

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

Nays: 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

Nays: 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

Ayes: 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.

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

Nays: 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 trails.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



City of Chatfield

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2020 CL AP6

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| Check Nbr | Invoice | Account | Dept Descr | Object Descr | Amount | Comments |
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| Vendor BAKER & TAYLOR BOOKS | | | | | | |
| 12/31/2 | E 211-45500-593 | Libraries (GENERA | Cap. Outlay-Non Print M | \$39.05 | ACCOUNT 75030273 | |
| 12/31/2 | E 211-45500-590 | Libraries (GENERA | Cap. Outlay-Books | \$1,725.37 | ACCOUNT L6248262 | |
| | | | | Vendor BAKER & TAYLOR BOOKS | \$1,764.42 | |
| Vendor CANON FINANCIAL SERVICES, INC. | | | | | | |
| 261172 | E 211-45500-404 | Libraries (GENERA | Repairs/Maint Equipment | \$108.44 | 832780-1 COLOR COPIER | |
| | | | | Vendor CANON FINANCIAL SERVICES, INC. | \$108.44 | |
| Vendor CHATFIELD NEWS | | | | | | |
| 124 | E 211-45500-430 | Libraries (GENERA | Miscellaneous (GENERAL | \$20.00 | 27-29 PT CLEANER | |
| | | | | Vendor CHATFIELD NEWS | \$20.00 | |
| Vendor MONICA ERICKSON | | | | | | |
| 12/13/2 | E 211-45500-593 | Libraries (GENERA | Cap. Outlay-Non Print M | \$164.33 | REIMB - AMAZON.COM | |
| | | | | Vendor MONICA ERICKSON | \$164.33 | |
| Vendor SELCO | | | | | | |
| 048479 | E 211-45500-404 | Libraries (GENERA | Repairs/Maint Equipment | \$570.63 | MULTI-FUNCTION PRINTER 4QTR 202 | |
| | | | | Vendor SELCO | \$570.63 | |
| Batch Name 2020 CL AP6 | | | | | \$2,627.82 | |
| | | | | | \$2,627.82 | |

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2021 01 ADM01

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| Vendor ROOT RIVER STATE BANK | | | | | | |
| 111468 | | E 100-41500-310 | City Clerk | Other Professional Servic | \$73.65 | INT BANKING CHARGES 40 + 18.65 + |
| Vendor ROOT RIVER STATE BANK | | | | | \$73.65 | |
| Batch Name 2021 01 ADM01 | | | | | \$73.65 | |
| | | | | | \$73.65 | |

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| Vendor F & M COMMUNITY BANK | | | | | | | |
| | JANUAR | E | 342-47000-610 | Debt Service (GEN | Interest | \$3,375.00 | 2019A GO TAX ABATEMENT |
| | JANUAR | E | 342-47000-601 | Debt Service (GEN | Debt Srv Bond Principal | \$28,000.00 | 2019A GO TAX ABATEMENT |
| Vendor F & M COMMUNITY BANK | | | | | | \$31,375.00 | |
| Batch Name 2021 01ADM02 | | | | | | \$31,375.00 | |
| | | | | | | \$31,375.00 | |

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| 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 01ADM03 | | | | | \$2,342.50 | |
| | | | | | \$2,342.50 | |

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| Vendor PERA | | | | | | | |
| | 111462 | SOMPE | G 910-21704 | | | \$4,837.86 | PERA - CITY COORDINATED |
| | | SOMPE | G 910-21705 | | | \$4,367.43 | PERA - POLICE |
| Vendor PERA | | | | | | \$9,205.29 | |
| Vendor SUN LIFE ASSURANCE COMPANY | | | | | | | |
| | 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 SUN LIFE ASSURANCE COMPANY | | | | | | \$384.76 | |
| Vendor TASC | | | | | | | |
| | 111464 | 01/21/2 | G 910-21714 | | | \$114.58 | FSA - EmpE - SCHMIEDEBERG |
| Vendor TASC | | | | | | \$114.58 | |
| Batch Name 2021 01FPR02 | | | | | | \$23,224.15 | |
| | | | | | | \$23,224.15 | |

