### CITY OF CHATFIELD COMMON COUNCIL AGENDA February 8, 2021 7:00 P.M

- I. Chatfield City Council February 8, 2021 7:00 p.m. City Council Chambers
  - 1. Consent Agenda:
    - A. Approval of minutes of prior meetings.
    - B. Approve payment of claims.
    - C. Authorize advertisement for Pool Manager
    - D. Approve a one step pay increase to Rocky Burnett to Grade 8, Step 2 effective on employment anniversary.
  - 2. Ordinance #451 Re-Zoning
    - A. Second Consideration
    - B. Publication
  - 3. S.C.S. Report:
  - 4. Mayor's Report:
  - 5. Clerk's Report:
    - A. Approve Municipal Advisor role for Mike Bubany of DDA.
  - 6. Roundtable
  - 7. Adjourn.
  - 8. Meeting Notices:
    - A. Personnel/Budget Committee 4:30 p.m. (Councilors Novotny & Urban)
    - B. Public Works Committee 5:30 p.m. (Councilors Novotny & Urban)

### CITY OF CHATFIELD COMMON COUNCIL MEETING MINUTES

### Monday, January 25, 2021

The Common Council of the City of Chatfield met in regular session on Monday, January 25, 2021. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

Members Present: Councilor Paul Novotny, Councilor Joshua Broadwater, Councilor John McBroom,

Councilor Pam Bluhm, and Mayor Russell Smith.

Members absent: Councilor Mike Urban.

Others Present: Sara Sturgis, Brian Burkholder, Joel Young, James Fisher, Fred Suhler Jr., Craig

Britton, Karen Reisner, Shane Fox, and Gretchen Mensink-Lovejoy.

### Consent Agenda

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

- 1. Approval of January 11, 2021 meeting minutes
- 2. Approve payment of claims
- 3. Approval of Fillmore County Ambulance Service Agreement
- 4. Accept resignation of Alex Weiss from EMT status

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

Navs: None

Absent: Councilor: Urban

Motion carried.

#### Consider Chatfield Alliance Request for Chillfest

### The Alliance Request

The Chatfield Alliance will be hosting Chillfest this year with activities happening February 5th & 6th. They are asking for the use of city-owned property for events.

PawPrint Brewery will also need a temporary liquor license for the Bites & Barrels fundraiser. This fundraiser is geared towards our local restaurants.

Fillmore County Public Health has been contacted and they feel the plan is good for the event.

Councilor John McBroom entered a motion, with a second by Councilor Joshua Broadwater, to approve the use of city property for Chillfest events.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

### PawPrint Brewery Temporary Liquor License Request for Chillfest Event

Councilor John McBroom entered a motion, with a second by Councilor Joshua Broadwater, to approve a temporary liquor license to PawPrint Brewery for the Chillfest event Bites & Barrels on Feb. 6, 2021.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

The Alliance asks people to spread the word about Chillfest. If 80 Bites & Barrels packages are purchased, it will trigger a \$6000 match to the fund raiser.

### Ordinance #450 - Fence Regulations

#### Second Consideration

**Councilor Paul Novotny entered a motion, with a second by Councilor John McBroom**, to approve the second consideration to Ordinance #450 - Fence Regulations.

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

Navs: None

Absent: Councilor: Urban

Motion carried.

#### Publication

Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater, to approve

the publication of Ordinance #450 -Fence Regulations

Aves: Councilors: Novotny, Broadwater, McBroom, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

### Ordinance \$451 - Re-Zoning Ordinance - First Consideration

### Rezoning Memo

The Chatfield Economic Development Authority submitted a request to rezone the Chatfield Center for the Arts Block addressed as 405 Main Street South from R-1 (Low Density Residential) to B-1 (General Commercial) on July 6, 2015. Proper notice and publication were given for a public hearing on August 3, 2015 before the Chatfield Planning & Zoning Commission. No members of the public were present at the meeting. City Hall did receive one telephone call asking for details concerning the rezone, but they did not attend the hearing.

The Planning & Zoning Commissioners voted unanimously to recommend that a draft resolution be forwarded to the City Council for their review and final action stating that Block 19 of Chatfield's Original Plat be rezoned to better align the commercial land use with a commercial zone, to further promote and encourage downtown commercial areas, and to align the current commercial and cultural uses that are facilitated in the block.

The adoption of Ordinance #451 - Re-Zoning Ordinance, will complete the process for the requested rezoning.

Councilor Paul Novotny entered a motion, with a second by Councilor Joshua Broadwater, to approve the first consideration of Ordinance #451 – Re-Zoning Ordinance, a rezoning of 405 Main Street S from R-1 to B-1.

Aves: Councilors: Novotny, Broadwater, McBroom, and Bluhm

Navs: None

Absent: Councilor: Urban

Motion carried.

### Ordinance #452 - Lodging Tax

This item will come back at a later date.

### **Committee Reports**

#### Public Services Committee

Councilor Bluhm was in attendance.

There was a request for a refund for part of the liquor license fees collected last year. The request was due to establishments have to be closed part of the year due to the COVID pandemic. The committee chose not to refund any fees as it affected only one establishment.

A nuisance ordinance was also discussed with more to come later.

#### Park & Recreation Committee

Councilor Broadwater was in attendance.

Discussion of a grant application for Lone Stone took place. It is a competitive process that will be moving forward.

### Mayor's Report

Mayor Smith said kudos and thanks to the snow plow crew. The work in Groen Park and Mill Creek Park has not gone unnoticed. He has heard excellent comments. People are thankful for the job you are doing and the ability to utilize the parks and trials.

