

CITY OF CHATFIELD COMMON COUNCIL

AGENDA

March 22, 2021 7:00 P.M

- I. Chatfield City Council – March 22, 2021 – 7:00 p.m. – City Council Chambers
 1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 2. Annual Audit Report – Jason Boynton
 - A. Accept Audit Report
 - B. Approve resolution to close accounting funds.
 3. Ord 452 – Polling Place
 - A. Second Consideration
 - B. Publication
 4. S.C.S. Report:
 - A. Water hydrant replacement
 - B. Consider proposal to inspect the UV system at the WWTP
 5. Committee Reports:
 - A. Public Services Committee
 - B. Park & Recreation Committee
 6. Mayor’s Report:
 7. Clerk’s Report:
 - A. Swimming Pool Manager
 8. Roundtable
 9. Adjourn.
 10. Meeting Notices:
 - A. Public Services Committee (Councilors Bluhm & McBroom) 4:30 p.m.
 - B. Park & Recreation Committee (Councilors Broadwater & McBroom) 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, March 8, 2021

The Common Council of the City of Chatfield met in regular session on Monday, March 8, 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.

Note: Councilor Pam Bluhm arrived late.

Others Present: Margo & Michael Tuohy, Brian Burkholder, Chris Giesen, Luke Thieke, Craig Britton, Lynda Karver, Shane Fox, Karen Reisner, Steve Schmiedeberg, Gretchen Mensink-Lovejoy, Fred Suhler Jr., and Joel Young.

Consent Agenda

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

1. Approval of February 22, 2021 Minutes
2. Approve payment of claims
3. Accept resignation of James Fisher from position of Cable Television Administrator

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

Nays: None

Absent: Councilor: Bluhm

Motion carried.

Approval of the purchase of two hand-held radios and three sets of turn-out gear – Fire Dept

A plan was put into place a couple years back for replacing radios and fire turnout gear. The plan calls for replacing two radios per year and three sets of turnout gear.

Councilor Mike Urban entered a motion, with a second by Councilor John McBroom, to approve the purchase of two hand-held radios from Olmsted County and three sets of turn-out gear from Fire Safety USA.

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

Nays: None

Absent: Councilor: Bluhm

Motion carried.

EDA Annual Report – Chris Giesen

Chris Giesen, Chatfield's EDA Director, presented the Chatfield EDA 2020 Annual Report. The report includes project highlights, revolving loan fund summary, building permit summary, and the EDA's financial impact on Chatfield.

Project Highlights for the year included: COVID-19 Pandemic Response, Chatfield Center for the Arts, Community Marketing, The Chatfield Alliance, Speculative Industrial Building/ Shared Public Works Building, Enterprise Drive, Residential Subdivision Development Agreements, Amco Drive Residential Development Assistance, Revolving Loan Fund, County Road 10 Land, Required Reporting, General Business Assistance and Other Projects.

Ordinance #452 – Polling Place – First Consideration

Ordinance No. 452 will change the polling place listed in the "Administrative Code" Section of the Chatfield Code to the Chatfield Center for the Arts.

Councilor Joshua Broadwater entered a motion, with a second by Councilor Paul Novotny, to approve the first consideration of Ordinance #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.

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

Nays: None

Absent: Councilor: Bluhm

Motion carried.

Planning & Zoning

G-Cubed Development has submitted a complete application for a Final Plat for a subdivision entitled “Hilltop Estates Third Addition. The plat is consistent with the City of Chatfield zoning and subdivision regulations and applicable laws and ordinances.

The Chatfield Planning & Zoning Commission held a public hearing on December 7th, 2020, to hear public testimony on the proposed preliminary plat. After the hearing and a review, the Planning & Zoning Commission recommended approval of the preliminary plat with the following conditions:

- 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.

That Chatfield City Council will now hold a public hearing on the Hilltop Estates Final Plat.

Public Hearing – Hilltop Estates Final Plat

The public hearing was opened at 7:09 pm by Mayor Smith. After asking thrice for public comments, and hearing none, the public hearing was closed at 7:10 pm.

Councilor Mike Urban entered a motion, with a second by Councilor John McBroom, to adopt **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 7th, 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 8th, 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.

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

Nays: None

Absent: Councilor: Bluhm

Motion carried.

Conditional Use Permit – 15 Third Street SE

On March 1, 2021, the Planning & Zoning Commission held a public hearing for a conditional use permit that proposed to convert an existing structure at 15 Third St SE into a residential and commercial mixed use. After consideration of the finding of facts and public hearing, staff is recommending approval with the following conditions:

Conditions of Approval:

- 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.

A lengthy discussion was had concerning why the commercial parking needed to be part of the conditional use. After discussion, consensus was that the first Condition of Approval would be amended

to read "All parking for the residential uses will need to be accommodated on site so that there is not any additional burden on the public street and alley."

Councilor John McBroom entered a motion, with a second by Councilor Joshua Broadwater, to approve the Conditional Use Permit for 15 Third Street SE, with the removal of the condition concerning commercial parking being omitted from the Conditions of Approval.

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

Nays: None

Motion carried.

S.C.S. Report

Superintendent of City Services, Brian Burkholder updated the council on upcoming annual maintenance that will be happening this spring. These include jetting sewers and street sweeping. More information on sewer jetting will be found in the upcoming newsletter.

DNR Water & Conservation Report has been completed. This all the efforts put into the new water meters and meter reading system, the city was able to meet a goal set by the state of 10% or less of water unaccounted for. The city came in with 9%.

Committee Reports

Personnel – Budget Committee

Councilors Novotny and Urban were present for the Personnel/Budget Meeting. Topics included:

- strategic planning
- swimming pool manager

Public Works Committee

Councilors Novotny and Urban were present for the Personnel/Budget Meeting. Topics included:

- 2022 water improvement project - generators
- Pick-up Trucks

There is an ordering deadline of March 13, the committee is recommending the approval of the purchase of the truck chassis at this time and needed accessories and equipment will be considered later.

Councilor Joshua Broadwater entered a motion, with a second by Councilor John McBroom, to approve ordering a Ford F550 from Rochester Ford.

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

Nays: None

Motion carried.

- Hydrant Replacement
- WWTP report

Mayor's Report

Mayor Smith is hoping we have seen the last of snow for the year. If we see more get your vehicles off the street. Also, kudos to our city crew for keeping the trails open in the winter. They were well utilized because they were kept clear through the winter.

Clerk's Report

The VFW Auxiliary will be having a display of flags in the park for Memorial Day.

Roundtable

Councilor Urban	Reminder to clean up after your dogs when you are out walking.
Councilor McBroom	People are inquiring about city wide cleanup. Will it happen this year? Commercial Club is planning on Trash & Treasure May 1st. It is looking positive for the city-wide cleanup, but there are some things that need to be ironed out with Olmsted County first. If or when we get more snow, please get cars off the streets and shovel your sidewalks.

Adjourn

Councilor Mike Urban entered a motion, with a second by Councilor John McBroom, to adjourn

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

Nays: None

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AIRGAS						
997757		E 230-42270-210	Ambulance	Operating Supplies (GEN	\$124.51	OXYGEN
Vendor AIRGAS					\$124.51	
Vendor AMAZON CAPITAL SERVICES, INC.						
1RR1-7		E 100-41500-240	City Clerk	Small Tools and Minor E	\$71.98	FILE ORGANIZERS
17GK-P		E 100-41500-200	City Clerk	Office Supplies (GENERA	\$33.36	CERTIFICATE HOLDERS
1X4N-G		E 100-41940-210	Municipal Building	Operating Supplies (GEN	\$16.99	VACUUM BAGS
1QQJ-V		E 100-41500-240	City Clerk	Small Tools and Minor E	\$31.07	PAID STAMP
Vendor AMAZON CAPITAL SERVICES, INC.					\$153.40	
Vendor AMBULANCE REFUND						
MAR 10		E 230-42270-810	Ambulance	Refund	\$1,134.50	AMBULANCE REFUND
Vendor AMBULANCE REFUND					\$1,134.50	
Vendor AT&T MOBILITY						
X03032		E 220-42280-321	Fire Department *	Telephone	\$49.93	507.884.4423 FIRE
X03032		E 100-42110-321	Police Administrati	Telephone	\$49.93	507.272.5506 POLICE CHIEF
X03032		E 230-42270-321	Ambulance	Telephone	\$49.93	507.513.5925 AMBULANCE
X03032		E 100-42110-218	Police Administrati	Confiscation/Forfeitures	\$38.23	507.513.5937 POLICE AIR CARD
X03032		E 100-42110-320	Police Administrati	Communications (GENER	\$38.23	507.513.5954 POLICE AIR CARD
X03032		E 100-42110-321	Police Administrati	Telephone	\$44.90	507.272.5382 POLICE 872
X03032		E 100-42110-321	Police Administrati	Telephone	\$44.90	507.272.5386 POLICE 873
X03032		E 230-42270-321	Ambulance	Telephone	\$49.93	507.513.5974 AMBULANCE
Vendor AT&T MOBILITY					\$365.98	
Vendor AUTOMATIC SYSTEMS CO.						
35741S		E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$762.00	SERVICE 02/17/21
Vendor AUTOMATIC SYSTEMS CO.					\$762.00	
Vendor BATTERIES PLUS						
P37421		E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$95.80	BATTERIES FOR OVERHEAD DOOR
Vendor BATTERIES PLUS					\$95.80	
Vendor BCA						
000006		E 100-42110-320	Police Administrati	Communications (GENER	\$180.00	ANNUAL CJDN REMOTE ACCESS
Vendor BCA					\$180.00	
Vendor CENTURYLINK-TELE						
		E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
MAR 10		E 211-45500-321	Libraries (GENERA	Telephone	\$83.41	2911 LIBRARY ELEVATOR
		E 100-42110-321	Police Administrati	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
		E 230-42270-321	Ambulance	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
MAR 10		E 230-42270-321	Ambulance	Telephone	\$22.26	1500 1/5 DID LINES
MAR 10		E 100-42110-321	Police Administrati	Telephone	\$22.26	1500 1/5 DID LINES
MAR 10		E 100-43100-321	Street Maintenanc	Telephone	\$22.28	1500 1/5 DID LINES
		E 100-41500-321	City Clerk	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
MAR 10		E 211-45500-321	Libraries (GENERA	Telephone	\$74.99	3480 LIBRARY
MAR 10		E 100-46630-321	Community Dev -	Telephone	\$151.52	3966 TOUR CENTER
		E 100-43100-321	Street Maintenanc	Telephone	\$130.24	612 E10-0825 1/5 NEW CIRCUIT
MAR 10		E 601-49400-321	Water Utilities (GE	Telephone	\$22.26	1500 1/5 DID LINES
MAR 10		E 100-41500-321	City Clerk	Telephone	\$22.26	1500 1/5 DID LINES
Vendor CENTURYLINK-TELE					\$1,072.44	
Vendor CHATFIELD BODY SHOP						
8561		E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$1,071.22	PD EXPLORER SPARK PLUGS ALTERNA



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Vendor CHATFIELD BODY SHOP					\$1,071.22	
Vendor CORE & MAIN						
N78369	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$131.89	DUCTILE SADDLE
Vendor CORE & MAIN					\$131.89	
Vendor DAVE VOELTZ						
177223	E 100-43100-410	Street Maintenanc	Snow Removal		\$304.50	02/23/2021 SNOW REMOVAL
Vendor DAVE VOELTZ					\$304.50	
Vendor DUNLAP & SEEGER, P.A.						
97503	E 100-41100-304	Legislative	Legal Fees		\$712.50	MATTER #021118-021118
Vendor DUNLAP & SEEGER, P.A.					\$712.50	
Vendor EO JOHNSON, BUSINESS TECH.						
INV916	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment		\$7.86	#56246 NETWORK L9124 MP C4503
INV916	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment		\$7.88	#56246 NETWORK L9124 MP C4503
INV916	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment		\$14.45	#56246 NETWORK L9124 MP C4503
INV916	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment		\$14.45	#56246 NETWORK L9124 MP C4503
INV916	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$14.45	#56246 NETWORK L9124 MP C4503
INV916	E 100-41500-404	City Clerk	Repairs/Maint Equipment		\$30.21	#56246 NETWORK L9124 MP C4503
INV916	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$14.45	#56246 NETWORK L9124 MP C4503
INV916	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$62.76	#46719-01 POLICE L7545
INV916	E 230-42270-404	Ambulance	Repairs/Maint Equipment		\$27.58	#56246 NETWORK L9124 MP C4503
Vendor EO JOHNSON, BUSINESS TECH.					\$194.09	
Vendor FILLMORE COUNTY JOURNAL						
119431	E 100-41100-350	Legislative	Print/Binding (GENERAL)		\$48.83	ORD 451
119201	E 100-41100-350	Legislative	Print/Binding (GENERAL)		\$11.49	MEETING NOTICE
119155	E 100-45124-350	Swimming Pools -	Print/Binding (GENERAL)		\$26.20	HELP WANTED SEASONAL
119156	E 100-45124-350	Swimming Pools -	Print/Binding (GENERAL)		\$26.20	HELP WANTED SEASONAL
119433	E 100-41100-350	Legislative	Print/Binding (GENERAL)		\$100.54	ORDINANCE 450
Vendor FILLMORE COUNTY JOURNAL					\$213.26	
Vendor FIRE SAFETY USA, INC						
144523	E 220-42280-404	Fire Department *	Repairs/Maint Equipment		\$56.75	HEAT SENSOR LADDER LABELS
144533	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip		\$1,800.00	FACE MASK VOICE AMPLIFIERS
Vendor FIRE SAFETY USA, INC					\$1,856.75	
Vendor G-CUBED						
1427	E 354-46616-324	Lone Stone TIF	Reimbursement		\$10,000.00	AMCO SUB / LONE STONE TIF - BLK 2
Vendor G-CUBED					\$10,000.00	
Vendor GOPHER SIGN COMPANY						
109080	E 100-46323-310	Heritage Preservat	Other Professional Servic		\$40.00	INT SIGN PROJ - HARD PROOF 2 SIDE
Vendor GOPHER SIGN COMPANY					\$40.00	
Vendor HAMMELL EQUIPMENT						
WO499	E 220-42280-404	Fire Department *	Repairs/Maint Equipment		\$1,088.30	SHIFTING ISSUE / CLUTCH LOF
Vendor HAMMELL EQUIPMENT					\$1,088.30	
Vendor HENRY SCHEIN, INC.						
904154	E 230-42270-210	Ambulance	Operating Supplies (GEN		\$202.42	SODIUM CHLORIDE CATHETER SUCTI
Vendor HENRY SCHEIN, INC.					\$202.42	
Vendor HUNTINGTON ELECTRIC LLC						
5769	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment		\$134.23	SKATE RINK
5768	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment		\$131.98	STREET LIGHTS / OUTLET



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	5767	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$72.43	AIR COMP
Vendor HUNTINGTON ELECTRIC LLC					\$338.64	
Vendor MAYO CLINIC						
	21-158	E 230-42270-415	Ambulance	Medical Services	\$381.10	PARAMEDIC INTERCEPT
	21-189	E 230-42270-415	Ambulance	Medical Services	\$311.28	PARAMEDIC INTERCEPT
Vendor MAYO CLINIC					\$692.38	
Vendor MEDIACOM						
054754	FEB 26,	E 100-41500-438	City Clerk	Internet Expenses	\$101.63	1/3 CITY HALL HSD & STATIC IPS
	FEB 26,	E 100-42110-438	Police Administrati	Internet Expenses	\$101.63	1/3 CITY HALL HSD & STATIC IPS
	MAR 02	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$145.35	4321 WWTP HSD & STATIC IP
054754	FEB 26,	E 230-42270-438	Ambulance	Internet Expenses	\$101.64	1/3 CITY HALL HSD & STATIC IPS
	MAR 02	E 602-49450-321	Sewer (GENERAL)	Telephone	\$39.95	4321 WWTP BUSINESS PHONE
Vendor MEDIACOM					\$490.20	
Vendor MIENERGY COOPERATIVE						
	03/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$698.90	333119003 85007624 JOHNST WELL
	03/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$549.18	333119002 85007612 HSD BS
	03/05/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$42.95	333119004 85007649 STALB LS
	03/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$398.22	333119005 85010070 HSD STLGHTS
	03/05/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$31.39	333119001 8500759501 52 SIGN
Vendor MIENERGY COOPERATIVE					\$1,720.64	
Vendor MINNESOTA ENERGY RESOURCES						
	02/26/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$288.04	00001 MUNI - POLICE 1/3
	02/26/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$288.04	00001 MUNI - AMB 1/3
	02/26/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$431.73	00002 FH 60% FIRE
	02/26/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$107.93	00002 FH 15% WATER
	02/26/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$179.89	00002 FH 25% STREET
	02/26/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$997.99	00003 WWTP
	02/26/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$215.71	00005 LIBRARY
	02/26/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$256.04	00006 CEMENT 389 SW 3RD ST
	02/26/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$288.04	00001 MUNI 1/3
Vendor MINNESOTA ENERGY RESOURCES					\$3,053.41	
Vendor MN DEPARTMENT OF HEALTH						
	030420	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$23.00	#13882 OPERATOR RENEWAL - DUBO
	MAR 09	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$23.00	#13890 CLASS D PRIEBE
Vendor MN DEPARTMENT OF HEALTH					\$46.00	
Vendor PEOPLES ENERGY COOPERATIVE						
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$45.00	2182100 SIREN - 10210 HILLSIDE
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$341.99	2154400 10208 HILLSIDE DRIVE
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$184.00	7823600 MEYERS AND TERMAR
	03/04/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$711.78	3011700 BLUFF ST WELL
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$147.38	3265100 20 2ND ST SE - LIGHTS
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.54	3260100 301 TH 52 - TRAFFIC SI
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$137.19	3260000 52 3RD ST SW - STL MTR
	03/04/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$255.11	3237701 107 UNION ST NE
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$1,786.00	3011800 STREET LIGHTS
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$42.80	2367400 TOURIST PARK
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$34.78	2447300 UNION ST NE - XING
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$145.00	2438500 MILL CREEK PARK
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$48.71	2436500 CR 2 HWY S



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	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$30.00	2432400 400 3RD ST SW
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$33.00	2432200 CHATFIELD SIGN
	03/04/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$389.74	2402500 CHATFIELD LIBRARY
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$45.00	2428000 MILL CREEK PARK
	03/04/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$68.23	242390 MILL CREEK PK - LIFT ST
	03/04/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$181.01	2410200 MAIN ST-CITY PARK
	03/04/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$98.10	2410100 1/4 FIRE HALL
	03/04/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$294.30	2410100 3/4 FIRE HALL
	03/04/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$116.10	2410000 318 S MAIN ST-WHISTLE
	03/04/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$32.94	3211800 250 OLD TERRITORIAL RD
	03/04/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$263.34	2407900 1/3 21 2ND ST SE
	03/04/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$263.33	2407900 1/3 21 2ND ST SE
	03/04/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$263.33	2407900 1/3 21 2ND ST SE
	03/04/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$2,775.81	2430200 126 LIBRARY LN WWTP
Vendor PEOPLES ENERGY COOPERATIVE					<u>\$8,798.51</u>	
Vendor PRAXAIR						
	621618	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$47.83	HIGH PRESSURE
Vendor PRAXAIR					<u>\$47.83</u>	
Vendor ROTO-ROOTER						
	119957	E 602-49450-401	Sewer (GENERAL)	Repairs/Maint Buildings	\$769.00	JETTED FROZEN SEWER LINE
Vendor ROTO-ROOTER					<u>\$769.00</u>	
Vendor RUSKELL OUTDOOR SERVICES INC						
	13579	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$148.59	LAWN TREATMENT WEED CONTROL
	13579	E 100-45200-302	Parks (GENERAL) -	Contracted Help	\$591.18	WEED CONTROL
	13579	E 250-46630-310	Community Dev -	Other Professional Servic	\$147.56	WEED CONTROL
	13579	E 100-41940-302	Municipal Building	Contracted Help	\$165.60	LAWN TREATMENT WEED CONTROL
Vendor RUSKELL OUTDOOR SERVICES INC					<u>\$1,052.93</u>	
Vendor SCHUMACHER ELEVATOR CO						
	905176	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$188.75	MUNI ELEV MAINT
Vendor SCHUMACHER ELEVATOR CO					<u>\$188.75</u>	
Vendor SOUTHEAST MECHANICAL						
	27334	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$236.93	PD GARAGE EXHAUST FAN
Vendor SOUTHEAST MECHANICAL					<u>\$236.93</u>	
Vendor STAPLES						
	163342	E 100-41500-210	City Clerk	Operating Supplies (GEN	\$13.58	1099
Vendor STAPLES					<u>\$13.58</u>	
Vendor SUNSHINE FILTERS OF PINELLAS						
	141867	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$321.16	FILTER ELEMENT
Vendor SUNSHINE FILTERS OF PINELLAS					<u>\$321.16</u>	
Vendor WATCHGUARD VIDEO						
	ACCINV	E 100-42110-210	Police Administrati	Operating Supplies (GEN	\$30.00	KIT, BATTERY, HIFI MICROPHONE, TR
Vendor WATCHGUARD VIDEO					<u>\$30.00</u>	
Vendor ZEP MANUFACTURING						
	900601	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$144.79	METER MIST
Vendor ZEP MANUFACTURING					<u>\$144.79</u>	
Batch Name 2021 03FA02					<u>\$37,648.31</u>	