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| 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 REVENUE | | | | | \$1,100.00 | |
| Batch Name 2021 02 MN REV ST | | | | | \$1,100.00 | |
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| Vendor CENTURYLINK-WEBEX | | | | | | |
| | 5-PGCG | E 100-41500-320 | City Clerk | Communications (GENER | \$269.94 | WEBEX 10@23 + TAX/LIC |
| | | | | | \$269.94 | |
| Vendor CENTURYLINK-WEBEX | | | | | | |
| Vendor CHATFIELD CENTER FOR THE ARTS | | | | | | |
| | FEB 20 | R 250-46630-3956 | Community Dev - | | \$4,166.67 | EDA & CCA MONTHLY LEASE 2017-20 |
| | | | | | \$4,166.67 | |
| Vendor CHATFIELD CENTER FOR THE ARTS | | | | | | |
| Vendor CHATFIELD PARTS HOUSE | | | | | | |
| 01/31/2 | | E 100-42110-240 | Police Administrati | Small Tools and Minor E | -\$172.99 | VIDEOSCOPE |
| 01/31/2 | | E 100-42110-404 | Police Administrati | Repairs/Maint Equipment | \$119.98 | BATTERIES |
| 01/31/2 | | E 100-43100-210 | Street Maintenanc | Operating Supplies (GEN | \$4.99 | TERMINAL |
| 01/31/2 | | E 100-43100-210 | Street Maintenanc | Operating Supplies (GEN | \$3.99 | CLIP |
| 01/31/2 | | E 100-43100-212 | Street Maintenanc | Vehicle Operating Suppli | \$11.99 | 2.5 GAL DIESEL |
| 01/31/2 | | E 602-49450-210 | Sewer (GENERAL) | Operating Supplies (GEN | \$18.96 | BOLT |
| 01/31/2 | | E 100-43100-212 | Street Maintenanc | Vehicle Operating Suppli | \$11.99 | HYDFLUID |
| 01/31/2 | | E 100-43100-210 | Street Maintenanc | Operating Supplies (GEN | \$15.98 | HITCH PIN |
| 01/31/2 | | E 601-49400-210 | Water Utilities (GE | Operating Supplies (GEN | \$13.47 | BUSHING JOINT |
| 01/31/2 | | E 602-49450-210 | Sewer (GENERAL) | Operating Supplies (GEN | \$2.99 | BOXED MINIATURES |
| 01/31/2 | | E 100-41940-401 | Municipal Building | Repairs/Maint Buildings | \$6.98 | LIQUID NAILS |
| 01/31/2 | | E 100-42110-240 | Police Administrati | Small Tools and Minor E | \$169.98 | TRAPS |
| 01/31/2 | | E 100-43100-240 | Street Maintenanc | Small Tools and Minor E | \$19.98 | CUT OFF WHEEL |
| 01/31/2 | | E 100-43100-212 | Street Maintenanc | Vehicle Operating Suppli | \$21.98 | RTU EXT LIFE |
| 01/31/2 | | E 100-42110-240 | Police Administrati | Small Tools and Minor E | \$84.99 | TRAP |
| 01/31/2 | | E 100-42110-240 | Police Administrati | Small Tools and Minor E | \$172.99 | VIDEOSCOPE |
| 01/31/2 | | E 100-43100-210 | Street Maintenanc | Operating Supplies (GEN | \$15.48 | REDUCER |
| | | | | | \$523.73 | |
| Vendor CHATFIELD PARTS HOUSE | | | | | | |
| Vendor CITY OF CHATFIELD | | | | | | |
| 01/26/2 | | E 602-49450-380 | Sewer (GENERAL) | Utility Services (GENERA | \$676.46 | 10-00000031-00-3 WWTP |
| 01/26/2 | | E 100-41940-380 | Municipal Building | Utility Services (GENERA | \$636.64 | 10-00000001-00-4 THURBER BLDG GA |
| 01/26/2 | | E 211-45500-380 | Libraries (GENERA | Utility Services (GENERA | \$64.31 | 10-00000011-007PUBLIC LIBRARY |
| 01/26/2 | | E 220-42280-380 | Fire Department * | Utility Services (GENERA | \$322.13 | 10-00000051-009 FIRE HALL |
| 01/26/2 | | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | \$81.09 | 10-00000081-008 CITY SHOP |
| | | | | | \$1,780.63 | |
| Vendor CITY OF CHATFIELD | | | | | | |
| Vendor CONSTRUCTION MANAGEMENT SERVIC | | | | | | |
| JAN 31, | | E 100-42400-441 | Building Inspectio | Plan Review | \$84.96 | PLAN REVIEW |
| JAN 31, | | E 100-42400-440 | Building Inspectio | Building Inspections | \$929.89 | INSPECTIONS |
| | | | | | \$1,014.85 | |
| Vendor CONSTRUCTION MANAGEMENT SERVIC | | | | | | |
| Vendor DEED | | | | | | |
| FEB 20 | | E 361-46620-610 | Revolving Loan Fu | Interest | \$119.58 | #CDAP-18-H-FY19 EZ FABIV |
| FEB 20 | | E 361-46620-600 | Revolving Loan Fu | Debt Srv Principal (GENE | \$598.61 | #CDAP-18-0018-H-FY19 EZ FABIV |
| FEB 20 | | E 361-46620-610 | Revolving Loan Fu | Interest | \$211.68 | #CDAP-13-0031-H-FY14 EZ FABII |
| FEB 20 | | E 361-46620-600 | Revolving Loan Fu | Debt Srv Principal (GENE | \$1,760.84 | #CDAP-13-0031-H-FY14 EZ FABII |
| | | | | | \$2,690.71 | |
| Vendor DEED | | | | | | |
| Vendor EO JOHNSON, BUSINESS TECH. | | | | | | |
| INV889 | | E 230-42270-404 | Ambulance | Repairs/Maint Equipment | \$65.52 | #56246 NETWORK L9124 MP C4503 |
| INV889 | | E 240-46500-404 | Economic Dev (GE | Repairs/Maint Equipment | \$18.72 | #56246 NETWORK L9124 MP C4503 |
| INV889 | | E 100-42110-404 | Police Administrati | Repairs/Maint Equipment | \$36.00 | #46719-01 POLICE L7545 |
| INV886 | | E 240-46500-404 | Economic Dev (GE | Repairs/Maint Equipment | \$5.87 | #56246 NETWORK L9124 MP C4503 |
| INV886 | | E 230-42270-404 | Ambulance | Repairs/Maint Equipment | \$20.48 | #56246 NETWORK L9124 MP C4503 |
| INV886 | | E 100-42110-404 | Police Administrati | Repairs/Maint Equipment | \$10.72 | #56246 NETWORK L9124 MP C4503 |