### Clerk's Report

### Athenian Fellowship

City Clerk, Joel Young congratulated Deputy Clerk Beth Carlson on obtaining her Athenian Fellow Designation.

#### Roundtable

No comments were made during roundtable.

### Adjourn

Councilor John McBroom entered a motion, with a second by Councilor Pam Bluhm, to adjourn

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

Navs: None

Absent: Councilor: Urban

Motion carried.

Russ Smith, Mayor	Beth Carlson, Deputy Clerk



### City of Chatfield Batch Listing - Unposted Summary Current Period: Closing 2020

Check
Nhr Invoice Account

Nbr I	nvoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor BAKE	R & TA	YLOR BOOKS				
1	2/31/2	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$39.05	ACCOUNT 75030273
1	2/31/2	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$1,725.37	ACCOUNT L6248262
Vendor BAKE	R & TA	YLOR BOOKS			\$1,764.42	
Vendor CANO	N FINA	NCIAL SERVICES,	INC.			
2	61172	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
Vendor CANO	ON FINA	NCIAL SERVICES,	INC.		\$108.44	
Vendor CHAT	FIELD I	NEWS				
1	.24	E 211-45500-430	Libraries (GENERA	Miscellaneous (GENERAL	\$20.00	27-29 PT CLEANER
Vendor CHAT	FIELD I	NEWS			\$20.00	
Vendor MON	ICA ERI	ICKSON				
1	2/13/2	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$164.33	REIMB - AMAZON.COM
Vendor MON	ICA ERI	CKSON			\$164.33	
Vendor SELC	0					
0	48479	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$570.63	MULTI-FUNCTION PRINTER 4QTR 202
Vendor SELC	0			•	\$570.63	
Batch Name 2020	CL AP6				\$2,627.82	
					\$2,627.82	



### City of Chatfield Batch Listing - Unposted Summary Current Period: January 2021

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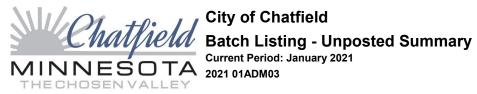
Nbr Invo	oice Account	Dept Descr	Object Descr	Amount	Comments
Vendor ROOT R	IVER STATE BANK				
111468	E 100-41500-310	City Clerk	Other Professional Servic	\$73.65	INT BANKING CHARGES 40 + 18.65 +
Vendor ROOT R	IVER STATE BANK		_	\$73.65	
Batch Name 2021 01 ADM01			_	\$73.65	
				\$73.65	



### **City of Chatfield** Batch Listing - Unposted Summary Current Period: January 2021

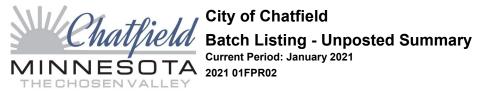
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Nbr Invoice	e Account	Dept Descr	Object Descr	Amount	Comments
Vendor F & M CON	MUNITY BANK				
JANUA	R E 342-47000-610	Debt Service (GEN	Interest	\$3,375.00	2019A GO TAX ABATEMENT
JANUA	R E 342-47000-601	Debt Service (GEN	Debt Srv Bond Principal	\$28,000.00	2019A GO TAX ABATEMENT
Vendor F & M CON	MUNITY BANK			\$31,375.00	
Batch Name 2021 01AD	M02			\$31,375.00	
				\$31,375.00	

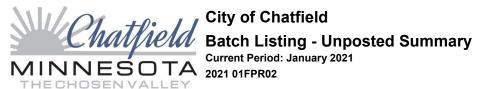


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Nbr Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor KWIK TRIP					
111466 101949	E 211-45500-211	Libraries (GENERA	Program Expenses	\$2,327.50	SCRIP CARDS
Vendor KWIK TRIP			-	\$2,327.50	
Vendor TASC					
111467 139156	E 100-41500-310	City Clerk	Other Professional Servic	\$15.00	COBRA - ADMINISTRATION FEE
Vendor TASC			-	\$15.00	
Batch Name 2021 01ADM	03		<del>-</del>	\$2,342.50	
			=	\$2,342.50	

