

**CITY OF CHATFIELD COMMON COUNCIL**  
**AGENDA**  
**March 8, 2021 7:00 P.M**

- I. Chatfield City Council – March 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. Accept resignation of James Fisher from position of Cable Television Administrator
  - 2. Approval of the purchase of two hand-held radios at the cost of \$7,752.40 and three sets of turn-out gear at the cost of \$12,000 - Fire Department
  - 3. EDA Annual Report – Chris Giesen
  - 4. Ordinance #452 – Polling Place – First Consideration
  - 5. Planning & Zoning Report:
    - A. Public Hearing – Hilltop Estates Preliminary Plat
    - B. Conditional Use Permit – 15 Third Street SE
  - 6. S.C.S. Report:
  - 7. Committee Reports:
    - A. Personnel – Budget Committee
    - B. Public Works Committee
  - 8. Mayor’s Report:
  - 9. Clerk’s Report:
  - 10. Roundtable
  - 11. Adjourn.
  - 12. 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, February 22, 2021**

---

The Common Council of the City of Chatfield met in regular session on Monday, February 22, 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 Mike Urban, Mayor Russell Smith, Councilor John McBroom, and Councilor Pam Bluhm.

**Members absent:** None.

**Others Present:** Craig Britton, Rocky Burnett, Fred Suhler, Jr., James Fisher, Shane Fox, Karen Reisner, Joel Young.

*Pledge of Allegiance*

Consent Agenda

---

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

1. Approval of February 8, 2021 meeting minutes
2. Approve payment of claims
3. Approve agriculture lease with Schoenfelder Farms
4. Approve Household Hazardous Waste Collection for September 14, 2021.

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

**Nays:** None

**Motion carried.**

Ambulance Director Report

---

**Rocky Burnett, director of the Chatfield Ambulance Department, provided a report that summarized the services of the Department in 2020.** He reported that four new EMTs were brought on board while seven others resigned over the course of the year. Twelve of the EMTs provided more than 500 hours of on-call duty. The Department responded to 362 calls for service.

Burnett also reported that the recruiting process for the EMS Support position has come to a conclusion. He said that the job opportunity had been posted and two qualified applicants had been interviewed. Ultimately, the interview committee has recommended the hire of Desiree Schlichter.

**Councilor John McBroom entered a motion, with a second by Councilor Josh Broadwater,** to approve the hiring of Desiree Schlichter to the position of EMS Support, effective March 16, 2021, with a starting pay equal to Grade 4, Step Minimum.

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

**Nays:** None

**Motion carried.**

## Committee Reports:

---

Public Services Committee: It was reported that the Fire Department is preparing to replace two hand-held radios and three sets of turn-out gear. The Committee had also reviewed the Ambulance Department Annual report and determined that public nuisances would be better enforced if handled by the police department.

Committee of the Whole: It was reported that the Committee of the Whole had focused on the water improvement project proposed to take place in 2022. The City Engineer, Craig Britton, had presented information regarding the improvements that are expected to cost approximately \$1,030,000.00.

**Councilor John McBroom entered a motion, with a second by Councilor Josh Broadwater,** to add a Personnel – Budget Committee report to the agenda.

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

**Nays:** None

**Motion carried.**

Personnel-Budget Committee: Councilor Novotny reported that this committee had met earlier in the day. During that meeting, it was determined that the probationary period for the Cable Television Administrator was about to come to an end within a few days. Since the committee members had not been adequate information about this position, the committee was recommending that the probationary period should be extended for ninety days.

**Councilor Pam Bluhm entered a motion, with a second by Councilor Mike Urban,** to extend the probationary period of the Cable Television Administrator for an additional ninety days.

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

**Nays:** None

**Motion carried.**

## Mayor's Report

---

Mayor Smith reminded residents that all vehicles should be removed from the streets or they will be ticketed for impeding a snowplow. He said that people need to be aware of the weather and to always err on the side of thinking that it might snow, and to remove the vehicles from the street.

## Clerk's Report

---

City Clerk, Joel Young, reported that he has prepared to write a grant that would improve Lone Stone park. The improvements would cost approximately \$65,000 and the grant would be intended to pay for half of those improvements.

**Councilor Mike Urban entered a motion, with a second by Councilor Joshua Broadwater,** to approve the submission of a grant application to purchase playground equipment and other improvements to the park in the Lone Stone Subdivision.

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

**Nays:** None

**Motion carried.**

Young explained that the City's Administrative Code requires the use of the Thurber Building as a polling place for elections. Due to COVID, elections were held in Potter Auditorium in 2020 and that facility worked better for everyone concerned. Young recommended that the City Code be changed to allow elections to be held in Potter Auditorium at the Chatfield Center for the Arts.

**Councilor Joshua Broadwater entered a motion, with a second by Councilor McBroom,** to authorize the City Attorney to draft an ordinance that would move the City's polling location to the Chatfield Center for the Arts.

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

**Nays:** None

**Motion carried.**

Young reported that the City has not filled the position of Health Officer, as required by the City Charter, for several years. He noted that the position had typically been filled by a medical doctor but there was no recollection of the Health Officer performing any duties in particular. Young clarified that this is not a staff position and went on to say that the Charter doesn't provide any guidance in terms of qualifications for the position or responsibility of the position. Young suggested that the City Council either find a way to fill the position, determine that the position should be eliminated or ask the Charter Commission to consider the situation.

Councilor Novotny said that the onset of the COVID pandemic in some ways demonstrated the value of a health officer. He also noted that health assistance has been available from both counties, the state and the federal government.

**Councilor Paul Novotny entered a motion, with a second by Councilor John McBroom,** to authorize the City Clerk to request that the City Charter Commission consider the need for a public health officer and/or provide guidance as to the qualifications and responsibilities that relate to that position.

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

**Nays:** None

**Motion carried.**

Young presented a proposal to retain the services of HueLife to lead the City through a Strategic Planning process. Young noted that the cost would be approximately \$6,500 and the process would include a two-day retreat. The purpose of the process is to develop a shared sense of mission and values and to identify goals and strategic actions to reach those goals over the next three to five years.

There was a lengthy discussion regarding the proposal, with questions as to how effective such a process might be and what value an outside facilitator might be able to offer. There was a question as to whether a community survey should be completed prior to a planning session, the prospect of sustaining such a plan given that the composition of the city council can change every two years, and so forth. Ultimately, Young was asked to invite the prospective consultant to discuss this proposal at the next meeting of the Committee of the Whole, in April.

Young reported that the Olmsted County Board of Appeal and Equalization will be held virtually, from 9:00 a.m. – 10:00 a.m. on April 14, 2021.

## Roundtable

---

Councilor Novotny- NA.

Councilor Broadwater- NA

Councilor Urban- Reminded people to keep their vehicles off the street, to keep sidewalks clear and to clear the access from the street to the sidewalk. Urban pointed out how necessary it is for people with mobility issues that the snow and ice be cleared. He also asked residents to do everything possible to keep the catch basins open so the snowmelt doesn't puddle up and refreeze.

|                    |   |
|--------------------|---|
| Mayor Smith-       | NA.   |
| Councilor McBroom- | Reminded residents to keep their vehicles off the street and to keep sidewalks clear of snow and ice. |
| Councilor Bluhm-   | NA  |

### Adjourn

---

**Councilor Mike Urban entered a motion, with a second by Councilor John McBroom,** to adjourn the meeting at 8:01 p.m.

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

**Nays:** None

**Motion carried.**

---

Russ Smith, Mayor

---

Joel Young, City Clerk



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2020

2021 02ADM01

02/26/21 9:22 AM

Page 1

| Check<br>Nbr                               | Invoice | Account         | Dept Descr          | Object Descr             | Amount   | Comments                           |
|--|---------|-----------------|---------------------|--------------------------|----------|------------------------------------|
| <b>Vendor ROOT RIVER STATE BANK</b>        |         |                 |                     |                          |          |                                    |
| 054698                                     |         | E 601-49400-208 | Water Utilities (GE | Training and Instruction | \$50.00  | WATER POSTER CONTEST \$25 \$15 \$1 |
| <b>Vendor ROOT RIVER STATE BANK</b>        |         |                 |                     |                          | \$50.00  |                                    |
| <b>Vendor UNITED STATES POSTAL SERVICE</b> |         |                 |                     |                          |          |                                    |
| 054699                                     | FEB 25, | E 603-49500-322 | Refuse/Garbage (    | Postage                  | \$78.04  | UTILITY BILL POSTAGE ALLOCATION    |
|  | FEB 25, | E 602-49450-322 | Sewer (GENERAL)     | Postage                  | \$282.47 | UTILITY BILL POSTAGE ALLOCATION    |
|  | FEB 25, | E 601-49400-322 | Water Utilities (GE | Postage                  | \$87.00  | UTILITY BILL POSTAGE ALLOCATION    |
| <b>Vendor UNITED STATES POSTAL SERVICE</b> |         |                 |                     |                          | \$447.51 |                                    |
| Batch Name 2021 02ADM01                    |         |                 |                     |                          | \$497.51 |                                    |
|  |         |                 |                     |                          | \$497.51 |                                    |

[BatchID]=15640



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2021

2021 02FPR02

02/19/21 12:01 PM

Page 1

| Check<br>Nbr                            | Invoice | Account          | Dept Descr        | Object Descr | Amount      | Comments                         |
|---|---------|------------------|-------------------|--------------|-------------|----------------------------------|
| <b>Vendor AFLAC</b>                     |         |                  |                   |              |             |                                  |
| 111478                                  | 484582  | G 910-21718      |                   |              | \$54.47     | ACCT #A8980 SPEVNT - BURKHOLDER  |
|   | 484582  | G 910-21712      |                   |              | \$82.94     | ACCT #A8980 CANCER - BURKHOLDE   |
|   | 484582  | G 910-21713      |                   |              | \$21.58     | ACCT #A8980 ACC - CARLSON        |
|   | 484582  | G 910-21724      |                   |              | \$52.00     | ACCT #A8980 STD - CARLSON        |
|   | 484582  | G 910-21715      |                   |              | \$56.29     | ACCT #A8980 HOSPITAL INS B CARLS |
|   | 484582  | G 910-21724      |                   |              | \$51.48     | ACCT #A8980 DISABILITY - K COE   |
|   | 484582  | G 910-21712      |                   |              | \$36.14     | ACCT #A8980 CANCER INS K COE     |
|   | 484582  | G 910-21713      |                   |              | \$40.04     | ACCT #A8980 ACC - M ERICKSON     |
|   | 484582  | G 910-21715      |                   |              | \$17.20     | ACCT #A8980 HOSPITAL INS M ERICS |
|   | 484582  | G 910-21724      |                   |              | \$47.84     | ACCT #A8980 STD - KEIGLEY        |
|   | 484582  | G 910-21724      |                   |              | \$43.68     | ACCT #A8980 STD - LANDORF        |
|   | 484582  | G 910-21724      |                   |              | \$49.14     | ACCT #A8980 STD - SCHMIEDEBERG   |
|   | 484582  | G 910-21713      |                   |              | \$21.58     | ACCT #A8980 ACC - SCHMIEDEBERG   |
|   | 484582  | G 910-21713      |                   |              | \$28.08     | ACCT #A8980 ACC - LANDORF        |
| <b>Vendor AFLAC</b>                     |         |                  |                   |              | \$602.46    |                                  |
| <b>Vendor CHATFIELD PUBLIC LIBRARY</b>  |         |                  |                   |              |             |                                  |
| 111479                                  | 02/18/2 | R 211-45500-3620 | Libraries (GENERA |              | -\$150.00   | SCRIP GAS CARDS                  |
|   | 02/18/2 | G 910-21728      |                   |              | \$150.00    | SCRIP GAS CARDS                  |
| <b>Vendor CHATFIELD PUBLIC LIBRARY</b>  |         |                  |                   |              | \$0.00      |                                  |
| <b>Vendor DELTA DENTAL</b>              |         |                  |                   |              |             |                                  |
| 111480                                  | CNS000  | G 910-21711      |                   |              | \$106.35    | SCHLICHTER - FAMILY              |
|   | CNS000  | G 910-21711      |                   |              | \$32.10     | COE - EMP                        |
|   | CNS000  | G 910-21711      |                   |              | \$106.35    | ERICKSON - EMP + CH              |
|   | CNS000  | G 910-21711      |                   |              | \$32.10     | HYKE - EE                        |
|   | CNS000  | G 910-21711      |                   |              | \$32.10     | IRISH - EE                       |
|   | CNS000  | G 910-21711      |                   |              | \$106.35    | KEIGLEY - FAMILY                 |
|   | CNS000  | G 910-21711      |                   |              | \$106.35    | PRIEBE - FAMILY                  |
|   | CNS000  | G 910-21711      |                   |              | \$66.05     | YOUNG - EE + SP                  |
| <b>Vendor DELTA DENTAL</b>              |         |                  |                   |              | \$587.75    |                                  |
| <b>Vendor EFTPS</b>                     |         |                  |                   |              |             |                                  |
| 111481                                  | 452345  | G 910-21701      |                   |              | \$4,045.37  | FEDERAL WH - STAFF               |
|   | 452345  | G 910-21703      |                   |              | \$4,811.68  | SOC SEC WH - STAFF               |
|   | 452345  | G 910-21709      |                   |              | \$1,520.62  | MEDICARE WH - STAFF              |
| <b>Vendor EFTPS</b>                     |         |                  |                   |              | \$10,377.67 |                                  |
| <b>Vendor EMPOWER</b>                   |         |                  |                   |              |             |                                  |
| 111482                                  | 890283  | G 910-21719      |                   |              | \$50.00     | INVEST - HYKE                    |
|   | 890283  | G 910-21719      |                   |              | \$125.00    | INVEST - SCHLICHTER              |
|   | 890283  | G 910-21719      |                   |              | \$224.04    | INVEST - DUBORD                  |
|   | 890283  | G 910-21719      |                   |              | \$75.23     | INVEST - PRIEBE                  |
|   | 890283  | G 910-21719      |                   |              | \$69.79     | INVEST - CARLSON                 |
|   | 890283  | G 910-21719      |                   |              | \$25.00     | INVEST - COE                     |
|   | 890283  | G 910-21719      |                   |              | \$50.00     | INVEST - TIMM                    |
|   | 890283  | G 910-21719      |                   |              | \$118.90    | INVEST - BURKHOLDER              |
|   | 890283  | G 910-21719      |                   |              | \$109.01    | INVEST - IRISH                   |
| <b>Vendor EMPOWER</b>                   |         |                  |                   |              | \$846.97    |                                  |
| <b>Vendor MN DEPART. OF REV./WH TAX</b> |         |                  |                   |              |             |                                  |
| 111483                                  | 0-808-5 | G 910-21702      |                   |              | \$2,025.75  | STATE TAX WH - STAFF             |
| <b>Vendor MN DEPART. OF REV./WH TAX</b> |         |                  |                   |              | \$2,025.75  |                                  |