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| | 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 JOHNSON, BUSINESS TECH. | | | | | \$456.01 | |
| Vendor FILLMORE COUNTY AUD / TREAS | | | | | | |
| | JANUAR | E 100-41500-310 | City Clerk | Other Professional Servic | \$100.00 | AUDIT PACKET FEE |
| Vendor FILLMORE COUNTY AUD / TREAS | | | | | \$100.00 | |
| Vendor FILLMORE COUNTY JOURNAL | | | | | | |
| | 117436 | E 100-41100-350 | Legislative | Print/Binding (GENERAL) | \$147.02 | 2021 SUMMARY BUDGET |
| | 117429 | E 100-41100-350 | Legislative | Print/Binding (GENERAL) | \$11.49 | MINUTES |
| Vendor FILLMORE COUNTY JOURNAL | | | | | \$158.51 | |
| Vendor FIRE SAFETY 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 FIRE SAFETY USA, INC | | | | | \$8,225.90 | |
| Vendor FREDERICK S. SUHLER, ATTY | | | | | | |
| | | E 100-41100-304 | Legislative | Legal Fees | \$500.00 | MONTHLY RETAINER |
| | | E 100-41100-304 | Legislative | Legal Fees | \$0.00 | ADDITIONAL TASKS |
| Vendor FREDERICK S. SUHLER, ATTY | | | | | \$500.00 | |
| Vendor GOPHER STATE ONE CALL | | | | | | |
| | 101028 | E 601-49400-310 | Water Utilities (GE | Other Professional Servic | \$13.50 | ACCOUNT #MN00240 |
| Vendor GOPHER STATE ONE CALL | | | | | \$13.50 | |
| Vendor GRANICUS | | | | | | |
| | 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 | \$509.36 | GOV TRANSPARENCY SUITE |
| | 136377 | E 100-41500-438 | City Clerk | Internet Expenses | \$115.76 | ENCODING SOFTWARE |
| Vendor GRANICUS | | | | | \$1,444.29 | |
| Vendor HAWKINS, INC. | | | | | | |
| | 487039 | E 601-49400-210 | Water Utilities (GE | Operating Supplies (GEN | \$117.78 | TUBING |
| Vendor HAWKINS, INC. | | | | | \$117.78 | |
| Vendor IACP | | | | | | |
| | 015146 | E 100-42110-433 | Police Administrati | Dues and Subscriptions | \$190.00 | DUES 2021 |
| | 015622 | E 100-42110-433 | Police Administrati | Dues and Subscriptions | \$275.00 | NET SUBSCRIBER |
| Vendor IACP | | | | | \$465.00 | |



