$10.00	2182100 SIREN - 10210 HILLSIDE
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$312.92	2400202 PPLS 19 SCND ST SW
	07/06/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$547.17	2402500 LIBRARY 322 MAIN ST S
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$147.25	3265100 20 2ND ST SE - LIGHTS
	07/06/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$223.35	2410100 3/4 FIRE HALL
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$160.45	2154400 10208 HILLSIDE DR
	07/06/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$90.63	2410200 MAIN ST-CITY PARK
	07/06/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$136.35	242390 MILL CREEK PK - LIFT ST
	07/06/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$796.12	2428000 MILL CREEK PARK
	07/06/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$2,952.10	2430200 126 LIBRARY LN WWTP
	07/06/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$57.00	2432200 CHATFIELD SIGN
	07/06/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$54.04	2432400 400 3RD ST SW
	07/06/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.20	2436500 CR 2 HWY S
	07/06/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$534.33	2407900 1/3 21 2ND ST SE



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: July 2023
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
PEOPLES ENERGY COOPERATIVE					\$14,473.41	
QUADIENT - POSTAGE ALLOCATION						
06/27/2	E	100-43100-322	Street Maintenanc	Postage	\$30.00	POSTAGE ALLOCATION
06/27/2	E	100-42110-322	Police Administrati	Postage	\$45.00	POSTAGE ALLOCATION
06/27/2	E	100-41500-322	City Clerk	Postage	\$45.00	POSTAGE ALLOCATION
06/27/2	E	601-49400-322	Water Utilities (GE	Postage	\$30.00	POSTAGE ALLOCATION
06/27/2	E	100-41910-322	Planning and Zoni	Postage	\$30.00	POSTAGE ALLOCATION
06/27/2	E	602-49450-322	Sewer (GENERAL)	Postage	\$30.00	POSTAGE ALLOCATION
06/27/2	E	240-46500-322	Economic Dev (GE	Postage	\$15.00	POSTAGE ALLOCATION
06/27/2	E	211-45500-322	Libraries (GENERA	Postage	\$15.00	POSTAGE ALLOCATION
06/27/2	E	230-42270-322	Ambulance	Postage	\$30.00	POSTAGE ALLOCATION
06/27/2	E	614-49840-322	Cable TV (GENER	Postage	\$15.00	POSTAGE ALLOCATION
06/27/2	E	220-42280-322	Fire Department *	Postage	\$15.00	POSTAGE ALLOCATION
QUADIENT - POSTAGE ALLOCATION					\$300.00	
QUILL.COM						
333483	E	100-41500-210	City Clerk	Operating Expenses	\$112.87	312 - CLERK TONER
333483	E	100-41500-210	City Clerk	Operating Expenses	\$131.08	COPIER PAPER HP 20 92 10R
333945	E	100-41500-210	City Clerk	Operating Expenses	\$75.48	HP 206A CYAN TONER (NEW COPIER J
333721	E	100-41500-210	City Clerk	Operating Expenses	\$214.51	HP TONER YEL., BLK, MAGEN.
332711	E	100-41500-210	City Clerk	Operating Expenses	\$49.98	11X17 COPY PAPER
332711	E	100-41940-210	Municipal Building	Operating Expenses	\$91.99	TOILET TISSUE
QUILL.COM					\$675.91	
RCM SPECIALTIES INC						
9128	E	100-43100-210	Street Maintenanc	Operating Expenses	\$718.32	EMULSION
RCM SPECIALTIES INC					\$718.32	
RUSKELL OUTDOOR SERVICES INC						
17860	E	100-45200-210	Parks (GENERAL)	Operating Expenses	\$171.00	BROWN MULCH
RUSKELL OUTDOOR SERVICES INC					\$171.00	
SCHUMACHER ELEVATOR CO						
905849	E	211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$167.43	LIB ELEV MAINT
905878	E	211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$200.24	LIB ELEV MAINT
905872	E	211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$167.43	LIB ELEV MAINT
SCHUMACHER ELEVATOR CO					\$535.10	
SELCO						
051300	E	211-45500-414	Libraries (GENERA	Automated Operations	\$573.99	ILS PCKG
051372	E	211-45500-414	Libraries (GENERA	Automated Operations	\$576.00	ILS PCKG
SELCO					\$1,149.99	
SOUTHEAST MECHANICAL						
32742	E	100-41940-401	Municipal Building	Repairs/Maint Buildings	\$1,325.00	REPLACE WATER HEATER THUR BUIL
32677	E	100-45124-404	Swimming Pools -	Repairs/Maint Equipment	\$309.00	MAINTENANCE ON SLUSHEE MACHINE
32365	E	211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$318.93	REPAIR AC
SOUTHEAST MECHANICAL					\$1,952.93	
SPRING VALLEY PUBLIC LIBRARY						
#501	E	211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$15.00	HANDMAID'S SEASON 5 DVD
SPRING VALLEY PUBLIC LIBRARY					\$15.00	
TASTE OF HOME						
05/15/2	E	211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$38.63	MOST REQUESTED RECIPE



City of Chatfield

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
TASTE OF HOME					\$38.63	
THE CHATFIELD NEWS, LLC						
4041		E 100-41500-350	City Clerk	Print/Binding (GENERAL)	\$24.00	CLERK-COUNCIL MIN, ORD,PH, SUMM
THE CHATFIELD NEWS, LLC					\$24.00	
WSE ENGINEERING SERVICES, LTD						
804-23		E 100-42400-441	Building Inspectio	Plan Review	\$59.80	PLAN REVIEW
804-23		E 100-42400-440	Building Inspectio	Building Inspections	\$1,968.90	INSPECTIONS
WSE ENGINEERING SERVICES, LTD					\$2,028.70	
ZEP MANUFACTURING						
900875		E 100-45124-210	Swimming Pools -	Operating Expenses	\$401.86	VDC5022 STD,ZEP HEAD TO TOE,ZEP
900875		E 100-43100-210	Street Maintenanc	Operating Expenses	\$524.97	SCA240616 TORK, VDC6602TC-PULL,V
900874		E 211-45500-416	Libraries (GENERA	Cleaning Service	\$198.69	SCA240616 TORK UNV 2 PLY
ZEP MANUFACTURING					\$1,125.52	
2023 07FA02U					\$44,186.63	
					\$190,937.99	

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MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: JOEL YOUNG, CITY ADMINISTRATOR
SUBJECT: ARPA FUND CLOSING
DATE: 07/10/23
CC:

Action Requested: Adopt resolution to close the ARPA Fund and transfer the money to the General Fund.

Background Information: Over the course of 2021 and 2022, the City received approximately \$309,000 from the American Recovery Plan Act as appropriated by the U.S. Congress. Because the City adopted a resolution to use the funds to reimburse the City for lost revenue during that timeframe, the segregated account that had been established to track these dollars can be closed, and the money should be moved to the General Fund.

A Resolution to Close Obsolete Fund Accounts

Whereas, the City of Chatfield maintains a fund accounting system that segregates cash according to the source and use of that cash, and

Whereas, it is necessary to create certain Fund Accounts from time to time as the need arises, and to close certain Accounts as those needs disappear, and

Whereas, there is no longer a need to maintain an Account for various activities as indicated below,

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Chatfield authorizes the closure of the following Funds, and the transfer of remaining cash, if any, to the appropriate Fund as named:

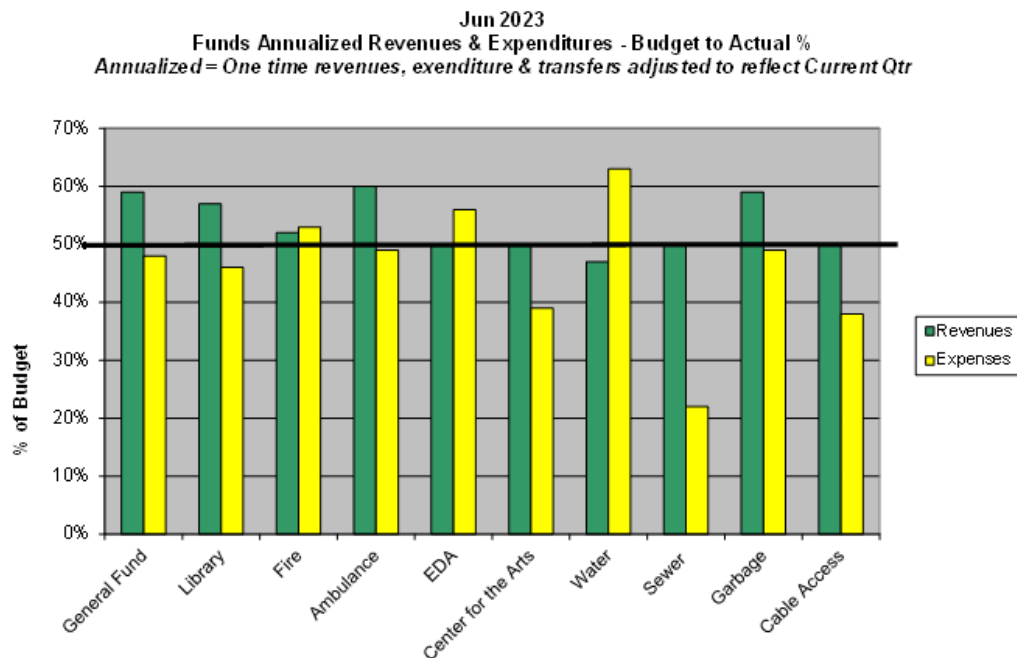
1. Close Fund #420, the American Rescue Plan Act Fund, and deposit any remaining cash in Fund #100, the General Fund.

To: City Council
 CC: Brian Burkholder, Rocky Burnett, Monica Erickson, Shane Fox, Chris Giesen, Andy O'Connor, Luke Thieke
 From: Kay Wangen
 Date: July 19, 2023

2nd Quarter Financial Report – 2023

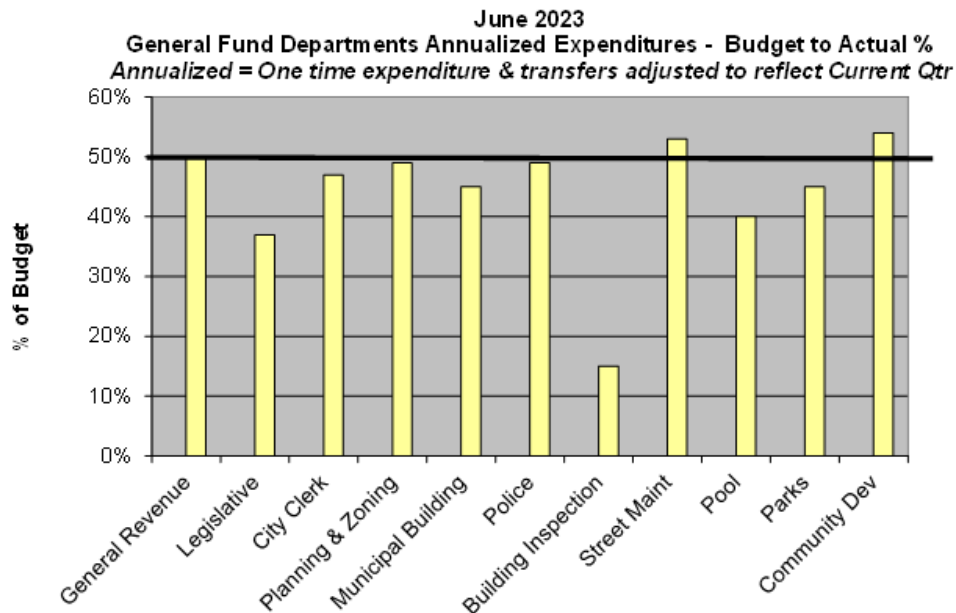
REVENUES & EXPENDITURES (ANNUALIZED) BUDGET TO ACTUAL

This chart displays the annualized 2023 **fund level** revenue and expense activity compared to the 2023 budget predictions.



- The **revenue and expense activity has been annualized** meaning one-time revenues, expenses and administrative activity like transfers have been adjusted to reflect being in the second quarter of the year.
- The **target for second quarter is to be at 50%** of budget predictions. Variances to budget more than 10% are summarized below;
- Most of the annualized **fund** revenues and expenses are **budget neutral (within 10% of budget)**
 - The **positive fund revenue variances (more than 10% above budget)** are –
 - None – No funds annualized revenues are above 60% of budget predictions.
 - The **negative fund revenue variances (more than 10% below budget)** are -
 - None – No funds annualized revenues are below 40% of budget predictions.
 - The **positive fund expenditure variances (more than 10% below budget)** are -
 - The CCA fund expenditures at 39% of budget.
 - The sewer fund expenditures at 22% of budget predictions (notably small tools, engineering fees, sewer main cleaning & R&M Bldg)
 - The cable access fund at 38% of budget predictions (notably contracted help, the planned marketing position is not filled).
 - The **negative fund expenditure variances (more than 10% above budget)** are –
 - The water fund expenditures at 63% (notably insurance costs, repairs & maintenance and a year end debt service transfer entry moved from 2022 to 2023 for 2022 audit).

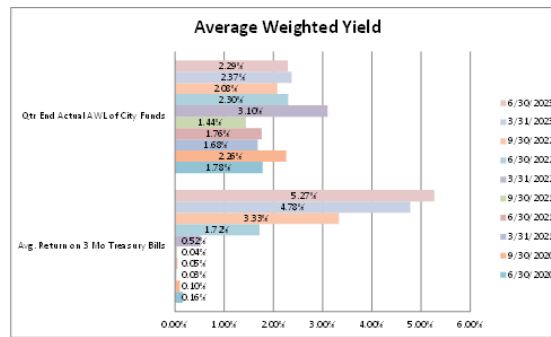
The following chart displays the annualized 2023 **general fund department level expenses** activity compared to the 2023 budget predictions.



- The **expense activity for the departments in the general fund** has also been **annualized**, meaning one-time expenses and administrative activity like transfers have been adjusted to reflect being in the second quarter of the year.
- The target for second quarter is for expenses to be at 50% of budget predictions. Variances to budget more than 10% are summarized below;
- Most of the the annualized **general fund department** expenses are **budget neutral** (within 10% of budget)
 - The **positive** general fund department expense **variances** (more than 10% below budget) are -
 - The legislative department at 37%.
 - The elections department at 0%
 - The building inspections department at 15%
 - The animal control department at 8%
 - The **negative** general fund department expense **variances** (more than 10% above budget) are —:
 - none.

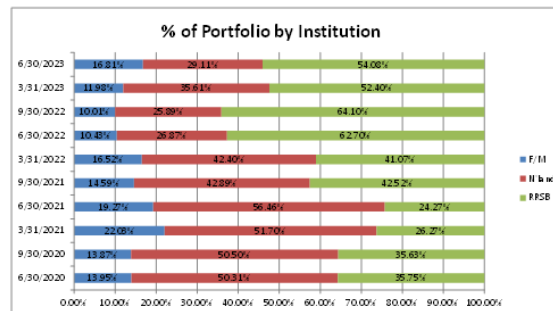
Investment Performance Trends

This chart displays the **average weighted yield of cash and investments** along with the average return on 3 month treasury bills during the quarter.

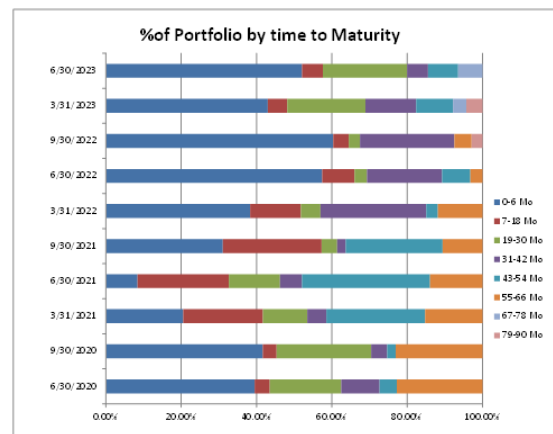


- The **goal is to exceed the average return of 3 month treasury bills** during the quarter.
- For the third time since monitoring the performance of the average weighted yield on the city's cash and investments (beginning in June of 2008), the actual average weighted yield did not exceed the goal. For second quarter 2023 the **actual yield was 2.29%**. The **average return on 3 month treasury bills was 5.27%** for second quarter up significantly from 1.72% in June of 2022 & 3.33% in September of 2022. This continues to be due to the quick rise in Treasury rates, along with the long-term investments that the City holds, it is not surprising that the City's returns have fallen behind the average T-Bill rate. The City's check book balance, which is presently earning 1.4%, is a bit higher than usual with the 2022 water project bond money in the balance. For third quarter average weighted yield on the City's funds fell short of **goal by 2.98%**.

The next investment trend chart is informational and shows the **percentage of the City's funds by institution** for the past three years. *Note: the outstanding balance of the 2022 Water Project bond money is included in the Root River balance.*

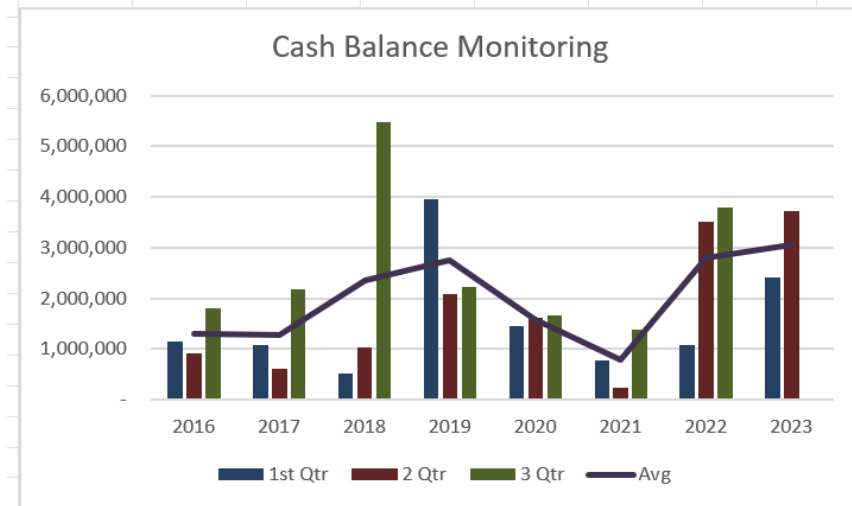


This investment trend chart shows the **% of portfolio by time of maturity**. The time to maturity information is helpful in making decisions about what maturities to select when purchasing investments for cash flow.