## City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2021

2021 02FPR02

02/19/21 12:01 PM

Page 2

| Check<br>Nbr                             | Invoice | Account         | Dept Descr | Object Descr | Amount      | Comments                           |
|--|---------|-----------------|------------|--------------|-------------|------------------------------------|
| <b>Vendor PERA</b>                       |         |                 |            |              |             |                                    |
| 111484                                   | FEB 20  | G 910-21704     |            |              | \$4,625.50  | PERA - CITY COORDINATED            |
|  | FEB 20  | G 910-21705     |            |              | \$4,054.20  | PERA - POLICE                      |
|  | FEB 20  | G 910-21704     |            |              | \$56.24     | DCP - ELECTED OFFICIAL             |
|  | FEB 20  | E 230-42270-121 | Ambulance  | PERA         | \$425.00    | CEMTRIP - JAN 2021                 |
| <b>Vendor PERA</b>                       |         |                 |            |              | \$9,160.94  |                                    |
| <b>Vendor SUN LIFE ASSURANCE COMPANY</b> |         |                 |            |              |             |                                    |
| 111485                                   | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - BURKHOLDER   |
|  | 516371  | G 910-21720     |            |              | \$9.90      | INSURANCE - ER 2.56 EE 7.34 - BURN |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - CARLSON      |
|  | 516371  | G 910-21720     |            |              | \$37.03     | INSURANCE - ER 2.56 EE 34.47 - COE |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - DUBORD       |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - ERICKSON     |
|  | 516371  | G 910-21720     |            |              | \$4.67      | INSURANCE - ER 2.56 EE 2.11 - FOX  |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - IRISH        |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - LANDORF      |
|  | 516371  | G 910-21720     |            |              | \$298.76    | INSURANCE - ER 2.56 EE 296.20 - YO |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - MILIANDER    |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - PRIEBE       |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 - SCHMIEDEBER  |
|  | 516371  | G 910-21720     |            |              | \$8.80      | INSURANCE - ER 2.56 EE 6.24 HYKE   |
|  | 516371  | G 910-21720     |            |              | \$2.56      | INSURANCE - ER 2.56 SCHLICHTER     |
| <b>Vendor SUN LIFE ASSURANCE COMPANY</b> |         |                 |            |              | \$384.76    |                                    |
| <b>Vendor TASC</b>                       |         |                 |            |              |             |                                    |
| 111486                                   | 02/18/2 | G 910-21714     |            |              | \$114.58    | FSA - EmpE - SCHMIEDEBERG          |
| <b>Vendor TASC</b>                       |         |                 |            |              | \$114.58    |                                    |
| Batch Name 2021 02FPR02                  |         |                 |            |              | \$24,100.88 |                                    |
|  |         |                 |            |              | \$24,100.88 |                                    |

[BatchID]=15618





## City of Chatfield

### Batch Listing - Unposted Summary

Current Period: February 2021

2021 02TASC

02/24/21 9:18 AM

Page 1

| Check                  |        | Invoice         | Account    | Dept Descr                | Object Descr | Amount                     | Comments |
|------------------------|--------|-----------------|------------|---------------------------|--------------|----------------------------|----------|
| Nbr                    |        |                 |            |                           |              |                            |          |
|                        |        |                 |            |                           |              |                            |          |
| Vendor TASC            |        |                 |            |                           |              |                            |          |
| 111487                 | IN1976 | E 100-41500-310 | City Clerk | Other Professional Servic | \$15.00      | COBRA - ADMINISTRATION FEE |          |
| Vendor TASC            |        |                 |            |                           | \$15.00      |                            |          |
| Batch Name 2021 02TASC |        |                 |            |                           | \$15.00      |                            |          |
|                        |        |                 |            |                           | \$15.00      |                            |          |

[BatchID]=15630



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2021

2021 03FA01

03/04/21 10:01 AM

Page 1

| Check<br>Nbr                          | Invoice | Account         | Dept Descr          | Object Descr              | Amount     | Comments                         |
|---------------------------------------|---------|-----------------|---------------------|---------------------------|------------|----------------------------------|
| Vendor AMAZON CAPITAL SERVICES, INC.  |         |                 |                     |                           |            |                                  |
|                                       | 1MTR-3  | E 100-41500-200 | City Clerk          | Office Supplies (GENERA   | \$48.97    | LEGAL PADS BANKER BOX            |
|                                       | 1QMN-F  | E 100-41500-200 | City Clerk          | Office Supplies (GENERA   | \$25.90    | LEDGER SHEETS AND MINUTE BOOK    |
| Vendor AMAZON CAPITAL SERVICES, INC.  |         |                 |                     |                           | \$74.87    |                                  |
| Vendor AMAZON.COM                     |         |                 |                     |                           |            |                                  |
|                                       | 02/10/2 | E 211-45500-593 | Libraries (GENERA   | Cap. Outlay-Non Print M   | \$117.68   | ACCOUNT 60457 8781 36661 3       |
| Vendor AMAZON.COM                     |         |                 |                     |                           | \$117.68   |                                  |
| Vendor ARAMARK                        |         |                 |                     |                           |            |                                  |
|                                       | 280338  | E 100-41940-401 | Municipal Building  | Repairs/Maint Buildings   | \$241.59   | RUG SERVICE                      |
|                                       | 280338  | E 602-49450-152 | Sewer (GENERAL)     | Clothing                  | \$51.27    | UNIFORMS - STEVEN 20%            |
|                                       | 280338  | E 100-43100-152 | Street Maintenanc   | Clothing                  | \$51.27    | UNIFORMS - BRIAN 20%             |
|                                       | 280338  | E 602-49450-152 | Sewer (GENERAL)     | Clothing                  | \$51.27    | UNIFORMS - MITCH 20%             |
|                                       | 280338  | E 601-49400-152 | Water Utilities (GE | Clothing                  | \$51.27    | UNIFORMS -RYAN 20%               |
|                                       | 280338  | E 100-45200-152 | Parks (GENERAL)     | Clothing                  | \$51.27    | UNIFORMS - BILL 20%              |
| Vendor ARAMARK                        |         |                 |                     |                           | \$497.94   |                                  |
| Vendor AUTOMATIC SYSTEMS CO.          |         |                 |                     |                           |            |                                  |
|                                       | 35714S  | E 602-49450-401 | Sewer (GENERAL)     | Repairs/Maint Buildings   | \$762.00   | PLC AND CP240 COMMUNICATION ISS  |
| Vendor AUTOMATIC SYSTEMS CO.          |         |                 |                     |                           | \$762.00   |                                  |
| Vendor BLACKSTONE PUBLISHING          |         |                 |                     |                           |            |                                  |
|                                       | 120850  | E 211-45500-593 | Libraries (GENERA   | Cap. Outlay-Non Print M   | \$99.00    | CUSTOMER ID 168011               |
| Vendor BLACKSTONE PUBLISHING          |         |                 |                     |                           | \$99.00    |                                  |
| Vendor CANON FINANCIAL SERVICES, INC. |         |                 |                     |                           |            |                                  |
|                                       | 262285  | E 211-45500-404 | Libraries (GENERA   | Repairs/Maint Equipment   | \$108.44   | 832780-1 COLOR COPIER            |
| Vendor CANON FINANCIAL SERVICES, INC. |         |                 |                     |                           | \$108.44   |                                  |
| Vendor CENEX FLEET FUELING            |         |                 |                     |                           |            |                                  |
|                                       | 209550  | E 100-45200-212 | Parks (GENERAL)     | Vehicle Operating Suppli  | \$195.35   | STREET3 50% - DUBORD             |
|                                       | 209550  | E 602-49450-212 | Sewer (GENERAL)     | Vehicle Operating Suppli  | \$56.50    | WWTP 1 - SCHLICHTER              |
|                                       | 209550  | E 602-49450-212 | Sewer (GENERAL)     | Vehicle Operating Suppli  | \$67.56    | WWTP 2 - IRISH                   |
|                                       | 209550  | E 601-49400-212 | Water Utilities (GE | Vehicle Operating Suppli  | \$51.74    | WATER 1                          |
|                                       | 209550  | E 100-43100-212 | Street Maintenanc   | Vehicle Operating Suppli  | \$439.02   | STREET 4 - IRISH                 |
|                                       | 209550  | E 100-43100-212 | Street Maintenanc   | Vehicle Operating Suppli  | \$309.02   | STREET 2                         |
|                                       | 209550  | E 100-43100-212 | Street Maintenanc   | Vehicle Operating Suppli  | \$89.33    | STREET 1                         |
|                                       | 209550  | E 100-42110-212 | Police Administrati | Vehicle Operating Suppli  | \$238.81   | POLICE SQUAD 3                   |
|                                       | 209550  | E 100-42110-212 | Police Administrati | Vehicle Operating Suppli  | \$43.24    | POLICE SQUAD 1-CHIEF             |
|                                       | 209550  | E 100-42110-212 | Police Administrati | Vehicle Operating Suppli  | \$154.86   | POLICE SQUAD 2                   |
|                                       | 209550  | E 220-42280-212 | Fire Department *   | Vehicle Operating Suppli  | \$24.23    | FIRE TANKER 6                    |
|                                       | 209550  | E 230-42270-212 | Ambulance           | Vehicle Operating Suppli  | \$169.20   | 471B                             |
|                                       | 209550  | E 230-42270-212 | Ambulance           | Vehicle Operating Suppli  | \$64.91    | 471A                             |
|                                       | 209550  | E 100-43100-212 | Street Maintenanc   | Vehicle Operating Suppli  | \$156.94   | STREET 5 - SCHLICHTER            |
|                                       | 209550  | E 100-43100-212 | Street Maintenanc   | Vehicle Operating Suppli  | \$195.36   | STREET3 50% - DUBORD             |
| Vendor CENEX FLEET FUELING            |         |                 |                     |                           | \$2,256.07 |                                  |
| Vendor CHATFIELD CENTER FOR THE ARTS  |         |                 |                     |                           |            |                                  |
|                                       |         | E 250-46630-310 | Community Dev -     | Other Professional Servic | \$4,166.67 | EDA & CCA MONTHLY OPERATING LEAS |
| Vendor CHATFIELD CENTER FOR THE ARTS  |         |                 |                     |                           | \$4,166.67 |                                  |
| Vendor CHATFIELD PARTS HOUSE          |         |                 |                     |                           |            |                                  |
|                                       | 793096  | E 100-43100-404 | Street Maintenanc   | Repairs/Maint Equipment   | \$23.67    | HYD HOSE                         |
|                                       | 793992  | E 100-45200-210 | Parks (GENERAL)     | Operating Supplies (GEN   | \$8.29     | SAFETY HASP                      |
|                                       | 793946  | E 100-43100-210 | Street Maintenanc   | Operating Supplies (GEN   | \$1.48     | ELBOW BUSHING                    |