City of Chatfield

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|--|---------|-----------------|---------------------|---------------------------|------------|----------------------------------|
| 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 TECHNOLOGIES LLC. | | | | | | |
| INV839 | | 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 |
| INV836 | | E 603-49500-403 | Refuse/Garbage (| Prev. Maint. Agreements | \$316.66 | MIT 01/20/2021-02/19/2021 |
| INV836 | | E 601-49400-403 | Water Utilities (GE | Prev. Maint. Agreements | \$316.66 | MIT 01/20/2021-02/19/2021 |
| INV836 | | E 230-42270-403 | Ambulance | Prev. Maint. Agreements | \$633.33 | MIT 01/20/2021-02/19/2021 |
| INV836 | | E 602-49450-403 | Sewer (GENERAL) | Prev. Maint. Agreements | \$316.66 | MIT 01/20/2021-02/19/2021 |
| INV836 | | E 240-46500-403 | Economic Dev (GE | Prev. Maint. Agreements | \$158.33 | MIT 01/20/2021-02/19/2021 |
| Vendor MARCO TECHNOLOGIES LLC. | | | | | \$3,707.98 | |
| Vendor MAYO CLINIC | | | | | | |
| 21-538 | | E 230-42270-415 | Ambulance | Medical Services | \$324.80 | PARAMEDIC INTERCEPT |
| Vendor MAYO CLINIC | | | | | \$324.80 | |
| Vendor MED-TECH RESOURCE, LLC | | | | | | |
| 125949 | | E 230-42270-240 | Ambulance | Small Tools and Minor E | \$393.39 | STYLUS |
| Vendor MED-TECH RESOURCE, LLC | | | | | \$393.39 | |
| Vendor MN DEPT OF LABOR & INDUSTRY | | | | | | |
| | | E 100-41940-401 | Municipal Building | Repairs/Maint Buildings | \$100.00 | ELV-04359 THUBER BLDG ELEVATOR |
| Vendor MN DEPT OF LABOR & INDUSTRY | | | | | \$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 | | | | | \$455.11 | |
| Vendor MN POLLUTION CONTROL AGENCY | | | | | | |
| | | E 602-49450-435 | Sewer (GENERAL) | Licences, Permits and Fe | \$260.00 | 2021 WW TRNG REG - IRISH CLASS A |
| | | E 602-49450-435 | Sewer (GENERAL) | Licences, Permits and Fe | \$55.00 | CERT# C-68686779 IRISH WW CERT |
| Vendor MN POLLUTION CONTROL AGENCY | | | | | \$315.00 | |
| Vendor MN STATE FIRE CHIEFS | | | | | | |
| 1900 | | E 220-42280-433 | Fire Department * | Dues and Subscriptions | \$220.00 | MEMBERSHIP - ERICKSON MCKEAN T |
| Vendor MN STATE FIRE CHIEFS | | | | | \$220.00 | |
| 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 COUNTY ASMT, REV & ELE | | | | | | |
| ASSE-1 | | E 100-41100-350 | Legislative | Print/Binding (GENERAL) | \$85.01 | 2021 TNT MAILING |
| ASSE-1 | | E 100-41100-350 | Legislative | Print/Binding (GENERAL) | \$345.00 | 2021 SPECIAL ASSESSMENTS 11 @ 30 |
| Vendor OLMSTED COUNTY ASMT, REV & ELE | | | | | \$430.01 | |
| Vendor PATHFINDER CRM, LLC | | | | | | |
| 221004 | | E 454-43200-310 | Construction Fund | Other Professional Servic | \$1,805.00 | CCA PHASE II PREDESIGN - JANUARY |