CASH & INVESTMENT BALANCE TRENDS

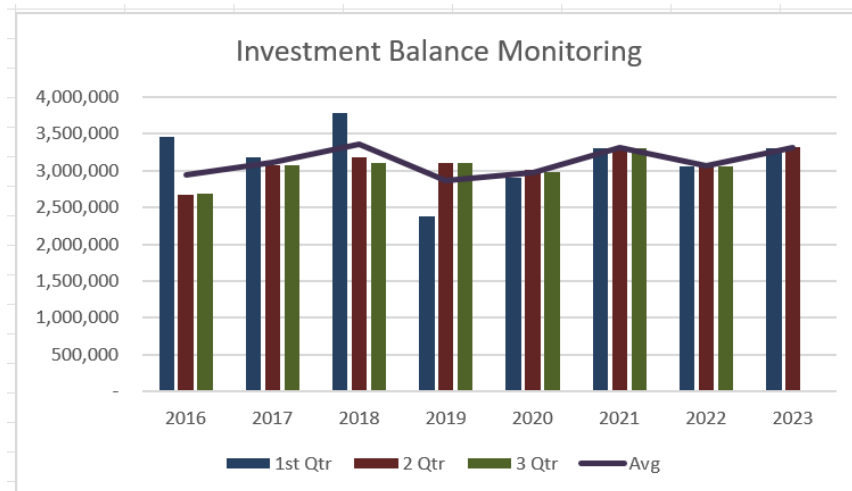
Following is a chart that is used to monitor the cash balance trends.



And the supporting data in a table view

Cash & Investment Balance Monitoring				
Cash - Current Value				
Year	1st Qtr	2 Qtr	3 Qtr	Avg
2016	1,157,679	910,563	1,805,033	1,291,092
2017	1,083,729	602,467	2,165,354	1,283,850
2018	509,718	1,040,007	5,477,290	2,342,338
2019	3,948,122	2,077,407	2,231,855	2,752,461
2020	1,460,283	1,615,677	1,661,235	1,579,065
2021	773,532	225,102	1,372,418	790,351
2022	1,068,006	3,510,351	3,786,008	2,788,122
2023	2,402,515	3,723,459		3,062,987

Following is a chart that is used to monitor the investment balance trends.



And the supporting data in a table view

Investment Balance - Original Value				
Year	1st Qtr	2 Qtr	3 Qtr	Avg
2016	3,463,713	2,679,839	2,680,997	2,941,516
2017	3,180,804	3,080,804	3,080,804	3,114,137
2018	3,780,818	3,185,810	3,102,491	3,356,373
2019	2,381,477	3,110,245	3,110,238	2,867,320
2020	2,910,154	3,010,116	2,982,116	2,967,462
2021	3,306,102	3,306,102	3,310,581	3,307,595
2022	3,064,581	3,064,574	3,065,034	3,064,730
2023	3,310,034	3,320,573		3,315,304

Following is a detailed listing of the CD's, bonds, checkbook and money market balances that supports the % of portfolio by time to maturity chart.

INSTIT	#	DESCRIPTION	Original Value	Rate	Purch Date	Mat Date	Mo to Mat	Current Date	Apprx Time Elapsed (in Years)	Est. Current Value		
FM	MM #4000008 APY	MAY 1.31% JUN 1.31%	495,182					6/30/2023		501,653		
NLND	76T154947 - 1	NLND C 30 DAY YIELD - OCT 2.79%	44,208					6/30/2023		46,273		
RRSB	4100078 - APY MAY	RRSB APY- OCT 1.4% NOV 1.4	3,131,689					6/30/2023		3,175,533	0-6 Mo -	3,723,459
NLND	075663-TM-6 M02/0	BECKER MN WW	99,286	2.10%	02/23/16	02/01/24	8	6/30/2023	7	115,841		
NLND	843879-DC-8 M06/1	SOUTHERN STS BK	107,000	0.50%	05/22/20	06/12/24	12	6/30/2023	3	108,674		
RRSB	35954 M07/08/2024	14 MO LIBRARY 3.92% 14mo 05/2023-07/2024	174,287	3.92%	05/08/23	07/08/24	13	6/30/2023		174,287	7-18 Mo	398,802
NLND	02589A-BM-3 M03/0	AMERICAN EXPRESS NATL BK	96,000	1.80%	02/28/22	03/03/25	21	6/30/2023	1	98,326		
NLND	856285-TQ-4 M05/2	STATE BK INDIA NEW	242,000	1.10%	05/18/20	05/28/25	23	6/30/2023	3	250,434		
NLND	33847E-3L-9 M05/0	FLAGSTAR BK FSB TROY	104,000	0.80%	05/29/20	05/29/25	23	6/30/2023	3	106,599		
FM	702091 M06/08/2023	60 MO - FM CD#709091 1.21% APY 06/08/20205	50,000	1.21%	6/8/2020	6/8/2025	24	6/30/2023	3	51,884		
RRSB	35668 M06/09/2025	60 MO 1.121/1.2Y M 06/09/2025	50,000	1.12%	06/09/20	06/09/25	24	6/30/2023	3	51,740		
RRSB	35671 M06/30/2025	60 MO 1.64R/1.65Y M 06/30/2025	425,000	1.64%	06/30/20	06/30/25	24	6/30/2023	3	446,397		
NLND	73319F-AS-8 M09/1	POPPY BK SANTA ROSA	200,000	1.10%	03/19/20	09/19/25	27	6/30/2023	3	207,345		
FM	702108 M10/21/2025	60 MO - FM CD#702108 1.00% APY 10/21/2025	130,000	1.00%	10/21/2020	10/21/2025	28	6/30/2023	3	133,541		
FM	702127 M03/03/2026	60 MO - FM CD#702127 0.75% APY 03/03/2026	250,000	0.75%	3/3/2021	3/3/2026	33	6/30/2023	2	254,396	19-30 Mo	1,600,663
FM	702128 M03/03/2026	60 MO - FM CD#702128 0.75% APY 03/03/2026	250,000	0.75%	3/3/2021	3/3/2026	33	6/30/2023	2	254,396		
NLND	300185-LM-5 M07/2	EVERGREEN BK GROUP OAK BOOK ILL	140,000	3.85%	01/27/23	07/27/26	37	6/30/2023	0	142,280	31-42 Mo	396,676
NLND	564759-RS-9 M01/2	MANUFACTURERS & TRADERS TR CO BUFFALO NY	245,000	4.00%	01/20/23	01/20/27	43	6/30/2023	0	249,339		
NLND	14042T-FN-2 M04/2	CAPITAL ONE BK USA NATL	100,000	2.80%	04/14/22	04/20/27	46	6/30/2023	1	103,439		
NLND	61768E-JR-5 M05/1	MORGAN STANLEY PRIVATE BK NATL ASSN	113,000	3.25%	05/19/22	05/19/27	47	6/30/2023	1	117,156		
NLND	254673L38 M07/06/2	DISCOVER BK GREENWOOD	100,000	3.40%	07/06/22	07/06/27	49	6/30/2023	1	103,389	43-54 Mo	573,324
NLND	3130ASN96 M07/27/	FEDERAL HOME LN BKS	200,000	4.20%	07/27/22	07/27/29	73	6/30/2023	1	207,908		
NLND	31330AT-GQ-4 M10	FEDERAL HOME LN BKS	245,000	5.30%	10/12/22	10/12/29	76	6/30/2023	1	254,427	67-78 Mo	462,335
			6,991,652							7,155,260		7,155,260

These are the summarized totals of the detail shown above which is used for the average weighted yield calculation and the % of portfolio by Institution calculation.

Orig Value	Curr Value	Orig Value	Curr Value		
CB / Money Markets		CD's / Bonds		Total Cur Value	
495,182	501,653	680,000	694,218	1,195,871	F/M
44,208	46,273	1,991,286	2,065,159	2,111,432	Northland
3,131,689	3,175,533	649,287	672,424	3,847,957	RRSB
3,671,079	3,723,459	3,320,573	3,431,801	7,155,260	Subtotal
				7,155,260	TOTAL

This is the supporting work / table view for the average weighted yield.

3.35%	Average Weighted Yield - CD's & Bonds	
1.43%	Average Weighted Yield - Checkbook & Money Markets	
2.29%	AVERAGE WEIGHTED YIELD - COMBINED	
5.27%	Goal of Average Weighted Yield is to exceed Average return on :	

And the supporting work / table view for the % of portfolio by institution chart.

% Of Portfolio by Institution - Orig Value		
16.81%	F/M Community Bank	
29.11%	Northland	
54.08%	Root River State Bank	

And the supporting work / table view for the % of portfolio by time to maturity chart.

% of Portfolio by time to Maturity - Cur Value			
52.04%	0 - 6 Months		
5.57%	7 - 18 Months		
22.37%	19 - 30 Months		
5.54%	31 - 42 Months		
8.01%	43 - 54 Months		
0.00%	55 - 66 Months		
6.46%	67 - 78 Months		
0.00%	79 - 90 Months		
0.00%	91 - 102 Months		
0.00%	103 - 114 Months		
0.00%	115 - 126 Months		
100.00%			

A detailed listing of normalized revenue and expense activity is included on the following pages for your reference.

If you have any questions or would like additional information let me know.

Thank you.



City of Chatfield
Budget YTD Rev-Exp

Current Period: June 2023

V. Category Key:

Varies > 10% than budget positively R>60% E<40%	Varies > 10% than budget negatively R<40% E>60%	Within 10% of Budget neutral 40-60%
--	--	---

Exported from Banyon to .csv & Annualized

Adjusted to 25 % | 50% | 75%- Tax Settlements, Special Aseessments, Annual Exp Payments
151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers

2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key: Calculation Cell Input Cell			

Fund 100 GENERAL FUND

Revenues	\$3,104,725.00	\$1,845,036.08	59%	neutral
Expenditures	\$3,102,108.72	\$1,486,481.40	48%	neutral
Dept 41000 General Revenue	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-41000-31010 Current Ad Valorem Taxes	\$1,890,372	\$1,240,481	66%	positive variance
R 100-41000-31020 Delinquent Ad Valorem Taxes	\$0	\$0	0%	neutral
R 100-41000-31900 Penalties and Interest DelTax	\$0	\$0	0%	neutral
R 100-41000-33401 Local Government Aid	\$866,853	\$433,427	50%	neutral
R 100-41000-33402 Market Value Credit	\$0	\$0	0%	neutral
R 100-41000-33405 PERA Aid	\$1,677	\$839	50%	neutral
R 100-41000-34020 General Services Charge	\$128,792	\$64,396	50%	neutral
R 100-41000-36210 Interest Earnings	\$12,000	\$6,000	50%	neutral
R 100-41000-37940 Cash Over	\$0	\$0	0.00%	neutral
R 100-41000-39201 Transfer In	\$0	\$0	0.00%	neutral
Dept 41000 General Revenue	\$2,899,694.00	\$1,745,142.20	60%	neutral
E 100-41000-431 Cash Short	\$0	\$0	0.00%	neutral
E 100-41000-700 Transfers (GENERAL)	\$0	\$0	0.00%	neutral
E 100-41000-721 T.O. - Library Fund	\$193,401	\$96,701	50%	neutral
E 100-41000-723 T.O. - Ambulance Fund	\$79,500	\$39,750	50%	neutral
E 100-41000-726 T.O. - EDA	\$76,230	\$38,115	50%	neutral
E 100-41000-734 T.O.Fire	\$70,117	\$35,059	50%	neutral
E 100-41000-750 T.O. - 2016A (335)	\$0	\$0	0.00%	neutral
E 100-41000-756 T.O. - Center for the Arts	\$90,000	\$45,000	50%	neutral
E 100-41000-762 T.O. - CCTV	\$17,000	\$8,500	50%	neutral
E 100-41000-766 T.O - 2022B PWFAC (344)	\$65,000	\$32,500	50%	neutral
Dept 41000 General Revenue	\$591,248	\$295,625	50%	neutral

Dept 41100 Legislative	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-41100-34100 Filing Fee	\$0	\$0	0.00%	neutral
R 100-41100-36260 Insurance Dividend Typically December	\$0	\$0	0.00%	neutral
R 100-41100-39550 Refunds Rebates	\$0	\$59	0.00%	neutral
R 100-41100-39560 Reimbursement	\$0	\$0	0.00%	neutral
Dept 41100 Legislative	\$0	\$59	0%	neutral
E 100-41100-103 Part-Time Employees	\$24,000	\$12,160	51%	neutral
E 100-41100-121 PERA	\$1,200	\$233	19%	positive variance
E 100-41100-122 FICA	\$1,488	\$465	31%	positive variance
E 100-41100-125 Medicare	\$348	\$176	51%	neutral
E 100-41100-151 Worker s Comp Insurance Prem	\$150	\$45	30%	positive variance
E 100-41100-152 Clothing	\$0	\$0	0.00%	neutral
E 100-41100-200 Office Supplies (GENERAL) Business Cards / Signature Stamp	\$100	\$74	74%	negative variance
E 100-41100-205 Service Incentives/Rewards	\$600	\$39	6%	positive variance
E 100-41100-208 Training and Instruction	\$0	\$0	0.00%	neutral
E 100-41100-212 Vehicle Operating Supplies	\$200	\$47	24%	positive variance
E 100-41100-240 Small Tools and Minor Equip Office Signs ipad	\$8,000	\$869	11%	positive variance
E 100-41100-304 Legal Fees Suhler	\$10,000	\$5,000	50%	neutral
E 100-41100-309 Conference Expense	\$2,500	\$1,322	53%	neutral
E 100-41100-310 Other Professional Services	\$7,000	\$0	0.00%	positive variance
E 100-41100-322 Postage	\$0	\$0	0.00%	neutral
E 100-41100-331 Travel Expenses	\$250	\$132	53%	neutral
E 100-41100-350 Print/Binding (GENERAL)	\$0	\$612	#DIV/0!	negative variance
E 100-41100-360 Insurance (GENERAL)	\$2,000	\$692	35%	positive variance



City of Chatfield
Budget YTD Rev-Exp

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151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers

		2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key:		Calculation Cell	Input Cell		
E 100-41100-430 Miscellaneous (GENERAL)	COTW Food	\$1,000	\$297	30%	positive variance
E 100-41100-433 Dues and Subscriptions	RAEDI, SMIF, SEMLM	\$13,000	\$4,427	34%	positive variance
E 100-41100-435 Licences, Permits and Fees	E-mail	\$720	\$304.00	42%	neutral
E 100-41100-711 T.O.- Reserve Fund		\$0	\$0.00	0.00%	neutral
Dept 41100 Legislative		\$72,556	\$26,897	37%	positive variance

Dept 41200 Historical Society		2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
E 100-41200-450 Capital Goods Charge		\$900	\$450	50%	neutral
Dept 41200 Historical Society		\$900	\$450	50%	neutral

Dept 41410 Elections		2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-41410-36200 Miscellaneous Revenues		\$0	\$0	0.00%	neutral
R 100-41410-39550 Refunds Rebates		\$0	\$9	#DIV/0!	negative variance
R 100-41410-39560 Reimbursement		\$0	\$0	0.00%	neutral
Dept 41410 Elections		\$0	\$9	#DIV/0!	negative variance
E 100-41410-103 Part-Time Employees		\$4,500	\$0	0.00%	positive variance
E 100-41410-122 FICA		\$0	\$0	0.00%	neutral
E 100-41410-125 Medicare		\$0	\$0	0.00%	neutral
E 100-41410-151 Worker s Comp Insurance Prem		\$0	\$0	0.00%	neutral
E 100-41410-210 Operating Supplies (GENERAL)		\$600	\$0	0.00%	positive variance
E 100-41410-310 Other Professional Services		\$650	\$0	0.00%	positive variance
E 100-41410-322 Postage		\$0	\$0	0.00%	neutral
E 100-41410-331 Travel Expenses		\$350	\$0	0.00%	positive variance
E 100-41410-350 Print/Binding (GENERAL)		\$350	\$0	0.00%	positive variance
E 100-41410-430 Miscellaneous (GENERAL)		\$0	\$0	0.00%	neutral
Dept 41410 Elections		\$6,450	\$0	0%	positive variance

Dept 41500 City Clerk		2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-41500-32000 Licenses and Permits	Transient Merch Permit	\$0	\$400.00	#DIV/0!	positive variance
R 100-41500-32110 Alcoholic Beverages		\$12,000	\$4,875	41%	neutral
R 100-41500-34000 Charges for Services		\$75	\$22	30%	negative variance
R 100-41500-34301 Administration Fees	Returned Payment Fees	\$0	\$150	#DIV/0!	positive variance
R 100-41500-36201 Sale Of Merchandise		\$0	\$0	0.00%	neutral
R 100-41500-36260 Insurance Dividend	Typically December	\$500	\$250	50%	neutral
R 100-41500-39550 Refunds Rebates	US Bank Card Rebate	\$0	\$62.22	#DIV/0!	positive variance
R 100-41500-39560 Reimbursement	School Granicus	\$5,000	\$2,621	52.41%	neutral
Dept 41500 City Clerk		\$17,575	\$8,380	48%	neutral
E 100-41500-101 Full-Time Employees Regular		\$305,000	\$151,890	50%	neutral
E 100-41500-103 Part-Time Employees		\$25,000	\$12,067	48%	neutral
E 100-41500-121 PERA		\$24,750	\$12,296	50%	neutral
E 100-41500-122 FICA		\$20,460	\$9,853	48%	neutral
E 100-41500-125 Medicare		\$4,785	\$2,304	48%	neutral
E 100-41500-131 Employer Paid Health		\$33,600	\$14,559	43%	neutral
E 100-41500-134 Employer Paid Life		\$100	\$45	45%	neutral
E 100-41500-136 Employer Paid H.S.A.		\$15,000	\$6,375	43%	neutral
E 100-41500-151 Worker s Comp Insurance Prem		\$2,200	\$1,212	55%	neutral
E 100-41500-152 Clothing		\$1,000	\$500	50%	neutral
E 100-41500-200 Office Supplies (GENERAL)		\$3,750	\$372	10%	positive variance
E 100-41500-208 Training and Instruction		\$3,700	\$1,074	29%	positive variance
E 100-41500-210 Operating Supplies (GENERAL)		\$4,100	\$1,037	25%	positive variance
E 100-41500-212 Vehicle Operating Supplies		\$600	\$332	55%	neutral
E 100-41500-240 Small Tools and Minor Equip		\$2,200	\$38	2%	positive variance
E 100-41500-301 Auditing and Acctg Services		\$13,000	\$5,563	43%	neutral
E 100-41500-309 Conference Expense		\$7,000	\$3,345	48%	neutral