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: March 2021  
 2021 03FA01

03/04/21 10:01 AM  
 Page 2

| Check Nbr                                    | Invoice | Account               | Dept Descr          | Object Descr             | Amount      | Comments                         |
|--|---------|-----------------------|---------------------|--------------------------|-------------|----------------------------------|
|  | 793804  | E 100-41940-210       | Municipal Building  | Operating Supplies (GEN  | \$23.94     | RV ANTIFREEZE                    |
|  | 793773  | E 100-43100-210       | Street Maintenanc   | Operating Supplies (GEN  | \$16.99     | MEGUIARS                         |
|  | 793708  | E 100-42110-240       | Police Administrati | Small Tools and Minor E  | \$29.99     | HEAT CABLE                       |
|  | 793662  | E 100-43100-210       | Street Maintenanc   | Operating Supplies (GEN  | \$5.40      | BOLTS                            |
|  | 792944  | E 100-43100-212       | Street Maintenanc   | Vehicle Operating Suppli | \$11.99     | BLUE DEF                         |
|  | 795414  | E 230-42270-210       | Ambulance           | Operating Supplies (GEN  | \$23.94     | DE-ICER                          |
|  | 795520  | E 100-43100-212       | Street Maintenanc   | Vehicle Operating Suppli | \$11.99     | DIESEL                           |
|  | 793545  | E 100-42110-240       | Police Administrati | Small Tools and Minor E  | \$45.48     | EXACTFIT-BEAM                    |
|  | 793488  | E 100-43100-240       | Street Maintenanc   | Small Tools and Minor E  | \$114.98    | BLISTER PACK CAPSULES TOW STRAP  |
|  | 793498  | E 100-43100-210       | Street Maintenanc   | Operating Supplies (GEN  | \$14.99     | BLISTER PACK CAPSULES            |
|  | 793460  | E 100-43100-212       | Street Maintenanc   | Vehicle Operating Suppli | \$21.98     | RTU EXT LIFE                     |
|  | 793460  | E 100-45200-212       | Parks (GENERAL)     | Vehicle Operating Suppli | \$24.87     | DURALND                          |
|  | 795438  | E 601-49400-210       | Water Utilities (GE | Operating Supplies (GEN  | \$1.99      | BUSHING                          |
| <b>Vendor CHATFIELD PARTS HOUSE</b>          |         |                       |                     |                          | \$381.97    |                                  |
| <b>Vendor CITY OF CHATFIELD</b>              |         |                       |                     |                          |             |                                  |
|  | 02/25/2 | E 602-49450-380       | Sewer (GENERAL)     | Utility Services (GENERA | \$583.98    | WWTP 10-00000031-00-3            |
|  | 02/25/2 | E 100-41940-380       | Municipal Building  | Utility Services (GENERA | \$210.29    | THURBER BUILDING GARAGE 10-0000  |
|  | 02/25/2 | E 211-45500-380       | Libraries (GENERA   | Utility Services (GENERA | \$64.31     | PUBLIC LIBRARY 10-00000011-00-7  |
|  | 02/25/2 | E 100-45124-380       | Swimming Pools -    | Utility Services (GENERA | -\$1,066.60 | POOL - POOLHOUSE 10-00000121-00- |
|  | 02/25/2 | E 220-42280-380       | Fire Department *   | Utility Services (GENERA | \$193.90    | FIRE HALL WS 10-00000051-00-9    |
|  | 02/25/2 | E 100-43100-380       | Street Maintenanc   | Utility Services (GENERA | \$70.70     | CITY SHOP WS 10-00000081-00-8    |
| <b>Vendor CITY OF CHATFIELD</b>              |         |                       |                     |                          | \$56.58     |                                  |
| <b>Vendor CONSTRUCTION MANAGEMENT SERVIC</b> |         |                       |                     |                          |             |                                  |
|  | 21-211  | E 100-42400-440       | Building Inspectio  | Building Inspections     | \$552.06    | INSPECTIONS                      |
| <b>Vendor CONSTRUCTION MANAGEMENT SERVIC</b> |         |                       |                     |                          | \$552.06    |                                  |
| <b>Vendor CONSUMER REPORTS</b>               |         |                       |                     |                          |             |                                  |
|  | 03/13/2 | E 211-45500-591       | Libraries (GENERA   | Cap. Outlay-Magazines    | \$30.00     | 12 ISSUES                        |
| <b>Vendor CONSUMER REPORTS</b>               |         |                       |                     |                          | \$30.00     |                                  |
| <b>Vendor COUNTRY LIVING</b>                 |         |                       |                     |                          |             |                                  |
|  | 03/17/2 | E 211-45500-591       | Libraries (GENERA   | Cap. Outlay-Magazines    | \$15.97     | 1 YR SUBSCRIPTION                |
| <b>Vendor COUNTRY LIVING</b>                 |         |                       |                     |                          | \$15.97     |                                  |
| <b>Vendor CUSTOM ALARM</b>                   |         |                       |                     |                          |             |                                  |
|  | 480433  | E 211-45500-404       | Libraries (GENERA   | Repairs/Maint Equipment  | \$168.87    | CHATFIELD PUBLIC LIBRARY         |
| <b>Vendor CUSTOM ALARM</b>                   |         |                       |                     |                          | \$168.87    |                                  |
| <b>Vendor DAN JAQUITH</b>                    |         |                       |                     |                          |             |                                  |
|  |         | E 230-42270-212       | Ambulance           | Vehicle Operating Suppli | \$38.49     | REIMB GAS                        |
| <b>Vendor DAN JAQUITH</b>                    |         |                       |                     |                          | \$38.49     |                                  |
| <b>Vendor DBL DESIGNS, LLC</b>               |         |                       |                     |                          |             |                                  |
|  | 054697  | 1499B E 221-42280-550 | Fire Department *   | Cap. Outlay-Vehicles/Equ | \$4,992.67  | SECOND 50% BRUSH TRUCK PARTS     |
| <b>Vendor DBL DESIGNS, LLC</b>               |         |                       |                     |                          | \$4,992.67  |                                  |
| <b>Vendor DEED</b>                           |         |                       |                     |                          |             |                                  |
|  |         | E 361-46620-600       | Revolving Loan Fu   | Debt Srv Principal (GENE | \$1,843.41  | #CDAP-13-0031-H-FY14 CHAT EDA/EZ |
|  |         | E 361-46620-600       | Revolving Loan Fu   | Debt Srv Principal (GENE | \$645.00    | CDAP-18-0018-H-FY19 EZ FABIV     |
|  |         | E 361-46620-610       | Revolving Loan Fu   | Interest                 | \$129.10    | #CDAP-13-0031-H-FY14 CHAT EDA/EZ |
|  |         | E 361-46620-610       | Revolving Loan Fu   | Interest                 | \$73.19     | CDAP-18-0018-H-FY19 EZ FABIV     |
| <b>Vendor DEED</b>                           |         |                       |                     |                          | \$2,690.70  |                                  |
| <b>Vendor DEMCO</b>                          |         |                       |                     |                          |             |                                  |
|  | 690963  | E 211-45500-200       | Libraries (GENERA   | Office Supplies (GENERA  | \$166.90    | CIRCEXTENDER                     |



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2021

2021 03FA01

03/04/21 10:01 AM

Page 3

| Check<br>Nbr                      | Invoice         | Account             | Dept Descr                | Object Descr | Amount                           | Comments |
|-----------------------------------|-----------------|---------------------|---------------------------|--------------|----------------------------------|----------|
| Vendor DEMCO                      |                 |                     |                           |              | \$166.90                         |          |
| Vendor EO JOHNSON, BUSINESS TECH. |                 |                     |                           |              |                                  |          |
| INV906                            | E 100-42110-404 | Police Administrati | Repairs/Maint Equipment   | \$36.00      | #46719-01 POLICE L7545           |          |
| INV906                            | E 603-49500-404 | Refuse/Garbage (    | Repairs/Maint Equipment   | \$34.32      | #56246 NETWORK L9124 MP C4503    |          |
| INV906                            | E 602-49450-404 | Sewer (GENERAL)     | Repairs/Maint Equipment   | \$34.32      | #56246 NETWORK L9124 MP C4503    |          |
| INV906                            | E 100-41910-404 | Planning and Zoni   | Repairs/Maint Equipment   | \$18.72      | #56246 NETWORK L9124 MP C4503    |          |
| INV906                            | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment   | \$34.32      | #56246 NETWORK L9124 MP C4503    |          |
| INV906                            | E 240-46500-404 | Economic Dev (GE    | Repairs/Maint Equipment   | \$18.72      | #56246 NETWORK L9124 MP C4503    |          |
| INV906                            | E 230-42270-404 | Ambulance           | Repairs/Maint Equipment   | \$65.52      | #56246 NETWORK L9124 MP C4503    |          |
| INV906                            | E 100-42110-404 | Police Administrati | Repairs/Maint Equipment   | \$34.32      | #56246 NETWORK L9124 MP C4503    |          |
| INV906                            | E 100-41500-404 | City Clerk          | Repairs/Maint Equipment   | \$71.76      | #56246 NETWORK L9124 MP C4503    |          |
| Vendor EO JOHNSON, BUSINESS TECH. |                 |                     |                           |              | \$348.00                         |          |
| Vendor FILLMORE COUNTY JOURNAL    |                 |                     |                           |              |                                  |          |
| 118291                            | E 100-41910-350 | Planning and Zoni   | Print/Binding (GENERAL)   | \$28.73      | NOTICE OF PH                     |          |
| 118497                            | E 100-41910-350 | Planning and Zoni   | Print/Binding (GENERAL)   | \$28.73      | P&Z - FINAL PLAT HILLTOP ESTATES |          |
| 118288                            | E 100-41100-350 | Legislative         | Print/Binding (GENERAL)   | \$11.49      | MTG MINUTES                      |          |
| Vendor FILLMORE COUNTY JOURNAL    |                 |                     |                           |              | \$68.95                          |          |
| Vendor FILLMORE COUNTY RECORDER   |                 |                     |                           |              |                                  |          |
| AMCO 2                            | E 240-46500-310 | Economic Dev (GE    | Other Professional Servic | \$46.00      | RECORDING AMCO 2ND               |          |
| MAR 2,                            | E 240-46500-310 | Economic Dev (GE    | Other Professional Servic | \$46.00      | RECORD PUBLIC DEDICATION RENNO   |          |
| HILLTO                            | E 240-46500-310 | Economic Dev (GE    | Other Professional Servic | \$46.00      | RECORDING HILLTOP 3RD            |          |
| Vendor FILLMORE COUNTY RECORDER   |                 |                     |                           |              | \$138.00                         |          |
| Vendor FIRE SAFETY USA, INC       |                 |                     |                           |              |                                  |          |
| 144181                            | E 230-42270-404 | Ambulance           | Repairs/Maint Equipment   | \$3,604.00   | REWIRE CAN NETWORK               |          |
| 144179                            | E 230-42270-404 | Ambulance           | Repairs/Maint Equipment   | \$703.00     | LOF                              |          |
| 144177                            | E 230-42270-404 | Ambulance           | Repairs/Maint Equipment   | \$1,548.00   | OXYGEN TANK ALARM                |          |
| Vendor FIRE SAFETY USA, INC       |                 |                     |                           |              | \$5,855.00                       |          |
| Vendor FREDERICK S. SUHLER, ATTY  |                 |                     |                           |              |                                  |          |
| FEB 8,                            | E 100-41100-304 | Legislative         | Legal Fees                | \$500.00     | MONTHLY RETAINER                 |          |
| MAR 1,                            | E 100-41100-304 | Legislative         | Legal Fees                | \$110.00     | ADDITIONAL TASKS - FEB           |          |
| MAR 1,                            | E 100-41100-304 | Legislative         | Legal Fees                | \$500.00     | MONTHLY RETAINER - FEB           |          |
| FEB 8,                            | E 100-41100-304 | Legislative         | Legal Fees                | \$80.00      | ADDITIONAL TASKS                 |          |
| Vendor FREDERICK S. SUHLER, ATTY  |                 |                     |                           |              | \$1,190.00                       |          |
| Vendor GALE                       |                 |                     |                           |              |                                  |          |
| 737807                            | E 211-45500-590 | Libraries (GENERA   | Cap. Outlay-Books         | \$29.68      | ACCT 23762978                    |          |
| Vendor GALE                       |                 |                     |                           |              | \$29.68                          |          |
| Vendor GOPHER STATE ONE CALL      |                 |                     |                           |              |                                  |          |
| 102028                            | E 601-49400-310 | Water Utilities (GE | Other Professional Servic | \$2.70       | ACCOUNT #MN00240                 |          |
| Vendor GOPHER STATE ONE CALL      |                 |                     |                           |              | \$2.70                           |          |
| Vendor GRANICUS                   |                 |                     |                           |              |                                  |          |
| 137303                            | E 100-41500-438 | City Clerk          | Internet Expenses         | \$503.57     | MEETING EFFICIENCY SUITE         |          |
| 137303                            | E 100-41500-438 | City Clerk          | Internet Expenses         | \$55.13      | UPGRADE TO SDI 720P              |          |
| 137303                            | E 100-41500-438 | City Clerk          | Internet Expenses         | \$509.36     | GOV TRANSPARENCY SUITE           |          |
| 137303                            | E 100-41500-438 | City Clerk          | Internet Expenses         | \$260.47     | OPEN PLATFORM SUITE              |          |
| 137303                            | E 100-41500-438 | City Clerk          | Internet Expenses         | \$115.76     | ENCODING SOFTWARE                |          |
| Vendor GRANICUS                   |                 |                     |                           |              | \$1,444.29                       |          |
| Vendor GSS                        |                 |                     |                           |              |                                  |          |
| 19647                             | E 100-41940-401 | Municipal Building  | Repairs/Maint Buildings   | \$235.00     | CITY HALL - PM VISIT             |          |