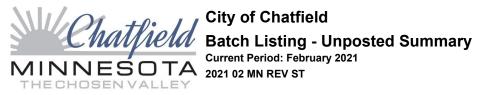


Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AFL	AC					
		G 910-21724			\$47.84	ACCT #A8980 STD - KEIGLEY
111.00		G 910-21712				ACCT #A8980 CANCER - BURKHOLDE
		G 910-21718				ACCT #A8980 SPEVNT - BURKHOLDER
		G 910-21713				ACCT #A8980 ACC - CARLSON
		G 910-21724				ACCT #A8980 STD - CARLSON
	033884	G 910-21715			\$56.29	ACCT #A8980 HOSPITAL INS B CARLS
	033884	G 910-21724			\$51.48	ACCT #A8980 DISABILITY - K COE
	033884	G 910-21712			\$36.14	ACCT #A8980 CANCER INS K COE
	033884	G 910-21715			\$17.20	ACCT #A8980 HOSPITAL INS M ERICS
	033884	G 910-21724			\$43.68	ACCT #A8980 STD - LANDORF
	033884	G 910-21724			\$49.14	ACCT #A8980 STD - SCHMIEDEBERG
	033884	G 910-21713			\$21.58	ACCT #A8980 ACC - SCHMIEDEBERG
	033884	G 910-21713			\$28.08	ACCT #A8980 ACC - LANDORF
	033884	G 910-21713			\$40.04	ACCT #A8980 ACC - M ERICKSON
Vendor AFL	.AC				\$602.46	
Vendor CH	ATETEL D	PUBLIC LIBRARY				
		G 910-21728			\$150.00	SCRIP GAS CARDS
111157		R 211-45500-3620	Libraries (GENERA			SCRIP GAS CARDS
Vendor CHA		PUBLIC LIBRARY			\$0.00	3.0 3.103
					, , , ,	
Vendor DEL					<b>#33.10</b>	LIVIZE EE
111458		G 910-21711				HYKE - EE
		G 910-21711			'	YOUNG - EE + SP
		G 910-21711				PRIEBE - FAMILY
		G 910-21711				IRISH - EE ERICKSON - EMP + CH
		G 910-21711 G 910-21711				COE - EMP + CH
		G 910-21711 G 910-21711				SCHLICHTER - FAMILY
		G 910-21711 G 910-21711				KEIGLEY - FAMILY
Vendor DEL					\$587.75	REIGEET TAPIET
		.,,,=			φ307173	
Vendor EFT		6 040 24700			±4 260 40	MEDICARE WILL STAFF
111459		G 910-21709				MEDICARE WH - STAFF
		G 910-21703				SOC SEC WH - STAFF FEDERAL WH - STAFF
Vander EET		G 910-21701			\$9,532.05	
Vendor EFT	<b>F</b> 5				\$9,552.05	
Vendor EM	POWER					
111460		G 910-21719				INVEST - CARLSON
		G 910-21719			·	INVEST - BURKHOLDER
		G 910-21719				INVEST - TIMM
		G 910-21719				INVEST - COE
		G 910-21719			· ·	INVEST - HYKE
		G 910-21719				INVEST - PRIEBE
		G 910-21719				INVEST - IRISH
		G 910-21719				INVEST - DUBORD
V		G 910-21719				INVEST - SCHLICHTER
Vendor EM	POWER				\$846.97	
Vendor MN	DEPART	. OF REV./WH TAX				
111461	0-958-5	G 910-21702			\$1,950.29	STATE TAX WH - STAFF
Vendor MN	DEPART	. OF REV./WH TAX			\$1,950.29	



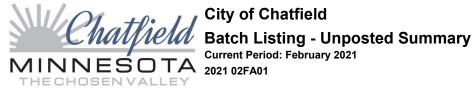
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Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor PER	RA					
111462	SOMPE	G 910-21704			\$4,837.86	PERA - CITY COORDINATED
	SOMPE	G 910-21705			\$4,367.43	PERA - POLICE
Vendor PER	RA				\$9,205.29	
Vendor SU	N LIFE AS	SURANCE COM	PANY			
111463	501035	G 910-21720			\$37.03	INSURANCE - ER 2.56 EE 34.47 - COE
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - BURKHOLDER
	501035	G 910-21720			\$8.80	INSURANCE - ER 2.56 EE 6.24 HYKE
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - CARLSON
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - DUBORD
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - ERICKSON
	501035	G 910-21720			\$4.67	INSURANCE - ER 2.56 EE 2.11 - FOX
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - IRISH
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - LANDORF
	501035	G 910-21720			\$298.76	INSURANCE - ER 2.56 EE 296.20 - YO
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - MILIANDER
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - PRIEBE
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 - SCHMIEDEBER
	501035	G 910-21720			\$2.56	INSURANCE - ER 2.56 SCHLICHTER
	501035	G 910-21720			\$9.90	INSURANCE - ER 2.56 EE 7.34 - BURN
Vendor SU	N LIFE AS	SURANCE COM	PANY		\$384.76	
Vendor TAS	SC					
111464	01/21/2	G 910-21714			\$114.58	FSA - EmpE - SCHMIEDEBERG
Vendor TAS	SC				\$114.58	
Batch Name 202	21 01FPR0	2			\$23,224.15	
					\$23,224.15	



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Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments			
Vendor MN REVENUE									
111469		E 614-49840-437	Cable TV (GENER	Sales Tax - Purchases	\$3.00	7316521 WTR TWR LEASE SALES			
		E 100-41940-437	Municipal Building	Sales Tax - Purchases	\$2.00	7316521 CCTV SALES			
		E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$146.00	PD CHARGES FOR SERV			
		E 603-49500-436	Refuse/Garbage (	Sales Tax	\$949.00	7316521 GARBAGE TAX			
Vendor MN	REVENU	ΙE			\$1,100.00				
Batch Name 2021 02 MN REV ST				\$1,100.00					
					\$1,100.00				