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| Vendor PATHFINDER CRM, LLC | | | | | \$1,805.00 | |
| Vendor QUADIENT 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 LEASE | | | | | \$173.22 | |
| Vendor QUILL.COM | | | | | | |
| 138594 | E 211-45500-200 | Libraries (GENERA | Office Supplies (GENERA | \$110.97 | BATTERY STICK NO CORRECT TAPE TI | |
| Vendor QUILL.COM | | | | | \$110.97 | |
| Vendor RAEDI | | | | | | |
| JANUAR | E 100-41100-433 | Legislative | Dues and Subscriptions | \$5,000.00 | 2021 INVESTMENT | |
| Vendor RAEDI | | | | | \$5,000.00 | |
| Vendor SCHUMACHER ELEVATOR CO | | | | | | |
| 905123 | E 211-45500-404 | Libraries (GENERA | Repairs/Maint Equipment | \$155.49 | LIB ELEV MAINT | |
| Vendor SCHUMACHER 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 | \$3,513.06 | MAIN STREET WATER ABANDONMENT | |
| 27116 | E 220-42280-401 | Fire Department * | Repairs/Maint Buildings | \$188.49 | FD - TOILET | |
| Vendor SOUTHEAST MECHANICAL | | | | | \$4,018.55 | |
| Vendor STAPLES | | | | | | |
| 732189 | E 100-41500-200 | City Clerk | Office Supplies (GENERA | \$45.49 | DR HANGER | |
| 732137 | E 100-41940-210 | Municipal Building | Operating Supplies (GEN | \$85.34 | TOILET BOWL CLEANER | |
| 732137 | E 100-41500-200 | City Clerk | Office Supplies (GENERA | \$186.89 | PAPER | |
| 732137 | E 100-41940-210 | Municipal Building | Operating Supplies (GEN | \$100.18 | TOILET PAPER | |
| 732189 | E 100-41940-210 | Municipal Building | Operating Supplies (GEN | \$33.48 | GLASS CLEANER | |
| Vendor STAPLES | | | | | \$451.38 | |
| Vendor UC LABORATORY | | | | | | |
| 107907 | E 602-49450-217 | Sewer (GENERAL) | Testing | \$330.75 | WWTP LABS | |
| Vendor UC LABORATORY | | | | | \$330.75 | |
| Vendor UNITED STATES POSTAL SERVICE | | | | | | |
| 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 STATES POSTAL SERVICE | | | | | \$245.00 | |
| Vendor US BANK ONE CARD | | | | | | |
| 01-25-2 | E 602-49450-438 | Sewer (GENERAL) | Internet Expenses | \$145.35 | MEDIACOM - INTERNET | |
| 01-25-2 | E 100-43100-435 | Street Maintenanc | Licences, Permits and Fe | \$6.25 | 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 | |