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2021

2021 03FA01

03/04/21 10:01 AM

Page 4

| Check Nbr                              | Invoice | Account         | Dept Descr          | Object Descr              | Amount      | Comments                          |
|--|---------|-----------------|---------------------|---------------------------|-------------|-----------------------------------|
| 19646                                  |         | E 602-49450-403 | Sewer (GENERAL)     | Prev. Maint. Agreements   | \$1,049.26  | WWTP PM                           |
| <b>Vendor GSS</b>                      |         |                 |                     |                           | \$1,284.26  |                                   |
| <b>Vendor LHB, INC.</b>                |         |                 |                     |                           |             |                                   |
| 200442                                 |         | E 454-43200-310 | Construction Fund   | Other Professional Servic | \$36,859.25 | PROJECT 200442.00 CCA - PHASE 2   |
| <b>Vendor LHB, INC.</b>                |         |                 |                     |                           | \$36,859.25 |                                   |
| <b>Vendor LUMEN-LEVEL3 (WEBEX)</b>     |         |                 |                     |                           |             |                                   |
| 201312                                 |         | E 100-41500-320 | City Clerk          | Communications (GENER     | \$269.94    | WEBEX 10@23 + TAX/LIC             |
| <b>Vendor LUMEN-LEVEL3 (WEBEX)</b>     |         |                 |                     |                           | \$269.94    |                                   |
| <b>Vendor MARCO TECHNOLOGIES LLC.</b>  |         |                 |                     |                           |             |                                   |
| INV854                                 |         | E 100-42110-435 | Police Administrati | Licences, Permits and Fe  | \$160.00    | OUTLOOK 365 & OFFICE 365          |
| INV854                                 |         | E 100-41500-435 | City Clerk          | Licences, Permits and Fe  | \$64.00     | OUTLOOK 365 & OFFICE 365          |
| INV846                                 |         | E 100-42110-403 | Police Administrati | Prev. Maint. Agreements   | \$633.34    | MANAGED IT 02/20/2021 - 03/19/202 |
| INV846                                 |         | E 240-46500-403 | Economic Dev (GE    | Prev. Maint. Agreements   | \$158.33    | MANAGED IT 02/20/2021 - 03/19/202 |
| INV846                                 |         | E 100-41910-403 | Planning and Zoni   | Prev. Maint. Agreements   | \$158.33    | MANAGED IT 02/20/2021 - 03/19/202 |
| INV846                                 |         | E 603-49500-403 | Refuse/Garbage (    | Prev. Maint. Agreements   | \$316.66    | MANAGED IT 02/20/2021 - 03/19/202 |
| INV846                                 |         | E 602-49450-403 | Sewer (GENERAL)     | Prev. Maint. Agreements   | \$316.66    | MANAGED IT 02/20/2021 - 03/19/202 |
| INV846                                 |         | E 100-41500-403 | City Clerk          | Prev. Maint. Agreements   | \$633.33    | MANAGED IT 02/20/2021 - 03/19/202 |
| INV854                                 |         | E 230-42270-435 | Ambulance           | Licences, Permits and Fe  | \$36.00     | OUTLOOK 365 & OFFICE 365          |
| INV854                                 |         | E 100-41910-435 | Planning and Zoni   | Licences, Permits and Fe  | \$4.00      | OUTLOOK 365                       |
| INV854                                 |         | E 602-49450-435 | Sewer (GENERAL)     | Licences, Permits and Fe  | \$32.00     | OUTLOOK 365 & OFFICE 365          |
| INV854                                 |         | E 601-49400-435 | Water Utilities (GE | Licences, Permits and Fe  | \$16.00     | OUTLOOK 365 & OFFICE 365          |
| INV854                                 |         | E 100-45200-435 | Parks (GENERAL)     | Licences, Permits and Fe  | \$16.00     | OUTLOOK 365 & OFFICE 365          |
| INV854                                 |         | E 100-41100-435 | Legislative         | Licences, Permits and Fe  | \$24.00     | OUTLOOK 365                       |
| INV854                                 |         | E 220-42280-435 | Fire Department *   | Licences, Permits and Fe  | \$4.00      | OUTLOOK 365                       |
| INV854                                 |         | E 100-45124-435 | Swimming Pools -    | Licences, Permits and Fe  | \$16.00     | OUTLOOK 365 & OFFICE 365          |
| INV846                                 |         | E 230-42270-403 | Ambulance           | Prev. Maint. Agreements   | \$633.33    | MANAGED IT 02/20/2021 - 03/19/202 |
| INV854                                 |         | E 240-46500-435 | Economic Dev (GE    | Licences, Permits and Fe  | \$4.00      | OUTLOOK 365                       |
| INV854                                 |         | E 614-49840-435 | Cable TV (GENER     | Licences, Permits and Fe  | \$16.00     | OUTLOOK 365 & OFFICE 365          |
| INV854                                 |         | E 100-43100-435 | Street Maintenanc   | Licences, Permits and Fe  | \$16.00     | OUTLOOK 365 & OFFICE 365          |
| INV854                                 |         | E 100-46323-435 | Heritage Preservat  | Licences, Permits and Fe  | \$4.00      | OUTLOOK 365                       |
| INV846                                 |         | E 601-49400-403 | Water Utilities (GE | Prev. Maint. Agreements   | \$316.66    | MANAGED IT 02/20/2021 - 03/19/202 |
| <b>Vendor MARCO TECHNOLOGIES LLC.</b>  |         |                 |                     |                           | \$3,578.64  |                                   |
| <b>Vendor MAYO CLINIC</b>              |         |                 |                     |                           |             |                                   |
| 21-143                                 |         | E 230-42270-415 | Ambulance           | Medical Services          | \$324.26    | PARAMEDIC INTERCEPT               |
| 21-130                                 |         | E 230-42270-415 | Ambulance           | Medical Services          | \$341.03    | PARAMEDIC INTERCEPT               |
| 21-163                                 |         | E 230-42270-415 | Ambulance           | Medical Services          | \$310.18    | PARAMEDIC INTERCEPT               |
| <b>Vendor MAYO CLINIC</b>              |         |                 |                     |                           | \$975.47    |                                   |
| <b>Vendor MED-TECH RESOURCE, LLC</b>   |         |                 |                     |                           |             |                                   |
| 126801                                 |         | E 230-42270-210 | Ambulance           | Operating Supplies (GEN   | \$98.03     | BATTERIES                         |
| <b>Vendor MED-TECH RESOURCE, LLC</b>   |         |                 |                     |                           | \$98.03     |                                   |
| <b>Vendor MOTOROLA</b>                 |         |                 |                     |                           |             |                                   |
| 828109                                 |         | E 100-42110-153 | Police Administrati | Uniform Allowance         | \$225.00    | APX WIRELESS                      |
| <b>Vendor MOTOROLA</b>                 |         |                 |                     |                           | \$225.00    |                                   |
| <b>Vendor NOVOTNY LAW OFFICE, LTD.</b> |         |                 |                     |                           |             |                                   |
| 1700                                   |         | E 100-42110-304 | Police Administrati | Legal Fees                | \$744.00    | CITY PROSECUTION - JAN & FEB      |
| <b>Vendor NOVOTNY LAW OFFICE, LTD.</b> |         |                 |                     |                           | \$744.00    |                                   |
| <b>Vendor PATHFINDER CRM, LLC</b>      |         |                 |                     |                           |             |                                   |
| 221005                                 |         | E 454-43200-310 | Construction Fund   | Other Professional Servic | \$1,045.00  | CCA PHASE II - (PREDESIGN) FEBRUA |



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2021

2021 03FA01

03/04/21 10:01 AM

Page 5

| Check<br>Nbr                           | Invoice         | Account             | Dept Descr                | Object Descr | Amount                          | Comments |
|--|-----------------|---------------------|---------------------------|--------------|---------------------------------|----------|
| Vendor PATHFINDER CRM, LLC             |                 |                     |                           |              | \$1,045.00                      |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor PEARSON BACKHOE SERVICE INC     |                 |                     |                           |              |                                 |          |
| 6724                                   | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment   | \$3,470.00   | WATER MAIN BREAK REPAIR - GRAND |          |
| Vendor PEARSON BACKHOE SERVICE INC     |                 |                     |                           |              | \$3,470.00                      |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor PHONE STATION INC               |                 |                     |                           |              |                                 |          |
| 77603                                  | E 100-41500-310 | City Clerk          | Other Professional Servic | \$50.00      | REMOTE ADMIN - REMOVE N TIMM DI |          |
| Vendor PHONE STATION INC               |                 |                     |                           |              | \$50.00                         |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor QUALITY FLOW SYSTEMS, INC.      |                 |                     |                           |              |                                 |          |
| 40447                                  | E 602-49450-401 | Sewer (GENERAL)     | Repairs/Maint Buildings   | \$2,550.00   | CONTROL ISSUE FLOAT SWITCH SYM  |          |
| Vendor QUALITY FLOW SYSTEMS, INC.      |                 |                     |                           |              | \$2,550.00                      |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor QUICK + EASY QUILTS             |                 |                     |                           |              |                                 |          |
|  | E 211-45500-591 | Libraries (GENERA   | Cap. Outlay-Magazines     | \$26.98      | SUBSCRIPTION - Y YR             |          |
| Vendor QUICK + EASY QUILTS             |                 |                     |                           |              | \$26.98                         |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor SELCO                           |                 |                     |                           |              |                                 |          |
| 048682                                 | E 211-45500-200 | Libraries (GENERA   | Office Supplies (GENERA   | \$106.68     | WHITE PLASTIC BAGS              |          |
| 048690                                 | E 211-45500-200 | Libraries (GENERA   | Office Supplies (GENERA   | \$15.00      | PATRON CARDS                    |          |
| 048696                                 | E 211-45500-591 | Libraries (GENERA   | Cap. Outlay-Magazines     | \$5.88       | BOOKPAGE SUBSCRIPTION 2021      |          |
| 048651                                 | E 211-45500-414 | Libraries (GENERA   | Automated Operations      | \$901.78     | BASIC TECH FEES - FEB           |          |
| Vendor SELCO                           |                 |                     |                           |              | \$1,029.34                      |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor SMART APPLE MEDIA               |                 |                     |                           |              |                                 |          |
| ARU031                                 | E 211-45500-590 | Libraries (GENERA   | Cap. Outlay-Books         | \$93.96      | EINSTEIN DARWIN NEWTON CURIE    |          |
| Vendor SMART APPLE MEDIA               |                 |                     |                           |              | \$93.96                         |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor SMITH SCHAFFER & ASSOCIATES LTD |                 |                     |                           |              |                                 |          |
| 90641                                  | E 100-41500-301 | City Clerk          | Auditing and Acctg Servi  | \$5,500.00   | PROGRESS BILLING                |          |
| 90641                                  | E 601-49400-301 | Water Utilities (GE | Auditing and Acctg Servi  | \$2,750.00   | PROGRESS BILLING                |          |
| 90641                                  | E 602-49450-301 | Sewer (GENERAL)     | Auditing and Acctg Servi  | \$2,750.00   | PROGRESS BILLING                |          |
| Vendor SMITH SCHAFFER & ASSOCIATES LTD |                 |                     |                           |              | \$11,000.00                     |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor SUNSHINE FOODS                  |                 |                     |                           |              |                                 |          |
| 001045                                 | E 230-42270-210 | Ambulance           | Operating Supplies (GEN   | \$5.98       | ACCT 317 - WATER                |          |
| Vendor SUNSHINE FOODS                  |                 |                     |                           |              | \$5.98                          |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor THE SILVER GRILLE               |                 |                     |                           |              |                                 |          |
| 31028                                  | E 614-49840-205 | Cable TV (GENER     | Service Incentives/Rewa   | \$55.84      | CCTV MEETING                    |          |
| Vendor THE SILVER GRILLE               |                 |                     |                           |              | \$55.84                         |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor UC LABORATORY                   |                 |                     |                           |              |                                 |          |
| 108147                                 | E 602-49450-217 | Sewer (GENERAL)     | Testing                   | \$441.00     | WWTP LABS                       |          |
| Vendor UC LABORATORY                   |                 |                     |                           |              | \$441.00                        |          |
|  |                 |                     |                           |              |                                 |          |
| Vendor US BANK ONE CARD                |                 |                     |                           |              |                                 |          |
| 02-25-2                                | E 211-45500-591 | Libraries (GENERA   | Cap. Outlay-Magazines     | \$89.10      | PEOPLE                          |          |
| 02-25-2                                | E 614-49840-433 | Cable TV (GENER     | Dues and Subscriptions    | \$160.00     | MACTA DUES                      |          |
| 02-25-2                                | E 601-49400-322 | Water Utilities (GE | Postage                   | \$4.80       | USPS - FLOURIDE SAMPLE POSTAGE  |          |
| 02-25-2                                | E 614-49840-240 | Cable TV (GENER     | Small Tools and Minor E   | \$85.89      | APPLE.COM - APP FOR MAC         |          |
| 02-25-2                                | E 230-42270-209 | Ambulance           | Training Institution      | \$144.49     | FISDAP FISDAP EMSRB             |          |
| 02-25-2                                | E 211-45500-590 | Libraries (GENERA   | Cap. Outlay-Books         | \$0.58       | SCHOLASTIC                      |          |
| 02-25-2                                | E 211-45500-200 | Libraries (GENERA   | Office Supplies (GENERA   | \$38.64      | QUICKEN                         |          |
| 02-25-2                                | E 100-41100-430 | Legislative         | Miscellaneous (GENERAL    | \$67.50      | R4 COTW                         |          |
| 02-25-2                                | E 100-45200-208 | Parks (GENERAL)     | Training and Instruction  | \$150.00     | U OF M - SHADE TREE COURSE      |          |
| 02-25-2                                | E 100-42400-434 | Building Inspectio  | Surcharge Fee             | \$133.00     | QTRLY SURCHARGE                 |          |





# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2021

2021 03FA01

03/04/21 10:01 AM

Page 6

| Check Nbr                                | Invoice | Account         | Dept Descr          | Object Descr              | Amount       | Comments                          |
|--|---------|-----------------|---------------------|---------------------------|--------------|-----------------------------------|
|  | 02-25-2 | E 100-42110-153 | Police Administrati | Uniform Allowance         | \$60.20      | EARPHONE - SCHMIEDEBER            |
|  | 02-25-2 | E 100-41500-433 | City Clerk          | Dues and Subscriptions    | \$200.00     | IIMC DUES - YOUNG                 |
|  | 02-25-2 | E 211-45500-590 | Libraries (GENERA   | Cap. Outlay-Books         | \$16.88      | AMAZON.COM - BOOKS                |
|  | 02-25-2 | E 601-49400-210 | Water Utilities (GE | Operating Supplies (GEN   | \$62.09      | HACH ACCUVAC                      |
| <b>Vendor US BANK ONE CARD</b>           |         |                 |                     |                           | \$1,213.17   |                                   |
| <b>Vendor VISUALCOMMUNICATIONS</b>       |         |                 |                     |                           |              |                                   |
|  | 12086   | E 100-46323-310 | Heritage Preservat  | Other Professional Servic | \$420.00     | JOB#20.06.02B INT SIGN PROJ       |
| <b>Vendor VISUALCOMMUNICATIONS</b>       |         |                 |                     |                           | \$420.00     |                                   |
| <b>Vendor WERNER ELECTRIC SUPPLY CO.</b> |         |                 |                     |                           |              |                                   |
|  | S01043  | E 100-43100-210 | Street Maintenanc   | Operating Supplies (GEN   | \$26.31      | PHIL MH250                        |
| <b>Vendor WERNER ELECTRIC SUPPLY CO.</b> |         |                 |                     |                           | \$26.31      |                                   |
| <b>Vendor WM HANSON WASTE REMOVAL</b>    |         |                 |                     |                           |              |                                   |
|  | 27910   | E 100-45200-384 | Parks (GENERAL)     | Refuse/Garbage Disposal   | \$91.96      | GARBAGE SERVICE - FIRE HALL       |
|  | 27910   | E 602-49450-384 | Sewer (GENERAL)     | Refuse/Garbage Disposal   | \$109.91     | GARBAGE SERVICE - WWTP            |
|  | 27910   | E 603-49500-384 | Refuse/Garbage (    | Refuse/Garbage Disposal   | \$786.73     | GARBAGE SERVICE - FUEL SURCHARG   |
|  | 27910   | E 603-49500-384 | Refuse/Garbage (    | Refuse/Garbage Disposal   | \$12,761.16  | GARBAGE SERVICE - 1,158 P/U @ 11. |
|  | 27910   | E 603-49500-384 | Refuse/Garbage (    | Refuse/Garbage Disposal   | \$2,060.80   | GARBAGE SERVICE - OC ENVIRON FEE  |
|  | 27910   | E 100-41940-384 | Municipal Building  | Refuse/Garbage Disposal   | \$43.61      | GARBAGE SERVICE - CITY HALL       |
| <b>Vendor WM HANSON WASTE REMOVAL</b>    |         |                 |                     |                           | \$15,854.17  |                                   |
| <b>Vendor ZEP MANUFACTURING</b>          |         |                 |                     |                           |              |                                   |
|  | 900597  | E 100-41940-210 | Municipal Building  | Operating Supplies (GEN   | \$144.79     | METER MIST                        |
| <b>Vendor ZEP MANUFACTURING</b>          |         |                 |                     |                           | \$144.79     |                                   |
| Batch Name 2021 03FA01                   |         |                 |                     |                           | \$107,714.63 |                                   |
|  |         |                 |                     |                           | \$107,714.63 |                                   |

[BatchID]=15637



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: March 2021

2021 03RT

03/03/21 3:05 PM

Page 1

| Check<br>Nbr                 | Invoice | Account         | Dept Descr          | Object Descr           | Amount     | Comments                    |
|------------------------------|---------|-----------------|---------------------|------------------------|------------|-----------------------------|
| <b>Vendor MN REVENUE</b>     |         |                 |                     |                        |            |                             |
| 111490                       | 1-876-1 | E 100-42110-437 | Police Administrati | Sales Tax - Purchases  | \$16.00    | 7316521 PD SALES TAX        |
|                              | 1-876-1 | E 601-49400-437 | Water Utilities (GE | Sales Tax - Purchases  | \$54.00    | 7316521 WTR TWR LEASE SALES |
|                              | 1-876-1 | E 614-49840-437 | Cable TV (GENER     | Sales Tax - Purchases  | \$1.00     | 7316521 CCTV SALES          |
|                              | 1-876-1 | E 603-49500-436 | Refuse/Garbage (    | Sales Tax              | \$957.00   | 7316521 GARBAGE TAX         |
| <b>Vendor MN REVENUE</b>     |         |                 |                     |                        | \$1,028.00 |                             |
| <b>Vendor REVTRAK JETPAY</b> |         |                 |                     |                        |            |                             |
| 111489                       | FEB 20  | E 100-42110-323 | Police Administrati | Administration Expense | \$3.86     | ADMIN FEES                  |
|                              | FEB 20  | E 230-42270-323 | Ambulance           | Administration Expense | \$26.62    | ADMIN FEES                  |
|                              | FEB 20  | E 603-49500-323 | Refuse/Garbage (    | Administration Expense | \$195.16   | ADMIN FEE ALLOC 17.45%      |
|                              | FEB 20  | E 602-49450-323 | Sewer (GENERAL)     | Administration Expense | \$706.35   | ADMIN FEE ALLOC 63.12%      |
|                              | FEB 20  | E 601-49400-323 | Water Utilities (GE | Administration Expense | \$217.55   | ADMIN FEE ALLOC 19.44%      |
| <b>Vendor REVTRAK JETPAY</b> |         |                 |                     |                        | \$1,149.54 |                             |
| Batch Name 2021 03RT         |         |                 |                     |                        | \$2,177.54 |                             |
|                              |         |                 |                     |                        | \$2,177.54 |                             |

[BatchID]=15660



## Joel Young

---

**From:** Lucas Thieke <lucasthieke@gmail.com>  
**Sent:** Wednesday, March 3, 2021 8:01 AM  
**To:** Joel Young  
**Subject:** turnout gear  
**Attachments:** turnoutgear.pdf

Hello

Here is a quote for turnout gear and radios. We developed a plan a couple years back with public services to purchase radios and turnout gear every year instead of waiting for longer periods of time and having such a large expense, or until gear just doesn't work anymore. It seems to be easier to plan for yearly purchases than hold out for years and let prices increase and deal with it all at once. Our original radios are still working, but most of them have been discontinued and we can no longer get parts for them, so we now purchase two new radios per year, then hold onto the old ones until they no longer function.

Turnout gear is supposed to be replaced every ten years so we developed a plan to buy three sets per year to get everyone on a rotation for new gear, so far this plan is working very well. We have the funds to follow this plan, and it keeps our gear in tip top shape.

Thanks

Luke





**MOTOROLA SOLUTIONS**

QUOTE-1412928

02/05/2021

CHATFIELD FIRE DEPT  
21 2ND ST SE  
CHATFIELD, MN 55923

Dear ,

Motorola Solutions is pleased to present CHATFIELD FIRE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide CHATFIELD FIRE DEPT with the best products and services available in the communications industry. Please direct any questions to Gary Anderson at [gary.anderson@ancom.org](mailto:gary.anderson@ancom.org).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Gary Anderson

Motorola Solutions Manufacturer's Representative



Billing Address:  
CHATFIELD FIRE DEPT  
21 2ND ST SE  
CHATFIELD, MN 55923  
US

Quote Date:02/05/2021  
Expiration Date:05/06/2021  
Quote Created By:  
Gary Anderson  
gary.anderson@ancom.org

End Customer:  
CHATFIELD FIRE DEPT

| Line # | Item Number      | Description  | Qty | List Price | Sale Price | Ext. Sale Price |
|--------|------------------|--|-----|------------|------------|-----------------|
|        | APX™ 4000 Series | APX4000  |     |            |            |                 |
| 1      | H51UCF9PW6AN     | APX 4000 7/800 MHZ MODEL<br>2 PORT                                 | 2   | \$1,963.00 | \$1,963.00 | \$3,926.00      |
| 1a     | QA02756AB        | ENH: 3600 OR 9600<br>TRUNKING BAUD SINGLE<br>SYSTEM                | 2   | \$1,570.00 | \$1,570.00 | \$3,140.00      |
| 1b     | QA00582AJ        | ALT: IMPRES LI-ION 2500MAH<br>UL BATTERY (NNTN8560A)               | 2   | \$130.00   | \$130.00   | \$260.00        |
| 1c     | QA05751AA        | ADD: NO ENCRYPTION,<br>CLEAR RADIO (NO ADP) (US<br>ONLY)           | 2   | \$0.00     | \$0.00     | \$0.00          |
| 1d     | H885BK           | ADD: 3Y ESSENTIAL<br>SERVICE                                       | 2   | \$90.00    | \$90.00    | \$180.00        |
| 2      | PMPN4174A        | CHGR DESKTOP SINGLE<br>UNIT IMPRES, US/NA                          | 2   | \$76.00    | \$51.95    | \$103.90        |
| 3      | PMMN4084A        | AUDIO ACCESSORY-<br>HEADSET,PLUS RSM NC IP54<br>THRD 3.5MM JACK RX | 2   | \$95.00    | \$71.25    | \$142.50        |

Grand Total

\$7,752.40(USD)

Notes:



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.





## CHATFIELD FIRE DEPT

02/05/2021

02/05/2021

CHATFIELD FIRE DEPT  
21 2ND ST SE  
CHATFIELD, MN 55923

Dear ,

Motorola Solutions is pleased to present CHATFIELD FIRE DEPT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide CHATFIELD FIRE DEPT with the best products and services available in the communications industry. Please direct any questions to Gary Anderson at [gary.anderson@ancom.org](mailto:gary.anderson@ancom.org).