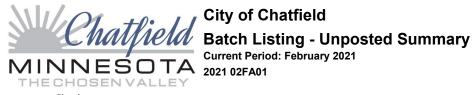
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		Account	Берг Безеі	Object Desci	Amount	Commence
Vendor ALLIED						
		E 230-42270-209	Ambulance	Training Institution		AED TRAINER ESSENTIALS INSTRUCT
Vendor ALLIED	100				\$429.96	
Vendor AMAZO	N CA	PITAL SERVICES,	INC.			
		E 100-42110-153	Police Administrati	Uniform Allowance	\$9.82	BIANCHI BUCKLE SET
160	CQ-C	E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$50.78	PAPER TOWELS
Vendor AMAZO	N CA	PITAL SERVICES,	INC.		\$60.60	
Vendor ARAMA	PK					
		E 100-43100-152	Street Maintenanc	Clothing	\$49.76	UNIFORMS - BRIAN
•	•	E 100-45200-152	Parks (GENERAL)	Clothing	•	UNIFORMS - BILL
	•	E 602-49450-152	Sewer (GENERAL)	Clothing		UNIFORMS - MITCH
	•	E 100-41940-401	Municipal Building	Repairs/Maint Buildings		RUG SERVICE
		E 602-49450-152	Sewer (GENERAL)	Clothing		UNIFORMS - STEVEN
•	•	E 601-49400-152	Water Utilities (GE		·	UNIFORMS -RYAN
Vendor ARAMA	•		(	<b>3</b>	\$478.55	
Vendor BADGE	R ME	TER				
800	0671	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$85.43	1/2 BEACON NETWORK PER UNIT
800	0671	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$85.42	1/2 BEACON NETWORK PER UNIT
Vendor BADGE	R ME	TER			\$170.85	
Vendor BLACKS	STON	E DIIRI TSHTNG				
		E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$79.98	COLORS NEIGHBORS
		E 211-45500-593		Cap. Outlay-Non Print M		CUSTOMER ID 168011
Vendor BLACKS			LIBITATIOS (OLIVLIA)	capi cada, non i inc i i	\$118.93	COOTOTIEN ID 100011
					Ψ110.00	
		THE COULEE REGI				
		E 100-43100-404		Repairs/Maint Equipment	<u> </u>	SHUTTING DOWN W BROOM HOOKED
vendor BOBCA	I OF	THE COULEE REGI	.ON		\$888.93	
Vendor BOUND	TRE	E MEDICAL				
839	9252	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$174.33	MASK PROSPLINT
Vendor BOUND	TRE	E MEDICAL			\$174.33	
Vendor CANON	FIN/	ANCIAL SERVICES	, INC.			
		E 211-45500-404		Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER 01/01-01/31
Vendor CANON	FIN/	ANCIAL SERVICES	•	, , , , ,	\$108.44	, ,
Vendor CENEX			Darko (CENEDAL)	Vohiala Operating Cuppli	¢212.17	CTREET3 FOW DUROND
		E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli		STREET3 50% - DUBORD
	3128 3128	E 602-49450-212 E 100-43100-212	Sewer (GENERAL) Street Maintenanc	Vehicle Operating Suppli	·	WWTP 1 - SCHLICHTER STREET 5 - SCHLICHTER
		E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli Vehicle Operating Suppli		STREET 4 - IRISH
		E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$97.03	
		E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli		STREET3 50% - DUBORD
	3128	E 100-43100-212	Street Maintenanc		·	STREET 2
	3128	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli Vehicle Operating Suppli		STREET 1
		E 100-43100-212	Police Administrati	Vehicle Operating Suppli	•	POLICE SQUAD 3
		E 100-42110-212	Police Administrati	Vehicle Operating Suppli		POLICE SQUAD 3 POLICE SQUAD 1-CHIEF
		E 100-42110-212	Police Administrati	Vehicle Operating Suppli		POLICE SQUAD 1-CHILI POLICE SQUAD 2
		E 220-42280-212	Fire Department *	Vehicle Operating Suppli	·	FIRE TANKER 6
		E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$199.89	
		E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli		WWTP 2 - IRISH
Vendor CENEX			SCHOL (GLIVEIVAL)	Terricie Operating Suppli	\$2,170.43	2 111011
TEHUUI CLITEA	· LLE	OLLING			φ <b>∠</b> ,1/0. <del>1</del> 3	

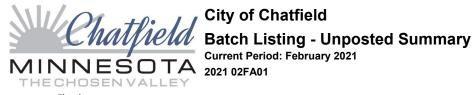


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Nbr In	voice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor CENTU	IRYI TI	IK-WFRFX				
		E 100-41500-320	City Clerk	Communications (GENER	\$269.94	WEBEX 10@23 + TAX/LIC
Vendor CENTL			only one	_	\$269.94	
Vendor CHATI	FTFI D (	CENTER FOR THE A	ARTS			
		R 250-46630-3956			\$4,166,67	EDA & CCA MONTHLY LEASE 2017-20
		CENTER FOR THE A	•	-	\$4,166.67	
Vendor CHATI	FTFI D I	PARTS HOUSE				
		E 100-42110-240	Police Administrati	Small Tools and Minor E	-\$172.99	VIDEOSCOPE
		E 100-42110-404	Police Administrati	Repairs/Maint Equipment		BATTERIES
01	1/31/2	E 100-43100-210	Street Maintenanc		\$4.99	TERMINAL
01	1/31/2	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$3.99	CLIP
01	1/31/2	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$11.99	2.5 GAL DIESEL
01	1/31/2	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$18.96	BOLT
01	1/31/2	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$11.99	HYDFLUID
01	1/31/2	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$15.98	HITCH PIN
01	1/31/2	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$13.47	BUSHING JOINT
01	1/31/2	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$2.99	BOXED MINIATURES
01	1/31/2	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$6.98	LIQUID NAILS
01	1/31/2	E 100-42110-240	Police Administrati	Small Tools and Minor E	\$169.98	
		E 100-43100-240	Street Maintenanc			CUT OFF WHEEL
		E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli		RTU EXT LIFE
		E 100-42110-240	Police Administrati	Small Tools and Minor E	\$84.99	
		E 100-42110-240	Police Administrati	Small Tools and Minor E	•	VIDEOSCOPE
		E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		REDUCER
Vendor CHATI	FIELD	PARTS HOUSE			\$523.73	
Vendor CITY (	OF CHA	TFIELD				
01	1/26/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$676.46	10-00000031-00-3 WWTP
01	1/26/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$636.64	10-00000001-00-4 THURBER BLDG GA
		E 211-45500-380	Libraries (GENERA			10-00000011-007PUBLIC LIBRARY
		E 220-42280-380	Fire Department *	Utility Services (GENERA	•	10-00000051-009 FIRE HALL
		E 100-43100-380	Street Maintenanc	Utility Services (GENERA		10-00000081-008 CITY SHOP
Vendor CITY (	OF CHA	ATFIELD			\$1,780.63	
Vendor CONS	TRUCT	ION MANAGEMEN	T SERVIC			
JA	AN 31,	E 100-42400-441	Building Inspectio	Plan Review	\$84.96	PLAN REVIEW
		E 100-42400-440	Building Inspectio	Building Inspections		INSPECTIONS
Vendor CONS	TRUCT	ION MANAGEMEN	T SERVIC		\$1,014.85	
Vendor DEED						
FE	EB 20	E 361-46620-610	Revolving Loan Fu	Interest	\$119.58	#CDAP-18-H-FY19 EZ FABIV
FE	EB 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$598.61	#CDAP-18-0018-H-FY19 EZ FABIV
FE	EB 20	E 361-46620-610	Revolving Loan Fu	Interest	\$211.68	#CDAP-13-0031-H-FY14 EZ FABII
FE	EB 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$1,760.84	#CDAP-13-0031-H-FY14 EZ FABII
Vendor DEED					\$2,690.71	
Vendor EO JO	HNSOI	N, BUSINESS TECH				
		E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$65.52	#56246 NETWORK L9124 MP C4503
IN	IV889	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	·	#56246 NETWORK L9124 MP C4503
IN	IV889	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$36.00	#46719-01 POLICE L7545
IN	V886	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$5.87	#56246 NETWORK L9124 MP C4503
IN	1V886	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$20.48	#56246 NETWORK L9124 MP C4503
IN	NV886	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$10.72	#56246 NETWORK L9124 MP C4503