City of Chatfield

Batch Listing - Unposted Summary

Current Period: March 2021

2021 03FA02

03/18/21 9:34 AM

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Check		Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Nbr							
						\$37,648.31	

[BatchID]=15670



City of Chatfield

Batch Listing - Unposted Summary

Current Period: March 2021

2021 03FPR01

03/04/21 3:09 PM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor CHATFIELD PUBLIC LIBRARY						
111491	03/04/2	R 211-45500-3620	Libraries (GENERA		-\$150.00	SCRIP GAS CARDS
	03/04/2	G 910-21728			\$150.00	SCRIP GAS CARDS
					<hr/>	
Vendor CHATFIELD PUBLIC LIBRARY					\$0.00	
Vendor EFTPS						
111492	624508	G 910-21703			\$3,960.32	SOC SEC WH - STAFF
	624508	G 910-21709			\$1,335.74	MEDICARE WH - STAFF
	624508	G 910-21701			\$4,129.23	FEDERAL - STAFF
					<hr/>	
Vendor EFTPS					\$9,425.29	
Vendor EMPOWER						
111493	893809	G 910-21719			\$50.00	INVESTMENT - 1055 HYKE
	893809	G 910-21719			\$125.00	INVESTMENT - 4045 SCHLICHTER
	893809	G 910-21719			\$25.00	INVESTMENT - 2449 COE
	893809	G 910-21719			\$131.86	INVESTMENT - 2163 BURKHOLDER
	893809	G 910-21719			\$69.79	INVESTMENT - 6789 CARLSON
	893809	G 910-21719			\$224.04	INVESTMENT - 8692 DUBORD
	893809	G 910-21719			\$79.88	INVESTMENT - 0859 PRIEBE
	893809	G 910-21719			\$111.56	INVESTMENT - 4421 IRISH
					<hr/>	
Vendor EMPOWER					\$817.13	
Vendor HEALTHEQUITY						
111494	2021-0	G 910-21726			\$500.00	BURNETT - ER
	2021-0	G 910-21726			\$125.00	ELDER - ER
	2021-0	G 910-21726			\$50.00	DUBORD - EE
	2021-0	G 910-21726			\$500.00	DUBORD - ER
	2021-0	G 910-21726			\$42.50	COE - EE
	2021-0	G 910-21726			\$250.00	COE - ER
	2021-0	G 910-21726			\$50.00	CARLSON - EE
	2021-0	G 910-21726			\$250.00	BURKHOLDER - ER
	2021-0	G 910-21726			\$100.00	BURNETT - EE
	2021-0	G 910-21726			\$40.00	BURKHOLDER - EE
	2021-0	G 910-21726			\$50.00	ELDER - EE
	2021-0	G 910-21726			\$250.00	HYKE - ER
	2021-0	G 910-21726			\$250.00	CARLSON - ER
	2021-0	G 910-21726			\$183.34	YOUNG - EE
	2021-0	G 910-21726			\$183.34	ERICKSON - EE
	2021-0	G 910-21726			\$250.00	IRISH - ER
	2021-0	G 910-21726			\$500.00	LANDORF - ER
	2021-0	G 910-21726			\$250.00	MILIANDER - ER
	2021-0	G 910-21726			\$250.00	PRIEBE - ER
	2021-0	G 910-21726			\$500.00	SCHLICHTER - ER
	2021-0	G 910-21726			\$100.00	SCHLICHTER - EE
	2021-0	G 910-21726			\$500.00	YOUNG - ER
	2021-0	G 910-21726			\$500.00	ERICKSON - ER
					<hr/>	
Vendor HEALTHEQUITY					\$5,674.18	
Vendor LAW ENFORCEMENT LABOR SERVICES						
	MARCH	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - MILIA
	MARCH	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - LAND
	MARCH	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - STEVE
	MARCH	G 910-21717			\$63.50	4 FT DUES PAYING MEMBERS - KEIGL
					<hr/>	
Vendor LAW ENFORCEMENT LABOR SERVICES					\$254.00	



City of Chatfield

Batch Listing - Unposted Summary

Current Period: March 2021

2021 03FPR01

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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor MN DEPART. OF REV./WH TAX							
	111495	1-075-4	G 910-21702			\$1,974.01	STATE TAX WH
Vendor MN DEPART. OF REV./WH TAX							\$1,974.01
Vendor NCPERS GROUP LIFE INSURANCE							
	384000		G 910-21707			\$16.00	LIFE INSURANCE - IRISH
	384000		G 910-21707			\$16.00	LIFE INSURANCE - YOUNG
	384000		G 910-21707			\$16.00	LIFE INSURANCE - COE
	384000		G 910-21707			\$16.00	LIFE INSURANCE - MILIANDER
	384000		G 910-21707			\$16.00	LIFE INSURANCE - CARLSON
Vendor NCPERS GROUP LIFE INSURANCE							\$80.00
Vendor PERA							
	111496	SOMPE	G 910-21705			\$4,307.82	PERA - POLICE
		SOMPE	G 910-21704			\$4,561.22	PERA - CITY COORDINATED
Vendor PERA							\$8,869.04
Vendor TASC							
	111497	03/04/2	G 910-21714			\$114.58	FSA MEDICAL - EmpE SCHMIEDEBERG
Vendor TASC							\$114.58
Batch Name 2021 03FPR01							\$27,208.23
							\$27,208.23

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City of Chatfield

Batch Listing - Unposted Summary

Current Period: March 2021

2021 03MNPEIP

03/11/21 9:41 AM

Page 1

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor MN PEIP							
	111498	105669	G 910-21706			\$1,734.30	FOX - FAMILY - MED ADV VALUE BCBS
		105669	G 910-21706			\$717.64	SCHMIEDEBERG - EE - MED ADV HIGH
		105669	G 910-21706			\$1,368.62	SCHLICHTER - FAMILY - MED ADV HS
		105669	G 910-21706			\$511.76	PRIEBE - EE- MED ADV HSA PONE
		105669	G 910-21706			\$511.76	MILIANDER - EE - MED ADV HSA HP
		105669	G 910-21706			\$717.64	LEWIS - EE - MED ADV HIGH HP
		105669	G 910-21706			\$1,368.62	LANDORF - EE+SP - MED ADV HSA HP
		105669	G 910-21706			\$511.76	BURKHOLDER - EE - MED ADV HSA HP
		105669	G 910-21706			\$511.76	HYKE - EE - MED ADV HSA HP
	111499	106679	G 910-21706			\$511.76	BURKHOLDER - EE - MED ADV HSA HP
	111498	105669	G 910-21706			\$1,368.62	ERICKSON - FAMILY - MED ADV HSA H
		105669	G 910-21706			\$511.76	ELDER - EE - MED ADV HSA HP
		105669	G 910-21706			\$1,368.62	DUBORD - EMP+SP - MED ADV HSA H
		105669	G 910-21706			\$511.76	COE - EE - MED ADV HSA HP
		105669	G 910-21706			\$511.76	CARLSON - EE - MED ADV HSA HP
		105669	G 910-21706			\$1,368.62	BURNETT - FAMILY - MED ADV HSA B
		105669	G 910-21706			\$511.76	IRISH - EE - MED ADV HSA PONE
	111499	106679	G 910-21706			\$1,734.30	FOX - FAMILY - MED ADV VALUE BCBS
		106679	G 910-21706			\$717.64	SCHMIEDEBERG - EE - MED ADV HIGH
		106679	G 910-21706			\$1,368.62	SCHLICHTER - FAMILY - MED ADV HS
		106679	G 910-21706			\$511.76	PRIEBE - EE- MED ADV HSA PONE
		106679	G 910-21706			\$511.76	MILIANDER - EE - MED ADV HSA HP
		106679	G 910-21706			\$717.64	LEWIS - EE - MED ADV HIGH HP
		106679	G 910-21706			\$1,368.62	LANDORF - EE+SP - MED ADV HSA HP
	111498	105669	G 910-21706			\$1,368.62	YOUNG - EE+SP - MED ADV HSA BCBS
	111499	106679	G 910-21706			\$511.76	HYKE - EE - MED ADV HSA HP
	111498	105669	G 910-21706			-\$511.76	TIMM - RETRO ADJ
	111499	106679	G 910-21706			\$1,368.62	ERICKSON - FAMILY - MED ADV HSA H
		106679	G 910-21706			\$511.76	ELDER - EE - MED ADV HSA HP
		106679	G 910-21706			\$1,368.62	DUBORD - EMP+SP - MED ADV HSA H
		106679	G 910-21706			\$511.76	COE - EE - MED ADV HSA HP
		106679	G 910-21706			\$511.76	CARLSON - EE - MED ADV HSA HP
		106679	G 910-21706			\$1,368.62	BURNETT - FAMILY - MED ADV HSA B
		106679	G 910-21706			\$1,368.62	YOUNG - EE+SP - MED ADV HSA BCBS
		106679	G 910-21706			\$511.76	IRISH - EE - MED ADV HSA PONE
Vendor MN PEIP						\$30,439.00	
Batch Name 2021 03MNPEIP						\$30,439.00	
						\$30,439.00	

[BatchID]=15688

March 10, 2021

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

We have audited the financial statements of the governmental activities, business-type, each major fund, and the aggregate remaining fund information of the City of Chatfield, Minnesota for the year ended December 31, 2020, and have issued our report thereon dated March 10, 2021. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated September 28, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

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

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

We have provided our comments regarding significant control deficiencies and other matters noted during our audit in a separate letter to you dated March 10, 2021.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter dated September 28, 2020.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted the City is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended December 31, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

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

The most sensitive estimates affecting the financial statements were:

Depreciation of Capital Assets

Management's estimate of the useful life of purchased, constructed or contributed capital assets is based on the estimated productive life of these assets. We evaluated the estimated useful lives assigned to capital assets and determined that these lives were reasonable in relation to the financial statements taken as a whole.

Net Pension Liability

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

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

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

Uncorrected and Corrected Misstatements

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

Disagreements with Management

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

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated March 10, 2021.

Management's Consultations with Other Accountants

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

Other Significant Matters, Findings or Issues

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

Other Matters

We applied certain limited procedures to the management's discussion and analysis, the Schedule of City and Non-Employer Proportionate Share of Net Pension Liability, the Schedule of City Pension Contributions, the Schedule of Changes in the Fire Relief Association Net Pension Asset and Related Ratios, and the Schedule of City Contributions and Non-Employer Contributing Entities for the Chatfield Fire Department Relief Association which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Honorable Mayor and Members
of the City Council
City of Chatfield, Minnesota
Page 4

Other Matters (continued)

We were engaged to report on the combining and individual nonmajor fund statements and schedules and the supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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

Very truly yours,

Smith, Schafn and Associates, Ltd.

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

In planning and performing our audit of the basic financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Chatfield, Minnesota as of and for the year ended December 31, 2020, in accordance with auditing standards generally accepted in the United States of America, we considered City of Chatfield, Minnesota's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

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

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

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

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

Accounting and Financial Reporting

A City of this size have an inherent limitation in its ability to effectively segregate its accounting duties and to prepare annual full disclosure financial statements in accordance with generally accepted accounting principles. It would not be practical for the City to devote the resources required to overcome this limitation.

The identified significant deficiency is not considered to be a material weakness.

The purpose of this communication, which is an integral part of our audit, is to describe for management and those charged with governance the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Smith, Schaffer and Associates, Ltd.

Rochester, Minnesota
March 10, 2021



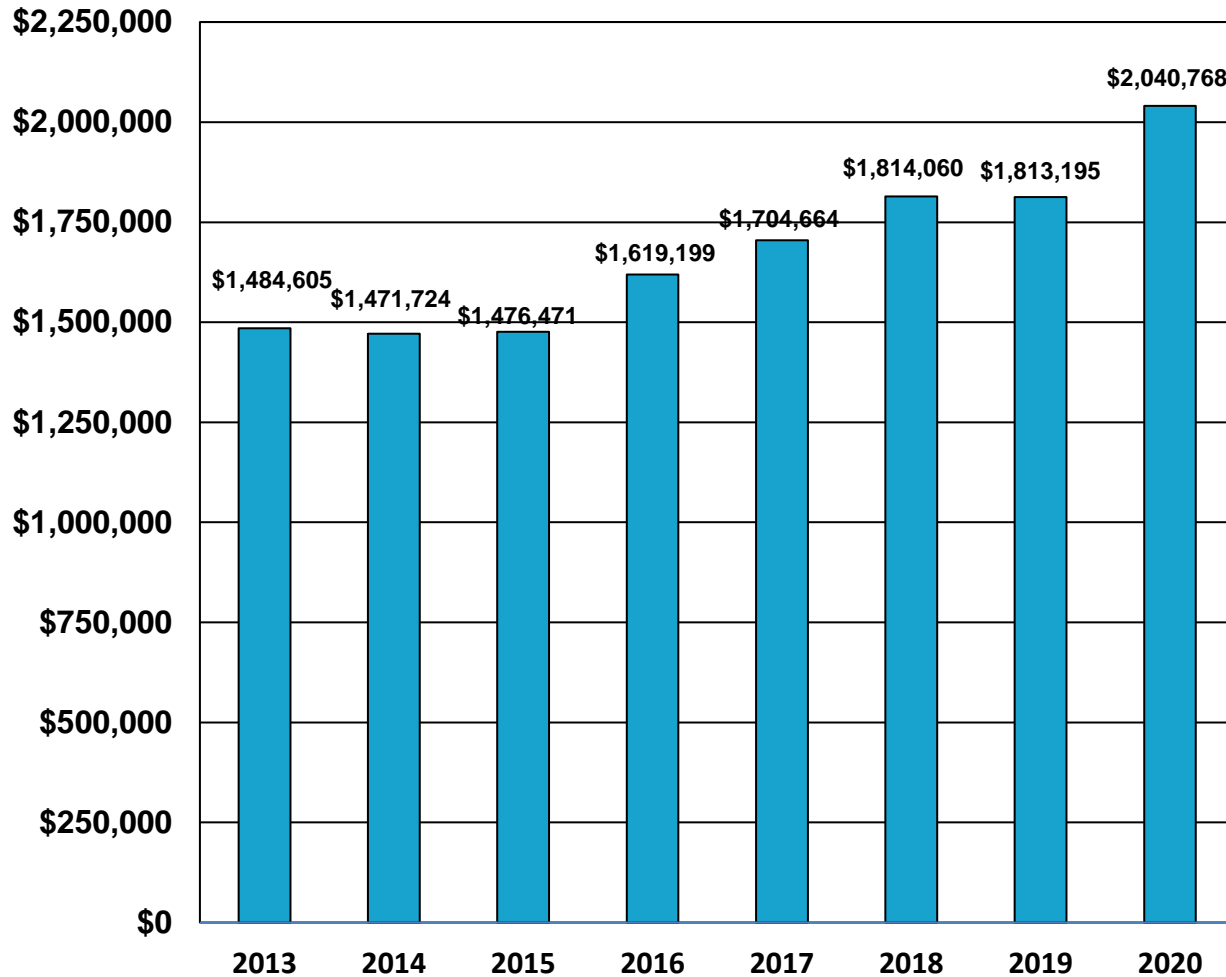
CITY OF CHATFIELD

Financial Summary – December 31, 2020

Audit

- Audit Opinion
 - Provides reasonable, but not absolute, assurance that financials are free of material misstatement
 - Unmodified “Clean” opinion in 2020
- Financial Statements
 - Smith Schafer reviewed the results of the audit and the financial statements with City Management on March 10, 2021
 - Management’s Discussion and Analysis (MD&A) was prepared by the City
- Minnesota Legal Compliance
 - No Exceptions
- Management Letter
 - Limited personnel – Limits City’s ability to segregate accounting duties
- Auditors Responsibility Letter

Taxable Tax Capacity

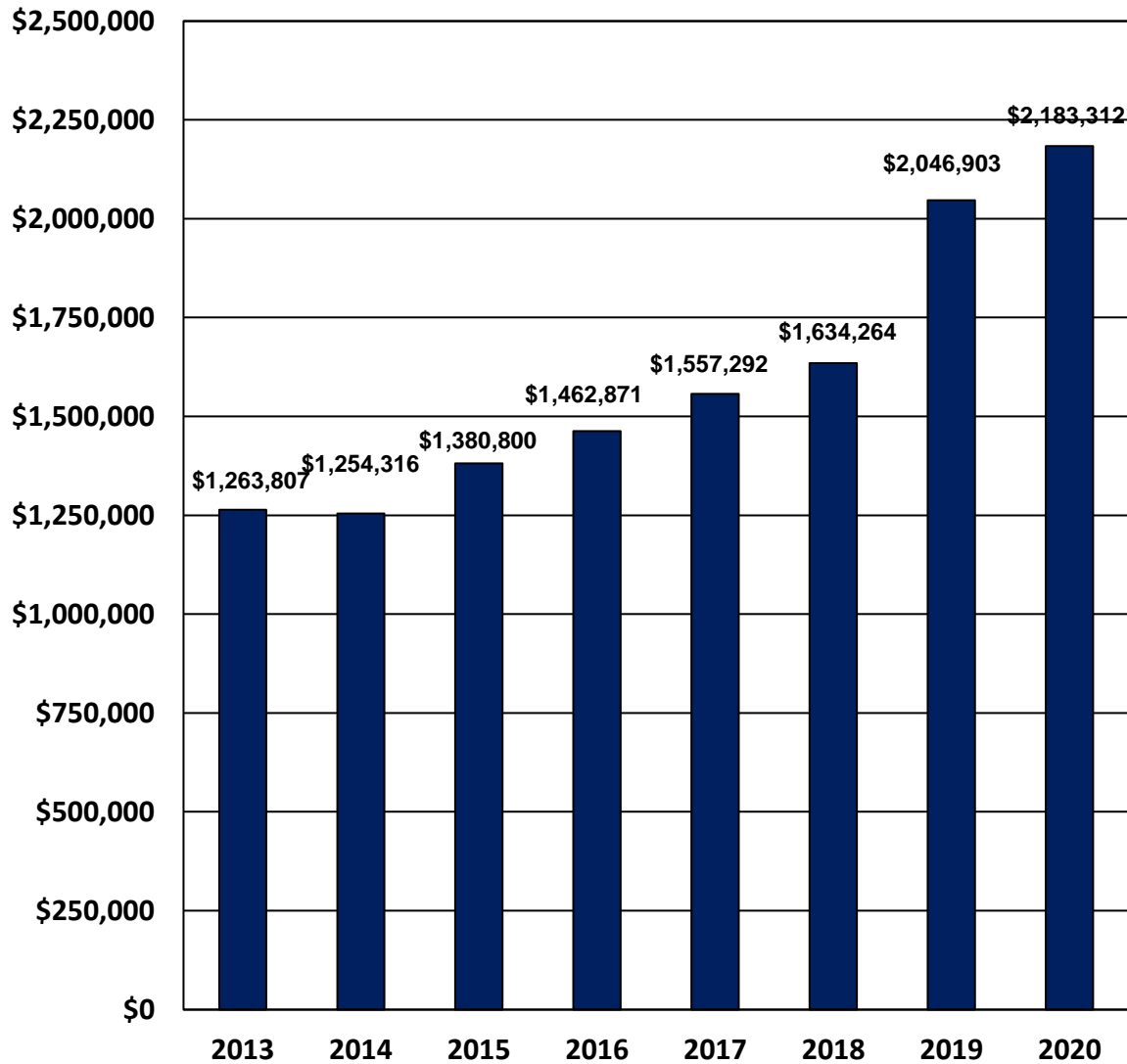


- Taxable tax capacity = market value x class rate
- Excludes tax capacity of parcels in TIF districts
- Taxable tax capacity has increased to \$2,040,768 in 2020 from \$1,813,195 for 2019