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		2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key:		Calculation Cell	Input Cell		
E 100-41500-310 Other Professional Services	FC Asmt Int Bkg Cobra Admin	\$6,500	\$3,250	50%	neutral
E 100-41500-320 Communications (GENERAL)	Webex	\$3,350	\$1,222	36%	positive variance
E 100-41500-321 Telephone		\$6,500	\$2,028	31%	positive variance
E 100-41500-322 Postage		\$1,900	\$189	10%	positive variance
E 100-41500-323 Administration Expense	CC Processing Fees	\$0	\$5	#DIV/0!	negative variance
E 100-41500-331 Travel Expenses		\$200	\$0	0%	positive variance
E 100-41500-350 Print/Binding (GENERAL)	Ord. Help Wanted	\$2,000	\$1,443	72%	negative variance
E 100-41500-360 Insurance (GENERAL)		\$5,500	\$2,766	50%	neutral
E 100-41500-364 Claims Deductible		\$0	\$0	0.00%	neutral
E 100-41500-403 Prev. Maint. Agreements		\$14,000	\$4,860	35%	positive variance
E 100-41500-404 Repairs/Maint Equipment		\$3,000	\$783	26%	positive variance
E 100-41500-430 Miscellaneous (GENERAL)		\$500	\$0	0.00%	positive variance
E 100-41500-433 Dues and Subscriptions		\$2,300	\$709	31%	positive variance
E 100-41500-435 Licences, Permits and Fees		\$3,915	\$1,208	31%	positive variance
E 100-41500-437 Sales Tax - Purchases		\$0	\$1	#DIV/0!	negative variance
E 100-41500-438 Internet Expenses		\$20,000	\$10,178	51%	neutral
E 100-41500-711 T.O.- Reserve Fund		\$17,100	\$8,550	50%	neutral
E 100-41500-727 T.O. - Shared Tech		\$3,100	\$1,550	50%	neutral
E 100-41500-810 Refund		\$0	\$0	0.00%	neutral
		\$556,110	\$261,603	47%	neutral

Dept 41910 Planning and Zoning	2023 Budget	ANNLZD AMT	ANNLZD %	V. Category
R 100-41910-32220 Variance CUP Plat Address Fees	\$1,000	\$0	0.00%	negative variance
R 100-41910-36260 Insurance Dividend	\$500	\$0	0.00%	negative variance
R 100-41910-39550 Refunds Rebates	\$0	\$0	0.00%	neutral
Dept 41910 Planning and Zoning	\$1,500	\$0	0%	neutral
E 100-41910-208 Training and Instruction	\$0	\$0	0.00%	neutral
E 100-41910-303 Engineering Fees	\$0	\$0	0.00%	neutral
E 100-41910-310 Other Professional Services	Wideth billed through 01/13/2023 \$62,500	\$31,250	50%	neutral
E 100-41910-312 Recording Fees	\$300	\$0	0.00%	positive variance
E 100-41910-322 Postage	\$500	\$76	15%	positive variance
E 100-41910-323 Administration Expense	\$0	\$0	0.00%	neutral
E 100-41910-331 Travel Expenses	\$0	\$0	0.00%	neutral
E 100-41910-350 Print/Binding (GENERAL)	\$500	\$0	0.00%	positive variance
E 100-41910-360 Insurance (GENERAL)	\$3,900	\$2,093	54%	neutral
E 100-41910-403 Prev. Maint. Agreements	MIT Allocation \$2,500	\$1,174	47%	neutral
E 100-41910-404 Repairs/Maint Equipment	\$500	\$190	38%	positive variance
E 100-41910-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 100-41910-435 Licences, Permits and Fees	\$120	\$49	41%	neutral
E 100-41910-700 Transfers (GENERAL)	\$0	\$0	0.00%	neutral
Dept 41910 Planning and Zoning	\$70,820	\$34,832	49%	neutral

Dept 41940 Municipal Building - LOC 02	2023 Budget	ANNLZD AMT	ANNLZD %	V. Category	
R 100-41940-34101 Rent Revenue	\$0	\$0	0.00%	neutral	
R 100-41940-36201 Sale Of Merchandise	\$0	\$0	0.00%	neutral	
R 100-41940-36260 Insurance Dividend	Typically December	\$300	\$150	50%	neutral
R 100-41940-39550 Refunds Rebates	\$0	\$0	0.00%	neutral	
Dept 41940 Municipal Building - LOC 02	\$300	\$150	50%	neutral	
E 100-41940-210 Operating Supplies (GENERAL)	Light Bulbs	\$2,500	\$1,475	59%	neutral
E 100-41940-240 Small Tools and Minor Equip	\$500	\$0	0.00%	positive variance	
E 100-41940-302 Contracted Help	Transition budget 302 to 403	\$15,000	\$4,758	32%	positive variance
E 100-41940-310 Other Professional Services	\$1,000	\$0	0.00%	positive variance	
E 100-41940-360 Insurance (GENERAL)	\$8,000	\$4,414	55%	neutral	
E 100-41940-380 Utility Services (GENERAL)	\$9,000	\$5,485	61%	negative variance	



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Formatting Key:		Calculation Cell	Input Cell	
E 100-41940-384 Refuse/Garbage Disposal	\$700	\$254	36%	positive variance
E 100-41940-401 Repairs/Maint Buildings	\$15,000	\$3,582	24%	positive variance
E 100-41940-403 Prev. Maint. Agreements	\$500	\$2,072	414%	negative variance
E 100-41940-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
E 100-41940-437 Sales Tax - Purchases	\$0	\$0	0.00%	neutral
E 100-41940-730 T.O. Muni Bldg	\$28,500	\$14,250	50%	neutral
Dept 41940 Municipal Building - LOC 02	\$80,700	\$36,289	45%	neutral



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2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key:			
	Calculation Cell	Input Cell	

Dept 42110 Police Administration	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-42110-33140 Grants	\$0	\$0	0.00%	neutral
R 100-42110-33400 State Grants and Aids	\$50,000	\$25,000	50%	neutral
R 100-42110-33414 Insurance Claims <i>Offset exp 404</i>	\$0	\$0	0.00%	neutral
R 100-42110-33416 Training Reimbursement	\$7,000	\$3,500	50%	neutral
R 100-42110-34200 Public Safety Charges for Srvs	\$250	\$105	42%	neutral
R 100-42110-34201 Confiscation/Forfeitures	\$0	\$0	0.00%	neutral
R 100-42110-35100 Court Fines	\$3,000	\$1,406	47%	neutral
R 100-42110-35102 Parking Fines / Admin Fines	\$2,500	\$775	31%	negative variance
R 100-42110-36201 Sale Of Merchandise <i>Abandon Vehicles</i>	\$0	\$0	0.00%	neutral
R 100-42110-36230 Donations <i>Use 801 - Reclassed in July</i>	\$0	\$0	0.00%	neutral
R 100-42110-36260 Insurance Dividend <i>Typically December</i>	\$1,000	\$500	50%	neutral
R 100-42110-39550 Refunds Rebates <i>US Bank Card</i>	\$0	\$33	#DIV/0!	positive variance
R 100-42110-39560 Reimbursement <i>Peace Officer Reimbursement</i>	\$0	\$0	0.00%	neutral
Dept 42110 Police Administration	\$63,750.00	\$31,318.47	49%	neutral
E 100-42110-101 Full-Time Employees Regular	\$398,680	\$192,858	48%	neutral
E 100-42110-103 Part-Time Employees	\$18,000	\$9,864	55%	neutral
E 100-42110-121 PERA	\$73,752	\$33,785	46%	neutral
E 100-42110-122 FICA	\$0	\$738	#DIV/0!	negative variance
E 100-42110-125 Medicare	\$6,042	\$2,665	44%	neutral
E 100-42110-131 Employer Paid Health	\$60,000	\$28,652	48%	neutral
E 100-42110-134 Employer Paid Life	\$125	\$54	43%	neutral
E 100-42110-135 FSA Admin Fees (Emp Ben/TASC)	\$300	\$0	0%	positive variance
E 100-42110-136 Employer Paid H.S.A.	\$9,000	\$3,250	36%	positive variance
E 100-42110-140 Unemployment Comp (GENERAL)	\$0	\$343	#DIV/0!	negative variance
E 100-42110-151 Worker s Comp Insurance Prem	\$35,000	\$21,934	63%	negative variance
E 100-42110-152 Clothing	\$2,000	\$1,000	50%	neutral
E 100-42110-153 Uniform Allowance	\$4,250	\$2,363	56%	neutral
E 100-42110-171 Innoculations	\$100	\$0	0.00%	positive variance
E 100-42110-200 Office Supplies (GENERAL)	\$1,000	\$179	18%	positive variance
E 100-42110-208 Training and Instruction	\$4,000	\$810	20%	positive variance
E 100-42110-210 Operating Supplies (GENERAL)	\$2,000	\$1,312	66%	negative variance
E 100-42110-211 Program Expenses <i>DARE</i>	\$1,200	\$600	50%	neutral
E 100-42110-212 Vehicle Operating Supplies	\$8,000	\$3,334	42%	neutral
E 100-42110-218 Confiscation/Forfeitures Purch	\$500	\$229	46%	neutral
E 100-42110-240 Small Tools and Minor Equip	\$3,000	\$225	7%	positive variance
E 100-42110-302 Contracted Help <i>Make inactive? = PT Sal</i>	\$500	\$0	0%	neutral=PT Sal
E 100-42110-304 Legal Fees	\$8,500	\$4,250	50%	neutral
E 100-42110-309 Conference Expense	\$0	\$0	0.00%	neutral
E 100-42110-310 Other Professional Services <i>Pre-employment Expenses</i>	\$750	\$39	5%	positive variance
E 100-42110-311 Towing/Wrecker Fees	\$500	\$0	0%	positive variance
E 100-42110-320 Communications (GENERAL) <i>BCA & AT&T</i>	\$700	\$505	72%	negative variance
E 100-42110-321 Telephone	\$6,500	\$2,787	43%	neutral
E 100-42110-322 Postage	\$400	\$145	36%	positive variance
E 100-42110-323 Administration Expense <i>Online Payments</i>	\$0	\$9	#DIV/0!	negative variance
E 100-42110-331 Travel Expenses <i>PD uses for conferences (not 309)</i>	\$1,500	\$0	0%	positive variance
E 100-42110-350 Print/Binding (GENERAL)	\$300	\$28	9%	positive variance
E 100-42110-360 Insurance (GENERAL)	\$18,500	\$8,635	47%	neutral
E 100-42110-364 Claims Deductible	\$500	\$0	0%	positive variance
E 100-42110-380 Utility Services (GENERAL)	\$6,500	\$3,890	60%	neutral
E 100-42110-403 Prev. Maint. Agreements	\$10,200	\$4,696	46%	neutral
E 100-42110-404 Repairs/Maint Equipment <i>LETG 435 vs. 404</i>	\$10,000	\$4,310	43%	neutral
E 100-42110-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral



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Adjusted to 25 % 50% 75%- Tax Settlements, Special Assessments, Annual Exp Payments 151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX Transfers			2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
			Formatting Key:	Calculation Cell	Input Cell	
E 100-42110-433	Dues and Subscriptions	IACP, civil air MN Chiefs	\$0	\$501	#DIV/0!	negative variance
E 100-42110-435	Licences, Permits and Fees	LETG 435 vs. 404	\$3,600	\$3,079	86%	negative variance
E 100-42110-437	Sales Tax - Purchases	MN Rev - Charges for Services	\$50	\$8	16%	positive variance
E 100-42110-438	Internet Expenses	Mediacom Allocation	\$1,200	\$624	52%	neutral
E 100-42110-727	T.O. - Shared Tech		\$1,405	\$703	50%	neutral
E 100-42110-729	T.O.- Res - Police Cap Goods		\$35,700	\$17,850	50%	neutral
Dept 42110 Police Administration			\$734,254	\$356,253	49%	neutral



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2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key: Calculation Cell Input Cell			

Dept 42400 Building Inspection (GENERAL)	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-42400-32210 Bldg Prmt	\$8,000	\$4,184	52%	neutral
R 100-42400-32212 Bldg Prmt Srchg Fee	\$2,000	\$241	12%	negative variance
R 100-42400-32230 Plmbg Permits	\$400	\$298	75%	positive variance
R 100-42400-32231 Plmbg Permit Srchg Fee	\$75	\$7	9%	negative variance
R 100-42400-32270 Mech Prmt	\$1,000	\$798	80%	positive variance
R 100-42400-32271 Mech Prmt Srchg Fee	\$50	\$17	34%	negative variance
R 100-42400-34104 Plan Review/Check Fee	\$5,000	\$578	12%	negative variance
R 100-42400-39550 Refunds Rebates	\$0	\$47	#DIV/0!	positive variance
Dept 42400 Building Inspection (GENERAL)	\$16,525.00	\$6,169.58	37%	negative variance
E 100-42400-323 Administration Expense	\$0	\$44	#DIV/0!	negative variance
E 100-42400-434 Surcharge Fee	\$2,500	\$1,285	51%	neutral
E 100-42400-440 Building Inspections	\$21,000	\$2,339	11%	positive variance
E 100-42400-441 Plan Review	\$2,600	\$224	9%	positive variance
E 100-42400-810 Refund	\$0	\$0	0.00%	neutral
Dept 42400 Building Inspection (GENERAL)	\$26,100	\$3,893	15%	positive variance
Dept 42500 Civil Defense	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
E 100-42500-404 Repairs/Maint Equipment	\$450	\$0.00	0.00%	positive variance
E 100-42500-711 T.O.- Reserve Fund	\$2,000	\$1,000	50%	neutral
Dept 42500 Civil Defense	\$2,450	\$1,000	41%	neutral
Dept 42700 Animal Control - LOC 01	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-42700-32240 Animal Licenses	\$1,300	\$696	54%	neutral
R 100-42700-34109 Animal Shelter Fee	\$0	\$0	0.00%	neutral
R 100-42700-35104 Animal Fines	\$0	\$0	0.00%	neutral
R 100-42700-39550 Refunds Rebates	\$0	\$0	0.00%	neutral
Dept 42700 Animal Control - LOC 01	\$1,300.00	\$696	54%	neutral
E 100-42700-210 Operating Supplies (GENERAL)	\$150	\$60	40%	neutral
E 100-42700-310 Other Professional Services	\$200	\$0	0.00%	positive variance
E 100-42700-323 Administration Expense	\$0	\$0	0.00%	positive variance
E 100-42700-350 Print/Binding (GENERAL)	\$200	\$0	0.00%	positive variance
E 100-42700-404 Repairs/Maint Equipment	\$200	\$0	0.00%	positive variance
E 100-42700-430 Miscellaneous (GENERAL)	\$0	\$0	0.00%	neutral
Dept 42700 Animal Control - LOC 01	\$750	\$60	8%	positive variance
Dept 43100 Street Maintenance	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-43100-33414 Insurance Claims	\$0	\$3,754	#DIV/0!	positive variance
R 100-43100-34000 Charges for Services	\$3,000	\$1,486	50%	neutral
R 100-43100-34112 County Road Maintenance Fee	\$2,200	\$971	44%	neutral
R 100-43100-34302 Parking Meters Chargers	\$0	\$262	0.00%	positive variance
R 100-43100-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 100-43100-36201 Sale Of Merchandise	\$0	\$0	0.00%	neutral
R 100-43100-36230 Donations	\$0	\$0	0.00%	neutral
R 100-43100-36260 Insurance Dividend	\$1,500	\$750	50%	neutral
R 100-43100-39101 Sales of General Fixed Assets	\$0	\$0	0.00%	neutral
R 100-43100-39550 Refunds Rebates	\$0	\$174	0.00%	positive variance
R 100-43100-39560 Reimbursement	\$0	\$0	0.00%	neutral
Off setting Insurance Repair Expense : 43100 Street Maintenance	\$6,700.00	\$7,397.37	110%	positive variance
E 100-43100-101 Full-Time Employees Regular	\$107,717	\$48,328	45%	neutral
E 100-43100-103 Part-Time Employees	\$12,000	\$6,000	50%	neutral
E 100-43100-121 PERA	\$8,079	\$3,625	45%	neutral
E 100-43100-122 FICA	\$7,422	\$3,083	42%	neutral
E 100-43100-125 Medicare	\$1,736	\$721	42%	neutral



City of Chatfield
Budget YTD Rev-Exp

Current Period: June 2023

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Exported from Banyon to .csv & Annualized

Adjusted to 25 % | 50% | 75%- Tax Settlements, Special Aseessments, Annual Exp Payments
151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers