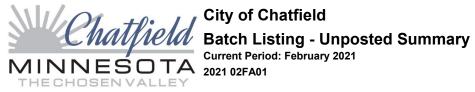


Check						
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	INV886	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$22.42	#56246 NETWORK L9124 MP C4503
	INV886	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$10.72	#56246 NETWORK L9124 MP C4503
	INV886	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$10.72	#56246 NETWORK L9124 MP C4503
	INV886	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$5.85	#56246 NETWORK L9124 MP C4503
	INV889	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$34.32	#56246 NETWORK L9124 MP C4503
	INV886	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$10.51	#46719-01 POLICE L7545
	INV889	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$18.72	#56246 NETWORK L9124 MP C4503
	INV889	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment	\$34.32	#56246 NETWORK L9124 MP C4503
	INV889	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$34.32	#56246 NETWORK L9124 MP C4503
	INV889	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$34.32	#56246 NETWORK L9124 MP C4503
	INV889	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$71.76	#56246 NETWORK L9124 MP C4503
	INV886	E 603-49500-404	Refuse/Garbage (	Repairs/Maint Equipment	\$10.72	#56246 NETWORK L9124 MP C4503
Vendor EO	JOHNSO	N, BUSINESS TECH			\$456.01	
Vendor FTI I	MORE C	COUNTY AUD / TRE	ΔS			
VCIIGOI I IL		E 100-41500-310	City Clerk	Other Professional Servic	\$100.00	AUDIT PACKET FEE
Vendor FILI		COUNTY AUD / TRE	,	other Professional Servic	\$100.00	NODIT THERE I LE
					7	
Vendor FILI		COUNTY JOURNAL		D: (/D: !: (OFNEDAL)	t 17 00	2024 GUNNARY BURGET
		E 100-41100-350	Legislative	Print/Binding (GENERAL)		2021 SUMMARY BUDGET
		E 100-41100-350	Legislative	Print/Binding (GENERAL)		MINUTES
Vendor FILI	LMORE C	COUNTY JOURNAL			\$158.51	
Vendor FIR	E SAFET	Y USA, INC				
	143165	E 220-42280-240	Fire Department *	Small Tools and Minor E	\$199.90	HOOD
	143221	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$32.00	FIRE EXT INSPECTION
	143219	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$194.00	FIRE EXT CERT LIGHTING INSP
	142325	E 221-42280-550	Fire Department *	Cap. Outlay-Vehicles/Equ	\$5,435.00	LIGHT BAR SPOT
	142318	E 221-42280-550	Fire Department *	Cap. Outlay-Vehicles/Equ	\$2,365.00	FRONT BUMPER - BRUSH TRUCK
Vendor FIR	E SAFET	Y USA, INC			\$8,225.90	
Vendor FRF	DERICK	S. SUHLER, ATTY				
		E 100-41100-304	Legislative	Legal Fees	\$500.00	MONTHLY RETAINER
		E 100-41100-304	Legislative	Legal Fees		ADDITIONAL TASKS
Vendor FRE	DERICK	S. SUHLER, ATTY	<b></b>		\$500.00	
					·	
Vendor GOI		ATE ONE CALL	Water Hillities (CF	Other Duefossianal Comis	¢12 F0	ACCOUNT #MN00240
V		E 601-49400-310	water utilities (GE	Other Professional Servic		ACCOUNT #MN00240
vendor GOI	THEK SI	ATE ONE CALL			\$13.50	
Vendor GRA	NICUS					
	136377	E 100-41500-438	City Clerk	Internet Expenses	\$55.13	UPGRADE TO SDI 720P
	136377	E 100-41500-438	City Clerk	Internet Expenses	\$260.47	OPEN PLATFORM SUITE
	136377	E 100-41500-438	City Clerk	Internet Expenses	\$503.57	MEETING EFFICIENCY SUITE
	136377	E 100-41500-438	City Clerk	Internet Expenses	·	GOV TRANSPARENCY SUITE
		E 100-41500-438	City Clerk	Internet Expenses	\$115.76	ENCODING SOFTWARE
Vendor GRA	NICUS				\$1,444.29	
Vendor HAV	VKINS. 1	INC.				
		E 601-49400-210	Water Utilities (GF	Operating Supplies (GEN	\$117.78	TUBING
Vendor HAV			Canacs (GE	- beraming outblied (OFIA	\$117.78	
		<del></del> -			Ψ/1/0	
Vendor IAC		E 400 40440 405	B ! A !	D 161	1100.55	DUEC 2024
		E 100-42110-433		Dues and Subscriptions	·	DUES 2021
=-		E 100-42110-433	Police Administrati	Dues and Subscriptions		NET SUBSCRIBER
Vendor IAC	P				\$465.00	