Revenues

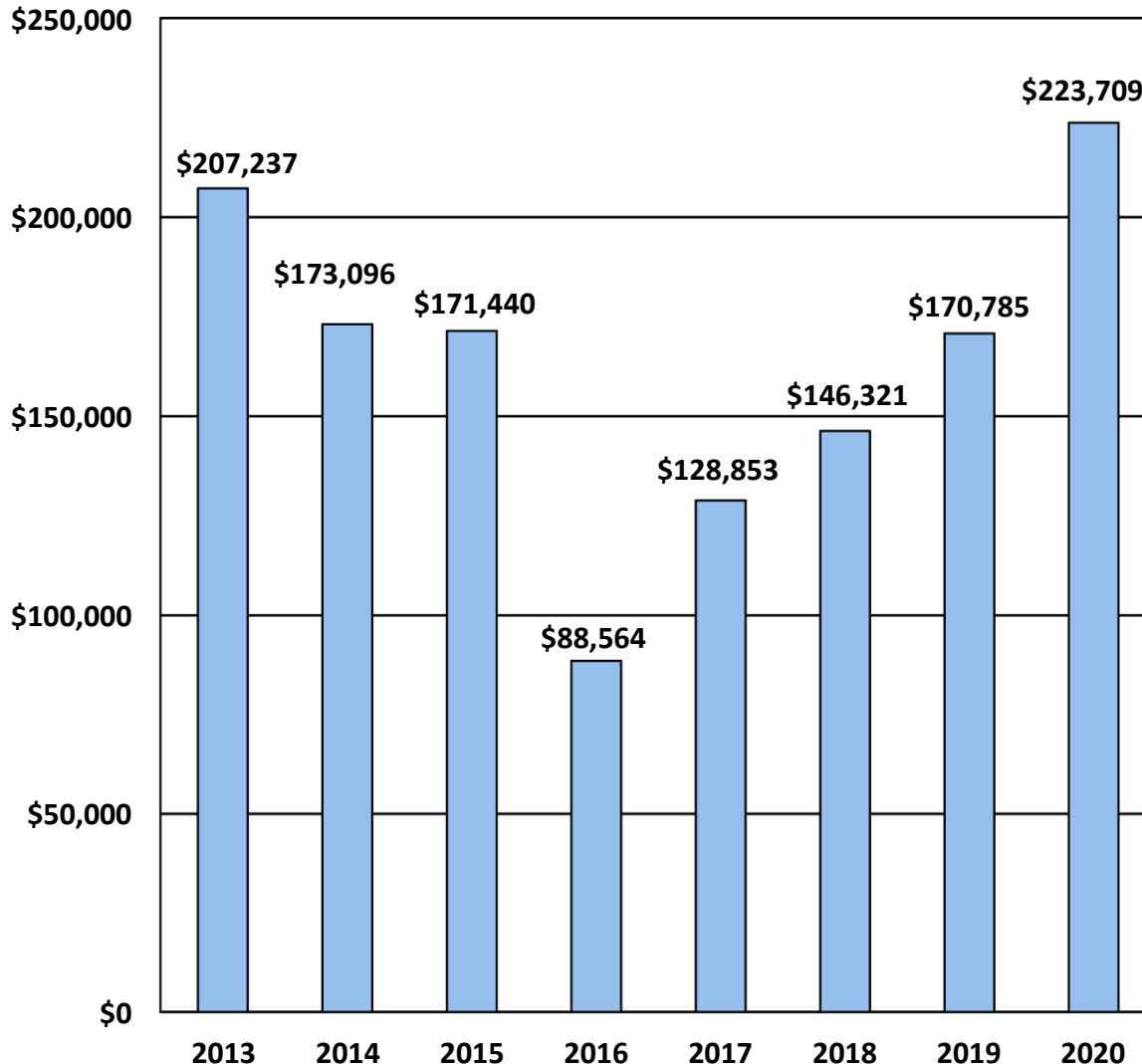
Governmental Funds

General Property Tax Levy Collections



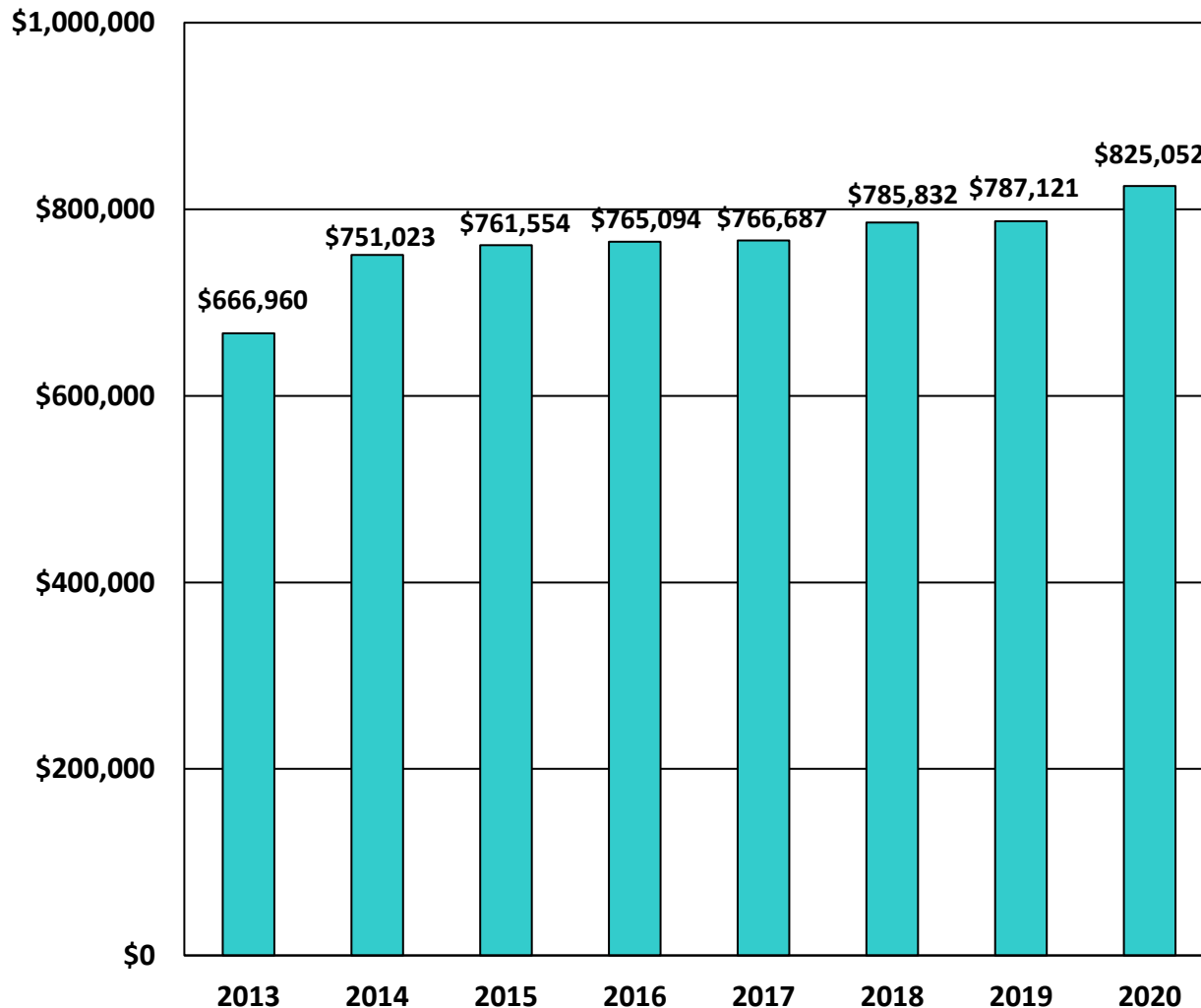
- ✓ General tax levy revenues represented 49% of total governmental revenues in 2020
- ✓ Tax collections \$2,183,312
- ✓ 2020 Levy \$2,161,688

Tax Increment Revenues



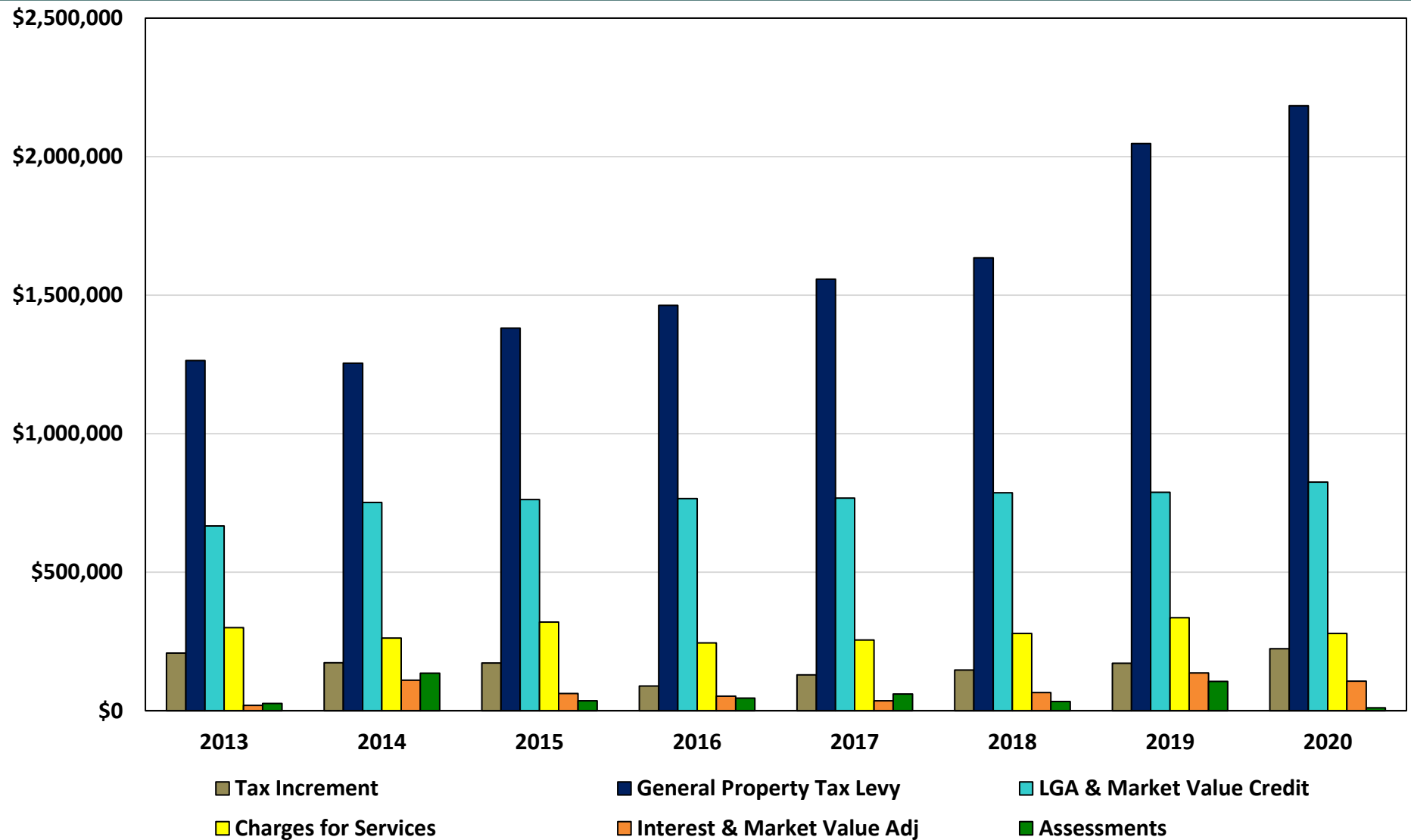
- ✓ Total TIF collections in 2020 were \$223,709
- ✓ TIF collections are impacted by County valuations and the property tax rates set by the State
- ✓ Reduction in TIF Revenues due to payoff of 1999 TIF Bond in 2015

Local Government Aid (LGA) Revenues



- ✓ Local government aid (LGA) is based on State formulas
- ✓ LGA represented 19% of the City's governmental revenues and 33% of total general fund revenues in 2020
- ✓ LGA will increase to \$840,269 in 2021

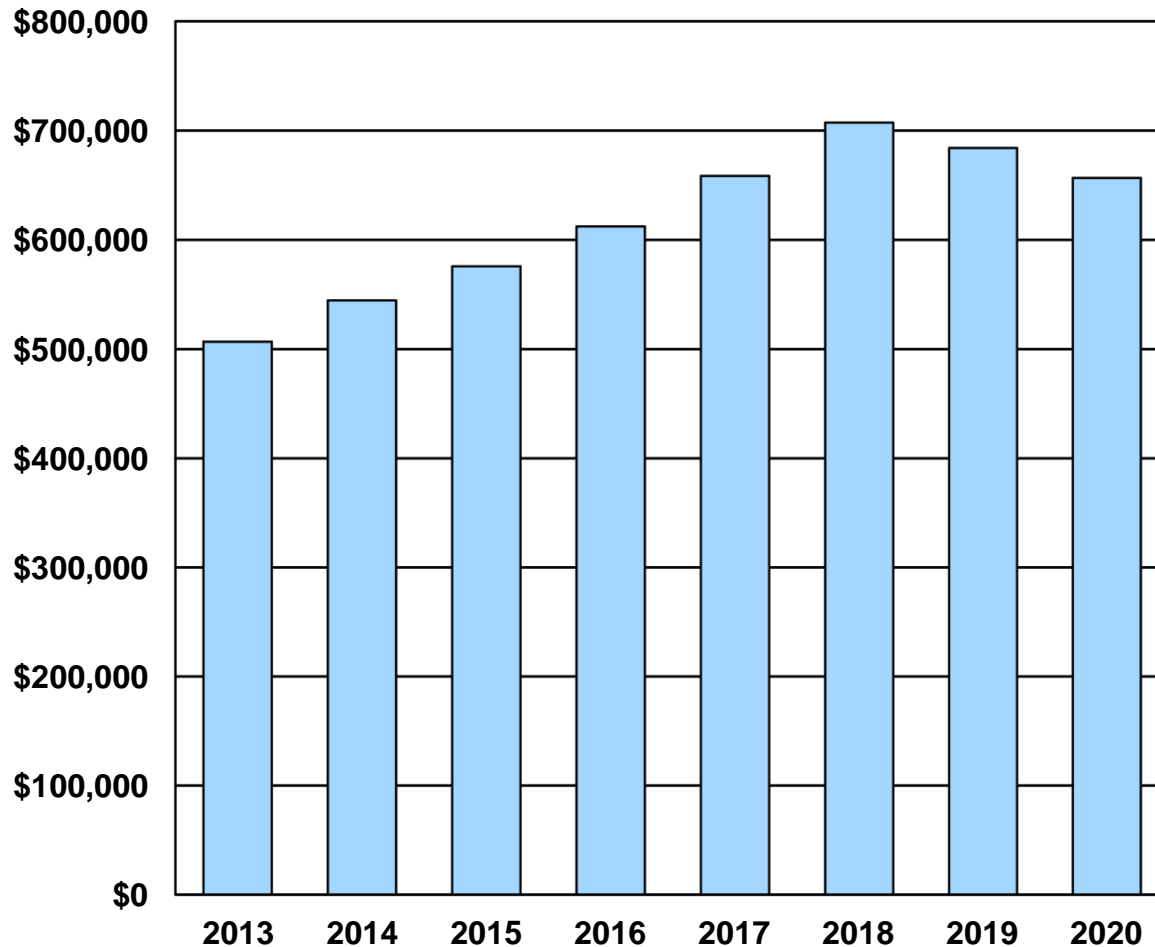
Governmental Fund Revenues



Expenditures

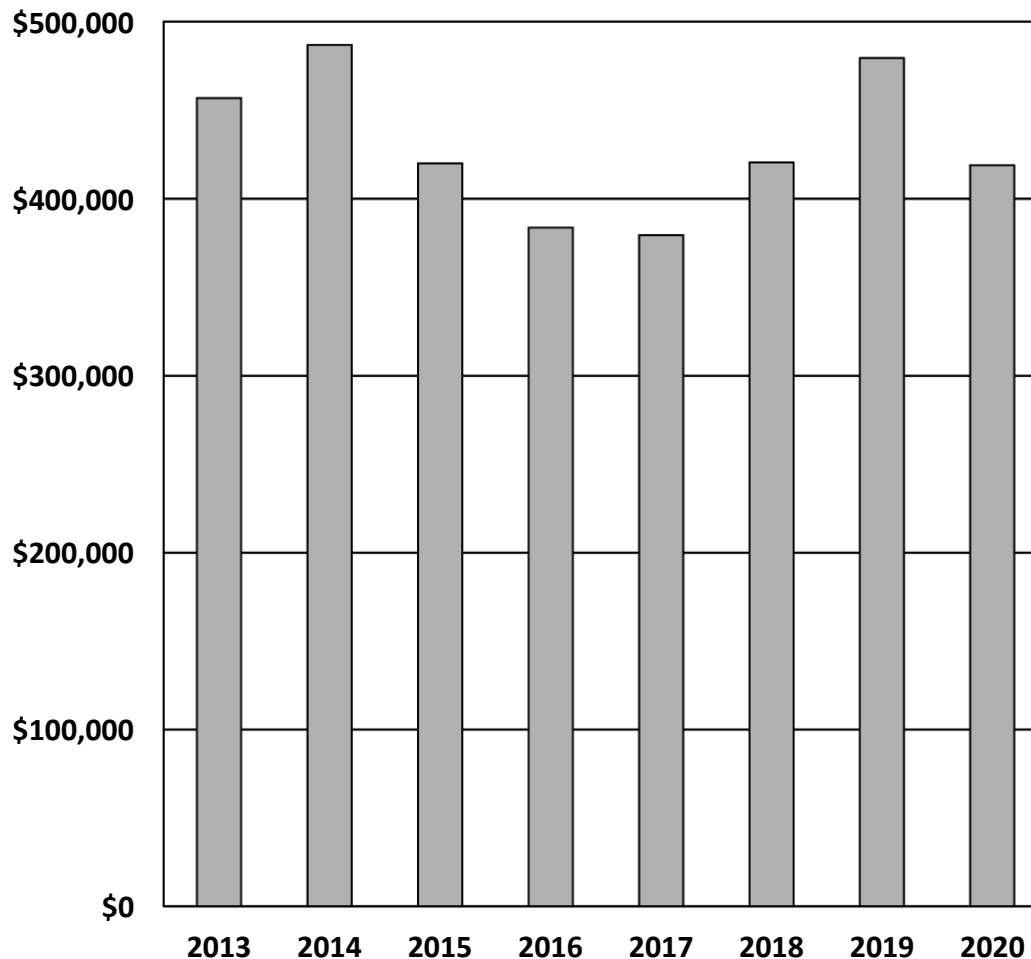
Governmental Funds

General Governmental Expenditures



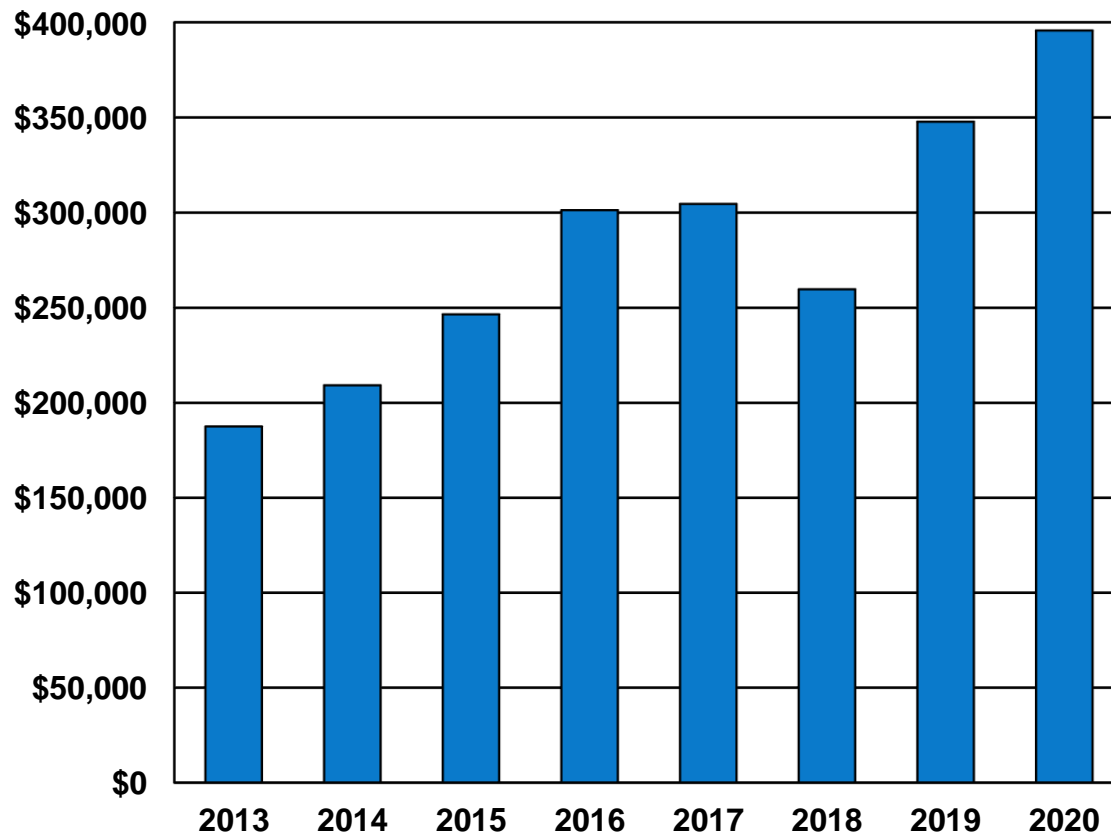
- ✓ Includes mayor and council, elections, clerk's office, planning and zoning, municipal building, and cable access
- ✓ Totaled \$656,605 for 2020, a decrease of \$27,456 from 2019