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Gary Anderson

Motorola Solutions Manufacturer's Representative

Billing Address:  
CHATFIELD FIRE DEPT  
21 2ND ST SE  
CHATFIELD, MN 55923  
US

Quote Date:02/05/2021  
Expiration Date:05/06/2021  
Quote Created By:  
Gary Anderson  
gary.anderson@ancom.org

End Customer:  
CHATFIELD FIRE DEPT

| Line # | Item Number      | Description   | Qty | List Price | Sale Price | Ext. Sale Price |
|--------|------------------|---|-----|------------|------------|-----------------|
|        | APX™ 4000 Series | APX4000   |     |            |            |                 |
| 1      | H51UCF9PW6AN     | APX 4000 7/800 MHZ MODEL 2 PORT                             | 2   | \$1,963.00 | \$1,963.00 | \$3,926.00      |
| 1a     | QA02756AB        | ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM               | 2   | \$1,570.00 | \$1,570.00 | \$3,140.00      |
| 1b     | QA00582AJ        | ALT: IMPRES LI-ION 2500MAH UL BATTERY (NNTN8560A)           | 2   | \$130.00   | \$130.00   | \$260.00        |
| 1c     | QA05751AA        | ADD: NO ENCRYPTION, CLEAR RADIO (NO ADP) (US ONLY)          | 2   | \$0.00     | \$0.00     | \$0.00          |
| 1d     | H885BK           | ADD: 3Y ESSENTIAL SERVICE                                   | 2   | \$90.00    | \$90.00    | \$180.00        |
| 2      | PMPN4174A        | CHGR DESKTOP SINGLE UNIT IMPRES, US/NA                      | 2   | \$76.00    | \$51.95    | \$103.90        |
| 3      | PMMN4084A        | AUDIO ACCESSORY-HEADSET,PLUS RSM NC IP54 THRD 3.5MM JACK RX | 2   | \$95.00    | \$71.25    | \$142.50        |

Grand Total

**\$7,752.40(USD)**

Notes:



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

- **PLEASE BE ADVISED:** Motorola Solutions is moving towards being more environmentally green and emailing invoices. You may receive an email invoice instead of a mailed invoice, depending on the purchase. In addition, the invoice may have a new address for submitting payments. If you have any questions or would like to change where your electronic invoices will be delivered, please contact your credit analyst or dial 800-422-4210.







## Purchase Order Checklist

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead  
(PO will not be processed without this)

PO Number/ Contract Number

PO Date

Vendor = Motorola Solutions, Inc.

Payment (Billing) Terms/ State Contract Number

Bill-To Name on PO must be equal to the *Legal* Bill-To Name

Bill-To Address

Ship-To Address (If we are shipping to a MR location, it must be documented on PO)

Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO )

PO Amount must be equal to or greater than Order Total

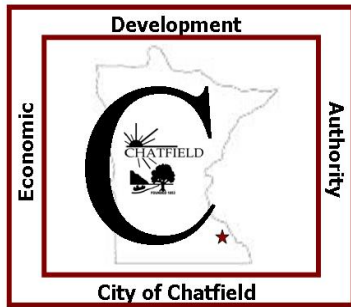
Non-Editable Format (Word/ Excel templates cannot be accepted)

Bill To Contact Name & Phone # and EMAIL for customer accounts payable dept

Ship To Contact Name & Phone #

Tax Exemption Status

Signatures (As required)



**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](http://www.ci.chatfield.mn.us)**

---

March 8, 2021

To: Chatfield City Council

From: Chris Giesen, EDA Coordinator

RE: 2020 EDA Report

Attached is the Chatfield Economic Development Authority's 2020 annual report detailing projects, community statistics, and impacts.

I would be happy to discuss any questions you might have prior to or at the council meeting!



## Chatfield Economic Development Authority

### 2020 Annual Report

(For 12 months ending February 17, 2021)

The Chatfield EDA regularly meets the fourth Monday of each month at 4:30 PM at the Thurber Municipal Center.

During 2020, there were 11 regular meetings and 2 special meetings. Several meetings this year were held electronically due to the COVID-19 pandemic. This compares to 8 regular meetings and 2 special meetings in 2019 and 7 regular and 4 special meetings in 2018.

Typically, no regular meeting is held in November because of the annual EDA Gala held on the Tuesday before Thanksgiving. However, due to the pandemic the annual Gala was cancelled.

No meetings were cancelled due to lack of quorum in 2020 compared to 3 meetings in 2019 and 2 in 2018.

#### Meeting attendance record:

| Member     |  |      |      |      |      |      |      |      |      |       |       |       |      |      |      | Absences |      |  |
|------------|--|------|------|------|------|------|------|------|------|-------|-------|-------|------|------|------|----------|------|--|
|            |  | 2/24 | 3/23 | 4/27 | 5/26 | 6/22 | 7/27 | 8/24 | 9/28 | 10/26 | 11/23 | 12/28 | 1/25 | 2/16 | 2020 | 2019     | 2018 |  |
| M. Tuohy   |  | x    | x    | x    | x    | x    |      | x    | x    | x     | x     | x     | x    | x    | 1    | 1        | 3    |  |
| M. Urban   |  | x    | x    | x    | x    | x    | x    | x    | x    | x     | x     | x     | x    |      | 1    | 1        | -    |  |
| S. Keefe   |  | x    | x    | x    | x    | x    | x    | x    | x    | x     | x     |       | x    | x    | 1    | 2        | 1    |  |
| M. Baum    |  | x    |      | x    | x    | x    | x    | x    | x    | x     | x     | x     | x    | x    | 1    | 5        | 1    |  |
| R. Paulson |  | x    |      | x    | x    | x    |      | x    | x    | x     |       |       |      |      | 6    | 2        | 4    |  |
| P. Novtony |  | x    |      | x    | x    | x    | x    | x    | x    | x     | x     | x     | x    |      | 2    | 1        | 3    |  |
| L. Isensee |  | n/a  | x    | x    | x    | x    | x    | x    | x    | x     | x     | x     | x    | x    | -    | n/a      | n/a  |  |

#### Project Highlights:

##### COVID-19 Pandemic Response

- Managed economic emergency response to the coronavirus pandemic.
- Contacted and talked with impacted businesses, researched and distributed information on emergency grants, loans, and other special programs created in response to the economic crisis induced by the pandemic and executive ordered shutdowns.
- Created and administered business relief grant program, **awarding \$40,000** to 25 impacted Chatfield businesses through CARES Act funding.
- Granted a three month loan payment holiday to 10 EDA loan borrowers, **forgiving accumulated interest of \$2,708.**
- **Administered \$58,000** in emergency small business loans from Minnesota Department of Employment and Economic Development (MN DEED) to 3 businesses directly impacted by the initial executive orders by the governor to shutdown in response to the pandemic. Loans provided emergency liquidity at 0% interest and half of the principal amount can be forgiven.

##### Chatfield Center for the Arts

- Continued lobbying efforts to secure state funding that would complete Phase II renovations, **receiving \$8,700,000 state capital improvement grant** to complete the project.

- Kicked off project planning steering committee to put in place project professional services, refresh project design, and begin construction plans.

#### Community Marketing

- Discussed proposals to create and distribute a community marketing video, which laid the ground work for future discussions to create a relationship with the newly formed Chatfield Alliance.

#### The Chatfield Alliance

- Worked with local business owners and volunteer community leaders as they established a new community marketing organization for the benefit of the Chatfield area. The new organization will partner with and leverage public and private resources to more comprehensively tell Chatfield's story, both internally and externally.
- Assisted in creation of an operating agreement, funding, securing local lodging tax, grants, and other general organizational and project assistance.

#### Speculative Industrial Building/Shared Public Works Building

- Explored options to build a speculative industrial building that would include a shared space for public works. Explored two different sites, negotiated the potential purchase of a privately owned property. The project did not move forward due to cost.

#### Enterprise Drive

- Discussed and resolved utility connection cost issues on a recent project.

#### Residential Subdivision Development Agreements

- Negotiated and drafted development agreements for
  - Hilltop 3<sup>rd</sup> Residential Subdivision
  - Amco 2<sup>nd</sup> Residential Subdivision

#### Amco Drive Residential Development Assistance

- Approved one new home residential rebate totaling **\$10,000** for income-qualified buyers.

#### Revolving Loan Fund

- **\$4,200 loan** made to Joshua Broadwater, LLC for improvements to commercial lot on Enterprise Drive.

#### County Road 10 Land

- Renewed discussions for future uses of the city-owned land along county road 10.
- Began the process to plan out various affordable housing options for the property.

#### Required Reporting

- Annual Hilltop tax abatement report to Fillmore County and Chatfield Public Schools.
- Completed annual Business Subsidy report to Minnesota DEED.
- Completed annual Minnesota Investment Fund (EZ Fab loan) annual report to Minnesota DEED.
- Completed post-close out annual report on Enterprise Drive BDPI Grant.
- Completed bi-annual reports on the economic development sales tax grant funds to the City of Rochester. Submitted final report in December.

#### General Business Assistance / Other Projects

- Met with 62 individual current and/or prospective businesses in regards to projects, issues, programs, business planning, financial packaging and other general assistance.

- Discussed the creation of a large/special project fund with the proceeds of the tax increments to be received from the Dollar General project.
- Provided input to the planning and zoning commission in regards to pole structures in B3 zones.

#### **Revolving Loan Fund Summary:**

##### Active Loan Portfolio

|                                  |             |
|----------------------------------|-------------|
| Total Number of Loans:           | 10          |
| Total Original Principal Amount: | \$1,149,254 |
| Balance Due:                     | \$600,733   |
| Average Loan Amount:             | \$127,695   |
| Cash on Hand Available to Lend:  | \$109,339   |

##### Loan Portfolio since Inception

|                                |             |
|--------------------------------|-------------|
| Total Loans Made:              | 27          |
| Total Principal Amount:        | \$1,740,417 |
| Total Repayments:              | \$726,171   |
| Total Write Off/Uncollectable: | \$147,338   |
| Average Loan Amount:           | \$66,939    |

#### **Building Permit Summary:**

| Year | Permit Value (\$) |              | New Homes |
|------|-------------------|--------------|-----------|
|      | Commercial        | Residential  |           |
| 2020 | \$ 965,170        | \$ 1,437,000 | 8         |
| 2019 | \$ 10,373,483     | \$ 1,883,600 | 7         |
| 2018 | \$ 1,453,000      | \$ 3,857,500 | 20        |
| 2017 | \$ 10,029,948     | \$ 4,742,000 | 19        |
| 2016 | \$ 1,426,600      | \$ 3,260,400 | 14        |
| 2015 | \$ 4,963,000      | \$ 2,626,500 | 8         |
| 2014 | \$ 840,099        | \$ 1,954,835 | 8         |

#### **Economic Development Authority's Financial Impact on Chatfield:**

*(Excluding loan repayments & fund interest earnings)*

|   | 2020               | 2019             | 2018               |
|---|--------------------|------------------|--------------------|
| <b>Total Grants Received:</b>                 | <b>\$8,700,000</b> | <b>\$0</b>       | <b>\$375,000</b>   |
| <b>Total Loans Made:</b>                      | <b>\$4,200</b>     | <b>\$55,000</b>  | <b>\$70,000</b>    |
| <b>Total Short Term Funds Leveraged:</b>      | <b>\$110,708</b>   | <b>\$20,000</b>  | <b>\$0</b>         |
| <b>Total Long Term Funds Leveraged:</b>       | <b>\$0</b>         | <b>\$412,193</b> | <b>\$558,000</b>   |
| <b>Total Dollars Leveraged for Chatfield:</b> | <b>\$8,814,908</b> | <b>\$487,193</b> | <b>\$1,003,000</b> |
| Total City Levy:                              | \$2,161,688        | \$2,032,036      | \$1,641,969        |
| Total EDA/CCA Budget:                         | \$136,200          | \$140,876        | \$139,285          |

Ordinance No. 452

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA,  
RELATING TO ELECTIONS; PROVIDING FOR DESIGNATION OF THE  
LOCATION OF THE POLLING PLACE; AMENDING THE PROVISIONS  
OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 2, ARTICLE 1 (THE  
SO-CALLED “ADMINISTRATIVE CODE”), SECTION 2-5.

The City Council of the City of Chatfield does ordain:

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 2, Article I, the  
“Administrative Code”, Section 2-5 are amended to read:

**Sec. 2-5. Polling Place.**

The Chatfield Center for the Arts shall be the location of the polling place for any  
election conducted by the City of Chatfield.

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 22 day  
of March, 2021.

Approved:

Attest:

\_\_\_\_\_  
By its Mayor

\_\_\_\_\_  
By its City Clerk

**CITY OF CHATFIELD  
FILLMORE COUNTY  
STATE OF MINNESOTA**

**A RESOLUTION APPROVING FINAL PLAT – HILLTOP ESTATES THIRD ADDITION**

WHEREAS, G-Cubed Development, applicant, has submitted a complete application for a Final Plat for a subdivision entitled “Hilltop Estates Third Addition”; and

WHEREAS, the plat is consistent with the City of Chatfield zoning and subdivision regulations and applicable laws and ordinances; and

WHEREAS, the Chatfield Planning & Zoning Commission held a public hearing on December 7<sup>th</sup>, 2020, to hear public testimony on the proposed preliminary plat; and

WHEREAS, upon the Planning & Zoning Commission review of the application information and taking public testimony, the Planning & Zoning Commission recommended approval of the preliminary plat for the subdivision entitled “Hilltop Estates Third Addition” subject to the conditions outlined in the City of Chatfield staff report and as listed below; and

WHEREAS, the Chatfield City Council has reviewed the application and City of Chatfield staff report and concurs with the findings and recommendation of the Chatfield Planning & Zoning Commission and City staff.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chatfield Minnesota, that after a hearing duly noticed and held on March 8<sup>th</sup>, 2021 in the Council Chambers of the City of Chatfield, the City Council approves the preliminary plat for “Hilltop Estates Third Addition” with the following conditions:

**Preliminary Plat Conditions of approval:**

- 1) All relevant comments and conditions previously applied to the original preliminary plat still apply. In addition, the amended Preliminary Plat is subject to the following:
- 2) Sidewalk should be shown on the preliminary plat that is consistent with future plans as Wisdom Drive SE is intended to be a thru street and not a cul-de-sac. Any future developments off Wisdom Lane will also need to show sidewalks consistent with the sidewalk plan as development occurs off of Wisdom Lane.
- 3) Amend the Development Agreement dated 8/10/20 for Hilltop Estates 3rd Subdivision to conform with the plat herein.