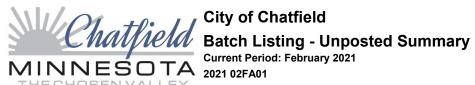
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Check Nbr Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor LMC					
335005	E 230-42270-305	Ambulance	Safety	\$1,000.00	LMCIT / MMUA REGIONAL SAFETY GR
Vendor LMC				\$1,000.00	
Vendor MARC					
072136	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$103.00	SPRY PAINT
Vendor MARC				\$103.00	
Vendor MARCO TEC	HNOLOGIES LLC.				
	E 801-49950-435	Reserve Fund Sha	Licences, Permits and Fe	\$146.00	CISCO ASA FIREWALL FOR BCA
INV839	E 801-49950-435	Reserve Fund Sha	Licences, Permits and Fe	\$395.34	BARRACUDA 60 DAY EXT (RATHER TH
INV836	E 100-41500-403	City Clerk	Prev. Maint. Agreements	\$633.33	MIT 01/20/2021-02/19/2021
INV836	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$633.34	MIT 01/20/2021-02/19/2021
INV836	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements	\$158.33	MIT 01/20/2021-02/19/2021
	E 603-49500-403	Refuse/Garbage (	Prev. Maint. Agreements	•	MIT 01/20/2021-02/19/2021
	E 601-49400-403	•	Prev. Maint. Agreements	•	MIT 01/20/2021-02/19/2021
	E 230-42270-403	Ambulance	Prev. Maint. Agreements		MIT 01/20/2021-02/19/2021
	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements		MIT 01/20/2021-02/19/2021
	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements		MIT 01/20/2021-02/19/2021
Vendor MARCO TEC	HNOLOGIES LLC.			\$3,707.98	
Vendor MAYO CLIN	_				
	E 230-42270-415	Ambulance	Medical Services		PARAMEDIC INTERCEPT
Vendor MAYO CLIN	IC			\$324.80	
Vendor MED-TECH I	RESOURCE, LLC				
125949	E 230-42270-240	Ambulance	Small Tools and Minor E	\$393.39	STYLUS
Vendor MED-TECH I	RESOURCE, LLC			\$393.39	
Vendor MN DEPT O	F LABOR & INDUST	RY			
	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$100.00	ELV-04359 THUBER BLDG ELEVATOR
Vendor MN DEPT O	F LABOR & INDUST	RY		\$100.00	
Vendor MN DNR					
1963-0	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$455.11	PERMIT 1963-0751 WATER PERMIT
Vendor MN DNR		(1		\$455.11	
Vendor MN POLLUT	TON CONTROL AGE	NCV			
Vendor MIN POLLOT	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$260.00	2021 WW TRNG REG - IRISH CLASS A
	E 602-49450-435	,	Licences, Permits and Fe		CERT# C-68686779 IRISH WW CERT
Vendor MN POLLUT		, ,		\$315.00	
Vendor MN STATE FIRE CHIEFS					
1900	E 220-42280-433	Fire Denartment *	Dues and Subscriptions	\$220.00	MEMBERSHIP - ERICKSON MCKEAN T
Vendor MN STATE F		The Department	bucs and Subscriptions	\$220.00	PIEPBERSHI ERICKSON PICKEAN I
Vendor NAPC					
2-2-202	E 100-46323-433	Heritage Preservat	Dues and Subscriptions	\$50.00	MEMBERSHIP - SMALL ORGANIZATIO
Vendor NAPC				\$50.00	
Vendor OLMSTED C	OUNTY ASMT, REV	& ELE			
	E 100-41100-350	Legislative	Print/Binding (GENERAL)	\$85.01	2021 TNT MAILING
	E 100-41100-350	Legislative	Print/Binding (GENERAL)		2021 SPECIAL ASSESSMENTS 11 @ 30
Vendor OLMSTED C	OUNTY ASMT, REV	& ELE	,	\$430.01	
Vendor PATHFINDER CRM, LLC					
	E 454-43200-310	Construction Fund	Other Professional Servic	\$1.805.00	CCA PHASE II PREDESIGN - JANUARY
				T =,000.00	