Public Works Expenditures



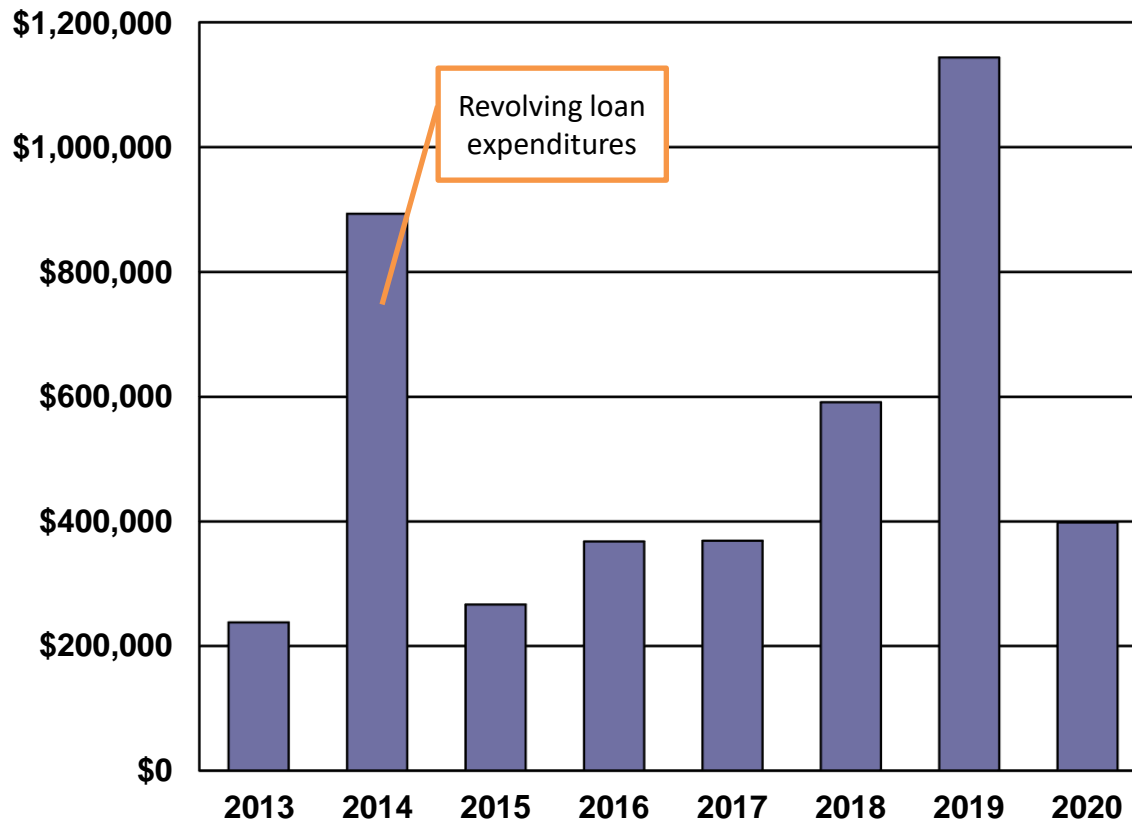
- ✓ Includes salaries and benefits, repairs and maintenance, supplies, fuel, and insurance, etc.
- ✓ Totaled \$418,921 in 2020, a decrease of \$60,522 from 2019
- ✓ Decrease due to less snow removal costs in 2020 due to city purchasing a snow pusher and handling snow hauling themselves and decreased street repairs

Park and Recreation Expenditures



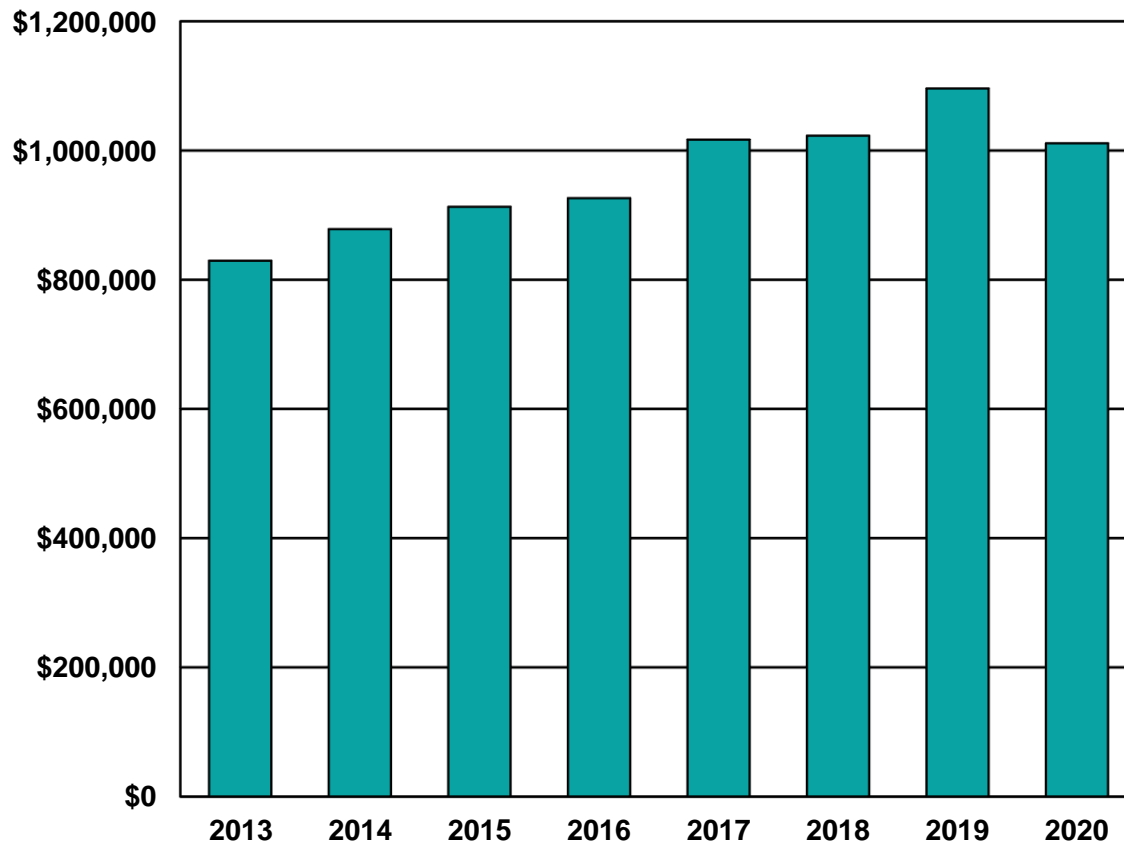
- ✓ Includes parks, recreation programs, band, swimming pool and tourism
- ✓ Totaled \$395,703 in 2020, an increase of \$47,933 from 2019
- ✓ Increase in 2019 related to increased employee costs at the pool and costs related to flood damage
- ✓ Increase in 2020 related to flood damage offset by FEMA aid
- ✓ Additional capital costs for flood damage in 2016 and 2017 were offset with FEMA aid

Community Development Expenditures



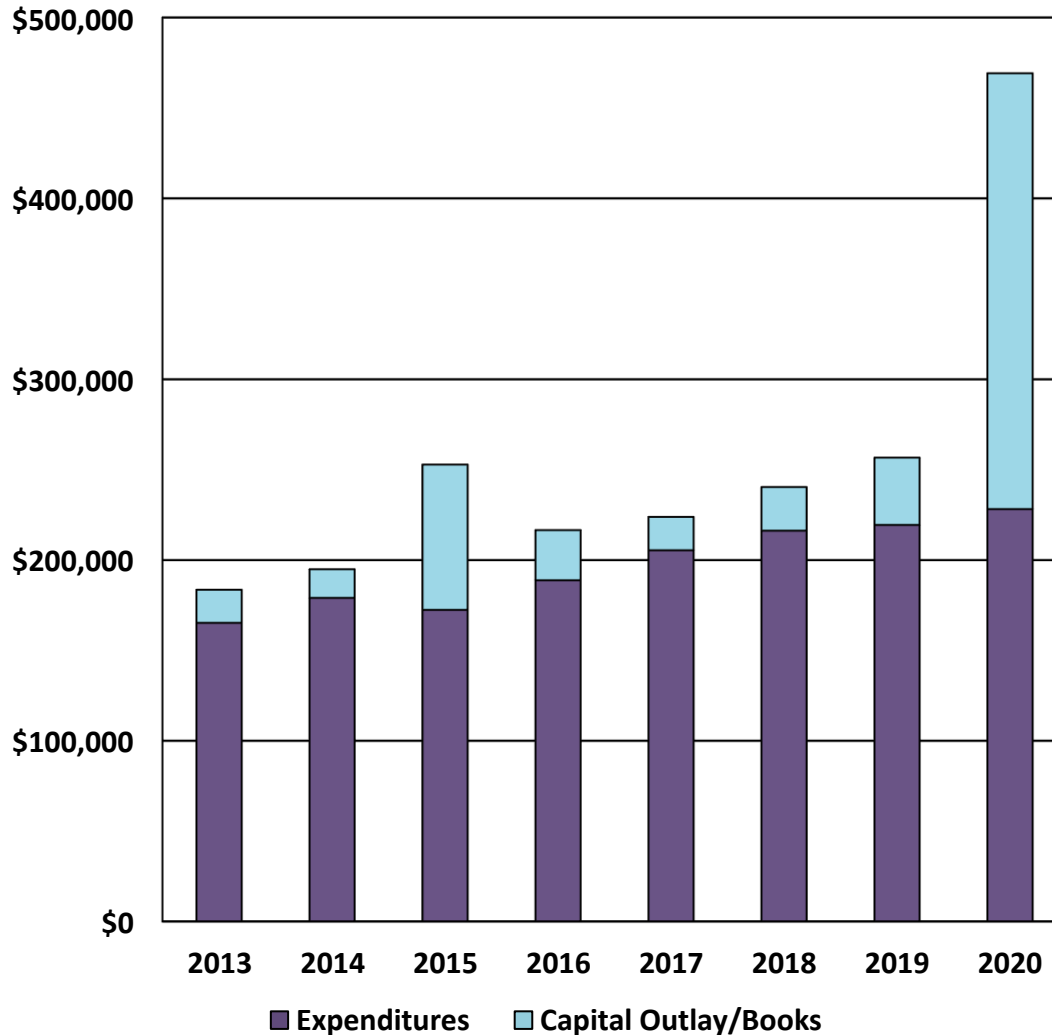
- ✓ Includes community development, EDA, heritage preservation, historical society, revolving loan, senior citizen, Chatfield Center for the Arts and TIF reimbursements
- ✓ Totaled \$398,323 in 2020, a decrease of \$745,271 from 2019, primarily due to three new revolving loans issued totaling \$455,500 in 2019 and costs in 2019 related to Dollar General
- ✓ Increase in 2018 primarily due to recording obligation to repay Twiford Redevelopment grant

Public Safety Expenditures



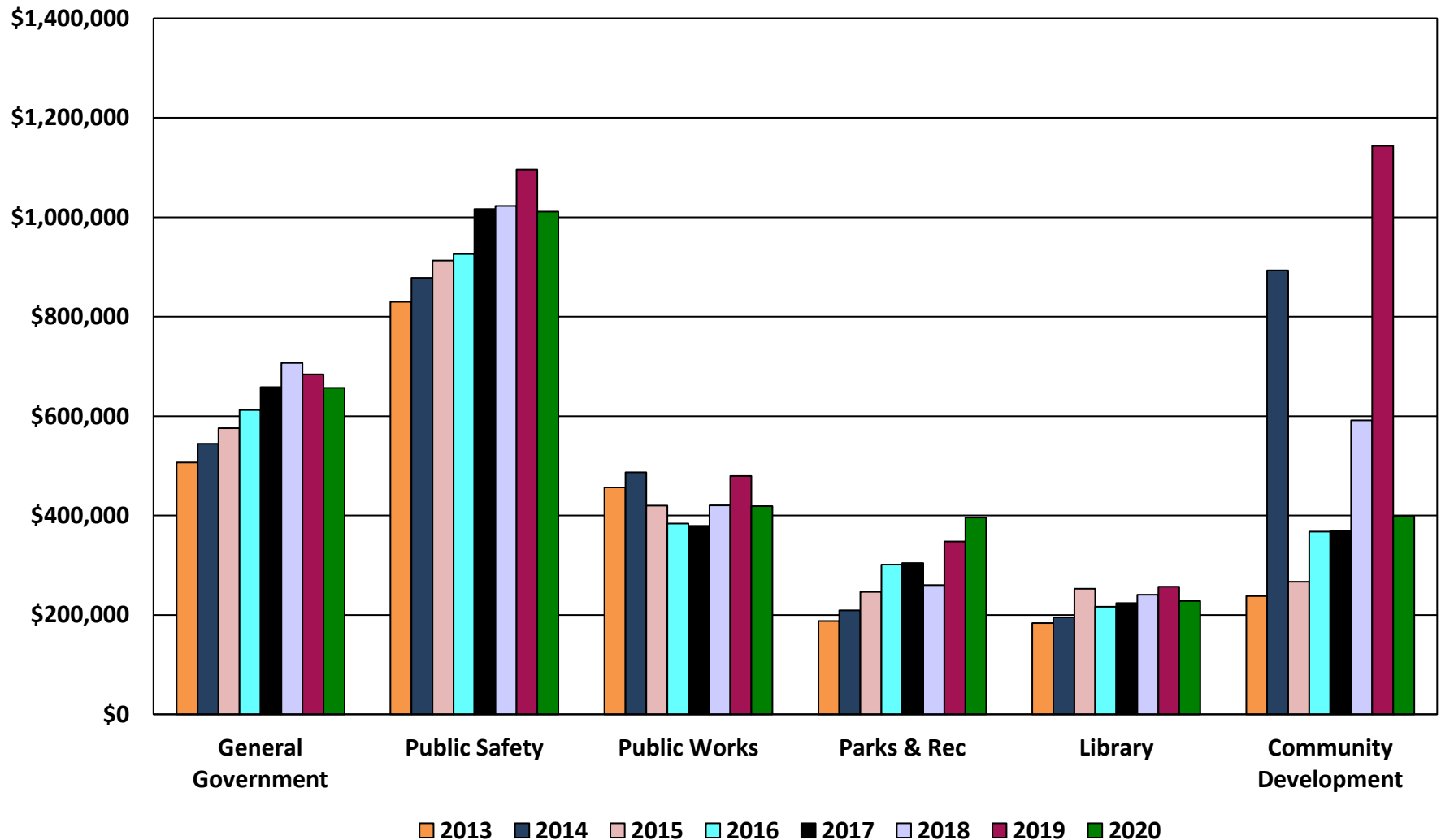
- ✓ Includes police department, fire department, ambulance service, animal control and building code
- ✓ Totaled \$1,011,235 in 2020, a decrease of \$84,806 from 2019 primarily due to
 - ✓ employee long term leave costs in the police department in 2019
 - ✓ Fire Relief changing to the State Volunteer Fire Relief pension plan. City no longer receiving fire relief state aid and expense related to passing aid onto the fire relief

Library



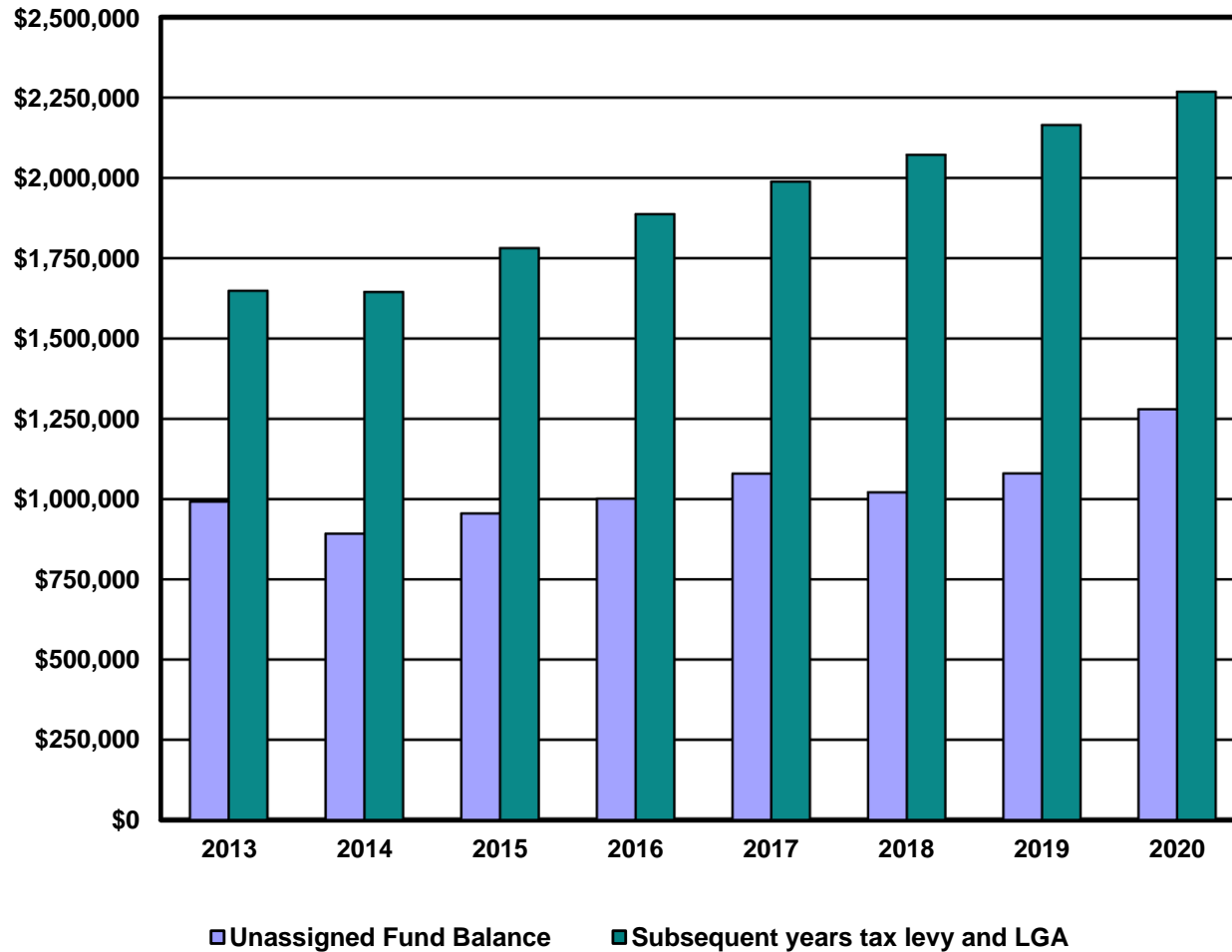
- ✓ Includes the library and library donation funds
- ✓ Expenditures totaled \$469,157 in 2020 which includes \$240,957 in capital outlay for entryway costs, books, and non-print material.