**ADOPTED THIS 8<sup>TH</sup> DAY OF March, 2021**

\_\_\_\_\_  
RUSSELL SMITH, MAYOR

\_\_\_\_\_  
JOEL YOUNG, CITY CLERK

MOTION:

SECOND:

AYES:

NAYS:



# HILLTOP ESTATES THIRD ADDITION

## INSTRUMENT OF DEDICATION

KNOW ALL MEN BY THESE PRESENTS: That Monica G. Griffin, as Trustee of the Monica G. Griffin Trust, dated March 21, 2011, owner and proprietor of the following described property situated in the City of Chatfield, State of Minnesota, to wit:

That part of the Northeast Quarter of the Northwest Quarter, and that part of the Southeast Quarter of the Northwest Quarter of Section 4, Township 104 North, Range 11 west, Fillmore County, Minnesota, described as follows:  
Beginning at the southeasterly corner of Lot 1, Block 2, HILLTOP ESTATES FIRST ADDITION according to the recorded plat thereof on file at the Office of the County Recorder, Fillmore County, Minnesota; thence North 25°44'21" East, along the southeasterly line of said Lot 1, Block 2, and along the northeasterly extension of said southeast line of Lot 1, Block 2, and along the southeast line of Lot 13, Block 1, said HILLTOP ESTATES FIRST ADDITION, 346.00 feet to the northeast corner of said Lot 13; thence South 64°15'39" East 55.00 feet to the southeasterly corner of Lot 12, said Block 1; thence South 46°37'37" East 104.93 feet to the southeasterly corner of Lot 10, said Block 1; thence South 33°13'42" East 149.65 feet to a corner of Lot 8, of said Block 1; thence North 89°47'28" East, along the south line of said Lot 8, a distance of 125.00 feet; thence South 00°12'46" East 150.01 feet; thence North 89°47'28" East 46.89 feet; thence South 00°12'46" East 226.00 feet; thence South 89°47'28" West 180.03 feet; thence North 64°33'39" West 259.45 feet; thence North 32°10'01" West 199.39 feet; thence North 64°15'39" West 12.09 feet to the point of beginning.

Containing 4.43 acres.

Has caused the same to be surveyed and platted as HILLTOP ESTATES THIRD ADDITION and do hereby donate and dedicate to the public for the public use forever the public ways, and also dedicating the utility and drainage easements as created by this plat.

In witness whereof said Monica G. Griffin, as Trustee of the Monica G. Griffin Turst, dated March 21, 2011, has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Monica G. Griffin

STATE OF MINNESOTA

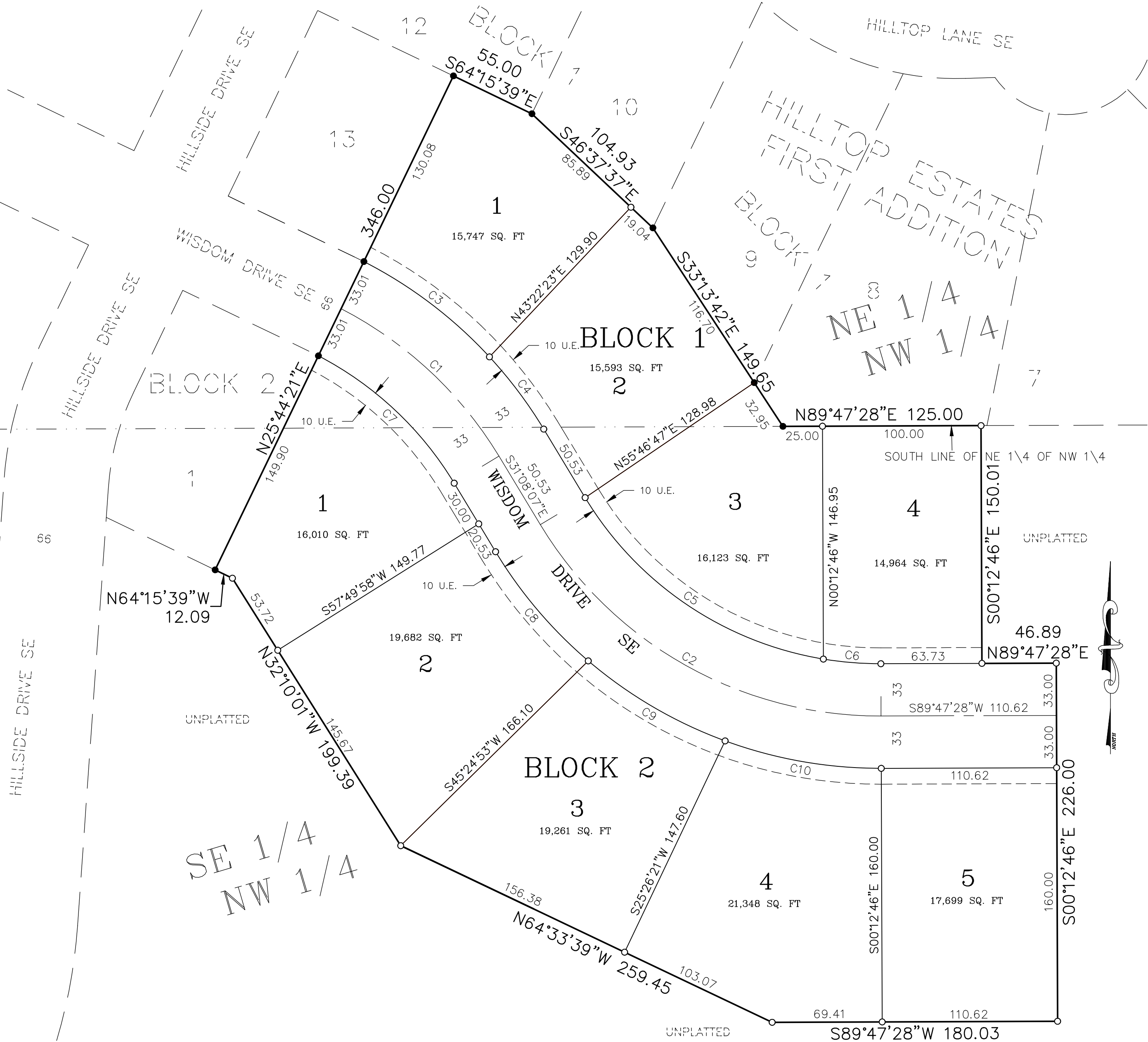
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by Monica G. Griffin, as Trustee of the Monica G. Griffin Trust, dated March 21, 2011.

Notary Public, \_\_\_\_\_ County, Minnesota

My Commission expires: \_\_\_\_\_

Printed Name \_\_\_\_\_



## SURVEYOR'S CERTIFICATE

I Geoffrey G Griffin do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Geoffrey G Griffin, Land Surveyor  
Minnesota Registration No. 21940

STATE OF MINNESOTA

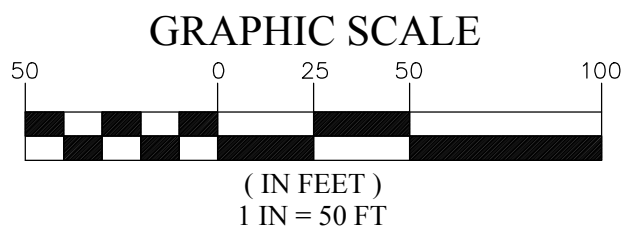
COUNTY OF \_\_\_\_\_

The foregoing Surveyor's Certificate was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Geoffrey G Griffin, Minnesota Registration No. 21940

Notary Public, \_\_\_\_\_ County, Minnesota

My commission expires: \_\_\_\_\_

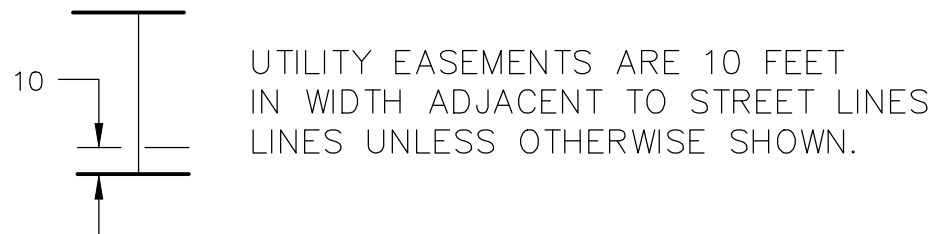
Printed Name \_\_\_\_\_



## LEGEND

- IRON PIPE WITH PLASTIC CAP  
STAMPED LS 21940 SET
- FOUND MONUMENTS ARE 1/2" IRON PIPES, UNLESS OTHERWISE NOTED

- EASEMENT LINE
- - - SECTION LINE
- \_\_\_ UNDERLYING PLAT LINE



| CURVE TABLE |        |        |           |               |              |
|-------------|--------|--------|-----------|---------------|--------------|
| CURVE       | LENGTH | RADIUS | DELTA     | CHORD BEARING | CHORD LENGTH |
| C1          | 138.00 | 250.00 | 31°37'35" | S46°56'55"E   | 136.25       |
| C2          | 257.76 | 250.00 | 59°04'25" | S60°40'20"E   | 246.49       |
| C3          | 100.00 | 283.00 | 20°14'45" | S52°48'49"E   | 99.48        |
| C4          | 57.07  | 283.00 | 11°33'19" | S36°54'47"E   | 56.98        |
| C5          | 187.29 | 217.00 | 49°27'08" | S55°51'41"E   | 181.53       |
| C6          | 36.44  | 217.00 | 09°37'17" | S85°23'54"E   | 36.40        |
| C7          | 118.92 | 217.00 | 31°23'54" | S46°50'04"E   | 117.43       |
| C8          | 90.73  | 283.00 | 18°22'09" | S40°19'12"E   | 90.34        |
| C9          | 100.53 | 283.00 | 20°21'10" | S59°40'51"E   | 100.00       |
| C10         | 100.52 | 283.00 | 20°21'06" | S80°01'59"E   | 100.00       |

## CITY APPROVAL

State of Minnesota  
County of Fillmore  
City of Chatfield

We, Russ Smith, Mayor, and Joel Young, City Clerk, in and for the City of Chatfield, do hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the accompanying plat was duly approved by the Common Council of the City of Chatfield. In testimony thereof we have hereunto signed our names and affixed the seal of said City of Chatfield this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Russ Smith, Mayor

Joel Young, City Clerk

## FILLMORE COUNTY RECORDER

DOCUMENT NUMBER \_\_\_\_\_

I hereby certify that this instrument was filed in the Office of the County Recorder for the record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_ o'clock \_\_\_\_M., and was duly recorded in the Fillmore County records.