Check
Nhr Invoice Account

Check					
Nbr Invoice		Dept Descr	Object Descr		Comments
Vendor PATHFINDE	R CRM, LLC			\$1,805.00	
Vendor QUADIENT I	LEASE				
N86881	E 602-49450-322	Sewer (GENERAL)	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
N86881	E 100-42110-322	Police Administrati	Postage	\$17.33	LEASE N17081395 POSTAGE MACHIN
N86881	E 100-41500-322	City Clerk	Postage	\$86.61	LEASE N17081395 POSTAGE MACHIN
N86881	E 230-42270-322	Ambulance	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
N86881	E 100-41910-322	Planning and Zoni	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
N86881	E 601-49400-322	Water Utilities (GE	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
Vendor QUADIENT I	LEASE		-	\$173.22	
Vendor QUILL.COM					
_	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$110.97	BATTERY STICK NO CORRECT TAPE TI
Vendor QUILL.COM				\$110.97	. = =
-					
Vendor RAEDI	E 100 41100 422	l a sistation	Dura and Culturalistics	<b>#F 000 00</b>	2021 INVESTMENT
	E 100-41100-433	Legislative	Dues and Subscriptions		2021 INVESTMENT
Vendor RAEDI				\$5,000.00	
Vendor SCHUMACH	ER ELEVATOR CO				
	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$155.49	LIB ELEV MAINT
Vendor SCHUMACH	ER ELEVATOR CO			\$155.49	
Vendor SELCO					
048489	E 211-45500-414	Libraries (GENERA	Automated Operations	\$907.94	BASIC TECH FEES - JAN 2021
048459	E 211-45500-414	Libraries (GENERA	Automated Operations	\$959.66	OVERDRIVE 2021
Vendor SELCO				\$1,867.60	
Vendor SOUTHEAST	MECHANICAL				
27117	E 220-42280-401	Fire Department *	Repairs/Maint Buildings	\$317.00	FD HEATER
26811	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		MAIN STREET WATER ABANDONMENT
27116	E 220-42280-401	Fire Department *	Repairs/Maint Buildings		FD - TOILET
Vendor SOUTHEAST		The Department	repairs/ raine ballarings	\$4,018.55	TO TOTAL
				ų ./·=====	
Vendor STAPLES	E 100 41E00 200	Cit - Clauda	Office Counties (CENEDA	÷45.40	DD HANGED
732189	E 100-41500-200	City Clerk	Office Supplies (GENERA		DR HANGER
732137	E 100-41940-210	Municipal Building	Operating Supplies (GEN		TOILET BOWL CLEANER
732137 732137	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$186.89	TOILET PAPER
	E 100-41940-210 E 100-41940-210	Municipal Building Municipal Building	Operating Supplies (GEN		GLASS CLEANER
Vendor STAPLES	□ 100-41340-210	manicipal bullung	Operating Supplies (GEN	\$451.38	GLAGG CLLAINER
				ψ1.10	
Vendor UC LABORA					
	E 602-49450-217	Sewer (GENERAL)	Testing	· · · · · · · · · · · · · · · · · · ·	WWTP LABS
Vendor UC LABORA	IURY			\$330.75	
Vendor UNITED STA	TES POSTAL SERV	ICE			
JANUAR	E 601-49400-322	Water Utilities (GE	Postage	\$38.05	PERMIT #3
JANUAR	E 603-49500-322	Refuse/Garbage (	Postage	\$44.81	PERMIT #3
JANUAR	E 602-49450-322	Sewer (GENERAL)	Postage	\$162.14	PERMIT #3
Vendor UNITED STA	TES POSTAL SERV	ICE		\$245.00	
Vendor US BANK ON	NE CARD				
	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$145.35	MEDIACOM - INTERNET
	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	·	DOT CLEARINGHOUSE
01-25-2	E 614-49840-240	Cable TV (GENER	Small Tools and Minor E	\$11.41	THE MUSIC MART - AUDIO ADAPTER
01-25-2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$39.95	MEDIACOM - TELEPHONE
		. ,	•		



THE CHOSEN VALLEY					
Check					
Nbr Invoice	Account	Dept Descr	Object Descr	Amount	Comments
01-25-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$149.99	THE NEW YORKER MAGAZINE
	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$117.65	AMAZON.COM BOOKS
	E 211-45500-211	Libraries (GENERA	•	•	USPS - CHILLFEST STAMPS
	E 211-45500-211	Libraries (GENERA	Program Expenses		OTC - CHILLFEST KIT SUPPLIES
01-25-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$14.00	TASTE OF HOME
01-25-2	E 100-45124-433	Swimming Pools -	Dues and Subscriptions	\$300.00	AMERICAN RED CROSS - LEARN TO S
01-25-2	E 100-42110-153	Police Administrati	Uniform Allowance	\$221.55	GALLS - MILIANDER BOOTS
01-25-2	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$120.00	SOS - NOTARY RENEWAL
01-25-2	E 100-41500-435	City Clerk	Licences, Permits and Fe		LAST PASS SOFTWARE LICENSE
01-25-2	E 100-41500-430	City Clerk	Miscellaneous (GENERAL	\$69.05	CABIN COFFEE - TIMM FAREWELL
01-25-2	E 100-41500-322	City Clerk	Postage	\$23.25	BOND PAYMENT POSTAGE
01-25-2	E 100-41500-208	City Clerk	Training and Instruction	\$289.00	LOCAL GOV EDUCATION - VIRTUAL CL
01-25-2	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$34.65	NOTARY STAMP
01-25-2	E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$243.27	NORTHERN TOOL - ICE RINK WARMIN
Vendor US BANK ON	NE CARD			\$2,015.42	
Vendor WERNER EL	FCTRTC SUPPLY CO	)			
	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	<b>\$59</b> 77	MIDGET FUSE
Vendor WERNER EL			operating Supplies (GEIV	\$59.77	MIDGET TOSE
				455.77	
Vendor WIT BOYZ I					
8127	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	<u> </u>	A/C COMPRESSOR & BLOWN BELT
Vendor WIT BOYZ I	NC.			\$845.01	
Vendor WM HANSO	N WASTE REMOVAL	L			
27827	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$12,761.16	1,158 RESIDENTIAL PU @ 11.02
27827	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$43.00	GARBAGE SERVICE - CITY HALL
27827	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$153.69	GARBAGE SERVICE - PARKS (FIRE HAL
27827	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal		RESIDENTIAL FUEL SURCHARGE
27827	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,060.80	RESIDENTIAL OC ENV FEE
27827	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$128.25	GARBAGE SERVICE - WWTP
Vendor WM HANSO	N WASTE REMOVAL	, ,	· • •	\$15,851.16	
V 1 7011 MEDIC					
Vendor ZOLL MEDIC			O 11 C 11 (OFN	+121 20	FLECTROREC
	E 230-42270-210	Ambulance	Operating Supplies (GEN		ELECTRODES
	E 230-42270-210	Ambulance	Operating Supplies (GEN		ELECTRODES
Vendor ZOLL MEDIC	AL CURPORATION			\$262.56	
Vendor ZOOBOOKS					
1 YEAR	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$29.95	1 YEAR
Vendor ZOOBOOKS			- -	\$29.95	
Batch Name 2021 02FA01			-	\$66,849.66	
Dater Hame 2021 021 A01				φου,υ 15.00	