Governmental Fund Expenditures (Excl. Capital Outlay Funds)



Reserves

General Fund – Fund Balance

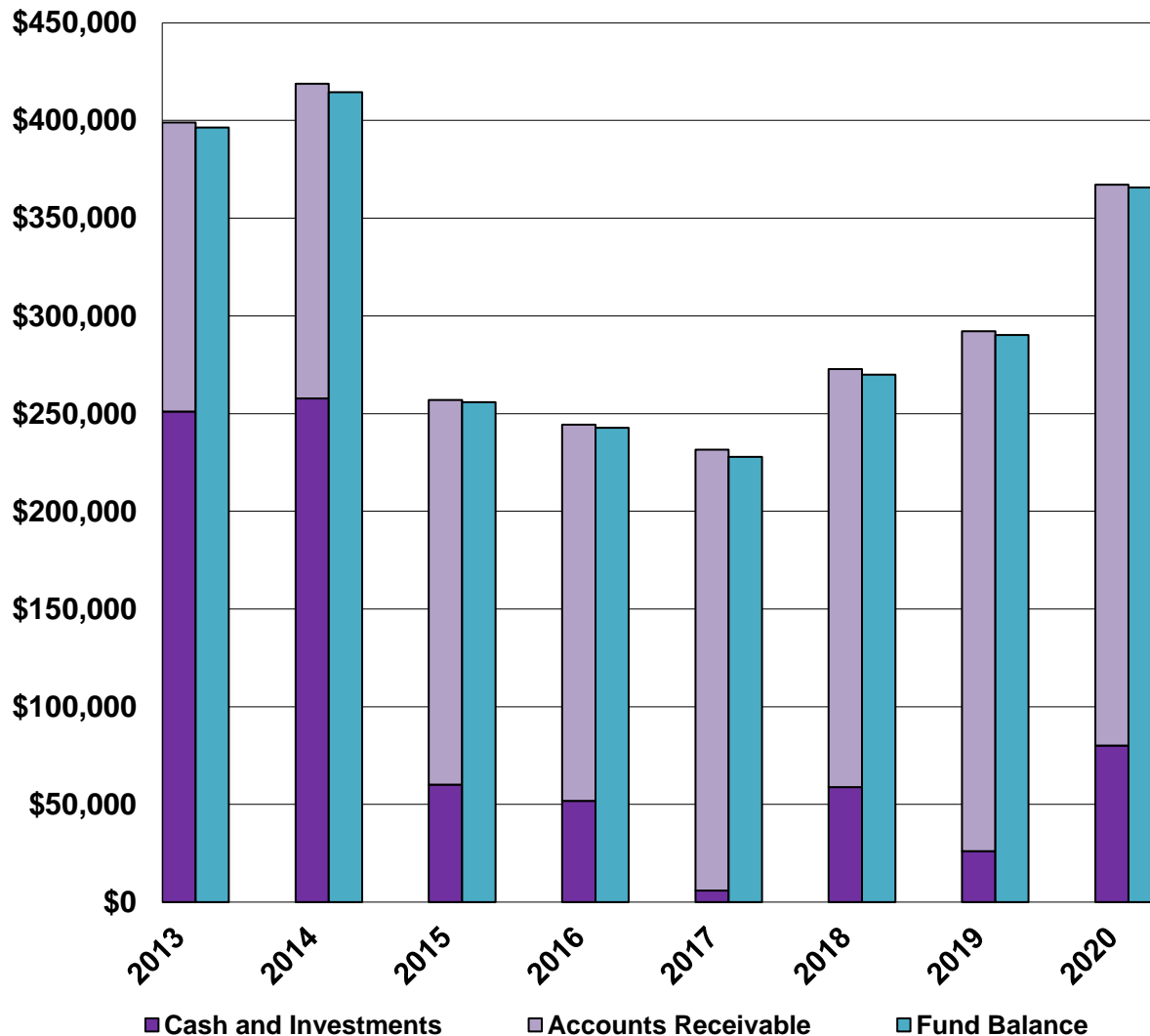


✓ Unrestricted General Fund balance as a Percentage of next years General Fund property tax levy and LGA

✓ 2020	56.4%
✓ 2019	49.9%
✓ 2018	49.3%
✓ 2017	54.3%
✓ 2016	53.1%
✓ 2015	53.6%
✓ 2014	54.3%
✓ 2013	60.2%

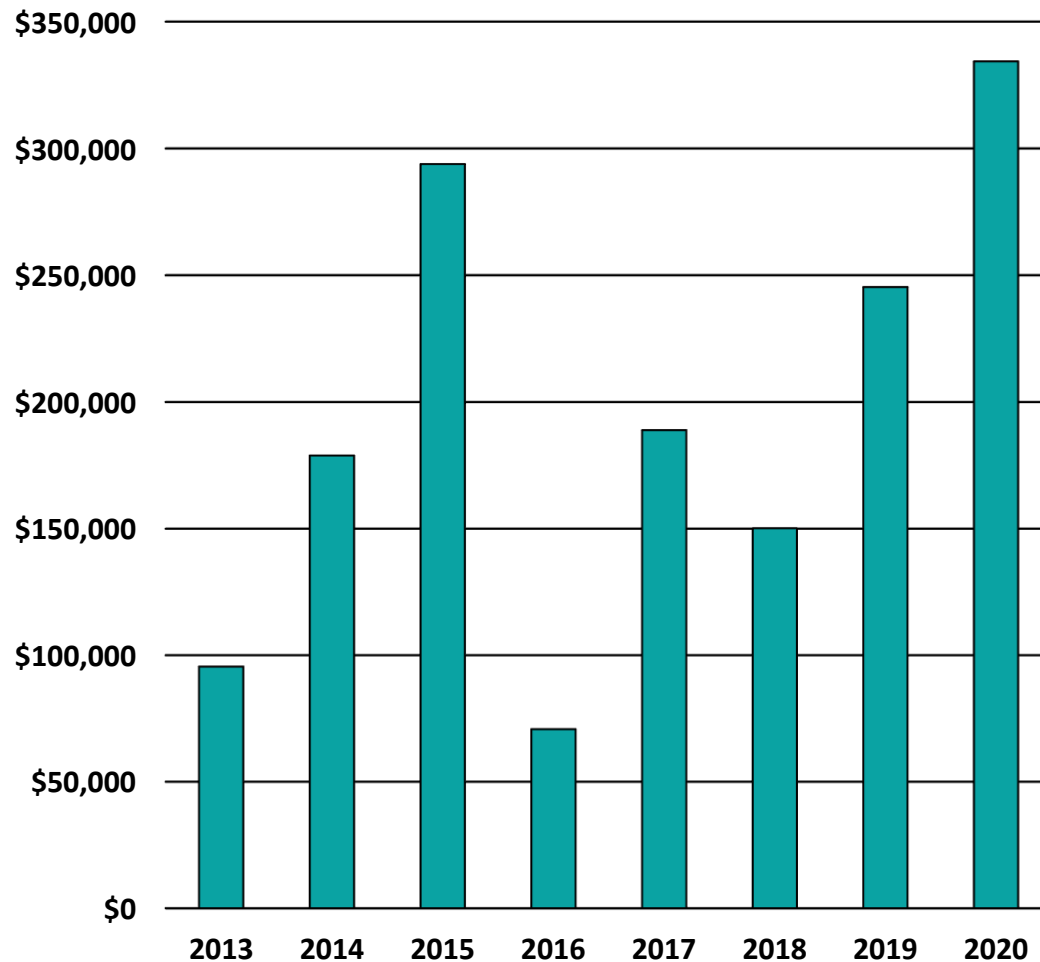
✓ Unrestricted General Fund balance policy is 40-60%

Ambulance and Ambulance Capital Funds - Fund Balance



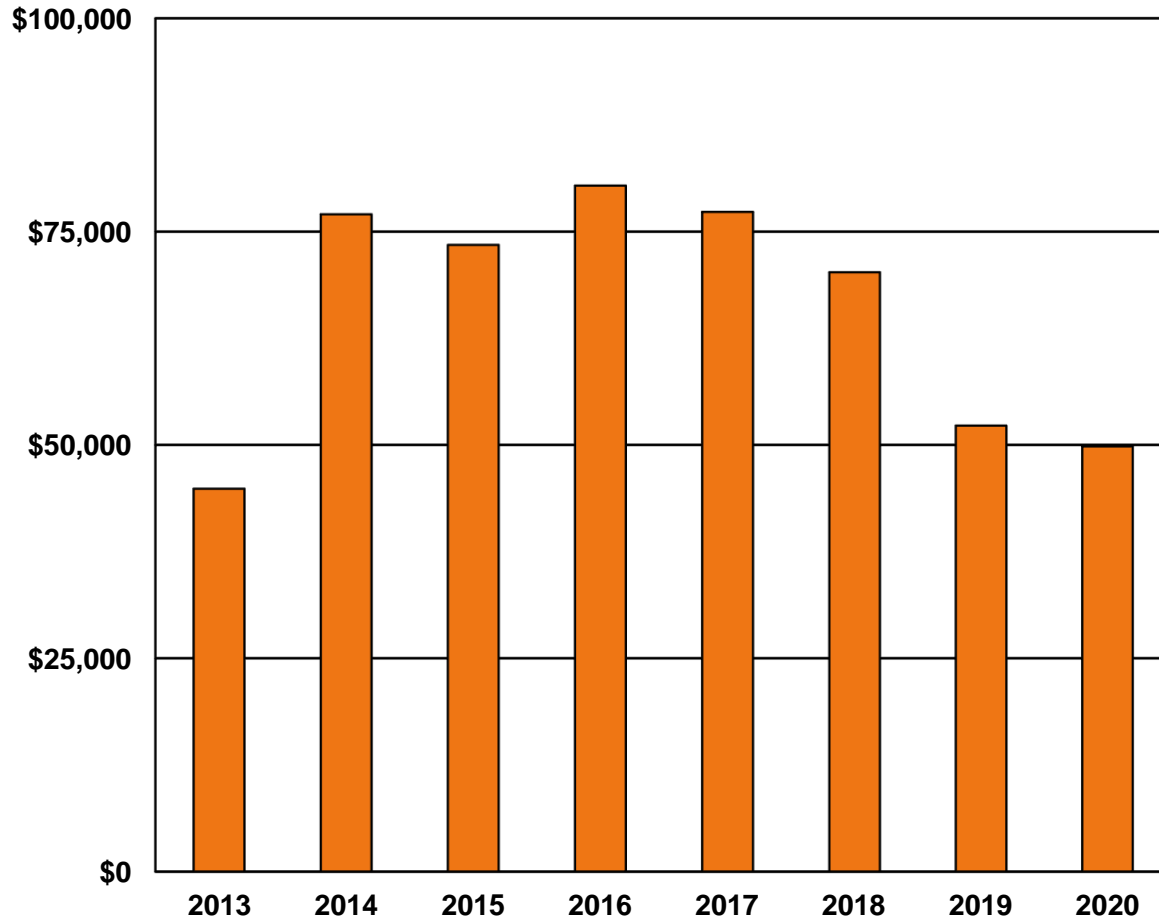
- ✓ Ambulance fund is supported through township and city contributions and user charges
- ✓ Township contributions totaled \$57,725 and user charges totaled \$216,707 in 2020
- ✓ Fund is maintaining reserves for future equipment replacement
- ✓ Combined Fund Balance totaled \$365,672 at 12/31/20
 - ✓ Ambulance Fund \$290,673
 - ✓ Ambulance Capital \$74,999
- ✓ Acquired new ambulance with cash reserves in 2015

Fire and Fire Capital Funds - Fund Balance



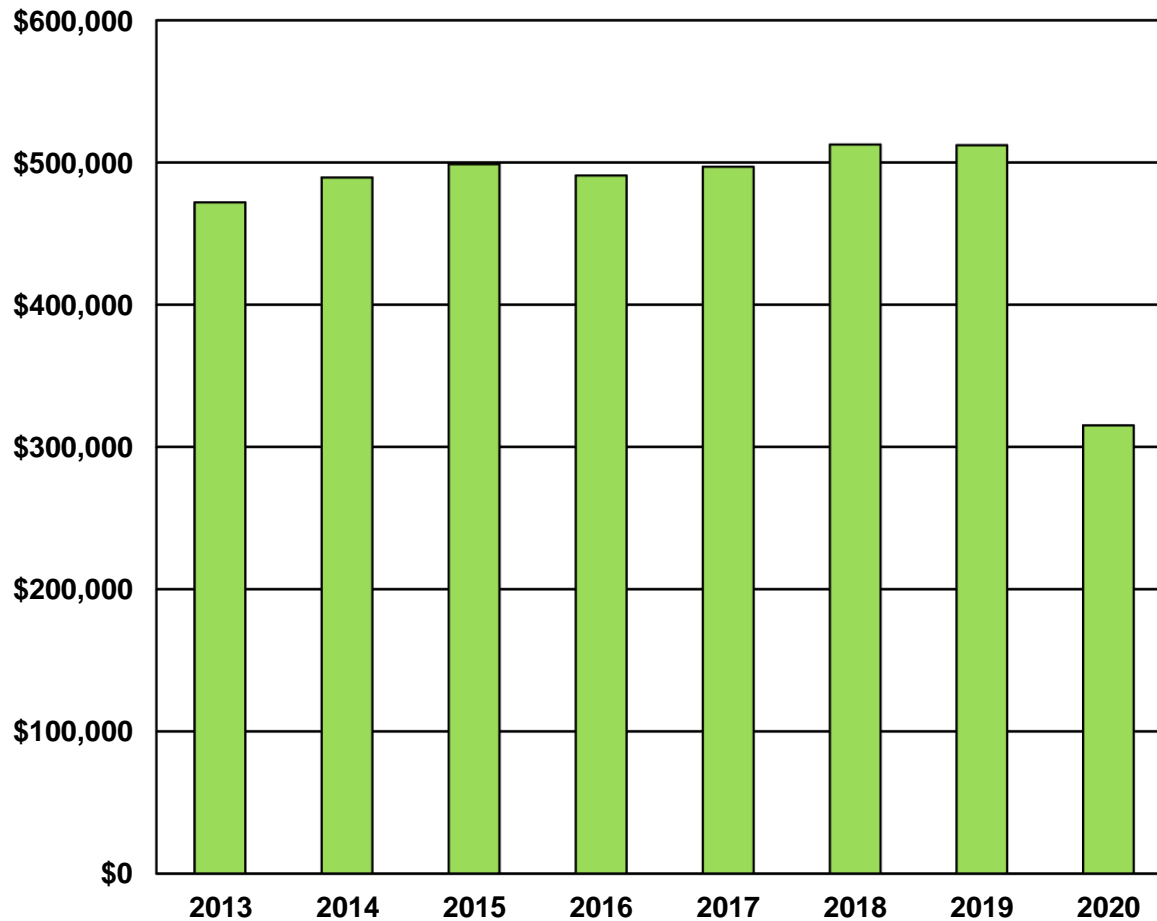
- ✓ Fire Fund established in 2012
- ✓ Fund used to account for the City's fire operations and capital equipment acquisitions
- ✓ Combined Fund Balance at 12/31/20 totaled \$334,329
 - ✓ Fire Fund \$75,008
 - ✓ Fire Capital \$259,321
- ✓ Acquired new fire truck with cash reserves in 2016
- ✓ Acquired new tanker with cash reserves in 2018

EDA Fund - Fund Balance



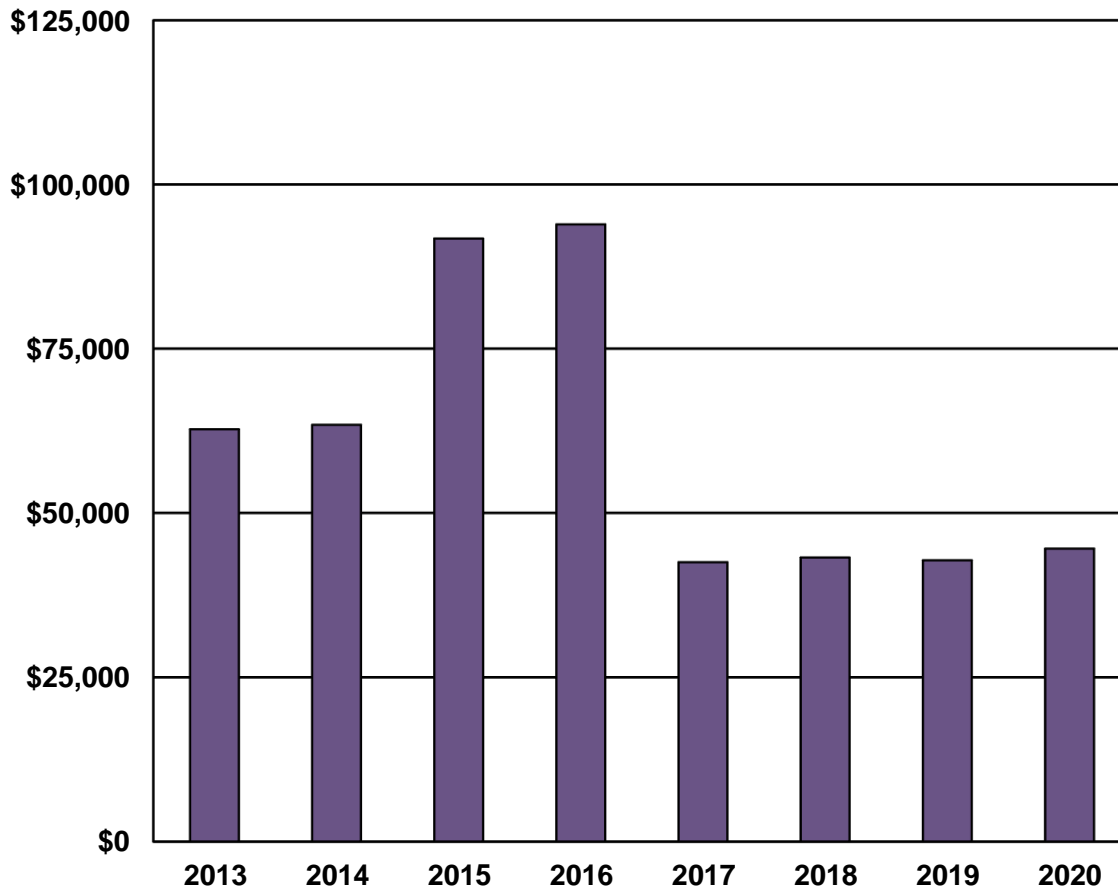
- ✓ EDA fund is supported through annual appropriation from the general fund
- ✓ General fund contribution totaled \$54,000 in 2020