	2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key:	Calculation Cell	Input Cell		
E 100-43100-131 Employer Paid Health	\$16,400	\$3,489	21%	positive variance
E 100-43100-134 Employer Paid Life	\$30	\$15	51%	neutral
E 100-43100-136 Employer Paid H.S.A.	\$3,000	\$1,500	50%	neutral
E 100-43100-151 Worker s Comp Insurance Prem	\$3,500	\$443	13%	positive variance
E 100-43100-152 Clothing	\$900	\$458	51%	neutral
E 100-43100-200 Office Supplies (GENERAL) Toner	\$200	\$325	162%	negative variance
E 100-43100-208 Training and Instruction	\$900	\$160	18%	positive variance
E 100-43100-210 Operating Supplies (GENERAL)	\$21,000	\$4,378	21%	positive variance
E 100-43100-212 Vehicle Operating Supplies	\$16,000	\$7,682	48%	neutral
E 100-43100-240 Small Tools and Minor Equip Chain Saw, Tool Set, Tool Chest	\$6,000	\$4,911	82%	negative variance
E 100-43100-303 Engineering Fees - checking with Craig ? Planning Charge Widseth General Services	\$20,000	\$32,352	162%	negative variance
E 100-43100-304 Legal Fees	\$0	\$0	0.00%	neutral
E 100-43100-310 Other Professional Services Vault Health Annul Subs	\$1,000	\$299	30%	positive variance
E 100-43100-320 Communications (GENERAL) Inactivate? Not used since 2012	\$700	\$0	0.00%	positive variance
E 100-43100-321 Telephone Tel System Alloc + Stipend	\$1,200	\$1,233	103%	negative variance
E 100-43100-322 Postage	\$200	\$60	30%	positive variance
E 100-43100-331 Travel Expenses Non conference travel	\$100	\$0	0%	positive variance
E 100-43100-350 Print/Binding (GENERAL) Equipment For Sale	\$150	\$80	53%	neutral
E 100-43100-360 Insurance (GENERAL)	\$10,500	\$5,858	56%	neutral
E 100-43100-364 Claims Deductible	\$0	\$0	0.00%	neutral
E 100-43100-380 Utility Services (GENERAL)	\$40,000	\$24,496	61%	negative variance
E 100-43100-384 Refuse/Garbage Disposal	\$75	\$0	0%	positive variance
E 100-43100-401 Repairs/Maint Buildings	\$1,500	\$59	4%	positive variance
E 100-43100-403 Prev. Maint. Agreements GSS & New Line - Bckflw & Gntr	\$0	\$375	#DIV/0!	negative variance
E 100-43100-404 Repairs/Maint Equipment - Insurance Claim Rev Offsetting Exp - SL Rep Bobcat Ext Wrnty, RDO Snwpshr	\$18,000	\$16,234	90%	negative variance
E 100-43100-406 Street-Grdng/Chldr/Crckflg Seasonal	\$25,000	\$12,500	50%	neutral
E 100-43100-410 Snow Removal Seasonal	\$3,000	\$2,665	89%	negative variance
E 100-43100-411 Tree Maintenance Seasonal	\$9,000	\$4,500	50%	neutral
E 100-43100-430 Miscellaneous (GENERAL)	\$1,500	\$25	2%	positive variance
E 100-43100-433 Dues and Subscriptions	\$0	\$0	0.00%	neutral
E 100-43100-435 Licences, Permits and Fees ESRI - GIS & MS Lic	\$800	\$292	37%	positive variance
E 100-43100-437 Sales Tax - Purchases MN REV - Charges for Services	\$0	\$237	#DIV/0!	negative variance
E 100-43100-438 Internet Expenses Not used since 2020 CL @ oldshop	\$600	\$0	0.00%	positive variance
E 100-43100-727 T.O. - Shared Tech	\$515	\$258	50%	neutral
E 100-43100-731 T.O. Vehicles/Equip	\$67,500	\$33,750	50%	neutral
E 100-43100-732 T.O. Sidewalk	\$25,750	\$12,875	50%	neutral
E 100-43100-736 T.O. Overlay	\$30,000	\$15,000	50%	neutral
E 100-43100-744 T.O. - Chip Sealing	\$42,000	\$21,000	50%	neutral
E 100-43100-753 T.O. - Storm Sewer	\$36,000	\$18,000	50%	neutral
E 100-43100-760 T.O. - SIGNS	\$1,000	\$500	50%	neutral
Dept 43100 Street Maintenance	\$540,974	\$287,766	53%	neutral

Dept 45120 Summer Recreation	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
E 100-45120-430 Miscellaneous (GENERAL)	\$4,300	\$2,150	50%	neutral
	\$4,300	\$2,150	50%	neutral

Dept 45124 Swimming Pools - LOC 08	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-45124-33417 Training Revenue	\$0	\$0	0.00%	neutral
R 100-45124-34000 Charges for Services Seasonal	\$2,200	\$1,027	47%	neutral
R 100-45124-34720 Memberships Seasonal	\$42,000	\$21,540	51%	neutral
R 100-45124-34722 Admissions Seasonal	\$15,000	\$2,547	17%	negative variance
R 100-45124-34723 Lesson Fees (NonTax) Seasonal	\$16,000	\$10,339	65%	positive variance



City of Chatfield
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		2023 Budget	2023 ANNLDZD JUN YTD Amt	ANNLDZD % of Budget JUN 2023	Variance Category JUN
Formatting Key:		Calculation Cell	Input Cell		
R 100-45124-36201 Sale Of Merchandise	Seasonal	\$6,000	\$1,552	26%	negative variance
R 100-45124-36230 Donations		\$0	\$0	0.00%	neutral
R 100-45124-36260 Insurance Dividend	Usualay December	\$2,000	\$1,000	50%	neutral
R 100-45124-37171 OC Transit Tax	Inactivate?	\$0	\$0	0.00%	neutral
R 100-45124-37370 Sales Tax		\$4,000	\$1,898	47%	neutral
R 100-45124-37940 Cash Over		\$0	\$0	0.00%	neutral
R 100-45124-39550 Refunds Rebates		\$0	\$6	0.00%	neutral
R 100-45124-39560 Reimbursement		\$0	\$0	0.00%	neutral
R 100-45124-90000 UNDISTRIBUTED RECEIPT	Offset by lessons / admissions /	\$0	(\$1,532)	#DIV/0!	neutral
Dept 45124 Swimming Pools - LOC 08		\$87,200.00	\$38,376.76	44%	neutral
E 100-45124-103 Part-Time Employees	Seasonal	\$80,000	\$21,025	26%	positive variance
E 100-45124-122 FICA	Seasonal	\$4,960	\$1,304	26%	positive variance
E 100-45124-125 Medicare	Seasonal	\$1,160	\$305	26%	positive variance
E 100-45124-140 Unemployment Comp (GENERAL)		\$0	\$0.00	0.00%	neutral
E 100-45124-151 Worker s Comp Insurance Prem		\$5,500	\$2,727	50%	neutral
E 100-45124-152 Clothing	Seasonal	\$1,500	\$739	49%	neutral
E 100-45124-208 Training and Instruction		\$4,500	\$1,995.00	44.33%	neutral
E 100-45124-210 Operating Supplies (GENERAL)	Seasonal	\$15,000	\$8,827.88	58.85%	neutral
E 100-45124-240 Small Tools and Minor Equip	Seasonal	\$1,500	\$984.85	65.66%	negative variance
E 100-45124-310 Other Professional Services	Inactivate - Not used since 2020	\$285	\$0.00	0.00%	neutral
E 100-45124-322 Postage	Seasonal	\$100	\$0.00	0.00%	positive variance
E 100-45124-323 Administration Expense	Seasonal - Priority Payment System	\$2,500	\$926.09	37.04%	positive variance
E 100-45124-331 Travel Expenses	Seasonal	\$0	\$0.00	0.00%	neutral
E 100-45124-350 Print/Binding (GENERAL)	Seasonal	\$300	\$64.00	21.33%	positive variance
E 100-45124-360 Insurance (GENERAL)		\$13,000	\$6,651	51%	neutral
E 100-45124-364 Claims Deductible		\$0	\$0.00	0.00%	neutral
E 100-45124-380 Utility Services (GENERAL)	Seasonal	\$27,000	\$13,500	50%	neutral
E 100-45124-401 Repairs/Maint Buildings		\$1,000	\$0.00	0.00%	positive variance
E 100-45124-403 Prev. Maint. Agreements	Seasonal - Lawn & Sprinkler Care	\$1,000	\$794.50	79.45%	negative variance
E 100-45124-404 Repairs/Maint Equipment	Rebuid Pumps	\$1,000	\$2,320.41	232.04%	negative variance
E 100-45124-430 Miscellaneous (GENERAL)		\$500	\$0.00	0.00%	positive variance
E 100-45124-431 Cash Short		\$0	\$1.00	#DIV/0!	neutral
E 100-45124-433 Dues and Subscriptions	MyRec	\$3,200	\$1,648	51%	neutral
E 100-45124-435 Licences, Permits and Fees		\$1,500	\$748	50%	neutral
E 100-45124-437 Sales Tax - Purchases	MN Rev - Adm & Mmbrshps	\$4,200	\$2,100	50%	neutral
E 100-45124-450 Capital Goods Charge		\$2,500	\$1,250	50%	neutral
E 100-45124-490 Donations to Civic Org s	Summer Rdg Prog Donation	\$0	\$170.00	#DIV/0!	negative variance
E 100-45124-810 Refund		\$0	\$0.00	0.00%	neutral
Dept 45124 Swimming Pools - LOC 08		\$172,205	\$68,080	40%	neutral

Dept 45180 Band	2023 Budget	ANNLDZD AMT	ANNLDZD %	V. Category
E 100-45180-326 School Band Concerts	\$480	\$240	50%	neutral
E 100-45180-327 Brass Band Concerts	\$1,120	\$560	50%	neutral
Dept 45180 Band	\$1,600	\$800	50%	neutral

Dept 45200 Parks (GENERAL) - LOC 01/04		2023 Budget	ANNLZD AMT	ANNLZD %	V. Category	
R 100-45200-33400	State Grants and Aids	\$0	\$0	0.00%	neutral	
R 100-45200-34745	Camping Fee - LOC 04	Seasonal - Closing 2023	\$1,200	\$405	34%	negative variance
R 100-45200-36201	Sale Of Merchandise	Inactivate - Last Used 2017	\$0	\$0	0.00%	neutral
R 100-45200-36260	Insurance Dividend	Usually December	\$750	\$375	50%	neutral
R 100-45200-39101	Sales of General Fixed Assets	Inactivate - Use 801	\$0	\$0	#DIV/0!	
R 100-45200-39550	Refunds Rebates		\$0	\$7	0.00%	neutral



City of Chatfield
Budget YTD Rev-Exp

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	2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key: Calculation Cell Input Cell				
R 100-45200-39560 Reimbursement	\$0	\$0	0.00%	neutral
Dept 45200 Parks (GENERAL) - LOC 01/04	\$1,950.00	\$787.19	40%	neutral
E 100-45200-101 Full-Time Employees Regular	\$63,000	\$31,362	50%	neutral
E 100-45200-103 Part-Time Employees Seasonal	\$15,000	\$7,500	50%	neutral
E 100-45200-121 PERA	\$4,725	\$2,352	50%	neutral
E 100-45200-122 FICA	\$4,836	\$2,040	42%	neutral
E 100-45200-125 Medicare	\$1,131	\$477	42%	neutral
E 100-45200-131 Employer Paid Health	\$7,700	\$3,489	45%	neutral
E 100-45200-134 Employer Paid Life	\$30	\$15	51%	neutral
E 100-45200-136 Employer Paid H.S.A.	\$3,000	\$1,500	50%	neutral
E 100-45200-140 Unemployment Comp (GENERAL)	\$0	\$1,566	#DIV/0!	negative variance
E 100-45200-151 Worker s Comp Insurance Prem	\$6,000	\$2,371	40%	neutral
E 100-45200-152 Clothing	\$700	\$23	3%	positive variance
E 100-45200-208 Training and Instruction Arborist WS	\$200	\$231	115%	negative variance
E 100-45200-210 Operating Supplies (GENERAL)	\$3,000	\$596	20%	positive variance
E 100-45200-212 Vehicle Operating Supplies	\$7,000	\$1,571	22%	positive variance
E 100-45200-240 Small Tools and Minor Equip	\$2,000	\$170	8%	positive variance
E 100-45200-302 Contracted Help 302 403	\$4,000	\$0	0%	positive variance
E 100-45200-303 Engineering Fees	\$1,000	\$0	0%	positive variance
E 100-45200-304 Legal Fees	\$0	\$0	0.00%	neutral
E 100-45200-310 Other Professional Services	\$0	\$0	0.00%	neutral
E 100-45200-321 Telephone System Alloc & Stipend	\$600	\$534	89%	negative variance
E 100-45200-323 Administration Expense Website payment fees	\$0	\$0	0.00%	neutral
E 100-45200-331 Travel Expenses Non conference travel	\$100	\$107	107%	negative variance
E 100-45200-350 Print/Binding (GENERAL)	\$100	\$0	0.00%	positive variance
E 100-45200-360 Insurance (GENERAL)	\$8,000	\$3,213	40%	neutral
E 100-45200-364 Claims Deductible	\$0	\$0	0.00%	neutral
E 100-45200-380 Utility Services (GENERAL)	\$14,000	\$6,154	44%	neutral
E 100-45200-384 Refuse/Garbage Disposal	\$2,100	\$1,033	49%	neutral
E 100-45200-403 Prev. Maint. Agreements	\$0	\$0	0.00%	neutral
E 100-45200-404 Repairs/Maint Equipment	\$7,500	\$1,215	16%	positive variance
E 100-45200-430 Miscellaneous (GENERAL) Bluff Country Hiking Club Support	\$2,000	\$1,000	50%	positive variance
E 100-45200-433 Dues and Subscriptions Greater MN Parks Dues	\$0	\$83	#DIV/0!	negative variance
E 100-45200-435 Licences, Permits and Fees	\$240	\$98	41%	neutral
E 100-45200-436 Sales Tax MN Rev - Camp Site Revenue	\$300	\$0	0%	positive variance
E 100-45200-739 T.O. Parks	\$45,000	\$22,500	50%	neutral
Dept 45200 Parks (GENERAL) - LOC 01/04	\$203,262	\$91,199	45%	neutral
Dept 46323 Heritage Preservation Comm	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-46323-33400 State Grants and Aids	\$500	\$0	0.00%	negative variance
R 100-46323-39550 Refunds Rebates	\$0	\$0	0.00%	neutral
Dept 46323 Heritage Preservation Comm	\$500.00	\$0.00	0%	neutral
E 100-46323-200 Office Supplies (GENERAL)	\$0	\$0	0.00%	neutral
E 100-46323-309 Conference Expense	\$0	\$0	0.00%	neutral
E 100-46323-310 Other Professional Services	\$14,000	\$7,000	50%	neutral
E 100-46323-331 Travel Expenses *Non Conference Travel	\$0	\$0	0.00%	neutral
E 100-46323-430 Miscellaneous (GENERAL)	\$200	\$58	29%	positive variance
E 100-46323-433 Dues and Subscriptions	\$130	\$30	23%	positive variance
E 100-46323-435 Licences, Permits and Fees	\$0	\$0	0.00%	neutral
E 100-46323-453 Grants	\$0	\$0	0.00%	neutral
Dept 46323 Heritage Preservation Comm	\$14,330	\$7,088	49%	neutral
Dept 46630 Community Dev - LOC 07	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 100-46630-31911 Lodging Tax New Process-Offsetting expense	\$500	\$1,822	364%	positive variance
R 100-46630-34101 Rent Revenue Schoenfelder	\$7,000	\$4,613	66%	positive variance



**City of Chatfield
Budget YTD Rev-Exp**

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	2023 Budget	2023 ANNLDZD JUN YTD Amt	ANNLDZD % of Budget JUN 2023	Variance Category JUN
Formatting Key:		Calculation Cell	Input Cell	
R 100-46630-36100 Special Assessments	\$231	\$116	50%	neutral
R 100-46630-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 100-46630-36230 Donations	\$0	\$0	0.00%	neutral
R 100-46630-39550 Refunds Rebates	\$0	\$0	0.00%	neutral
Dept 46630 Community Dev - LOC 07	\$7,731.00	\$6,550.37	85%	positive variance
E 100-46630-212 Vehicle Operating Supplies	\$200	\$0	0%	positive variance
E 100-46630-300 Promotional Expense	\$0	\$1,677	#DIV/0!	negative variance
E 100-46630-310 Other Professional Services	\$15,000	\$7,500	50%	neutral
E 100-46630-321 Telephone	\$1,700	\$931	55%	neutral
E 100-46630-350 Print/Binding (GENERAL)	\$0	\$0	0.00%	neutral
E 100-46630-360 Insurance (GENERAL)	\$0	\$0	0.00%	neutral
E 100-46630-430 Miscellaneous (GENERAL)	\$1,500	\$0	0%	positive variance
E 100-46630-433 Dues and Subscriptions	\$0	\$0	0.00%	neutral
E 100-46630-457 Property Tax	\$2,600	\$1,338	51%	neutral
E 100-46630-490 Donations to Civic Org s	\$0	\$0	0.00%	neutral
E 100-46630-700 Transfers (GENERAL)	\$2,100	\$1,050	50%	neutral
Dept 46630 Community Dev - LOC 07	\$23,100	\$12,496	54%	neutral



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2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key: Calculation Cell Input Cell			

Fund 211 LIBRARY	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
Revenues	\$294,745.00	\$167,283.23	57%	neutral
Expenditures	\$294,745.27	\$135,331.96	46%	neutral
Dept 45500 Libraries (GENERAL)	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 211-45500-33600 County Contracts	\$92,894	\$61,166	66%	positive variance
R 211-45500-34000 Charges for Services	\$700	\$714	102%	positive variance
R 211-45500-35103 Library Fines	\$250	\$186	74%	positive variance
R 211-45500-36200 Miscellaneous Revenues	\$0	\$0	0.00%	neutral
R 211-45500-36201 Sale Of Merchandise	\$200	\$200	100%	positive variance
R 211-45500-36202 Nontax-Sale of Merch-Gift Card	\$5,000	\$3,418	68%	positive variance
R 211-45500-36210 Interest Earnings	\$1,000	\$500	50%	neutral
R 211-45500-36230 Donations	\$1,000	\$4,120	412%	positive variance
R 211-45500-36260 Insurance Dividend	Usually December \$200	\$100	50%	neutral
R 211-45500-39201 Transfer In	\$193,401	\$96,701	50%	neutral
R 211-45500-39225 T.I. - Library Endowment Fund	\$0	\$0	0.00%	neutral
R 211-45500-39550 Refunds Rebates	US Bank Card \$100	\$178	178%	positive variance
Dept 45500 Libraries (GENERAL)	\$294,745.00	\$167,283.23	57%	neutral
E 211-45500-101 Full-Time Employees Regular	\$132,418	\$65,531	49%	neutral
E 211-45500-103 Part-Time Employees	\$25,894	\$7,660	30%	positive variance
E 211-45500-121 PERA	\$11,873	\$5,450	46%	neutral
E 211-45500-122 FICA	\$9,815	\$4,244	43%	neutral
E 211-45500-125 Medicare	\$2,296	\$992	43%	neutral
E 211-45500-131 Employer Paid Health	\$25,573	\$9,903	39%	positive variance
E 211-45500-134 Employer Paid Life	\$62	\$31	50%	neutral
E 211-45500-136 Employer Paid H.S.A.	\$9,000	\$4,500	50%	neutral
E 211-45500-140 Unemployment Comp (GENERAL)	\$0	\$731	#DIV/0!	negative variance
E 211-45500-151 Worker s Comp Insurance Prem	\$1,000	\$572	57%	neutral
E 211-45500-200 Office Supplies (GENERAL)	\$2,000	\$1,055	53%	neutral
E 211-45500-211 Program Expenses	Summer Reading - Seasonal \$3,000	\$2,332	78%	negative variance
E 211-45500-240 Small Tools and Minor Equip	\$1,500	\$7	0%	neutral
E 211-45500-321 Telephone	\$3,150	\$1,679	53%	neutral
E 211-45500-322 Postage	\$150	\$62	41%	neutral
E 211-45500-331 Travel Expenses	*Non-Conference Travel \$650	\$0	0%	positive variance
E 211-45500-332 Continuing Education	\$1,750	\$0	0%	positive variance
E 211-45500-350 Print/Binding (GENERAL)	\$0	\$0	0%	neutral
E 211-45500-360 Insurance (GENERAL)	\$9,944	\$5,295	53%	neutral
E 211-45500-380 Utility Services (GENERAL)	\$7,000	\$3,817	55%	neutral
E 211-45500-401 Repairs/Maint Buildings	Faucets & Therm. Sargents, Roof In \$1,400	\$2,166	155%	negative variance
E 211-45500-404 Repairs/Maint Equipment	\$9,500	\$5,270	55%	neutral
E 211-45500-414 Automated Operations	\$12,000	\$3,743	31%	positive variance
E 211-45500-416 Cleaning Service	\$1,000	\$1,020	102%	negative variance
E 211-45500-430 Miscellaneous (GENERAL)	\$100	\$0	0%	positive variance
E 211-45500-433 Dues and Subscriptions	Website Hosting \$1,020	\$724	71%	negative variance
E 211-45500-437 Sales Tax - Purchases	2022 Annual MN Rev \$100	\$70	70%	negative variance
E 211-45500-438 Internet Expenses	SELCO Hosting Website \$50	\$0	0%	positive variance
E 211-45500-560 Cap. Outlay-Furn. & Fix	\$1,500	\$0	0%	positive variance
E 211-45500-590 Cap. Outlay-Books	\$12,000	\$4,718	39%	positive variance
E 211-45500-591 Cap. Outlay-Magazines	\$1,000	\$527	53%	neutral
E 211-45500-593 Cap. Outlay-Non Print Mat	\$6,000	\$2,232	37%	positive variance
E 211-45500-700 Transfers (GENERAL)	\$2,000	\$1,000	50%	neutral
Dept 45500 Libraries (GENERAL)	\$294,745	\$135,332	46%	neutral