\$66,849.66

### Ordinance No

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ZONING; AMENDING THE PREVIOUSLY ADOPTED "OFFICIAL ZONING MAP" OF THE CITY OF CHATFIELD BY CHANGING THE EXISTING ZONING DISTRICT DESIGNATION ESTABLISHED THEREIN FOR THE LANDS CONTAINED IN BLOCK 19, ORIGINAL PLAT OF THE TOWN (NOW CITY) OF CHATFIELD FROM R-1 ("LOW DENSITY RESIDENTIAL") TO B-1 ("GENERAL COMMERCIAL").

### BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA:

Section 1. The "Official Zoning Map" of the City of Chatfield, Minnesota, established by and described in the provisions of the *Chatfield Code*, Subpart B, Chapter 113, Article III, Section 155, is amended by changing the existing zoning district designation set forth therein for the lands contained within Block 19, Original Plat of the Town (now City) of Chatfield from R-1 ("low density residential") to B-1 ("general commercial").

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

Passed and adopted by the City Council of the City of Chatfield, Minnesota, this 25<sup>th</sup> day of January, 2021.

Approved:	Attest:
By its Mayor	By its City Clerk



Preston Office: 29359 County 38
Preston, MN 55975
Phone 507-346-7895 | Cell 507-273-2443
Fax 612-605-2375

www.daviddrown.com

January 25, 2021

**ENGAGEMENT LETTER** 

City Council Joel Young, City Clerk City of Chatfield PO Box 53 Chatfield, MN 55940-0053

**RE:** Municipal Advisor

Dear Council Members and Mr. Young:

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

### Our Role as Municipal Advisor

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

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

### **Disclosure of Conflicts of Interest**

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

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

Fixed Fee. This form of compensation represents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the financial advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives or fail to do a full analysis of alternatives.

- Fee Based upon Principal Amount. This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.
- Hourly Fee. An hourly fee form of compensation presents a potential conflict of interest if the client
  and advisor do not agree on a reasonable maximum amount at the outset of each engagement,
  because the advisor does not have a financial incentive to recommend alternatives that would
  result in fewer hours worked.
- Contingent Fee. This form of compensation presents a potential confliction of interest because the
  advisor may have an incentive to recommend unnecessary financings or financings that are
  disadvantageous to the client. When facts or circumstances arise that could cause the financing
  to be delayed or fair to close, an advisor may have an incentive to discourage a full consideration
  of such facts and circumstances.

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

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

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

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

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

#### Scope of Service & Compensation

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

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

### For Professionals seeking the "Issuer has hired an independent municipal advisor exemption"

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

David Drown Associates, Inc. hereby certifies we are a registered municipal advisor in good standing, with no associations or affiliations that will reasonably affect our independent judgment in evaluating proposals or advice you may receive from us or from other entities.

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

RE: Designation of Independent Registered Municipal Advisor

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

(insert general description of the project or transaction)

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

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

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

Respectfully Submitted,

David Drown Associates, Inc. mike@daviddrown.com

Mike Bubany, Associate

### Acknowledgement

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

City of Chatheid, Minnesota	
City Clerk	
Date	

Otto of Obotfold Minnesses

### STANDARD FEE SCHEDULE

January 1, 2021

### **General Obligation Bond Issues:**

Fiscal	
<u>Fee</u>	
7,000	
8,500	
10,500	
14,000	
16,000	
18,000	
20,000	
20,000 բ	olus \$1,000 per million
	Fee 7,000 8,500 10,500 14,000 16,000 18,000 20,000

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

### Revenue and Lease-Purchase Financings:

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

### Tax Increment Finance/Tax Abatement Projects/TIF Reporting:

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

### **Continuing Disclosure:**

<u>Full Disclosure</u>: Annual fee is \$1,250 per year for each class of issues (G.O. bonds are one class) plus \$250 for each bond issue within that class up to an annual maximum of \$2,500 per class. The annual fee is waived if the Client has a recent Official Statement containing required information. Client is responsible for costs of a county auditor certificate, if required.

"<u>Limited</u>" <u>Disclosure and/or Significant Event Reporting</u>: Annual fee of \$250 per issue capped at \$600 for the filing of Audited Financial Statements with MSRB/EMMA.

#### **Hourly Service Rates:**

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

Expenses: cents/mile)

Actual cost, except mileage is billed at Federal Mileage Rate (for 2021 this is 56.0