Library Fund - Fund Balance



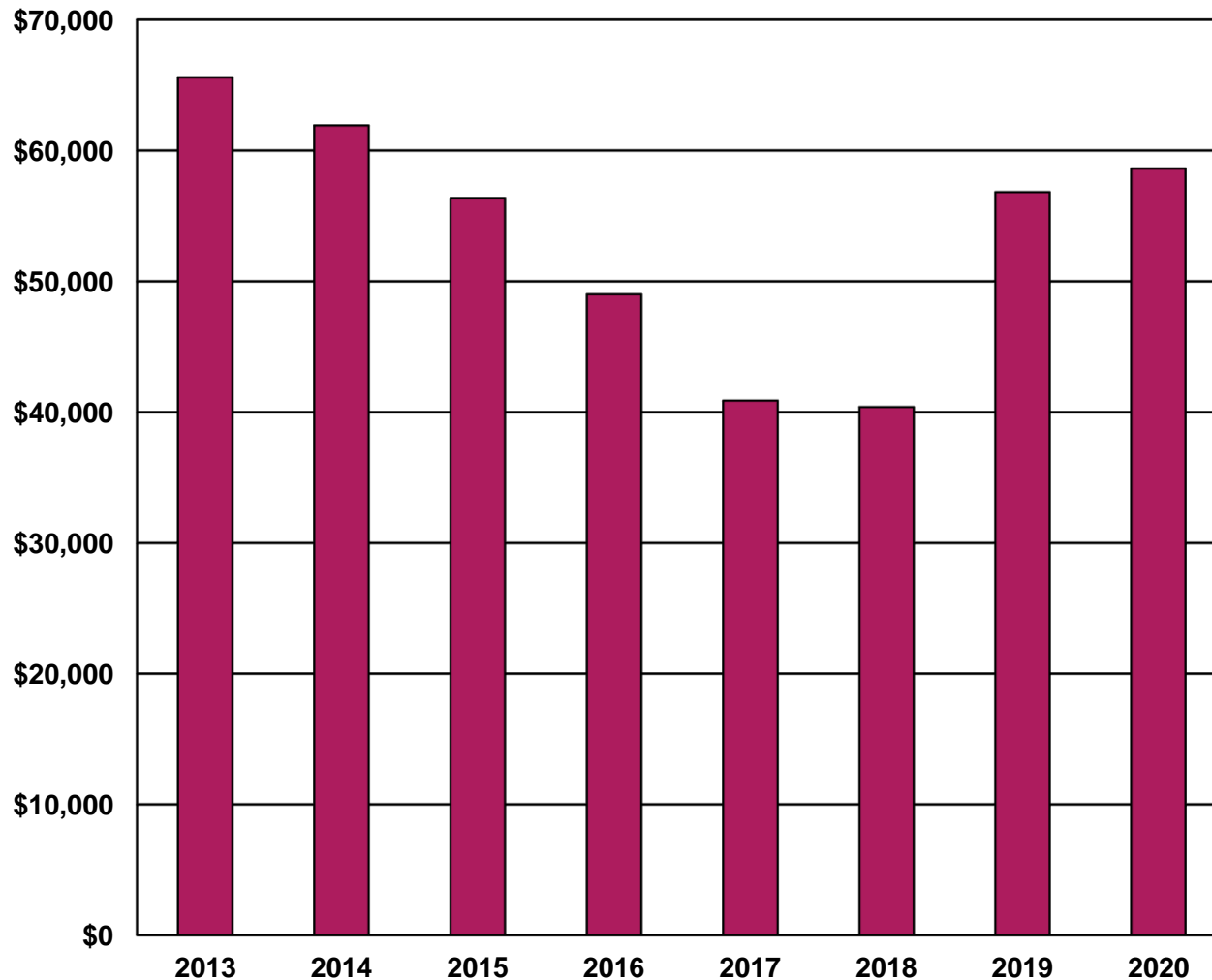
- ✓ Combined fund balance at 12/31/20 totaled \$315,160
 - ✓ Library \$147,143
 - ✓ Library Endowment \$168,017
- ✓ Fund is supported through county allocations (\$74,668) and property taxes (\$173,962 for 2020)
- ✓ Endowment Fund received \$6,562 in donations and spent \$222,448 on completing the entryway project in 2020

Chatfield Center for the Arts - Fund Balance



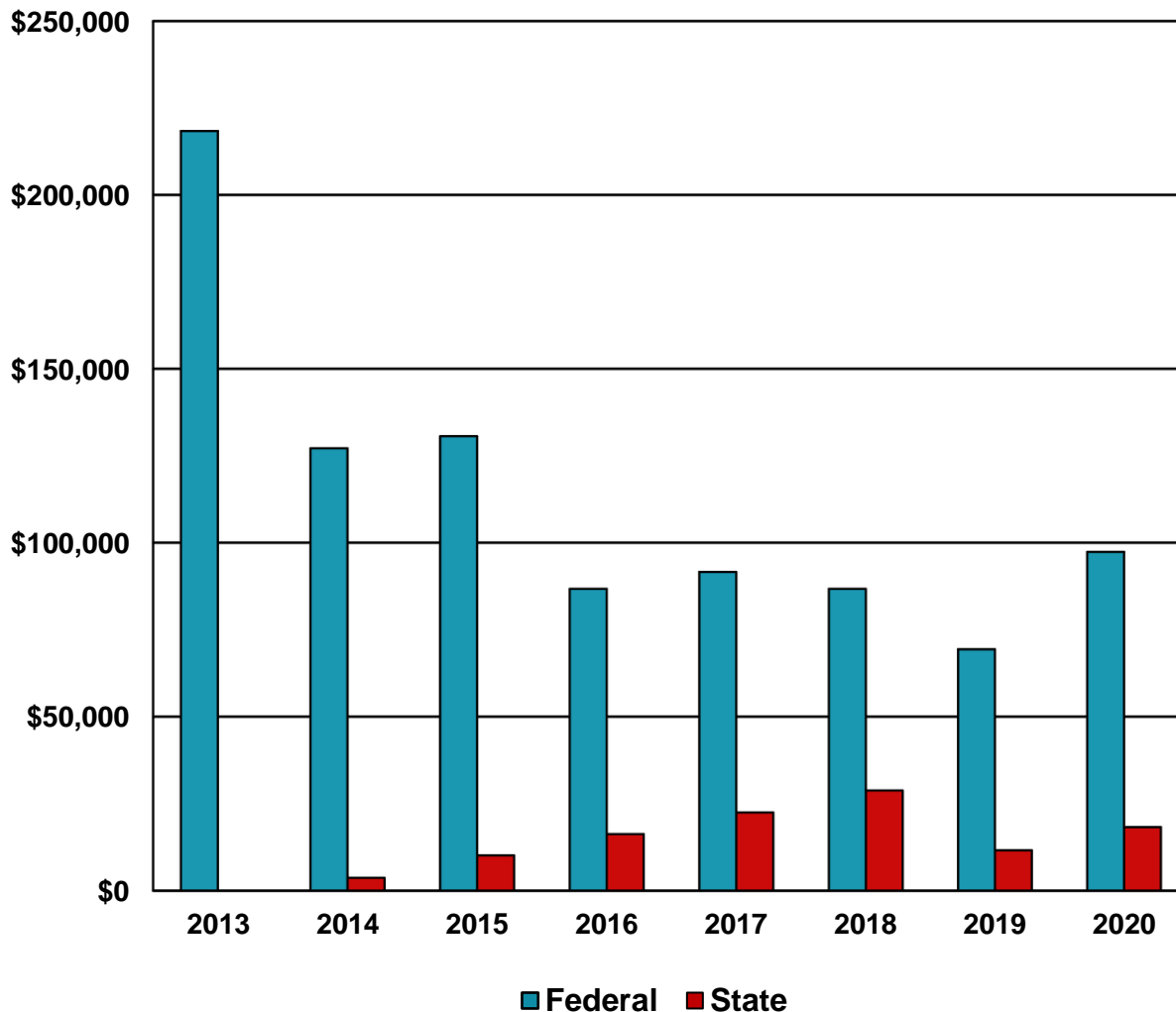
- ✓ Fund established with contributions from the School District and the City
- ✓ Total revenues for 2020 was \$6,479 from vendor reimbursements and CARES Act funding; also received City contribution of \$69,000 from the general fund
- ✓ Expenditures for 2020 totaled \$73,708
- ✓ Fund Balance at 12/31/20 totaled \$44,566

Cable Access Fund - Fund Balance



- ✓ Fund is supported by franchise fees (\$26,376) collected from the cable provider
- ✓ Fund balance of \$58,618 at 12/31/20 is available for future equipment upgrades and to sustain operations

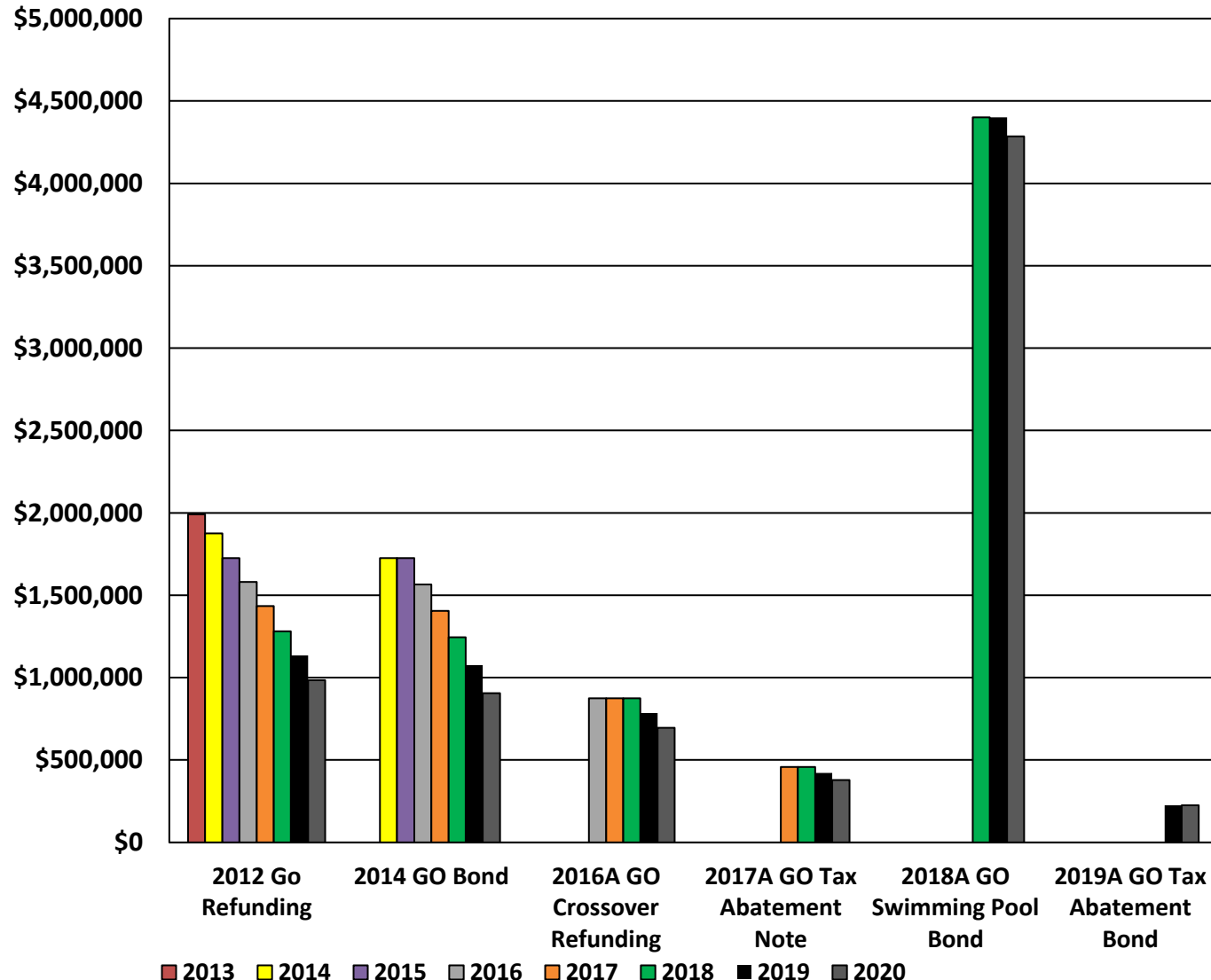
Revolving Loan Funds - Fund Balance



- ✓ Nine outstanding loans at December 31, 2020 totaled \$851,485
- ✓ Fund balance is available to reloan for qualified purposes
- ✓ Three new loans issued in 2019 totaling \$455,500
- ✓ No new loans issued in 2020

Debt Service

Governmental Debt and General Obligation Bonds



✓ 2012 GO Refunding bond issued for water tower, booster station and Hillside drive - balance at 12/31/20 totaled \$985,000

✓ 2014 GO Bonds issued for 2014 street improvements – balance at 12/31/20 totaled \$905,000

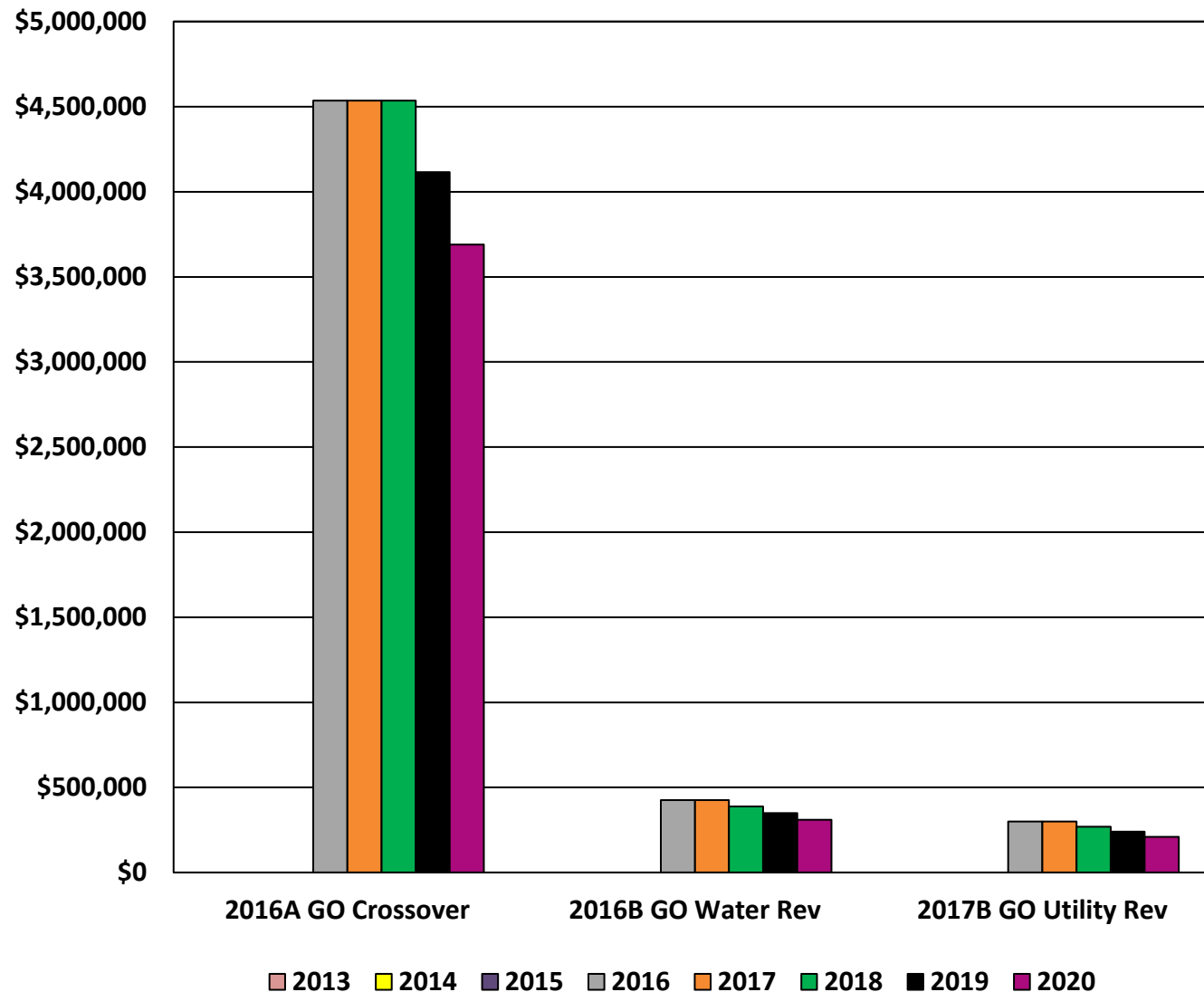
✓ 2016A GO Refunding Bonds issued to refund 2010A – balance \$695,000 at 12/31/20

✓ 2017A GO Tax Abatement Note issued for industrial drive project – balance \$379,000 at 12/31/20

✓ 2018A GO Swimming Pool Bond issued for swimming pool – balance at 12/31/20 totaled \$4,285,000

✓ 2019A GO Tax Abatement Bond issued for street lighting improvements – balance at 12/31/20 totaled \$225,000