City of Chatfield
Budget YTD Rev-Exp

Current Period: June 2023

V. Category Key:

Varies > 10% than budget positively R>60% E<40%	Varies > 10% than budget negatively R<40% E>60%	Within 10% of Budget neutral 40-60%
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Exported from Banyon to .csv & Annualized

Adjusted to 25 % | 50% | 75%- Tax Settlements, Special Aseessments, Annual Exp Payments
151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers

2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key: Calculation Cell Input Cell			

Fund 220 FIRE - OPERATIONS FUND		2023 Budget	ANNLZD AMT	ANNLZD %	V. Category	
Revenues		\$148,234.00	\$76,565.92	52%	neutral	
Expenditures		\$142,638.50	\$75,384.94	53%	neutral	
Dept 42280 Fire Department *2012=220/221		2023 Budget	ANNLZD AMT	ANNLZD %	V. Category	
R 220-42280-33180 Federal Grants - ARP		\$0	\$0	0%	neutral	
R 220-42280-33400 State Grants and Aids		\$0	\$0	0%	neutral	
R 220-42280-33414 Insurance Claims		\$0	\$0	0%	neutral	
R 220-42280-33430 Township Contracts		\$70,117	\$34,532	49%	neutral	
R 220-42280-34000 Charges for Services		\$8,000	\$6,750	84%	positive variance	
R 220-42280-36200 Miscellaneous Revenues		\$0	\$0	0%	neutral	
R 220-42280-36201 Sale Of Merchandise		\$0	\$0	0%	neutral	
R 220-42280-36210 Interest Earnings		\$0	\$0	0%	neutral	
R 220-42280-36260 Insurance Dividend		Usually December	\$0	#DIV/0!	neutral	
R 220-42280-39201 Transfer In		\$70,117	\$35,059	50%	neutral	
R 220-42280-39550 Refunds Rebates		US Bank	\$0	\$225	#DIV/0!	positive variance
R 220-42280-39560 Reimbursement		MMB - Basic Fire Trng Reimb	\$0	\$0	0%	neutral
Dept 42280 Fire Department *2012=220/221		\$148,234.00	\$76,565.92	52%	neutral	
E 220-42280-103 Part-Time Employees		\$29,000	\$19,186	66%	negative variance	
E 220-42280-121 PERA		SVP - 10% Rural Township Contract	\$1,798	\$3,453	192%	negative variance
E 220-42280-122 FICA		\$2,900	\$1,190	41%	neutral	
E 220-42280-125 Medicare		\$421	\$278	66%	negative variance	
E 220-42280-140 Unemployment Comp (GENERAL)		\$0	\$0	0%	neutral	
E 220-42280-151 Worker s Comp Insurance Prem		\$18,000	\$6,424	36%	positive variance	
E 220-42280-152 Clothing		\$2,000	\$195	10%	positive variance	
E 220-42280-171 Innoculations		\$750	\$0	0%	positive variance	
E 220-42280-208 Training and Instruction		\$3,000	\$162	5%	positive variance	
E 220-42280-210 Operating Supplies (GENERAL)		\$2,000	\$1,506	75%	negative variance	
E 220-42280-212 Vehicle Operating Supplies		\$1,800	\$1,379	77%	negative variance	
E 220-42280-240 Small Tools and Minor Equip		\$4,000	\$3,078	77%	negative variance	
E 220-42280-309 Conference Expense		\$500	\$0	0%	positive variance	
E 220-42280-313 Mutual Aid		\$0	\$0	0%	neutral	
E 220-42280-321 Telephone		\$500	\$528	106%	negative variance	
E 220-42280-322 Postage		\$100	\$30	30%	positive variance	
E 220-42280-323 Administration Expense		Online Payment Trasaction Fees	\$0	\$44	#DIV/0!	negative variance
E 220-42280-328 General Services Charge		\$2,980	\$1,490	50%	neutral	
E 220-42280-331 Travel Expenses		*Non Conference Mileage	\$150	\$186	124%	negative variance
E 220-42280-350 Print/Binding (GENERAL)		\$0	\$0	0%	neutral	
E 220-42280-360 Insurance (GENERAL)		\$4,700	\$2,546	54%	neutral	
E 220-42280-364 Claims Deductible		\$0	\$0	0%	neutral	
E 220-42280-380 Utility Services (GENERAL)		\$9,000	\$4,796	53%	neutral	
E 220-42280-401 Repairs/Maint Buildings		\$2,000	\$629	31%	positive variance	
E 220-42280-403 Prev. Maint. Agreements		\$0	\$0	0%	neutral	
E 220-42280-404 Repairs/Maint Equipment		\$8,000	\$4,253	53%	neutral	
E 220-42280-430 Miscellaneous (GENERAL)		\$100	\$0	0%	positive variance	
E 220-42280-433 Dues and Subscriptions		\$1,000	\$285	29%	positive variance	
E 220-42280-435 Licences, Permits and Fees		\$240	\$98	41%	neutral	
E 220-42280-438 Internet Expenses		\$400	\$0	0%	positive variance	
E 220-42280-727 T.O. - Shared Tech		\$800	\$400	50%	neutral	
E 220-42280-734 T.O.Fire		\$46,500	\$23,250	50%	neutral	
Dept 42280 Fire Department *2012=220/221		\$142,639	\$75,385	53%	neutral	



City of Chatfield
Budget YTD Rev-Exp

Current Period: June 2023

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Transfers

2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key:			
	Calculation Cell	Input Cell	

Fund 230 AMBULANCE - OPERATIONS FUND	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
Revenues	\$368,250	\$222,213	60%	neutral
Expenditures	\$375,623	\$183,654	49%	neutral
Dept 42270 Ambulance	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 230-42270-33100 Federal Grants and Aids	\$0	\$0	0%	neutral
R 230-42270-33400 State Grants and Aids	\$0	\$0	0%	neutral
R 230-42270-33414 Insurance Claims	\$0	\$0	0%	neutral
R 230-42270-33416 Training Reimbursement	\$4,000	\$2,750	69%	positive variance
R 230-42270-33417 Training Revenue	\$18,000	\$4,800	27%	negative variance
R 230-42270-33430 Township Contracts	\$62,000	\$28,912	47%	neutral
R 230-42270-33600 County Contracts	\$4,500	\$2,250	50%	neutral
R 230-42270-34000 Charges for Services	\$200,000	\$143,702	72%	positive variance
R 230-42270-34205 Accrued Charges For Services	\$0	\$0	0%	neutral
R 230-42270-36200 Miscellaneous Revenues	\$250	\$0	0%	negative variance
R 230-42270-36201 Sale Of Merchandise	\$0	\$0	0%	neutral
R 230-42270-36210 Interest Earnings	\$0	\$0	0%	neutral
R 230-42270-36260 Insurance Dividend	\$0	\$0	0%	neutral
R 230-42270-39201 Transfer In	\$79,500	\$39,750	50%	neutral
R 230-42270-39550 Refunds Rebates	\$0	\$49	#DIV/0!	positive variance
R 230-42270-39560 Reimbursement	\$0	\$0	0%	neutral
Dept 42270 Ambulance	\$368,250.00	\$222,212.93	60%	neutral
E 230-42270-101 Full-Time Employees Regular	\$110,000	\$54,256	49%	neutral
E 230-42270-103 Part-Time Employees	\$55,000	\$27,995	51%	neutral
E 230-42270-121 PERA	\$13,000	\$7,378	57%	neutral
E 230-42270-122 FICA	\$10,230	\$4,856	47%	neutral
E 230-42270-125 Medicare	\$2,393	\$1,136	47%	neutral
E 230-42270-131 Employer Paid Health	\$17,000	\$9,916	58%	neutral
E 230-42270-134 Employer Paid Life	\$50	\$27	54%	neutral
E 230-42270-136 Employer Paid H.S.A.	\$8,000	\$4,125	52%	neutral
E 230-42270-140 Unemployment Comp (GENERAL)	\$0	\$0	0%	neutral
E 230-42270-151 Worker s Comp Insurance Prem	\$10,000	\$3,470	35%	positive variance
E 230-42270-152 Clothing	\$2,750	\$109	4%	positive variance
E 230-42270-171 Innoculations	\$200	\$0	0%	positive variance
E 230-42270-200 Office Supplies (GENERAL)	\$1,000	\$0	0%	positive variance
E 230-42270-205 Service Incentives/Rewards	\$1,200	\$680	57%	neutral
E 230-42270-208 Training and Instruction	\$5,500	\$1,702	31%	positive variance
E 230-42270-209 Training Institution	\$6,000	\$2,497	42%	neutral
E 230-42270-210 Operating Supplies (GENERAL)	\$11,000	\$6,302	57%	neutral
E 230-42270-212 Vehicle Operating Supplies	\$5,000	\$1,829	37%	positive variance
E 230-42270-240 Small Tools and Minor Equip	\$1,000	\$0	0%	positive variance
E 230-42270-304 Legal Fees	\$0	\$0	0%	neutral
E 230-42270-305 Safety	\$1,200	\$624	52%	neutral
E 230-42270-321 Telephone	\$4,000	\$2,025	51%	neutral
E 230-42270-322 Postage	\$200	\$76	38%	positive variance
E 230-42270-323 Administration Expense	\$500	\$148	30%	positive variance
E 230-42270-328 General Services Charge	\$15,150	\$7,575	50%	neutral
E 230-42270-331 Travel Expenses	\$0	\$0	0%	neutral
E 230-42270-340 Advertising	\$500	\$100	20%	positive variance
E 230-42270-350 Print/Binding (GENERAL)	\$0	\$0	0%	neutral
E 230-42270-360 Insurance (GENERAL)	\$800	\$388	48%	neutral
E 230-42270-364 Claims Deductible	\$1,000	\$0	0%	positive variance
E 230-42270-380 Utility Services (GENERAL)	\$5,000	\$3,890	78%	negative variance
E 230-42270-403 Prev. Maint. Agreements	\$14,000	\$7,814	56%	neutral



**City of Chatfield
Budget YTD Rev-Exp**

Current Period: June 2023

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151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers**

	2023 Budget	2023 ANNLDZD JUN YTD Amt	ANNLDZD % of Budget JUN 2023	Variance Category JUN
Formatting Key:		Calculation Cell	Input Cell	
E 230-42270-404 Repairs/Maint Equipment	\$3,500	\$1,614	46%	neutral
E 230-42270-415 Medical Services	\$5,000	\$1,351	27%	positive variance
E 230-42270-430 Miscellaneous (GENERAL)	\$0	\$0	0%	neutral
E 230-42270-433 Dues and Subscriptions	\$3,500	\$3,039	87%	negative variance
E 230-42270-435 Licences, Permits and Fees	\$12,000	\$4,530	38%	positive variance
E 230-42270-438 Internet Expenses	\$1,300	\$626	48%	neutral
E 230-42270-700 Transfers (GENERAL)	\$46,000	\$23,000	50%	neutral
E 230-42270-727 T.O. - Shared Tech	\$1,150	\$575	50%	neutral
E 230-42270-810 Refund	\$1,500	\$0	0%	positive variance
Dept 42270 Ambulance	\$375,623	\$183,654	49%	neutral



City of Chatfield
Budget YTD Rev-Exp

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Transfers

2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key: Calculation Cell Input Cell			

Fund 240 EDA	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
Fund 240 EDA Revenues	\$79,330	\$39,667	50%	neutral
Expenditures	\$79,730	\$44,399	56%	neutral
Dept 46500 Economic Dev (GENERAL) LOC 01	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 240-46500-34301 Administration Fees Loan Orig & TIF	\$2,600	\$1,300	50%	neutral
R 240-46500-36200 Miscellaneous Revenues	\$0	\$0	0%	neutral
R 240-46500-36210 Interest Earnings	\$500	\$250	50%	neutral
R 240-46500-36230 Donations	\$0	\$0	0%	neutral
R 240-46500-39201 Transfer In	\$76,230	\$38,115	50%	neutral
R 240-46500-39550 Refunds Rebates US Bank	\$0	\$2	#DIV/0!	positive variance
R 240-46500-39560 Reimbursement	\$0	\$0	0%	neutral
Dept 46500 Economic Dev (GENERAL) LOC 01	\$79,330.00	\$39,667.05	50%	neutral
E 240-46500-208 Training and Instruction	\$0	\$0	0%	neutral
E 240-46500-240 Small Tools and Minor Equip	\$0	\$0	0%	neutral
E 240-46500-300 Promotional Expense Chatfield Alliance	\$26,690	\$13,345	50%	neutral
E 240-46500-303 Engineering Fees	\$0	\$0	0%	neutral
E 240-46500-304 Legal Fees	\$0	\$0	0%	neutral
E 240-46500-310 Other Professional Services	\$49,000	\$24,297	50%	neutral
E 240-46500-322 Postage	\$150	\$30	20%	positive variance
E 240-46500-331 Travel Expenses Non conference travel	\$0	\$0	0%	neutral
E 240-46500-350 Print/Binding (GENERAL)	\$250	\$0	0%	positive variance
E 240-46500-403 Prev. Maint. Agreements Managed IT Allocation	\$2,500	\$1,174	47%	neutral
E 240-46500-404 Repairs/Maint Equipment	\$500	\$191	38%	positive variance
E 240-46500-430 Miscellaneous (GENERAL) 50% Fifty Two Fitness Dist Set Up	\$0	\$5,113	#DIV/0!	negative variance
E 240-46500-433 Dues and Subscriptions	\$0	\$0	0%	neutral
E 240-46500-435 Licences, Permits and Fees	\$240	\$49	20%	positive variance
E 240-46500-500 Cap. Outlay-GENERAL	\$0	\$0	0%	neutral
E 240-46500-700 Transfers (GENERAL)	\$0	\$0	0%	neutral
E 240-46500-727 T.O. - Shared Tech	\$400	\$200	50%	neutral
Dept 46500 Economic Dev (GENERAL) LOC 01	\$79,730	\$44,399	56%	neutral
Fund 250 CCA - OPERATIONS FUND	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
Fund 250 CCA - OPERATIONS FUND Revenues	\$92,300	\$46,150	50%	neutral
Expenditures	\$84,000	\$33,076	39%	positive variance
Dept 46630 Community Dev - LOC 07	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 250-46630-33414 Insurance Claims	\$0	\$0	0%	neutral
R 250-46630-36200 Miscellaneous Revenues	\$0	\$0	0%	neutral
R 250-46630-36210 Interest Earnings	\$300	\$150	50%	neutral
R 250-46630-36230 Donations	\$0	\$0	0%	neutral
R 250-46630-36260 Insurance Dividend Usually December	\$2,000	\$1,000	50%	neutral
R 250-46630-39201 Transfer In	\$90,000	\$45,000	50%	neutral
R 250-46630-39550 Refunds Rebates	\$0	\$0	0%	neutral
R 250-46630-39560 Reimbursement	\$0	\$0	0%	neutral
Fund 250 CCA - OPERATIONS FUND	\$92,300.00	\$46,150.00	50%	neutral
E 250-46630-310 Other Professional Services	\$24,000	\$12,000	50%	neutral
E 250-46630-360 Insurance (GENERAL)	\$25,000	\$13,684	55%	neutral
E 250-46630-404 Repairs/Maint Equipment	\$25,000	\$2,326	9%	positive variance
E 250-46630-430 Miscellaneous (GENERAL)	\$0	\$67	#DIV/0!	negative variance
E 250-46630-700 Transfers (GENERAL)	\$10,000	\$5,000	50%	neutral
Fund 250 CCA - OPERATIONS FUND	\$84,000	\$33,076	39%	positive variance



City of Chatfield
Budget YTD Rev-Exp

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151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX Transfers

2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key: Calculation Cell Input Cell			