City of Chatfield

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| | 01-25-2 | E 211-45500-591 | Libraries (GENERA | Cap. Outlay-Magazines | \$149.99 | THE NEW YORKER MAGAZINE |
| | 01-25-2 | E 211-45500-590 | Libraries (GENERA | Cap. Outlay-Books | \$117.65 | AMAZON.COM BOOKS |
| | 01-25-2 | E 211-45500-211 | Libraries (GENERA | Program Expenses | \$35.00 | USPS - CHILLFEST STAMPS |
| | 01-25-2 | E 211-45500-211 | Libraries (GENERA | Program Expenses | \$152.03 | 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 | \$43.02 | 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 ONE CARD | | | | | \$2,015.42 | |
| Vendor WERNER ELECTRIC SUPPLY CO. | | | | | | |
| | S01041 | E 100-43100-210 | Street Maintenanc | Operating Supplies (GEN | \$59.77 | MIDGET FUSE |
| Vendor WERNER ELECTRIC SUPPLY CO. | | | | | \$59.77 | |
| Vendor WIT BOYZ INC. | | | | | | |
| | 8127 | E 100-43100-404 | Street Maintenanc | Repairs/Maint Equipment | \$845.01 | A/C COMPRESSOR & BLOWN BELT |
| Vendor WIT BOYZ INC. | | | | | \$845.01 | |
| Vendor WM HANSON WASTE REMOVAL | | | | | | |
| | 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 | \$704.26 | 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 HANSON WASTE REMOVAL | | | | | \$15,851.16 | |
| Vendor ZOLL MEDICAL CORPORATION | | | | | | |
| | 321914 | E 230-42270-210 | Ambulance | Operating Supplies (GEN | \$131.28 | ELECTRODES |
| | 321985 | E 230-42270-210 | Ambulance | Operating Supplies (GEN | \$131.28 | ELECTRODES |
| Vendor ZOLL MEDICAL CORPORATION | | | | | \$262.56 | |
| Vendor ZOOBOKS | | | | | | |
| | 1 YEAR | E 211-45500-591 | Libraries (GENERA | Cap. Outlay-Magazines | \$29.95 | 1 YEAR |
| Vendor ZOOBOKS | | | | | \$29.95 | |
| Batch Name 2021 02FA01 | | | | | \$66,849.66 | |
| | | | | | \$66,849.66 | |

[BatchID]=15526

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 25th day of January, 2021.

Approved:

Attest:

By its Mayor

By its City Clerk



DDA

David Drown Associates, Inc.
Public Finance Advisors

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:

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

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

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

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

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

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

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

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

Scope of Service & Compensation

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

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

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

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

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

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

RE: Designation of Independent Registered Municipal Advisor

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

(insert general description of the project or transaction)

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

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

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

Respectfully Submitted,



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

Acknowledgement

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

City of Chatfield, Minnesota

City Clerk

Date

STANDARD FEE SCHEDULE

January 1, 2021

General Obligation Bond Issues:

| <i>Principal Amount</i> | <i>Fiscal Fee</i> |
|--------------------------|---------------------------------|
| 0 to \$250,000 | 7,000 |
| \$250,000 to \$500,000 | 8,500 |
| \$501,000 to 1,000,000 | 10,500 |
| \$1,000,000 to 2,000,000 | 14,000 |
| \$2 to \$3 million | 16,000 |
| \$3 to \$4 million | 18,000 |
| \$4 to \$5 million | 20,000 |
| Over \$5 million | 20,000 plus \$1,000 per million |

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

Revenue and Lease-Purchase Financings:

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

Tax Increment Finance/Tax Abatement Projects/TIF Reporting:

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

Continuing Disclosure:

Full Disclosure: Annual fee is \$1,250 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.

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

Hourly Service Rates:

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

Expenses:

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



DDA

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Public Finance Advisors

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5029 Upton Avenue South
Minneapolis, MN 55410
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www.daviddrown.com