County Recorder

## FILLMORE COUNTY TAX STATEMENTS

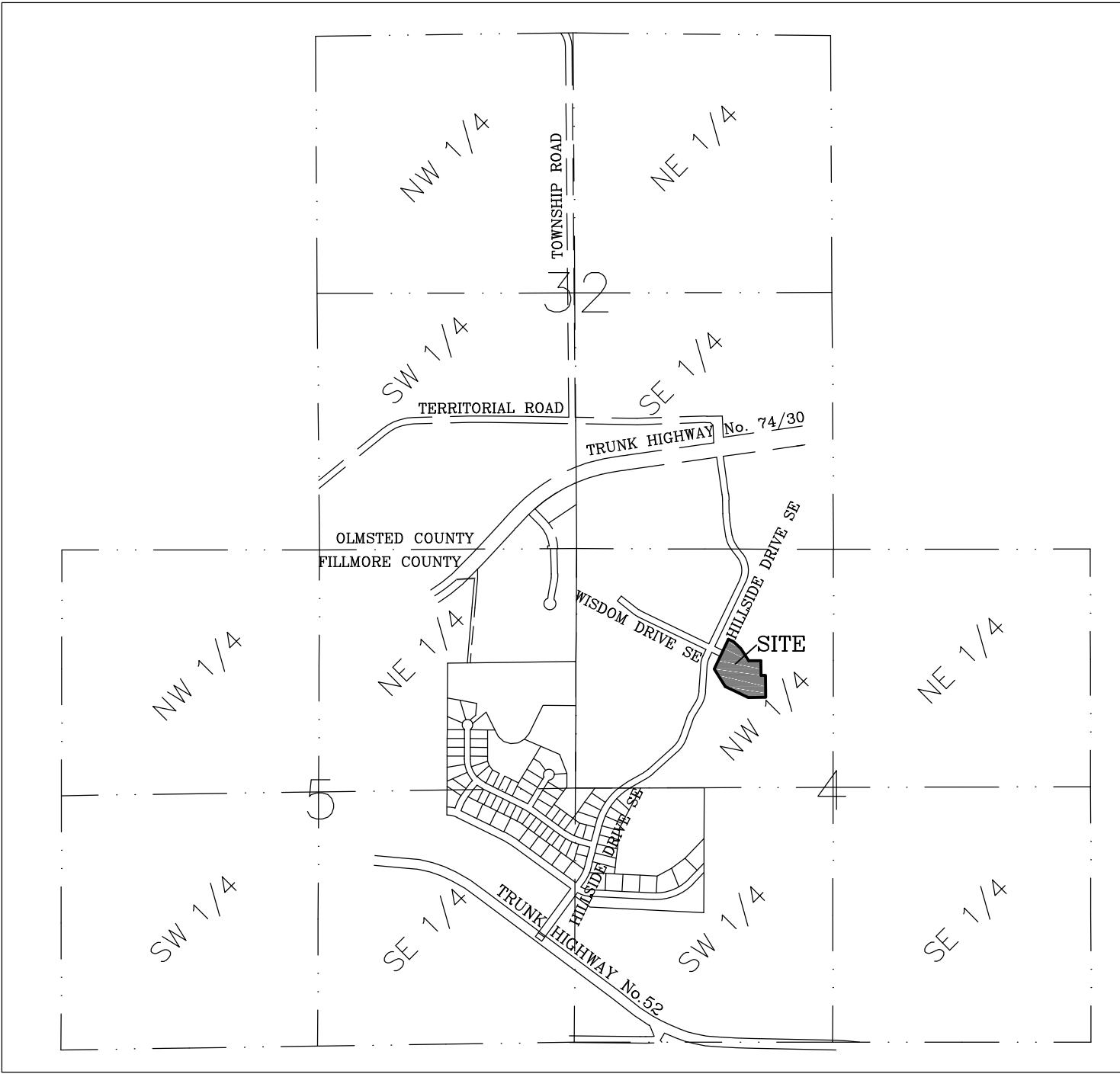
Taxes due and payable in the year 20\_\_\_\_ have been paid.

Fillmore County Auditor/Treasurer Date: \_\_\_\_\_

UTILITY EASEMENT  
AN UNOBSTRUCTED EASEMENT FOR THE CONSTRUCTION AND MAINTENANCE OF ALL NECESSARY UNDERGROUND OR SURFACE PUBLIC UTILITIES INCLUDING THE RIGHT TO CONDUCT DRAINAGE AND TRIMMING ON SAID EASEMENT.

BEARINGS  
ALL BEARINGS ARE BASED ON THE SOUTHEAST LINE OF LOT 1, BLOCK 2, HILLTOP ESTATES FIRST ADDITION, WHICH IS ASSUMED TO BEAR NORTH 25°44'21" EAST.

## VICINITY MAP SEC. 4, T. 104 N., R. 11 W., FILLMORE COUNTY



”NOT TO SCALE”

FILE: 02-008FP3

G<sup>3</sup>  
G-Cubed

14070 Hwy 52 S.E.  
Chatfield, MN 55923

ENGINEERING  
SURVEYING  
PLANNING  
Ph. 507-867-1666  
Fax 507-867-1665  
www.ggg.to



# CITY OF CHATFIELD

**Logan Tjossem, Zoning Administrator**

[chatplanningdept@ci.chatfield.mn.us](mailto:chatplanningdept@ci.chatfield.mn.us)

**Office of the City Clerk  
21 Second Street SE  
Chatfield, MN 55923  
Ph: 507-867-3810**

---

---

## NOTICE OF PUBLIC HEARING FOR A FINAL PLAT TO BE KNOWN AS HILLTOP ESTATES THIRD ADDITION

---

---

The City Council of the City of Chatfield will hold a public hearing on Monday, March 8<sup>th</sup>, 2021, during its regular meeting that will begin at 7:00 p.m. The purpose of the public hearing is to take public comment regarding a final plat to be known as Hilltop Estates Third Addition proposed by G-Cubed Development. The plat proposes two blocks and nine lots on approximately 4.43 acres and is adjacent to Hilltop Estates.

Written comments can be sent to: Office of the City Clerk, 21 Second Street SE, Chatfield, MN 55923, or to [chatplanningdept@ci.chatfield.mn.us](mailto:chatplanningdept@ci.chatfield.mn.us).

Dated: November 16<sup>th</sup>, 2020

**Logan Tjossem  
City of Chatfield Zoning Administrator**



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

---

## MEMORANDUM

---

**TO:** CHATFIELD CITY COUNCIL  
**FROM:** LOGAN TJOSSEM, ZONING ADMINISTRATOR AND PLANNER  
**SUBJECT:** 15 3<sup>RD</sup> STREET SE CONDITIONAL USE PERMIT  
**DATE:** 3/4/2021  
**CC:**

---

**Recommendation:** Pursuant to a public hearing that was held by the Planning & Zoning Commission on March 1, 2021, it is recommended that the City Council adopt the findings of fact as listed below and approve a Conditional Use Permit as requested.

**Proposed Use:** The proposed use as a Residential Use located above or below street-level commercial establishments is a conditional use permit.

**Action:** In granting a conditional use permit, the city council shall consider the advice and recommendations of the planning commission and the effect of the proposed use on the comprehensive plan and upon the health, safety, and general welfare of occupants of surrounding lands. Among other things, the city council shall make the following findings, where applicable:

**Details of the request:** The proposed request is to convert an existing structure at 15 3rd Street SE into a residential and commercial mixed use. The basement will remain as a commercial rental for Massage on Main. The new addition toward 3<sup>rd</sup> Street will be a commercial rental to OLY Club. The upstairs apartment will consist of two bedrooms, kitchen, laundry, bathroom, storage and living space.

**Public Notice:** The public hearing notice was published in the October 15<sup>th</sup>, 2021 paper.

**Findings of Fact:**

1. The use will not create an excessive burden on existing parks, schools, streets or other public facilities which service or are proposed to serve the area.

*The proposed mixed commercial/residential use will not create an excessive burden on existing parks, schools, streets or other public facilities.*

2. The use will be sufficiently compatible or separated by distance from adjacent single-family homes so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.

*The proposed mixed commercial/residential use will be constructed within an already existing building with the existing tenants and will not depreciate the value of the existing homes.*

3. The structure and site shall have the appearance that will not have an adverse effect upon adjacent residential properties.

*The building's appearance will not change and will not have an adverse effect on the surrounding neighborhood.*

4. The use is reasonably related to the overall needs of the city and to the existing land use.

*A mixed commercial/residential use is a reasonable request for the general commercial zoning district. The use conforms to both the zoning district and the land use for the property as a Conditional Use Permit.*

5. The use is consistent with the purposes of this Article and the purposes of the zoning district in which the applicant intends to locate the proposed use.

*This conditional use permit request is consistent with the B-1 Zoning District and the General Commercial land use within the Chatfield Comprehensive Plan.*

6. The use is not in conflict with the comprehensive plan of the city.

*Remodeling an existing building to a mixed commercial/residential building is compatible with the Comprehensive Plan goals and policies for this property.*

7. The use is not cause traffic hazard or congestion.

*The proposed use will not cause traffic hazard or congestion.*

8. Adequate utilities, access roads, drainage and other necessary facilities have been or will be provided.

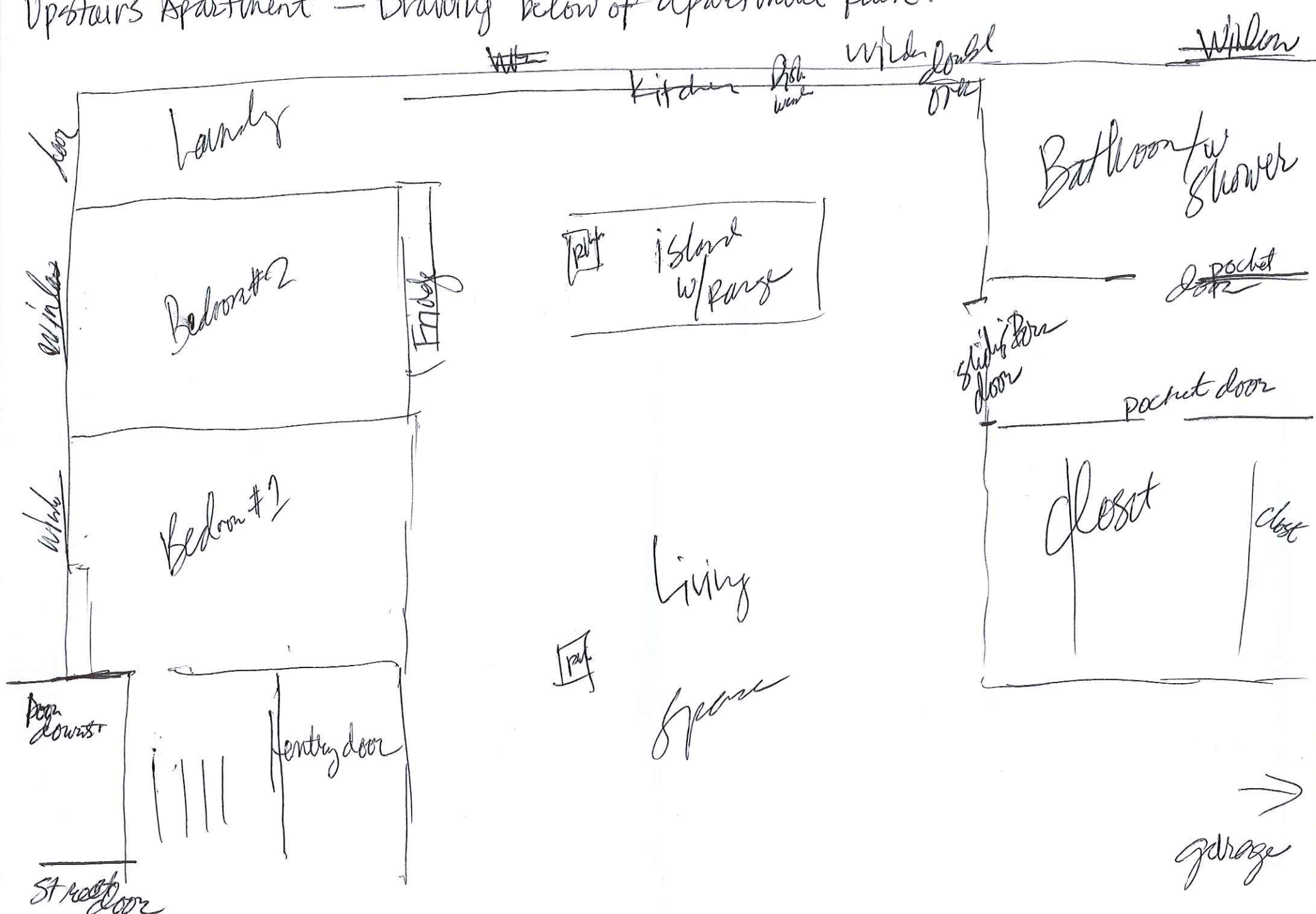
*The proposed mixed commercial/residential building as an existing building has adequate utility connections and will be properly drained away from existing buildings.*

**Conditions of Approval:**

Staff is recommending approval with the following conditions:

- 1) All parking for the residential and commercial uses will need to be accommodated on site so that there is not any additional burden on the public street and alley.
- 2) All site triangles at the intersecting street and alley must be maintained.
- 3) Any changes to the existing parking on site will need to be reviewed and approved through the Conditional Use Permit process, including any curb cuts for a new driveway.
- 4) No exterior storage is allowed on site.
- 5) All light sources must be shielded and directed down towards the property and within the property boundary.
- 6) Any changes to the existing building exterior or interior will need to be reviewed and approved through the Conditional Use Permit Process.

Basement Rental to Massage on Main  
New addition to OLY Club coach Juli OBrien.  
Upstairs Apartment - Drawing below of apartment plan.



Margo & Michael Tushy  
13336 Mill Creek Rd.  
Chatfield, MN 55423

75-310/912

DATE 2/9/21

PAY TO  
THE ORDER OF

City of Chatfield

\$250 -

Two hundred fifty and 00/100

DOLLARS



Security Features  
Detailed on Back



CHATFIELD, MN  
(507) 867-4120

Margo Tushy

MEMO

MP

⑆091203104⑆

3006558⑈

SPECIALTY BLUE

© DELUXE WALLET OR DUPLICATE