Fund 601 WATER - OPERATIONS FUND	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
Revenues	\$457,300	\$215,024	47%	neutral
Expenditures	\$484,105	\$307,053	63%	negative variance
Dept 49400 Water Utilities (GENERAL)	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 601-49400-31020 Delinquent Ad Valorem Taxes	\$0	\$0	0%	neutral
R 601-49400-33400 State Grants and Aids	\$9,000	\$0	0%	negative variance
R 601-49400-33414 Insurance Claims	\$0	\$0	0%	neutral
R 601-49400-34000 Charges for Services	\$4,700	\$2,280	49%	neutral
R 601-49400-36100 Special Assessments <i>Delinquent Bills - County Sttlmnt</i>	\$8,000	\$5,339	67%	positive variance
R 601-49400-36103 State Mandated Testing Fee	\$9,500	\$5,134	54%	neutral
R 601-49400-36201 Sale Of Merchandise	\$0	\$0	0%	neutral
R 601-49400-36210 Interest Earnings	\$5,000	\$2,500	50%	neutral
R 601-49400-36260 Insurance Dividend	\$0	\$0	0%	neutral
R 601-49400-36291 Receipt of Investment	\$0	\$0	0%	neutral
R 601-49400-37100 Water Sales	\$403,000	\$183,702	46%	neutral
R 601-49400-37101 Water Sales / Bulk	\$1,500	\$1,065	71%	positive variance
R 601-49400-37160 Water Penalty	\$1,500	\$643	43%	neutral
R 601-49400-37170 Sales Tax	\$2,900	\$1,448	50%	neutral
R 601-49400-37171 OC Transit Tax	\$0	\$24	#DIV/0!	positive variance
R 601-49400-37172 FC Transit Tax	\$0	\$80	#DIV/0!	positive variance
R 601-49400-37250 Connection (Ind) Fee	\$11,200	\$1,600	14%	negative variance
R 601-49400-37251 Access (Dev) Charge	\$0	\$8,310	#DIV/0!	positive variance
R 601-49400-39201 Transfer In	\$0	\$0	0%	neutral
R 601-49400-39550 Refunds Rebates <i>HomeServe USA US Bank CPS A</i>	\$1,000	\$2,275	228%	positive variance
R 601-49400-90000 UNDISTRIBUTED RECEIPT <i>UB Overpayment</i>	\$0	\$623	#DIV/0!	positive variance
Dept 49400 Water Utilities (GENERAL)	\$457,300.00	\$215,024.01	47%	neutral
E 601-49400-101 Full-Time Employees Regular	\$75,000	\$40,037	53%	neutral
E 601-49400-121 PERA	\$5,625	\$3,003	53%	neutral
E 601-49400-122 FICA	\$4,650	\$2,453	53%	neutral
E 601-49400-125 Medicare	\$1,088	\$574	53%	neutral
E 601-49400-131 Employer Paid Health	\$6,800	\$3,489	51%	neutral
E 601-49400-134 Employer Paid Life	\$30	\$15	51%	neutral
E 601-49400-136 Employer Paid H.S.A.	\$3,000	\$1,500	50%	neutral
E 601-49400-151 Worker s Comp Insurance Prem	\$3,000	\$1,449	48%	neutral
E 601-49400-152 Clothing	\$700	\$244	35%	neutral
E 601-49400-200 Office Supplies (GENERAL)	\$0	\$0	0%	neutral
E 601-49400-208 Training and Instruction	\$600	\$50	8%	positive variance
E 601-49400-210 Operating Supplies (GENERAL)	\$5,000	\$2,741	55%	neutral
E 601-49400-212 Vehicle Operating Supplies	\$3,000	\$858	29%	positive variance
E 601-49400-240 Small Tools and Minor Equip	\$4,000	\$3,256	81%	negative variance
E 601-49400-301 Auditing and Acctg Services	\$5,500	\$2,781	51%	neutral
E 601-49400-303 Engineering Fees	\$5,000	\$0	0%	positive variance
E 601-49400-304 Legal Fees	\$0	\$0	0%	neutral
E 601-49400-310 Other Professional Services <i>GIS / Korterra / Gopher State</i>	\$3,200	\$354	11%	positive variance
E 601-49400-321 Telephone	\$2,500	\$1,203	48%	neutral
E 601-49400-322 Postage	\$1,500	\$835	56%	neutral
E 601-49400-323 Administration Expense <i>Online Payments</i>	\$2,000	\$1,747	87%	negative variance
E 601-49400-328 General Services Charge	\$45,226	\$22,613	50%	neutral
E 601-49400-331 Travel Expenses <i>Non conference mileage</i>	\$200	\$0	0%	positive variance
E 601-49400-350 Print/Binding (GENERAL)	\$750	\$0	0%	positive variance
E 601-49400-360 Insurance (GENERAL) <i>New Public Works Facility</i>	\$4,500	\$5,038	112%	negative variance
E 601-49400-364 Claims Deductible	\$0	\$0	0%	neutral
E 601-49400-380 Utility Services (GENERAL)	\$22,000	\$10,184	46%	neutral



City of Chatfield
Budget YTD Rev-Exp

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Formatting Key:		Calculation Cell	Input Cell		
E 601-49400-386	Well Testing Fees	\$12,000	\$5,822	49%	neutral
E 601-49400-401	Repairs/Maint Buildings	\$1,200	\$1,257	105%	negative variance
E 601-49400-403	Prev. Maint. Agreements	\$5,075	\$3,506	69%	negative variance
E 601-49400-404	Repairs/Maint Equipment	\$15,000	\$16,542	110%	negative variance
E 601-49400-405	Depreciation (GENERAL)	\$0	\$0	0%	neutral
E 601-49400-430	Miscellaneous (GENERAL)	\$0	\$0	0%	neutral
E 601-49400-433	Dues and Subscriptions	\$550	\$265	48%	neutral
E 601-49400-435	Licences, Permits and Fees	\$743	\$650	87%	negative variance
E 601-49400-437	Sales Tax - Purchases	\$2,500	\$1,868	75%	negative variance
E 601-49400-438	Internet Expenses	\$700	\$719	103%	negative variance
E 601-49400-500	Cap. Outlay-GENERAL	\$0	\$0	0%	neutral
E 601-49400-700	Transfers (GENERAL)	\$0	\$0	0%	neutral
E 601-49400-711	T.O.- Reserve Fund	\$0	\$0	0%	neutral
E 601-49400-716	T.O. - 2008A/2012A (329/332)	\$90,000	\$45,000	50%	neutral
E 601-49400-717	T.O. - 2014A (334)	\$22,572	\$11,286	50%	neutral
E 601-49400-727	T.O. - Shared Tech	\$5,200	\$2,600	50%	neutral
E 601-49400-761	T.O. - 2016B (336)	\$24,599	\$12,300	50%	neutral
E 601-49400-764	T.O. - 2017B (339)	\$15,000	\$7,500	50%	neutral
E 601-49400-765	T.O. - 2022A WTR STRM (343)	\$84,097	\$93,316	111%	negative variance
E 601-49400-767	T.O. - 2023A GRND PRSPCT		\$0	0%	neutral
E 601-49400-810	Refund	\$0	\$0	0%	neutral



City of Chatfield
Budget YTD Rev-Exp

Current Period: June 2023

V. Category Key:

Varies > 10% than budget positively R>60% E<40%	Varies > 10% than budget negatively R<40% E>60%	Within 10% of Budget neutral 40-60%
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Exported from Banyon to .csv & Annualized

Adjusted to 25 % | 50% | 75%- Tax Settlements, Special Aseessments, Annual Exp Payments
151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers

2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
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Formatting Key:

Calculation Cell	Input Cell
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Dept 49400 Water Utilities (GENERAL) \$484,105 \$307,053 63% negative variance

Fund 602 SEWER - OPERATIONS FUND	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
Revenues	\$1,013,200	\$509,467	50%	neutral
Expenditures	\$1,023,301	\$226,873	22%	positive variance
Dept 49450 Sewer (GENERAL)	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 602-49450-31020 Delinquent Ad Valorem Taxes	\$0	\$0	0%	neutral
R 602-49450-33414 Insurance Claims	\$0	\$0	0%	neutral
R 602-49450-34000 Charges for Services Wykoff - Sewer Vack Truck	\$0	\$525	#DIV/0!	positive variance
R 602-49450-36100 Special Assessments Delinquent Bills - County Sttlmnt	\$30,000	\$14,467	48%	neutral
R 602-49450-36200 Miscellaneous Revenues	\$0	\$0	0%	neutral
R 602-49450-36210 Interest Earnings	\$10,000	\$5,000	50%	neutral
R 602-49450-36260 Insurance Dividend Usually December	\$0	\$0	0%	neutral
R 602-49450-36280 Pass Through Account	\$0	\$0	0%	neutral
R 602-49450-37200 Sewer Sales	\$950,000	\$478,556	50%	neutral
R 602-49450-37201 Debt Service Fee	\$0	\$77	#DIV/0!	positive variance
R 602-49450-37202 Infiltration Fee	\$0	\$2	#DIV/0!	positive variance
R 602-49450-37250 Connection (Ind) Fee	\$18,200	\$2,600	14%	negative variance
R 602-49450-37251 Access (Dev) Charge	\$0	\$5,540	#DIV/0!	positive variance
R 602-49450-37260 Swr Penalty	\$5,000	\$1,668	33%	negative variance
R 602-49450-39102 Compens-Gain/Loss Fixed Assets	\$0	\$0	0%	neutral
R 602-49450-39201 Transfer In	\$0	\$0	0%	neutral
R 602-49450-39550 Refunds Rebates HomeServe & US Bank	\$0	\$1,031	#DIV/0!	positive variance
R 602-49450-39560 Reimbursement	\$0	\$0	0%	neutral
Dept 49450 Sewer (GENERAL)	\$1,013,200.00	\$509,466.88	50%	neutral
E 602-49450-101 Full-Time Employees Regular	\$140,000	\$72,736	52%	neutral
E 602-49450-121 PERA	\$10,500	\$5,455	52%	neutral
E 602-49450-122 FICA	\$8,680	\$4,488	52%	neutral
E 602-49450-125 Medicare	\$2,030	\$1,050	52%	neutral
E 602-49450-131 Employer Paid Health	\$18,000	\$8,158	45%	neutral
E 602-49450-134 Employer Paid Life	\$60	\$31	51%	neutral
E 602-49450-136 Employer Paid H.S.A.	\$6,000	\$3,000	50%	neutral
E 602-49450-151 Worker s Comp Insurance Prem	\$5,800	\$3,244	56%	neutral
E 602-49450-152 Clothing	\$1,400	\$46	3%	positive variance
E 602-49450-200 Office Supplies (GENERAL)	\$250	\$0	0%	positive variance
E 602-49450-208 Training and Instruction	\$1,750	\$1,020	58%	neutral
E 602-49450-210 Operating Supplies (GENERAL)	\$5,000	\$947	19%	positive variance
E 602-49450-212 Vehicle Operating Supplies	\$2,000	\$988	49%	positive variance
E 602-49450-216 Lab Supplies	\$1,000	\$176	18%	positive variance
E 602-49450-217 Testing	\$7,500	\$3,846	51%	neutral
E 602-49450-240 Small Tools and Minor Equip	\$5,000	\$0	0%	positive variance
E 602-49450-301 Auditing and Acctg Services	\$6,000	\$2,781	46%	neutral
E 602-49450-303 Engineering Fees	\$5,000	\$0	0%	positive variance
E 602-49450-304 Legal Fees	\$0	\$0	0%	neutral
E 602-49450-310 Other Professional Services Widseth GIS	\$2,400	\$119	5%	positive variance
E 602-49450-321 Telephone	\$2,400	\$664	28%	positive variance
E 602-49450-322 Postage	\$4,000	\$2,297	57%	neutral
E 602-49450-323 Administration Expense *Online payment transaction fees	\$9,000	\$5,235	58%	neutral
E 602-49450-328 General Services Charge	\$45,226	\$22,613	50%	neutral
E 602-49450-331 Travel Expenses Non conference mileage	\$300	\$0	0%	positive variance
E 602-49450-350 Print/Binding (GENERAL)	\$200	\$0	0%	positive variance
E 602-49450-360 Insurance (GENERAL)	\$20,000	\$10,474	52%	neutral
E 602-49450-364 Claims Deductible	\$0	\$0	0%	neutral
E 602-49450-380 Utility Services (GENERAL)	\$60,000	\$25,502	43%	neutral



City of Chatfield
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151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers

	2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key: Calculation Cell Input Cell				
E 602-49450-384 Refuse/Garbage Disposal	\$1,500	\$606	40%	neutral
E 602-49450-400 Sewer Main Camera & Cleaning	\$2,000	\$0	0%	positive variance
E 602-49450-401 Repairs/Maint Buildings	\$4,000	\$0	0%	positive variance
E 602-49450-403 Prev. Maint. Agreements	\$5,075	\$2,781	55%	neutral
E 602-49450-404 Repairs/Maint Equipment	\$30,000	\$10,410	35%	positive variance
E 602-49450-405 Depreciation (GENERAL)	\$0	\$0	0%	neutral
E 602-49450-407 Rep/Maint Manholes & Swr Lines	\$8,000	\$0	0%	positive variance
E 602-49450-430 Miscellaneous (GENERAL)	\$500	\$0	0%	positive variance
E 602-49450-433 Dues and Subscriptions	\$600	\$265	44%	neutral
E 602-49450-435 Licences, Permits and Fees	\$2,900	\$1,231	42%	neutral
E 602-49450-438 Internet Expenses	\$1,000	\$1,291	129%	negative variance
E 602-49450-500 Cap. Outlay-GENERAL	\$32,394	\$0	0%	positive variance
E 602-49450-700 Transfers (GENERAL)	\$0	\$0	0%	neutral
E 602-49450-711 T.O.- Reserve Fund	\$4,296	\$2,148	50%	neutral
E 602-49450-717 T.O. - 2014A (334)	\$20,741	\$10,371	50%	neutral
E 602-49450-727 T.O. - Shared Tech	\$5,200	\$2,600	50%	neutral
E 602-49450-750 T.O. - 2016A (335)	\$495,000	\$0	0%	neutral
E 602-49450-757 T.O. - Sewer - Back Up (622)	\$1,000	\$500	50%	neutral
E 602-49450-761 T.O. - 2016B (336)	\$24,599	\$12,300	50%	neutral
E 602-49450-764 T.O. - 2017B (339)	\$15,000	\$7,500	50%	neutral
E 602-49450-810 Refund	\$0	\$0	0%	neutral
E 602-49450-811 Pass Through Account	\$0	\$0	0%	neutral
Dept 49450 Sewer (GENERAL)	\$1,023,301	\$226,873	22%	positive varia

Fund 603 REFUSE (GARBAGE) FUND	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
Revenues	\$243,500	\$144,512	59%	neutral
Expenditures	\$258,370	\$126,430	49%	neutral
Dept 49500 Refuse/Garbage (GENERAL)	2023 Budget	ANNLDZ AMT	ANNLDZ %	V. Category
R 603-49500-36100 Special Assessments	\$10,000	\$4,595	46%	neutral
R 603-49500-36200 Miscellaneous Revenues	\$0	\$0	0%	neutral
R 603-49500-36210 Interest Earnings	\$800	\$400	50%	neutral
R 603-49500-37300 Refuse Charges	\$142,000	\$83,338	59%	neutral
R 603-49500-37310 Recycling Charge	\$77,000	\$48,889	63%	positive variance
R 603-49500-37360 Penalties	\$1,200	\$371	31%	negative variance
R 603-49500-37361 Recycling Penalties	\$0	\$0	0%	neutral
R 603-49500-37370 Sales Tax	\$12,500	\$6,919	55%	neutral
R 603-49500-39550 Refunds Rebates	\$0	\$0	0%	neutral
Dept 49500 Refuse/Garbage (GENERAL)	\$243,500.00	\$144,511.95	59%	neutral
E 603-49500-210 Operating Supplies (GENERAL)	\$650	\$182	28%	positive variance
E 603-49500-240 Small Tools and Minor Equip	\$275	\$0	0%	positive variance
E 603-49500-322 Postage	\$1,500	\$698	47%	neutral
E 603-49500-323 Administration Expense	\$2,500	\$1,625	65%	negative variance
E 603-49500-325 Community Clean Up Cont	\$17,000	\$7,846	46%	neutral
E 603-49500-328 General Services Charge	\$17,070	\$8,535	50%	neutral
E 603-49500-350 Print/Binding (GENERAL)	\$0	\$0	0%	neutral
E 603-49500-384 Refuse/Garbage Disposal	\$195,000	\$95,681	49%	neutral
E 603-49500-403 Prev. Maint. Agreements	\$5,075	\$2,348	46%	neutral
E 603-49500-404 Repairs/Maint Equipment	\$1,300	\$349	27%	positive variance
E 603-49500-430 Miscellaneous (GENERAL)	\$0	\$0	0%	neutral
E 603-49500-435 Licences, Permits and Fees	\$300	\$140	47%	neutral
E 603-49500-436 Sales Tax	\$12,500	\$6,426	51%	neutral
E 603-49500-727 T.O. - Shared Tech	\$5,200	\$2,600	50%	neutral



City of Chatfield
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Adjusted to 25 % | **50%** | 75%- Tax Settlements, Special Aseessments, Annual Exp Payments
151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers

2023 Budget	2023 ANNLDZ JUN YTD Amt	ANNLDZ % of Budget JUN 2023	Variance Category JUN
Formatting Key:			
Calculation Cell			
Input Cell			
E 603-49500-810 Refund	\$0	\$0	0% neutral



**City of Chatfield
Budget YTD Rev-Exp**

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Exported from Banyon to .csv & Annualized

**Adjusted to 25 % | 50% | 75%- Tax Settlements, Special Aseessments, Annual Exp Payments
151-Workers Comp, 328-General Services Charge, 360-Insurance, 450-Capital Goods, 7XX
Transfers**

2023 Budget	2023 ANNLDZD JUN YTD Amt	ANNLDZD % of Budget JUN 2023	Variance Category JUN
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Formatting Key:

Calculation Cell	Input Cell
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Dept 49500 Refuse/Garbage (GENERAL)	\$258,370	\$126,430	49%	neutral
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Fund 614 CABLE ACCESS - OPERATIONS FUND	2023 Budget	ANNLDZD AMT	ANNLDZD %	V. Category
Revenues	\$72,350	\$35,908	50%	neutral
Expenditures	\$73,650	\$28,326	38%	positive variance
Dept 49840 Cable TV (GENERAL) - LOC 09	2023 Budget	ANNLDZD AMT	ANNLDZD %	V. Category
R 614-49840-31915 Franchise Fees	\$27,500	\$13,750	50%	neutral
R 614-49840-33120 Sponsorship Fees <i>Fall Campaign</i>	\$12,000	\$6,000	50%	neutral
R 614-49840-33414 Insurance Claims	\$0	\$0	0%	neutral
R 614-49840-36201 Sale Of Merchandise	\$250	\$137	55%	neutral
R 614-49840-36210 Interest Earnings	\$0	\$0	0%	neutral
R 614-49840-36230 Donations <i>Chatfield Public Schools</i>	\$15,600	\$7,500	48%	neutral
R 614-49840-36260 Insurance Dividend	\$0	\$0	0%	neutral
R 614-49840-37370 Sales Tax <i>MN Rev Sale of Merch</i>	\$0	\$20	#DIV/0!	positive variance
R 614-49840-39201 Transfer In	\$17,000	\$8,500	50%	neutral
R 614-49840-39550 Refunds Rebates	\$0	\$0	0%	neutral
Dept 49840 Cable TV (GENERAL) - LOC 09	\$72,350.00	\$35,907.63	50%	neutral
E 614-49840-151 Worker s Comp Insurance Prem	\$0	\$0	0%	neutral
E 614-49840-205 Service Incentives/Rewards	\$250	\$0	0%	positive variance
E 614-49840-210 Operating Supplies (GENERAL)	\$500	\$214	43%	neutral
E 614-49840-212 Vehicle Operating Supplies	\$500	\$0	0%	positive variance
E 614-49840-240 Small Tools and Minor Equip <i>Annual Chatfield Public School Bill</i>	\$0	\$3,030	#DIV/0!	negative variance
E 614-49840-300 Promotional Expense	\$0	\$0	0%	neutral
E 614-49840-302 Contracted Help	\$60,000	\$19,313	32%	positive variance
E 614-49840-309 Conference Expense	\$350	\$0	0%	positive variance
E 614-49840-322 Postage	\$100	\$30	30%	positive variance
E 614-49840-323 Administration Expense <i>CC Fees</i>	\$0	\$0	0%	neutral
E 614-49840-324 Reimbursement	\$0	\$0	0%	neutral
E 614-49840-328 General Services Charge	\$3,140	\$1,570	50%	neutral
E 614-49840-331 Travel Expenses <i>Annual Tournament Travel</i>	\$1,500	\$755	50%	neutral
E 614-49840-350 Print/Binding (GENERAL)	\$0	\$0	0%	neutral
E 614-49840-360 Insurance (GENERAL)	\$200	\$84	42%	neutral
E 614-49840-404 Repairs/Maint Equipment	\$250	\$0	0%	positive variance
E 614-49840-430 Miscellaneous (GENERAL)	\$0	\$0	0%	neutral
E 614-49840-433 Dues and Subscriptions	\$200	\$100	50%	neutral
E 614-49840-435 Licences, Permits and Fees	\$240	\$0	0%	positive variance
E 614-49840-437 Sales Tax - Purchases <i>MN Rev Sale of Merch</i>	\$0	\$21	#DIV/0!	negative variance
E 614-49840-711 T.O.- Reserve Fund	\$6,000	\$3,000	50%	neutral
E 614-49840-727 T.O. - Shared Tech	\$420	\$210	50%	neutral
Dept 49840 Cable TV (GENERAL) - LOC 09	\$73,650	\$28,326	38%	positive variance

LG555 Government Approval or Acknowledgment For Use of Gambling Funds

(previously LG503 and LG265)

(06/03)

Organization Information (please print)Organization Name Chatfield Athletic Club License Number 3071Address P.O. Box 441 Chatfield, MN 55923**Expenditure Description** (attach additional sheets if necessary)1. Amount of proposed lawful purpose expenditure \$ 3500.00

2. Check the appropriate expenditure category:

☒ **A. Contribution to a unit of government** - United States, state of Minnesota, or any of its subdivisions, agencies, or instrumentalities. NOTE: A contribution may not be made directly to a law enforcement or prosecutorial agency, such as a police department, county sheriff, or county attorney.

☐ **B. A wildlife management project that benefits the public at large** with approval of the state agency that has authority over the project.

Describe the proposed expenditure, including vendors.

☐ **C. Grooming and maintaining snowmobile or all-terrain vehicle trails** with approval by DNR. All trails must be open to public use.

Describe the proposed expenditure, including vendors.

Oath

- I affirm that the contribution or expenditure, in accordance with Minnesota Rules 7861.0120, Subpart 5D(10), does not result in any net monetary gain or other pecuniary benefit to our organization.
- I affirm that when lawful gambling funds are used for grooming and maintaining snowmobile or all-terrain vehicle trails or for any wildlife management project for which reimbursement is received from a unit of government, the reimbursement funds must be deposited in our lawful gambling account and recorded on the LG1010 - Schedule C/D report.

Chief executive officer's signature

Phone number

Date

Government Approval/Acknowledgment

(Check one) By signature below, the representative of the unit of government:

☒ acknowledges the contribution in 2A above, which will not be used for a pension or retirement fund.☐ approves the wildlife management project as described in 2B above (state agency only).☐ approves the expenditure for grooming and maintaining snowmobile and/or all-terrain vehicle trails described in 2C above (DNR only).Unit of Government City of Chatfield Phone number 507-867-3810Address 21 2nd St SE City Chatfield State MN Zip 55923Print Name Julie Elder Title Deputy City ClerkSignature Julie Elder Date 07/19/23

Keep this completed form attached to the LG1010 - Schedule C/D in your organization's records.
You do not need to submit this form to the Gambling Control Board.

This form will be made available in alternative format (i.e. large print, Braille) upon request. If you use a TTY, call us by using the Minnesota Relay Service and ask to place a call to 651-639-4000. The information requested on this form

will become public information, when requested by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities. For additional information, check our web site at www.gcb.state.mn.us



To: City Council
cc: Rocky Burnett, Brian Burkholder, Shane Fox, Luke Thieke, Joel Young
From: Kay Wangen
Subj: 13 Workstation Replacements
Date: July 13, 2023

This is a request for authorization to replace 13 workstations at a cost of \$38,000 (\$36,000 Workstations + Squad Mounts).

Supporting Information Summarized:

- This request received support by the Personnel-Budget Committee on July 10th.
- This request aligns with 2023 Budget Goal #7 of maintaining technology
- The capital improvement plan schedules workstation replacement every 4-5 years. Our practice is to continue to use the workstations beyond their scheduled replacement date if performance remains acceptable, and the operating platform remains consistent.
- It seems like the right time to get the equipment on order and begin the migration to Windows 11 because: the current workstations were replaced in 2018, and some of them are beginning present errors, equipment lead times remain unpredictable and Microsoft support for Windows 10 ends October 2025.
- The 2023 budget included these expenses for each department and are included in the departmental capital improvement plans for funding as well.
- This request continues our practice of a coordinated workstation replacements across departments to maintain a consistent operating platform and saving on labor expenses by having multiple PC's configured, delivered and installed at the same time.
- The prices on the Marco quote have been compared to prices on line. Based on the price comparisons along with the efficiency of having Marco bench configure multiple PC's at the same time, the recommendation is to purchase from Marco. Bench configuration includes the unboxing and configuring of the workstations with the basic licensed software at their site so they only require minor configuration when they are delivered to our work areas to be connected to our domain.
- The additional details regarding the recommended models and departmental allocation of costs that were reviewed by the Personnel Budget Committee July 10th are included below for reference.

**Note the supporting documentation now supports version 7 of quote 135568 – July 10th Personnel Budget Committee agenda included version 4 the changes from version 4 to 7 are in corrections to quantities pricing remained the same.*

Reference: June 30, 2022 Personnel Budget Committee Memo Details

To: Joel Young
cc: Rocky Burnett, Brian Burkholder, Shane Fox, Luke Thieke
From: Kay Wangen
Subj: 13 Workstation Replacements
Date: June 30, 2023

In Summary:

This is a request for authorization to approve the quote for replacing 13 workstations (a request for 2 printers will be forthcoming). The quoted cost for 13 workstations is \$ 38,000 (rounded).

- 6 desktops
- 5 Docking Notebooks (eliminates two sets of hardware for users with remote access capabilities)
- 2 Rugged Notebooks for Squads (dock model may be amended or removed)

A request to replace 2 Workstation Printers will be forthcoming as a separate quote (Administrators has failed & Accounts Payable/check printer is not performing well). Printers are only replaced when they stop performing at an acceptable level.

The capital improvement plan schedules workstation replacement every 4-5 years. Our practice is to continue to use the workstations beyond their scheduled replacement date as long as performance remains acceptable, and the operating platform remains consistent. The current workstations were replaced in 2018. Some of the current workstations are starting to present errors, equipment lead times remain unpredictable and Microsoft support for Windows 10 ends October 2025. It seems like the right time to get the equipment on order and begin the migration to Windows 11.

While workstations are included in the capital improvement plans for saving / funding the purchases on a scheduled plan, they are budgeted and expensed at the departmental level as small tools and minor equipment as they no longer meet the \$5,000 threshold for capitalizing / depreciating. This combined / coordinated request continues our practice of replacing workstations across departments simultaneously to maintain a consistent operating platform and save on labor expenses by having multiple PC's configured, delivered and installed at the same time.

The recommended models based on state contract pricing are;

Desktops (including 1 monitor (reusing 1 existing) & labor) \$2,100

- HP Business Desktop ProDesk 400 G6 Desktop Computer - Intel Core i5 10th Gen i5-10500T Hexa-core (6 Core) 2.30 GHz - 16 GB RAM DDR4 SDRAM - 256 GB NVMeM.2 PCI Express SSD - Desktop Mini - Black - Intel Q470 Chip - Windows 11 Pro - Intel UHD Graphics 630 with
HP E24u G4 - E-Series - LED monitor - 24" (23.8" viewable) - 1920 x 1080 Full HD (1080p) @ 60 Hz - IPS - 250 cd/m2 - 1000:1- 5 ms - HDMI, DisplayPort, USB-C monitor

PD Desktops (including 3 monitor (reusing 1 existing) & labor) \$2,400/\$2,710

- HP Elite Mini 800 G9 Desktop Computer - Intel Core i5 12th Gen i5-12500T Hexa-core (6 Core) 2 GHz - 16 GB RAM DDR5 SDRAM - 512 GB M.2 PCI Express NVMeSSD - Mini PC - Black - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770
DDR5 SDRAM - English (HP E24u G4 - E-Series - LED monitor - 24" (23.8" viewable) - 1920 x 1080 Full HD (1080p) @ 60 Hz - IPS - 250 cd/m2 - 1000:1- 5 ms - HDMI, DisplayPort, USB-C monitor

Docking Notebooks (including 1 monitor (reusing 1 existing), docking station, kb, care pack& labor) \$2,675

- HP ProBook 450 G9 15.6" Notebook - Full HD - 1920 x 1080 - Intel Core i5 12th Gen i5-1235U Deca-core (10 Core) 1.30 GHz - 16 GB Total RAM - 256 GB SSD - Silver - Intel Chip - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology with
HP E24u G4 - E-Series - LED monitor - 24" (23.8" viewable) - 1920 x 1080 Full HD (1080p) @ 60 Hz - IPS - 250 cd/m2 - 1000:1- 5 ms - HDMI, DisplayPort, USB-C monitor &
VisionTek VT7000 - Triple Display 4K USB-C Docking Station with 100W Power Delivery - for
Notebook/Monitor/Workstation/Camera/Headphone/Microphone - 100 W - USB Type-A, USB Type C - 3 Displays Supported
- 4K - 3840 x 2160 - 5 x USB Ports - 3 x USB 3.0 -docking station

PD Rugged Notebooks (including rugged doc & labor) \$5,500

- Dell Latitude 5000 5430 14" Touchscreen Rugged Notebook - Full HD - 1920 x 1080- Intel Core i5 11th Gen i5-1145G7 Quad-core (4 Core) 2.60 GHz - 16 GB Total RAM - 512 GB SSD - Gray - Intel Chip - Windows 10 Pro - Intel Iris Xe Graphics - English (US) Keyb with
DELL LAT12-14 RUGGED ADV. DOCK TPT LIND - (Model needs further investigation).

The prices on the Marco quote have been compared to on prices on line. Based on the price comparisons along with the efficiency of having Marco bench configure multiple PC's at the same time with their knowledge of our network, the recommendation is to purchase from Marco to complete the configuration and installation. Bench configuration includes the unboxing and configuring the workstations with the basic licensed software at their site so they only require minor configuration when they are delivered to our work areas to be connected to our domain.

Thank you for your consideration - please advise.

More Detail / Recommendation**Capital Goods Plan****Actual Request for Approval**

*Note: In most cases, the amount listed in the capital goods plan is less than the request for approval. The Capital Goods Plan is a savings tool for projecting and planning for equipment purchases. With workstations and printers, the practice is to use them until performance is failing or until there is no longer support for the operating system, which means there are some years in the capital plan where a purchase may have been scheduled or due, but the purchase was not made, which builds up the balance in the reserve fund. Both amounts are provided to provide as a point of reference.

Department	Description	Total	Description	Total
Clerk	5 workstations	\$10,500	1 desktop & 4 notebooks & 2 printers	\$12,725 + 2 printers (will be requested separately)

5 workstations scheduled for replacement in 2023 on the capital goods plan @ \$10,500. \$10,300 included in the 2023 operations budget (801-41500). 2 Printers are not performing well. 2 Printers are scheduled for replacement every 3 years on the capital goods plan, and these printers were purchased in 2018. The monitors purchased in 2018 can continue to be used at each workstation. Replace the monitors from 2005 with one that matches the 2018 monitor resolution & performance allowing for better compatibility when moving documents, spreadsheets and online information from one monitor to the other.

Clerk Department Workstation Summary

- Clerk-001 – Administrator – Docking Notebook, 1 new monitor & Printer
- Clerk-002 – Wangen – Docking Notebook, 1 new monitor & Printer
- Clerk 003 – Schlichter – Docking Notebook, & 1 new monitor
- Clerk-004 – Elder – Desktop, & 1 new monitor (relocate existing printer)
- Clerk-005 – Carlson – Docking Notebook, & 1 new monitor

Ambulance	1 workstation	\$2,266	1 notebook	\$ 2,675
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The capital goods plan included \$2,266 scheduled for an office computer in 2024. The 2023 ambulance budget included \$2,000 on the small tools and minor equipment line in the capital fund (231-240). The recommendation is to combine the planned workstation purchases for 2023 and 2024 due to equipment lead times and to save labor costs by configuring and installing multiple workstations at one time.

Ambulance Department Workstation Summary

- Ambulance-001 – Burnett – Docking Notebook, & 1 new monitor

Police	2 Office Computers	\$3,296	2 desktops 512GB+ 1 additional monitor	\$ 5,110
Police	2 Squad Computers	\$6,775	2 Rugged Notebooks & Mounts (model to be determined)	\$ 10,975

The capital goods plan includes \$3,296 scheduled for 2 office computers in 2023. The on duty desk workstation was replaced in 2018, however the workstation in the chiefs office is beyond its scheduled replacement, resulting in an actual requested replacement cost higher than the capital plan reflects, the same with the squad notebooks. The squad computers were purchased in 2016. So three of the computers have been used well beyond their anticipated life. The funds for planned purchases in prior years remain in the police reserve fund. \$6,000 was included in the 2023 budget for workstation replacements.

Police Department Workstation Summary

- PD-ODD – On Duty Desk - Desktop 512GB, & 1 new monitor
- PD-Chief – Chiefs Office – Desktop 512GB & 2 new monitors
- Squad 1 & 2 – Rugged Notebook & Mount

Fire	1 Computer	\$1,648		Not replacing
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The capital plan includes \$1,648 for 2024. No replacement is being requested at this time.

Public Works	Streets – 1 Workstation	\$1,030	1 desktop	\$ 2,100
Public Works	PW Office – 1 Workstation	\$1,030	1 desktop	\$ 2,100

The street department capital goods plan includes \$1,030 for a computer in 2023 & 350 for a printer in 2022. The street department did budget for a computer in 2023.

Neither the water department nor the parks department capital plans include a computer line item, however the water department budget for 2023 did include 50% of a workstation refresh.

Public Works Department Workstation Summary

- PW-Brian –Desktop, 1 new monitor
- CS-Shop – Public Works facility Priebe & Funk– Desktop & 1 new monitor

WWTP	1 desktop	1,750	1 desktop	\$ 2,100
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The capital goods plan includes \$1,750 for an office computer in 2023 and the 2023 budget included \$2,000 for a desktop refresh for the wastewater treatment facility.

WWTP Department Workstation Summary

- CS-WWTP – Schlichter & Irish – 1 desktop & 1 new monitor

Workstation Departmental Cost Allocation

2023 Workstation Replacements = 13 VERSION Monitors = 12													\$ 10,645			
Dept	WS#	Price Each	HRDWR EA	1,541	HRDWR EA	\$ 899	HRDWR EA	\$ 1,270	HRDWR EA	Monitor	HRDWR EA	\$ 311	HRDWR EA	\$ 3,806	LABOR EA	TOTAL
		User		Notebook wDock & 3yrP&L	Qty	Price	Qty	PD Desktop 512gb w3yr	Qty	Price	Qty	Price	Qty	Rugged Ntbk&Dock	ALLOC	
1 Clerk	Clerk-001	Administrator	1	\$ 1,541							1	\$ 311			LABOR	\$ 819
2 Clerk	Clerk-002	Wangen	1	\$ 1,541							1	\$ 311			LABOR	\$ 819
3 Clerk	Clerk-003	Schlichter	1	\$ 1,541							1	\$ 311			LABOR	\$ 819
4 Clerk	Clerk-004	Elder			1	\$ 899					1	\$ 311			LABOR	\$ 819
5 Clerk	Clerk-005	Carlson	1	\$ 1,541							1	\$ 311			LABOR	\$ 819
CLERK TOTAL																\$ 12,711
6 Amb	Ambulance-001	Burnett	1	\$ 1,541							1	\$ 311			LABOR	\$ 819
AMBULANCE TOTAL																\$ 2,671
7 PD	PD-ODD	On Duty Officer							1	\$ 1,270	1	\$ 311			LABOR	\$ 819
8 PD	PD-Chief	Fox							1	\$ 1,270	2	\$ 621			LABOR	\$ 819
9 PD	Squad 1	Squad 1										\$ -	1	\$ 3,806	LABOR	\$ 819
10 PD	Squad 2	Squad 2										\$ -	1	\$ 3,806	LABOR	\$ 819
PD TOTAL																\$ 14,360
11 PWRKS	PW	Burkholder									1	\$ 311			LABOR	\$ 819
12 PWRKS	CS-Shop	Funk&Priebe									1	\$ 311			LABOR	\$ 819
13 PWRKS	CS-WWTP	Schlichter & Irish									1	\$ 311			LABOR	\$ 819
PWRKS TOTAL																\$ 6,086
	Street															\$ 2,029
	Parks															\$ 1,014
	Water															\$ 1,014
	Waste Water															\$ 2,029
			5	\$ 7,705	4	\$ 3,596	2	\$ 2,540	12	\$ 3,728	2	\$ 7,612	LABOR	\$ 10,647	\$ 35,828	\$ 35,828

This quote has not been approved.