Business Type Debt and General Obligation Bonds

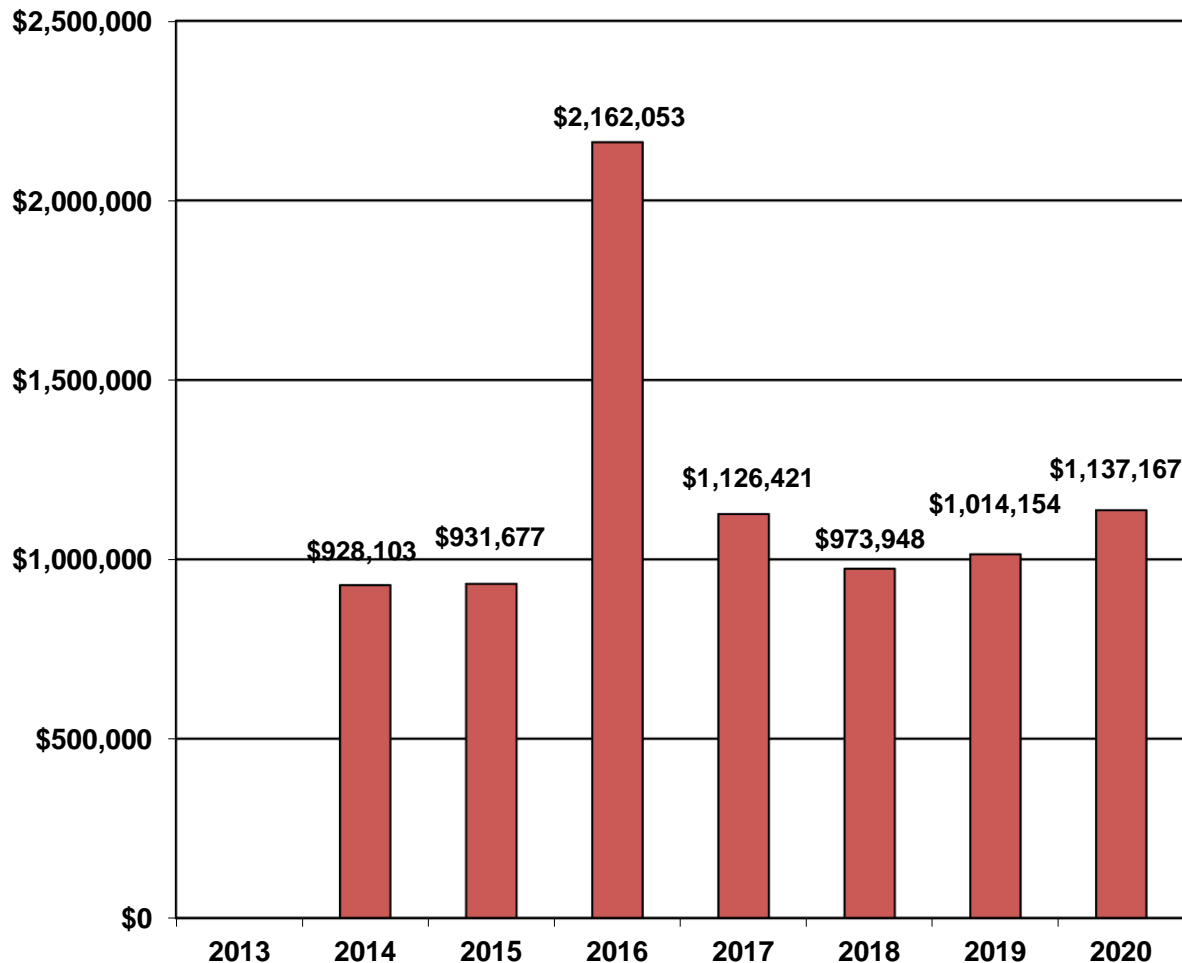


✓2016A issued to refund
2011A – balance \$3,690,000
at 12/31/20

✓2016B issued for Water
Meter project – balance
\$310,000 at 12/31/20

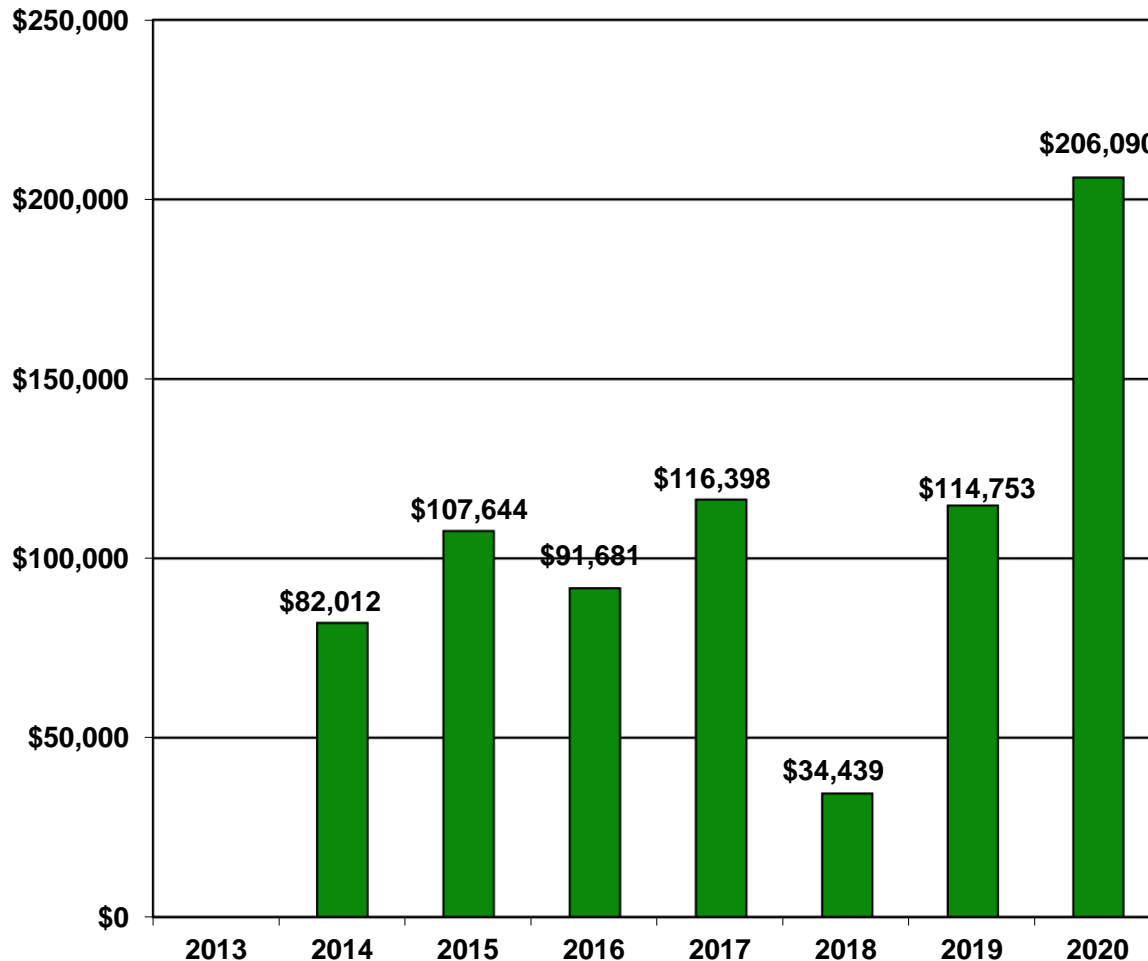
✓2017B issued for Industrial
Drive Utility project – balance
\$210,000 at 12/31/20

Net Pension Liability



- Net Pension Liability represents City's portion of PERA underfunding – based on PERA Actuarial Report
- Recorded as
 - Governmental \$1,005,879
 - Proprietary:
 - (Water and Sewer) 131,288
 - Total \$1,137,167
- Change in assumptions in 2016 and 2017
- Funding percentages at June 30th 2020 estimated at
 - General Employees Fund: 79.06%
 - PEPF: 87.19%

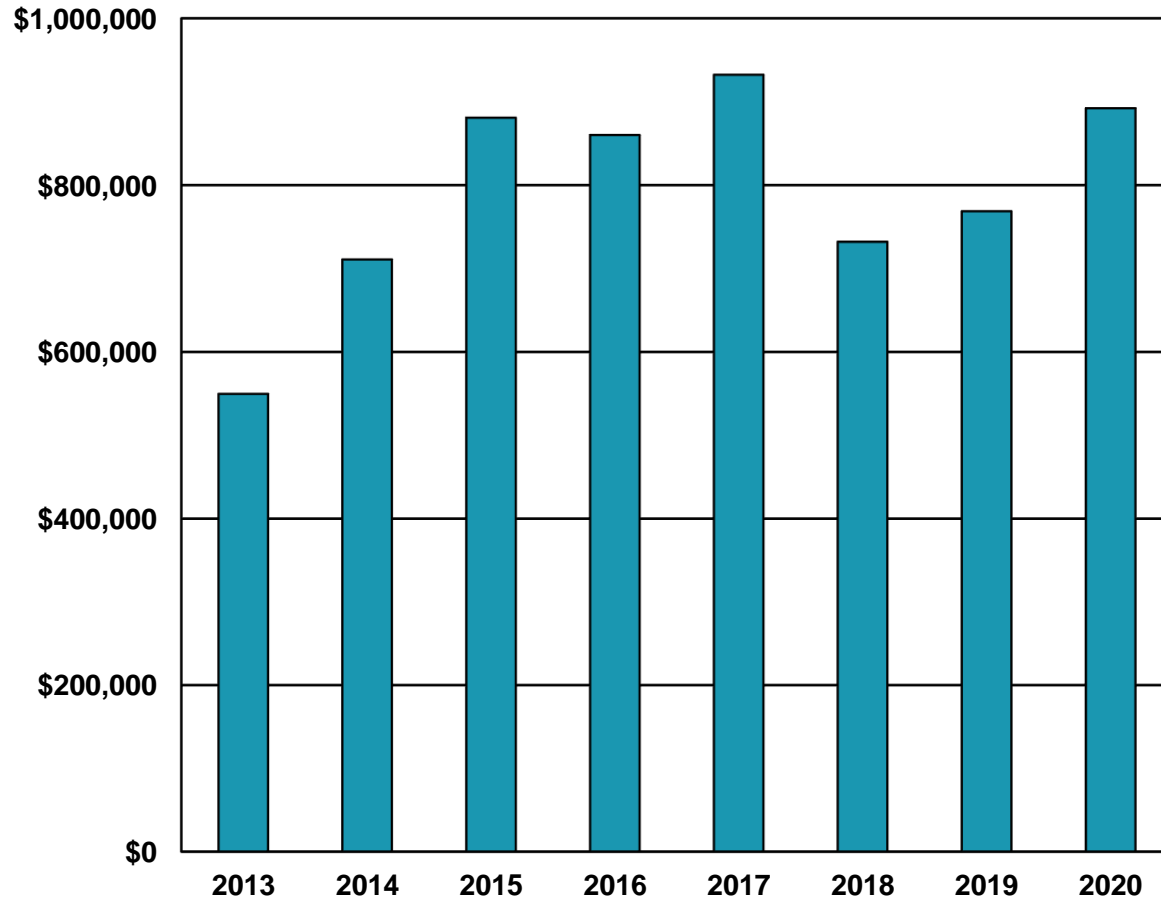
Net Pension Asset



- Net Pension Asset represents amount of Chatfield Fire Department Relief Association overfunding
- Decrease from 2017 due to increase in amount paid per year per retiree
- Fire Relief moved to the State Volunteer Fire Relief Pension plan in 2020
- Net position is based on:
 - Total Assets
 - Total Liabilities
 - Net Pension

Capital Projects Funds

Capital Goods Fund – Net Position (excluding capital assets)

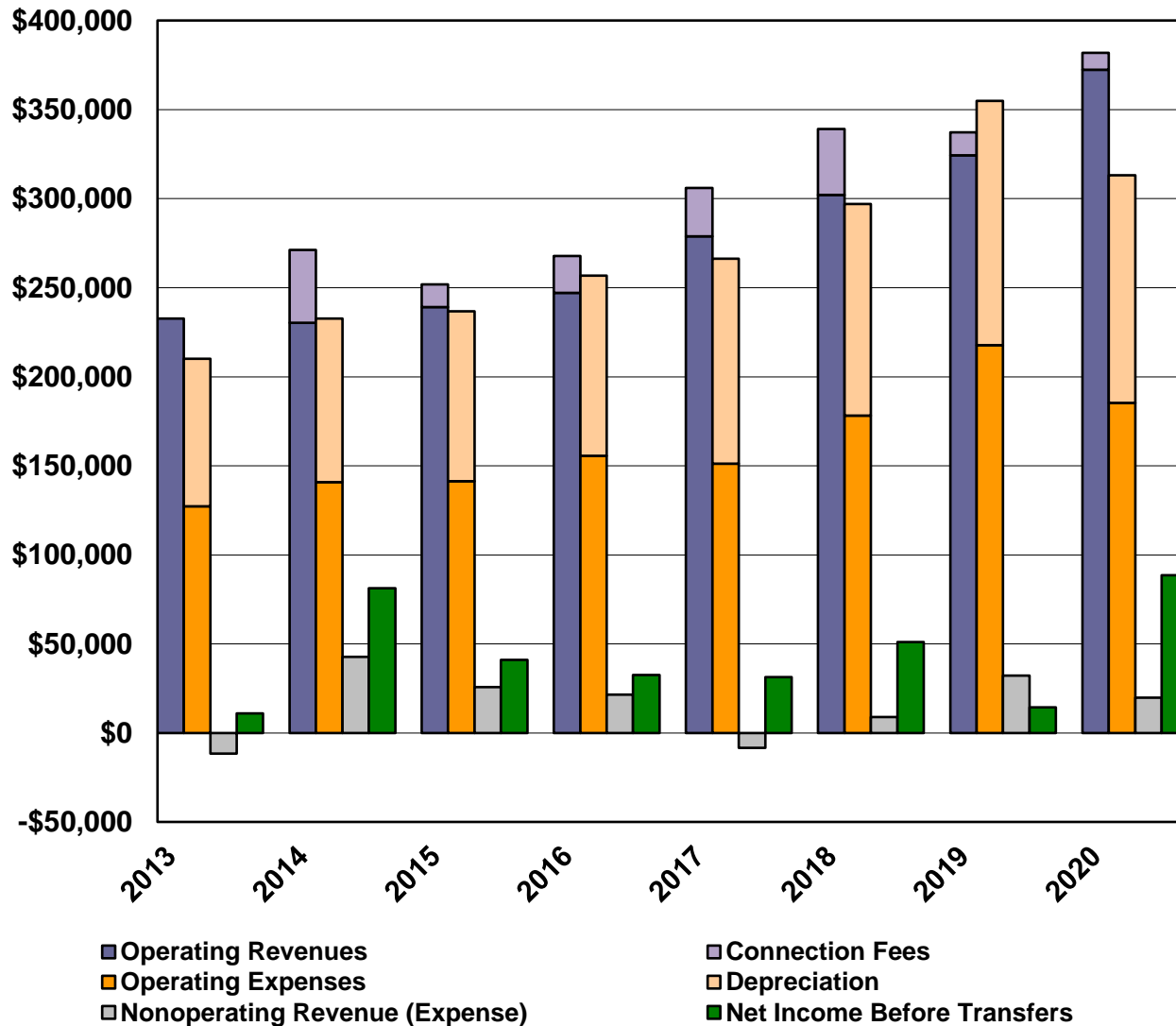


- ✓ Net Assets for items identified under Capital Replacement plan – balance at 12/31/20 totaled \$892,160
- ✓ 2020 capital expenditures \$198,085:
 - ✓ Picnic tables
 - ✓ Sidewalk replacement
 - ✓ Street overlay
 - ✓ Storm water basin
 - ✓ Plex panel spit guards
 - ✓ Reception counter
 - ✓ Radios – 7 APX
 - ✓ Durapatcher
 - ✓ Avaya Phone System
 - ✓ Granicus website
 - ✓ Shop doors
 - ✓ 2020 Tech (switch, WAP, Cabinet, Fiber)
 - ✓ JD 1600 Turbo Series III
 - ✓ Signs

Operational Trends

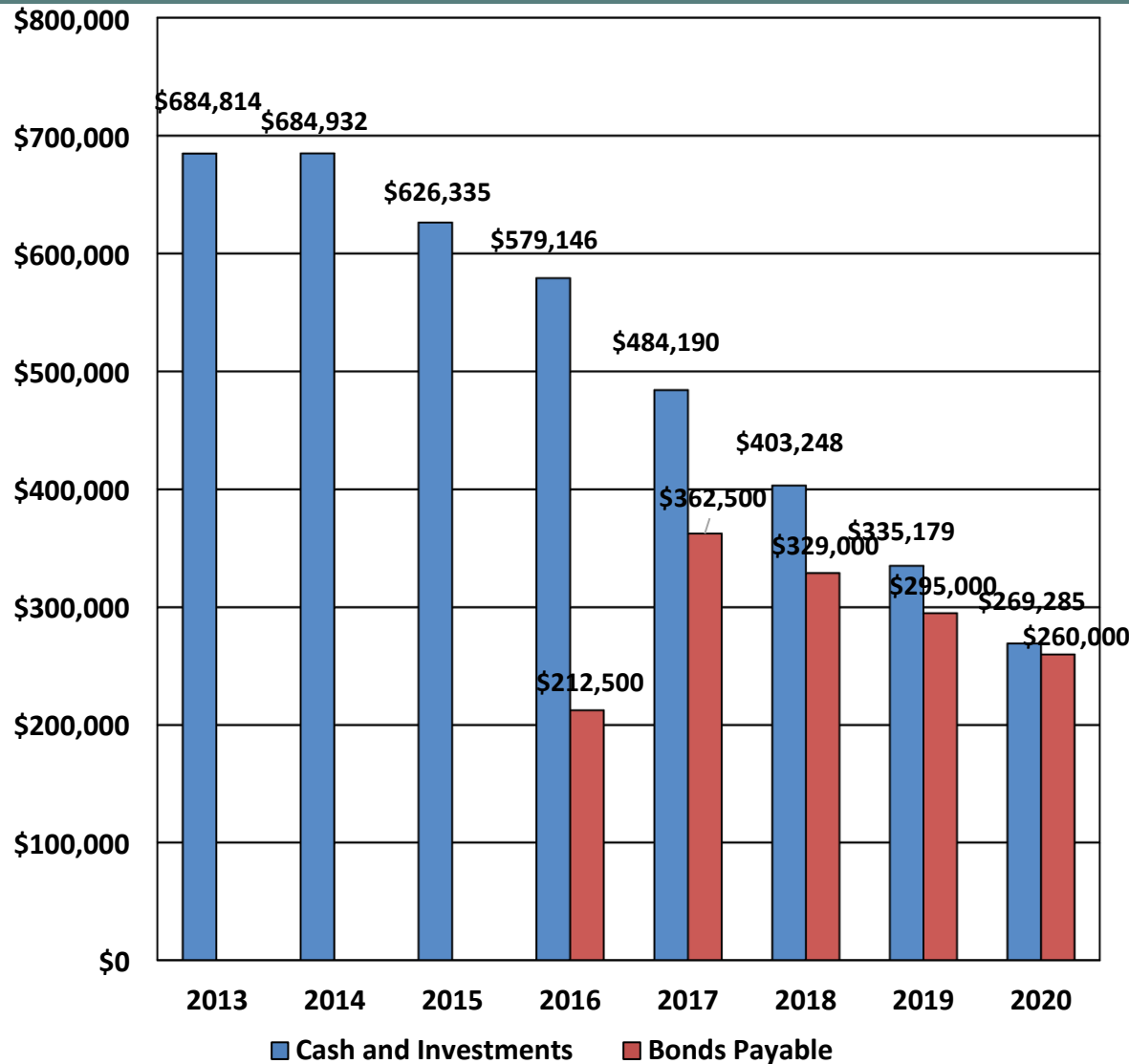
Utility Funds

Water Fund



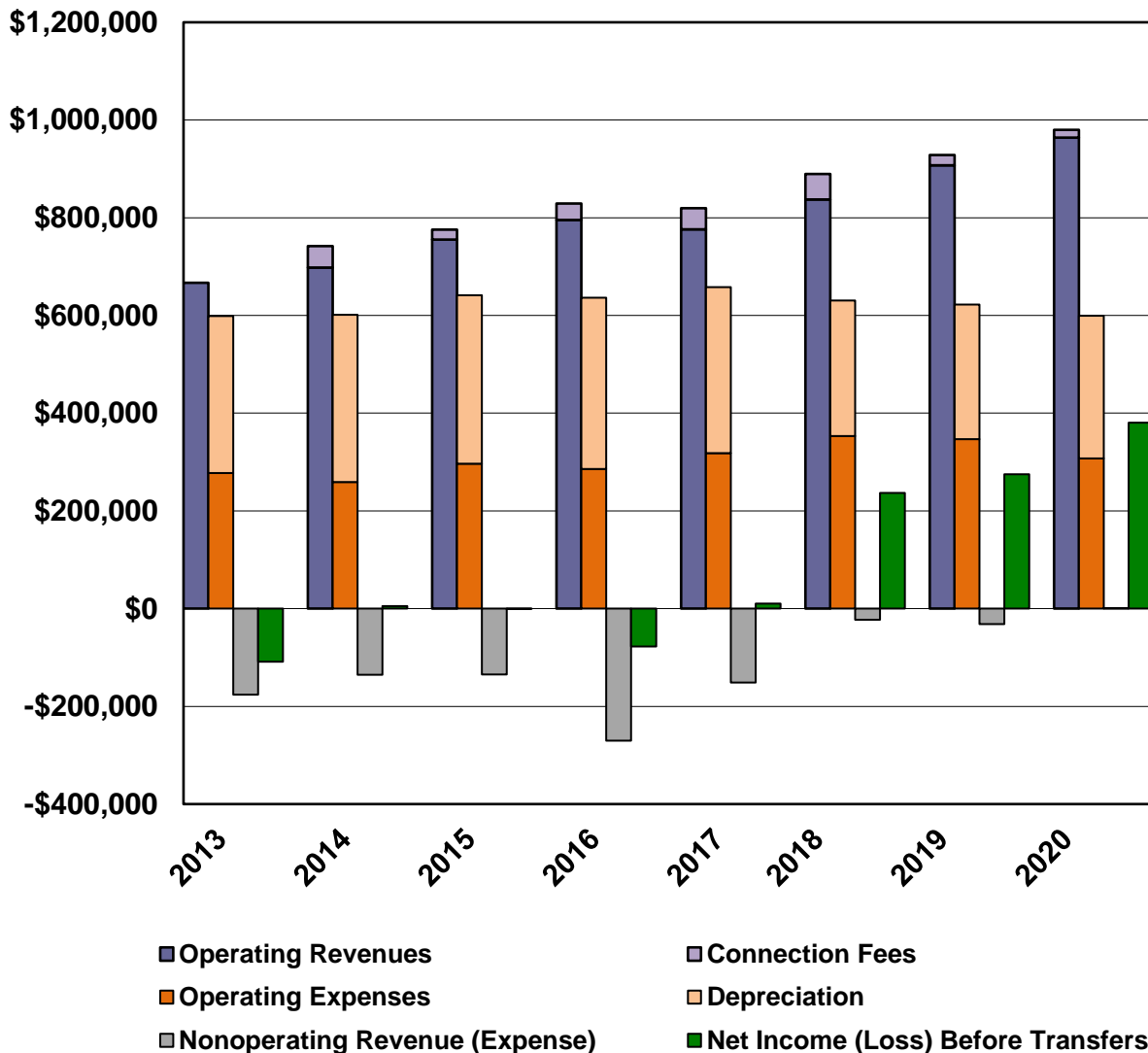
- ✓ Water service supported by ratepayers
- ✓ Operating revenues totaled \$372,381 in 2020
- ✓ Rates are sufficient to cover depreciation and build reserves for future system maintenance and improvements, but not transfers for debt and other obligations