IT - Laptop/ Desktop Refresh -- CITY OF CHATFIELD

Prepared For Client

CITY OF CHATFIELD
Kay WANGEN
21 SE 2ND ST
CHATFIELD, MN 55923-1204

Quote #: 136568v7

Prepared By

Christina Welke
Senior Technology Advisor
Direct: 507-273-9350
christina.welke@marconet.com



Christina Welke

1. Schedule of Products

Client must download and review the attached PDF document(s) before accepting below:



2. Review and/or Select Your Options

Your Available Options

Notebook

Desktop

Monitor

Rugged Notebooks

Professional Services Labor

Professional Services Work Order Agreement For PC Setup

Quote Summary

Notebook Subtotal

Desktop Subtotal

Monitor Subtotal

Rugged Notebooks Subtotal

Professional Services Labor Subtotal

Professional Services Work Order Agreement For PC Setup Subtotal

Subtotal

Total Amount

One-Time

Same \$7,705.00

5,765 \$6,136.00

Same \$3,727.92

9320 \$7,612.00

Same \$10,645.00

\$0.00

\$35,825.92

\$35,825.92

One-Time Payment

☒ One-Time Payment

Payments

Interval

Amount

1

One-Time

\$35,825.92

☐ Selected Non-Recurring Payment

\$35,825.92

Update Options

3. Approval

By clicking accept and signing below, Client:

- Represents that it has reviewed, downloaded for its records and agrees to be legally bound by the Schedule of Products contained in the pdf form in Section 1, above.
- Represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, Product Agreement(s), and applicable policy(s) ("Terms and Conditions") located at www.marconet.com/legal for the products it is obtaining as identified in the Schedule of Products.
- Agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.

☐ I accept the above and the Terms and Conditions

E-Signature
CITY OF CHATFIELD

First & Last Name:

Title:



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

IT - Laptop/ Desktop Refresh -- CITY OF CHATFIELD



Prepared by:

Marco - Rochester

Christina Welke

507-273-9350

christina.welke@marconet.com

Prepared for:

CITY OF CHATFIELD

21 SE 2ND ST

CHATFIELD, MN 55923-1204

Kay WANGEN

507.867.1514

kwangen@ci.chatfield.mn.us

Quote Information:

Quote #: 136568

Version: 7

Date Issued: 07/10/2023

Expiration Date: 07/31/2023

■ Notebook

Description	One-Time	Qty	Ext. One-Time
In Stock - Standard Shipping - 5 to 7 Business Days			
HP ProBook 450 G9 15.6" Notebook - Full HD - 1920 x 1080 - Intel Core i5 12th Gen i5-1235U Deca-core (10 Core) 1.30 GHz - 16 GB Total RAM - 256 GB SSD - Silver - Intel Chip - Windows 11 Pro - Intel Iris Xe Graphics - In-plane Switching (IPS) Technology -	\$1,020.00 ✓ 5	5	\$5,100.00
HP Care Pack - 3 Year - Service - 9 x 5 Next Business Day - On-site - Maintenance - Parts & Labor - Electronic and Physical	\$138.00 ✓ 9	5	\$690.00
VisionTek VT7000 - Triple Display 4K USB-C Docking Station with 100W Power Delivery - for Notebook/Monitor/Workstation/Camera/Headphone/Microphone - 100 W - USB Type-A, USB Type C - 3 Displays Supported - 4K - 3840 x 2160 - 5 x USB Ports - 3 x USB 3.0 - 1	\$352.00 ✓ 5	5	\$1,760.00
HP Wireless Keyboard And Mouse 300 - USB Wireless 2.40 GHz Keyboard - Black - USB Wireless Mouse - 1600 dpi - Black - Internet Key, Email, Search Hot Key(s) - Symmetrical - AAA	\$31.00 ✓ 5	5	\$155.00

Subtotal: \$7,705.00

Save 1541

■ Desktop

Description	One-Time	Qty	Ext. One-Time
Limited Stock Available - Back Order Stock - 2 to 4 Weeks			
HP Business Desktop ProDesk 400 G6 Desktop Computer - Intel Core i5 10th Gen i5 -10500T Hexa-core (6 Core) 2.30 GHz - 16 GB RAM DDR4 SDRAM - 256 GB NVMe M.2 PCI Express SSD - Desktop Mini - Black - Intel Q470 Chip - Windows 11 Pro - Intel UHD Graphics 630	\$872.00 ✓ 5 w keyboard + mouse	4	\$3,488.00



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

HP 3 year Next business day Onsite Optional Customer Self Repair Desktop/Workstation Only HW Service	\$27.00	4	\$108.00
899 Sam			
Back Ordered - 1 to 2 Weeks			
HP Elite Mini 800 G9 Desktop Computer - Intel Core i5 12th Gen i5-12500T Hexa-core (6 Core) 2 GHz - 16 GB RAM DDR5 SDRAM - 512 GB M.2 PCI Express NVMe SSD - Mini PC - Black - Intel Q670 Chip - Windows 11 Pro - Intel UHD Graphics 770 DDR5 SDRAM - English (\$1,230.00	2	\$2,460.00
PD			
HP Care Pack Active Care Hardware Support - Extended Warranty - 3 Year - Warranty - 9 x 5 x Next Business Day - On-site - Maintenance - Parts & Labor	\$40.00	2	\$80.00

Subtotal: \$6,136.00

Monitor

Description	One-Time	Qty	Ext. One-Time
In Stock - Standard Shipping - 5 to 7 Business Days			
HP E24u G4 - E-Series - LED monitor - 24" (23.8" viewable) - 1920 x 1080 Full HD (1080p) @ 60 Hz - IPS - 250 cd/m ² - 1000:1 - 5 ms - HDMI, DisplayPort, USB-C	\$298.66	12	\$3,583.92
3ft DisplayPort Cable with Latches 8K UHD M/M - Black	\$12.00	12	\$144.00

Subtotal: \$3,727.92

Rugged Notebooks

Description	One-Time	Qty	Ext. One-Time
ETA - 2 Weeks			
Latitude 5430 Rgd, XCTO - 11th Gen Intel® Core™ i5-1135G7 -Windows 11 Pro - 16GB - 512SSD - 14" Touchscreen - AT&T 5G Qualcomm	\$3,731.00	2	\$7,462.00
wao 3379			
Havis Mounting Plate for Notebook - Black Powder Coat - Rugged	\$75.00	2	\$150.00
Bata 517			

Subtotal: \$7,612.00

Professional Services Labor

Description	One-Time	Qty	Ext. One-Time
Marco Professional Services - T&M - Estimate	\$10,150.00	1	\$10,150.00
Marco Professional Services - Fixed Fee - Milestone 1	\$495.00	1	\$495.00



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

Subtotal:

\$10,645.00

Cyber

■ Professional Services Work Order Agreement For PC Setup

■ ABOUT THIS PROFESSIONAL SERVICES ENGAGEMENT

This Work Order Agreement outlines the products (if applicable), services, and deliverables that Marco will provide to the Client for this project ("Agreement"). Marco will work closely with the Client a consultative basis to optimize the success of the engagement. This Agreement is governed by and subject to the Relationship Agreement between Client and Marco. This Agreement is valid through the expiration date on this document.

■ ENGAGEMENT OVERVIEW - DESCRIPTION OF SERVICES AND DELIVERABLES

CITY OF CHATFIELD requires new PC/laptops to be setup.

- Install Marco MIT suite of Services (current MIT client)
- Install Appropriate business line applications (Customer responsible for licensing if net new)
- Install Network Connections and Devices i.e. Printers
- Transfer over pertinent data from existing machines
- Test to ensure functionality

■ SERVICES ASSUMPTIONS, EXCLUSIONS, CLIENT RESPONSIBILITIES, AND NOTES

Please list any Assumptions, Exclusions, and Important Notes for the purposes of this engagement:

- All work is done on a T&M basis. Travel is billable as T&M.
- CITY OF CHATFIELD to provide all licenses for existing software



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT AGREEMENT(S)

Quote Summary - One-Time Expenses

Description	Amount
Notebook	\$7,705.00
Desktop	\$6,136.00
Monitor	\$3,727.92
Rugged Notebooks	\$7,612.00
Professional Services Labor	\$10,645.00
Total: \$35,825.92	

Payment Options

Description	Payments	Interval	Amount
One-Time Payment			
One-Time Payment	1	One-Time	\$35,825.92

Summary of Selected Payment Options

Description	Amount
One-Time Payment: One-Time Payment	



SCHEDULE A - SCHEDULE OF PRODUCTS TO PRODUCT
AGREEMENT(S)

■ Approval

- Client represents that it has reviewed and agrees to be legally bound by this Schedule of Products.
- Client represents that it has reviewed and agrees to be legally bound by the Relationship Agreement, any Product Agreement(s) referred to herein, and applicable policy(ies) ("Terms and Conditions") which are located at www.marconet.com/legal for the Products it is obtaining as identified in this Schedule of Products.
- If the parties have negotiated changes to the Terms and Conditions that have been reduced to writing and signed by both parties, the modified version(s) of such Terms and Conditions, that have not expired or been terminated, shall replace the online version(s).
- Client agrees to use electronic signatures, electronic communications, and electronic records to transact business under the above documents.
- The pricing above does not include taxes. Taxes, fees and surcharges shall be paid by Client and will be shown on invoices to Client.
- Payments made via credit card are subject to a 3% surcharge.
- A \$30 fee will be assessed for any returned payment

Marco Technologies, LLC

CITY OF CHATFIELD

Signature: _____
Name: _____
Title: _____
Date: _____

Prepared for: Kay WANGEN _____

Signature: _____
Signed by: _____
Title: _____
Date: _____
PO Number: _____
Email Address: _____

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

HELD: _____, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Chatfield, Fillmore County, Minnesota, was duly held at the City Hall in said City on the _____ day of _____, 2023, beginning at 7:00 o'clock P.M. for the purpose, in part, of decertifying Tax Increment Finance District Number 3-2 within Municipal Development District No. 3, of said City.

The following Council members were present: **INSERT NAMES**

and the following were absent: **INSERT NAMES**

Council member **INSERT NAME** introduced the following resolution and moved its adoption:

RESOLUTION APPROVING THE DECERTIFICATION OF
TAX INCREMENT FINANCING DISTRICT NO. 3-2
OF THE CITY OF CHATFIELD

WHEREAS, on May 12, 2003, the City of Chatfield (the "City") created its Tax Increment Financing District No. 3-2 (the "District") within its Municipal Development District No. 3 (the "Project"); and

WHEREAS, as of the date hereof all bonds and obligations to which tax increment from the District have been pledged have been paid in full or defeased and all other costs of the Project have been paid; and

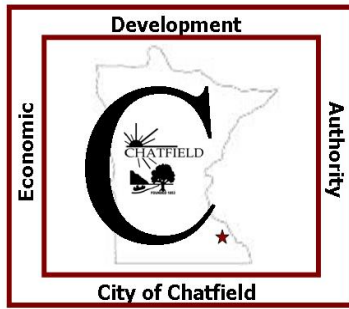
WHEREAS, the City desires by this resolution to cause the decertification of the District effective 12/31/2023 after which all property taxes generated within the District will be distributed in the same manner as all other property taxes.

NOW THEREFORE, BE IT RESOLVED by the City Council that the City's staff shall take such action as is necessary to cause the County Auditor of Chatfield County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City.

DATED: _____, 2023

ATTEST:

City Administrator



Chatfield Economic Development Authority
Thurber Community Center - Chatfield Municipal Building
21 Second Street SE
Chatfield, MN 55923
Voice 507.867.1523 Fax 507.867.9093
www.ci.chatfield.mn.us

July 24, 2023

MEMO

To: Chatfield City Council

From: Chris Giesen

RE: Resolutions to Decertify Tax Increment Financing Districts 3-2, 3-4, and 3-5

Background

Three Tax Increment Financing (TIF) districts have run the course of their agreements and are able to be decertified.

District 3-2 was created in May 2003 to assist the Lonestone housing development, District 3-4 was created in October 2013 to help EZ Fabricating expand and remain in Chatfield, and District 3-5 was created in July 2022 for a fitness club project that ultimately did not move forward.

After decertification, all of the new taxes captured each year by each of these districts will be released to the city, school, and county as normal property tax payments. The Lonestone District averaged about \$150,000-170,000 in TIF collections each year (once built out) and EZ Fabricating averaged about \$10,000 – 14,000 each year. In future years, the city will be able to enjoy its portion of these dollars for our budgeting purposes.

Action Requested

The EDA recommends approving the decertification of all three TIF districts by adopting each attached resolution, separately.

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

HELD: _____, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Chatfield, Fillmore County, Minnesota, was duly held at the City Hall in said City on the _____ day of _____, 2023, beginning at _____ o'clock P.M. for the purpose, in part, of decertifying Tax Increment Finance District Number 3-5 within Municipal Development District No. 3, of said City.

The following Council members were present: **INSERT NAMES**

and the following were absent: **INSERT NAMES**

Council member **INSERT NAME** introduced the following resolution and moved its adoption:

RESOLUTION APPROVING THE DECERTIFICATION OF
TAX INCREMENT FINANCING DISTRICT NO. 3-5
OF THE CITY OF CHATFIELD

WHEREAS, on July 11, 2022, the City of Chatfield (the "City") created its Tax Increment Financing District No. 3-5 (the "District") within its Municipal Development District No. 3 (the "Project"); and

WHEREAS, as of the date hereof the Project has been abandoned and the City wishes to formally decertify this Tax Increment Financing District; and

WHEREAS, despite the fact that the District was never certified at Fillmore County, the City desires by this resolution to cause the decertification of the District effective immediately.

NOW THEREFORE, BE IT RESOLVED by the City Council that the City's staff shall take such action as is necessary to cause the District to be decertified.

DATED: _____, 2023

ATTEST:

City Administrator

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

HELD: _____, 2023

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Chatfield, Fillmore County, Minnesota, was duly held at the City Hall in said City on the _____ day of _____, 2023, beginning at 7:00 o'clock P.M. for the purpose, in part, of decertifying Tax Increment Finance District Number 3-4 within Municipal Development District No. 3, of said City.

The following Council members were present: **INSERT NAMES**

and the following were absent: **INSERT NAMES**

Council member **INSERT NAME** introduced the following resolution and moved its adoption:

RESOLUTION APPROVING THE DECERTIFICATION OF
TAX INCREMENT FINANCING DISTRICT NO. 3-4
OF THE CITY OF CHATFIELD

WHEREAS, on October 14, 2013, the City of Chatfield (the "City") created its Tax Increment Financing District No. 3-4 (the "District") within its Municipal Development District No. 3 (the "Project"); and

WHEREAS, Fillmore County incorrectly decertified the District as of 12/31/2022; and

WHEREAS, the outstanding obligations for the District are deemed minimal and not requiring a corrective action; and

WHEREAS, the City desires by this resolution to confirm the decertification of the District effective 12/31/2022 after which all property taxes generated within the District will be distributed in the same manner as all other property taxes.

NOW THEREFORE, BE IT RESOLVED by the City Council that the City's staff shall take such action as is necessary to cause the County Auditor of Chatfield County to decertify the District as a tax increment district and to no longer remit tax increment from the District to the City.

DATED: _____, 2023

ATTEST:

City Administrator



Chatfield Police Department
Chief Shane Fox

21 2nd St SE
Chatfield, MN 55923
Phone: 507-867-1515
Fax: 507-867-1483

MEMORANDUM

Date: July 18, 2023
To: Mayor, City Council
From: Shane Fox
Subject: Recommendation to Hire

Recently, Office Scott Keigley informed me that he has accepted an officer from the Fillmore County Sheriff's Office and will be starting there on July 31, 2023.

The department had been in the process of hiring Trevor Schmidt as a part-time officer; Schmidt interviewed for the spot that Richard Evans filled in May.

In light of Officer Keigley leaving, it was recommended by the Personnel/Budget Committee that we offer a full-time position to Schmidt, instead of part-time. I have spoken to Schmidt, and he is interested in the full-time position. We have a background for him, and he has made appointments for both his psychological exam and physical.

An advertisement was placed for applications for the full-time position, but as of the date of this letter, we have received zero applications.

Pending satisfactory results on his psychological exam and physical, it is my recommendation that we extend an offer to Trevor Schmidt for the position of full-time Police Officer for the City of Chatfield.

Thank you for your consideration,

Shane

City of Chatfield, Minnesota Employment Agreement

AGREEMENT made this 24th day of July, 2023, by and between the CITY OF Chatfield, a Minnesota municipal corporation ("Employer"), and Michele Peterson ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time-to-time assign.
2. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.
3. **SALARY.** Employer shall pay Employee a salary of \$114,502 (step 4) per year starting on her first day of employment. Employer and Employee agree that an initial performance review will be conducted on Employee after six (6) months and annually thereafter. The Employer agrees to consider an increase in compensation to the Employee dependent upon the results of the annual performance evaluation.
4. **SICK LEAVE.** Effective upon Employee's first day of employment, Employee shall accrue sick leave in accordance with the City's personnel policies.
5. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with 80 hours of accrued vacation leave. In addition, Employee shall accrue vacation leave in accordance with the City's personnel policies as a 12-year employee (11.66 hours/month accrual).
6. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.
7. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

8. **DUES AND SUBSCRIPTIONS.** Employer shall budget and 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.

9. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. This includes, but is not limited to, the Minnesota Small Cities Association, International City/County Management Association, Minnesota City/County Management Association, and League of Minnesota Cities. Employee shall use good judgment in her outside activities so she will not neglect her primary duties to the Employer.

10. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

11. **AUTOMOBILE.** Employee shall utilize an appointed Employer vehicle for conducting city business such as inspections, meetings and attending conferences. If the appointed Employer vehicle is unavailable, the Employer will reimburse Employee at the federal mileage reimbursement rate for use of her personal automobile to conduct Employer business.

12. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

13. **HOURS OF WORK.** It is understood the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

14. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator, then in that event, Employer agrees to pay Employee at the time of receipt of her last paycheck a lump sum cash payment equal to three months aggregate salary and to continue

to provide and pay for the benefits set forth in paragraph 7 for a period of three months following termination. However, in the event Employee is terminated because of her malfeasance in office, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employer at any time during the employment term reduces the salary or other financial benefits of Employee in a greater percentage than across-the-board reduction for all non-union employees, or if Employer refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee or Employee resigns following a formal suggestion by Employer that she resign, then Employee may, at her option, be deemed to be "terminated" on the effective date of Employee's resignation and the Employee shall also be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns her position with Employer, Employee agrees to give the Employer thirty (30) days advance notice. If Employee voluntarily resigns her position with Employer, Employee will receive a severance benefit in accordance with the City's personnel policies.

17. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employee to resign at any time from her position with Employer, subject only to the provisions of this Agreement.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:
CITY OF Chatfield

EMPLOYEE:

BY: _____
Its Mayor

AND

Its City Clerk