Water Fund



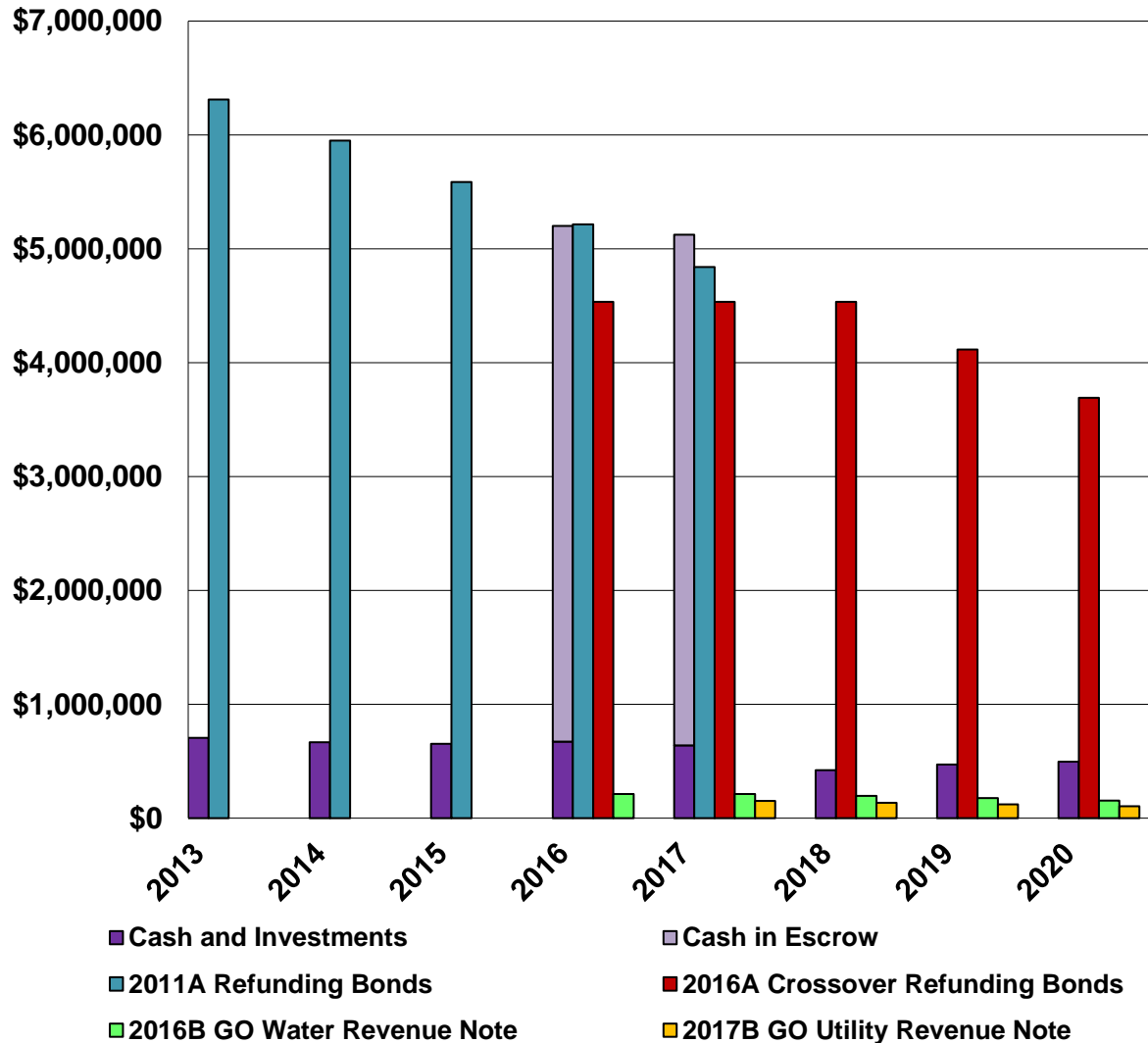
- ✓ Water Fund supports the following debt:
 - ✓ 2016B GO Water Revenue Note – Water Meters
 - ✓ 2017B GO Utility Revenue Note – Industrial Drive
- ✓ As planned, cash reserves are being used to aid in funding the 2012 Bonds in lieu of increasing water rates

Sewer Fund



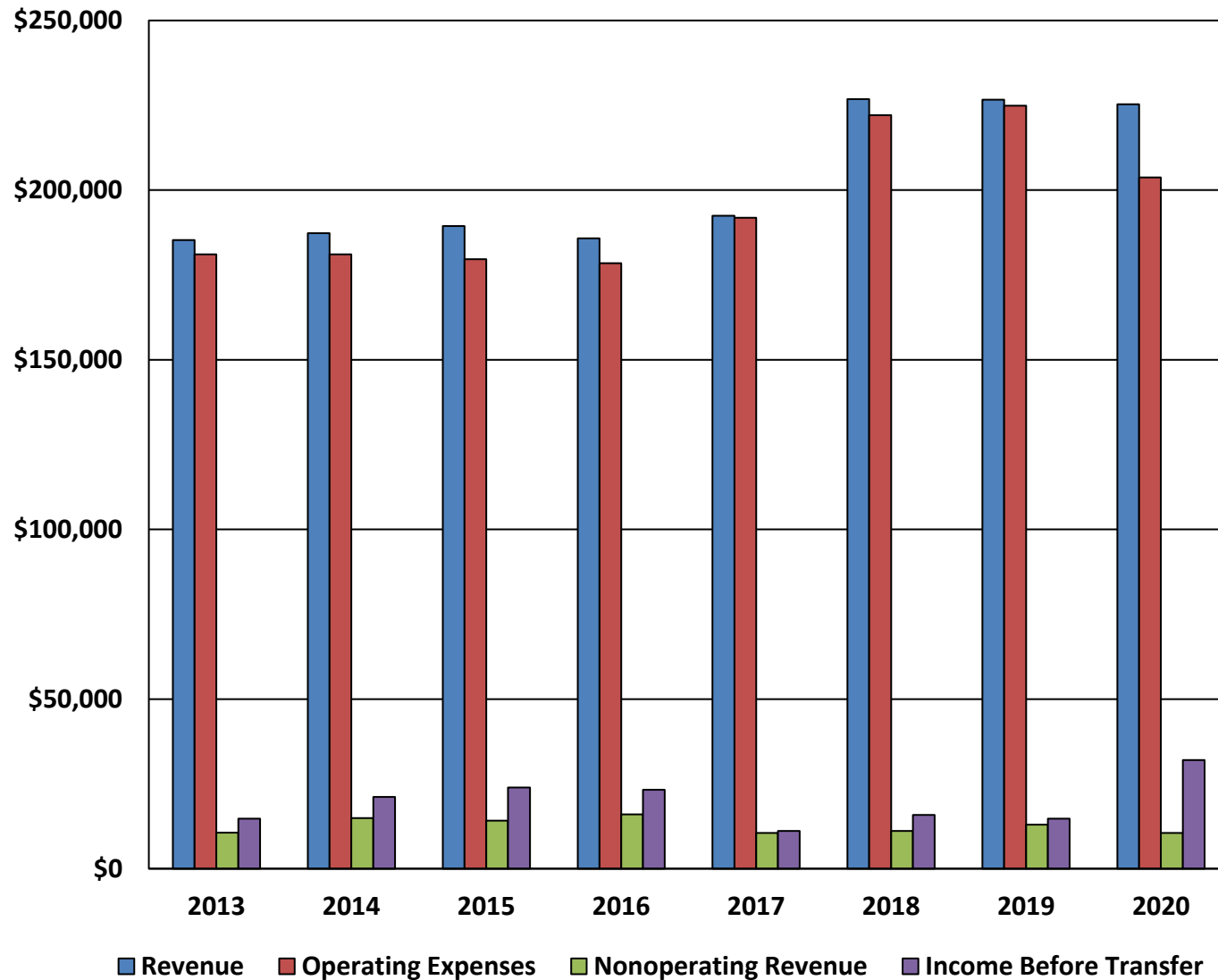
- ✓ Sewer service supported by ratepayers
- ✓ Operating revenues totaled \$963,882 in 2020
- ✓ Depreciation totaled \$291,972
- ✓ Debt principal payments totaled \$465,889 in 2020

Sewer Fund



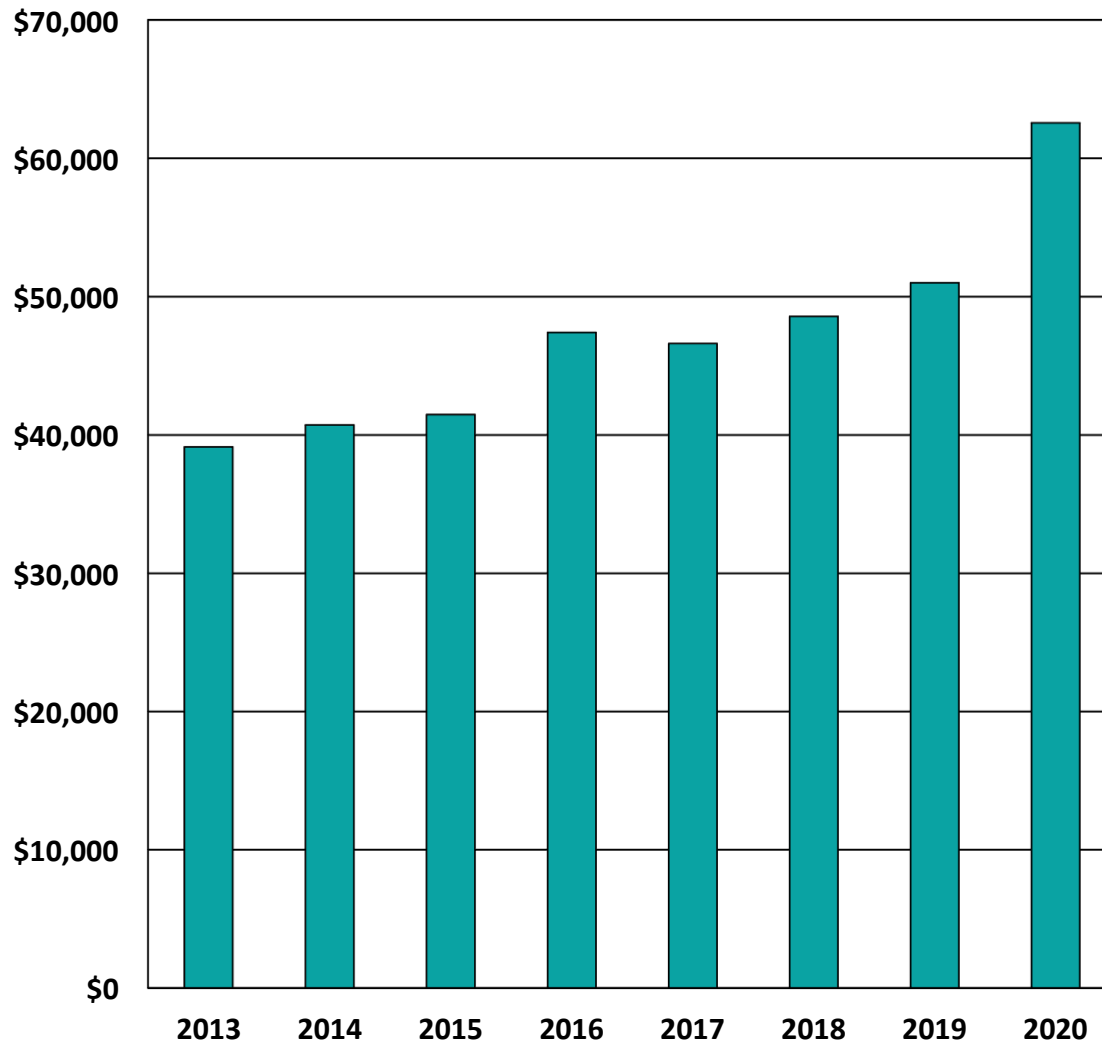
- ✓ Issued \$4,535,000 in 2016A Bonds to refund 2011A which were callable in February 2018
- ✓ Issued 2016B Bonds of \$212,500 to fund water meter project
- ✓ Issued 2017B Bonds of \$150,000 to fund Industrial Drive utility project
- ✓ Unrestricted cash balances total \$495,649 in 2020

Garbage Fund



- ✓ Garbage service supported by ratepayers
- ✓ Operating revenues totaled \$225,253 in 2020
- ✓ Operating expenses totaled \$203,758 in 2020

Garbage Fund



- ✓ Cash balance at December 31, 2020 totaled \$62,556

Summary

- ✓ Unassigned General Fund balance of \$1,280,133 equals 56.4% of next years general fund property tax levy and LGA
- ✓ Capital Goods unrestricted fund balance totaled \$892,160 at December 31, 2020 which is available to fund items identified in the capital replacement plan. Annual department contributions are based on established rates – Continued monitoring and evaluation will determine adequacy of those rates.
- ✓ Completed Pool and Library projects in 2020
- ✓ Payments being made timely on all debt.
- ✓ Water and Sewer fund rates are based on an established schedule. Continued monitoring of fund performance will determine that the City remains on plan.

A Resolution to Close Obsolete Fund Accounts

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

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

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

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

1. Close Fund #241, the Sales Tax Development Fund, and deposit any remaining cash in Fund #240, EDA Fund.
2. Close Fund #251, the Schmidt Foundation Fund,
3. Close Fund #331, the 2011A Debt Service Fund, and deposit remaining cash in Fund 335, the 2016A Debt Service Fund,
4. Close Fund #353, Pope & Young TIF Fund,
5. Close Fund #420, CARES Act Fund,
6. Close Fund #438, the 2017 Industrial Drive Construction Fund, and deposit remaining cash in Fund 338, the 2017A Debt Service Fund,
7. Close Fund #442, the 2019A Tax Abatement Construction Fund, with funds from the sidewalk reserve Fund 801, and
8. Close Fund \$453, the 2019 Flood Damage Fund, with funds from street overlay and stormwater reserve Fund 801.

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

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: RYAN PRIEBE, WATER SUPERINTENDENT
SUBJECT: HYDRANT REPLACEMENT
DATE: 2/2/18

Action Requested- Approve purchase of 4 hydrants from Core and Main for \$20,800.43.

Background- Every year we have been on a plan of replacing 3 hydrants a year. In 2020 we did not replace any because we spent $\frac{3}{4}$ of that money on a bulk water fill station. I would like to somewhat get back on track and replace 4 this year and then 3 next year as usual. Griffin Const. has committed to doing them the first week of July. The hydrants I would like to replace are

1. Old pool
2. SE corner of High School
3. Tennis court
4. 130 Winona St.



Bid Proposal for 2021 Chatfield MN Hydrant Replacement

CUSTOMER	CHATFIELD WATER DEPT 21 2ND ST SE CHATFIELD, MN 55923	Job 2021 Chatfield MN Hydrant Replacement Bid Date: 02/24/2021 12:30 p.m. Bid #: 1634714
	Sales Representative Ryan Imhoff (T) 507-285-5389 (F) 507-285-5392 Ryan.Imhoff@coreandmain.com	Core & Main 2913 County Road 16 SW Rochester, MN 55902 (T) 507-285-5389
CONTACT		
NOTES	Hydrants are at least 4-6 week lead time from factory, plus a few other fittings will need to be ordered as well that will need 3-5 days to get in.	



Bid Proposal for 2021 Chatfield MN Hydrant Replacement

CHATFIELD WATER DEPT

Bid Date: 02/24/2021 12:30 p.m.

Core & Main 1634714

Core & Main

2913 County Road 16 SW

Rochester, MN 55902

Phone: 507-285-5389

Fax: 507-285-5392

Seq#	Qty	Description	Units	Price	Ext Price
10	1	WB67 7'6" 4" STORZ WITH #5 NUT	EA	3,694.95	3,694.95
20	2	WB67 7'0" 4" STORZ WITH #5 NUT	EA	3,629.26	7,258.52
30	1	WB67 6'6" 4" STORZ WITH #5 NUT	EA	3,564.44	3,564.44
40	4	6 MJ RW GATE VLV OL	EA	725.36	2,901.44
50	4	"F" VALVE BOX IMPORT COMPONENT	EA	222.36	889.44
110	4	6 ADAPTER RW GATE VALVE	EA	83.75	335.00
120	2	6X4 PE RED C153 IMP	EA	64.87	129.74
130	2	890-56-04111-16 4 HYMAX GRIP CPLG 4.40-5.10 OD	EA	260.58	521.16
140	2	890-56-06165-16 6 HYMAX GRIP CPLG 6.50-7.20 OD	EA	358.91	717.82
150	2	6 3006 DI STARGRIP RESTRAINT GLAND ONLY IMPORT SGDP06	EA	35.32	70.64
160	10	6 PVC 4006 STARGRIP RESTR (I) GLAND ONLY	EA	46.18	461.80
170	12	6 MJ REGULAR GASKET F/DI	EA	4.61	55.32
180	72	3/4X3-1/2 T-HEAD B&N COR BLUE	EA	2.78	200.16
				Sub Total	20,800.43
				Tax	0.00
				Total	20,800.43

Branch Terms:

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES UPON THIRTY (30) CALENDAR DAYS' NOTICE TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>

INTEROFFICE MEMORANDUM

TO: CITY COUNCIL
FROM: STEVEN SCHLICHTER
SUBJECT: UV System
DATE: 3/16/2021

Action Requested: We are looking at having some maintenance and training done on our UV system at the WWTF.

Background: With the age of our current UV system we are looking at having Kingdom Technology do some maintenance on our unit. We have been doing preventative maintenance on this unit but there are a few things that need some attention. This will also give us a better outlook on the life expectancy of the unit. This unit is expected to cost \$160,000 to replace when it is needed. Attached is the price quote from Kingdom Technology. It will cost \$3250 to have them come do this. They will do the needed maintenance and repairs as needed and they will retrain us on operation and maintenance of this unit.

Thank you for your time,
Steven Schlichter
WWTF Superintendent



16001 State Highway 249
Houston, TX 77086
877-321-2477
sales@kts247.com

Operation Service for Optimal Up-time

Quote 00000226
PO Number NEEDED
LEAD-TIME 2-4 weeks ARO

Prepared By Janik
Date 3/16/2021
*Quote valid for 30 days
F.O.B Point Houston
PaymentTerms NET 30

Proposal Prepared For

Contact Name Steven Schlichter
Email sschlichter@ci.chatfield.mn.com

Ship To Name City Of Chatfield

Quote Line Items

Product	Line Item Description	Quantity	Unit Price	Total Price
TS1002	Travel and Service - Review and Service Trojan 3000+ system	1.00	\$3,250.00	\$3,250.00
Subtotal				\$3,250.00
Handling				\$0.00
Total Price				\$3,250.00

*Taxes not included

Note

Please contact your Kingdom Technology Services sales rep directly if you have any questions concerning this proposal.
Name: Cole Brasher
Email : cole@kts247.com
Phone: 713.825.5626
Thank you for your business!
Technical Support and Service, 24/7!

Terms and Conditions

Please reference Kingdom Quote number on all purchase orders and correspondence.
For complete Terms and Conditions please contact your sales representative.
Thank you for this opportunity to serve you, we look forward to working with you.