

CITY OF CHATFIELD COMMON COUNCIL
AGENDA
May 10, 2021 7:00 P.M

- I. Chatfield City Council – May 10, 2021 – 7:00 p.m. – City Council Chambers
 - 1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - 2. Consider School District request for continued use of storage containers.
 - 3. Ambulance Director Report:
 - A. Approve purchase of pagers.
 - B. Approve purchase of wireless headsets
 - 4. S.C.S. Report:
 - 5. Committee Reports:
 - A. Personnel-Budget Committee
 - B. Public Works Committee
 - a. Dugout Project Update
 - 6. Mayor’s Report:
 - 7. Clerk’s Report:
 - A. Approve annual allocation of \$2,000 to Bluff Country Hiking Club
 - B. Approve huelife proposal to complete a Strategic Plan.
 - C. Approve proposal to use Polco for community engagement.
 - D. Consider resolution to participate in the State Auditor’s Performance Measurement program.
 - E. Approve resolution appointing the City Clerk as Interim Zoning Administrator
 - F. City Clean up Report (If Available)
 - 8. Roundtable
 - 9. Adjourn.
 - 10. Meeting Notices:
 - A. Personnel-Budget Committee (Councilors Novotny & Urban) 4:30 p.m.
 - B. Public Works Committee (Councilors Novotny & Urban) 5:30 p.m.

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, April 26, 2021

The Common Council of the City of Chatfield met in regular session on Monday, April 26, 2021. Mayor Russ Smith presided and called the regular meeting to order at 7:00 PM

Members Present: Councilor Joshua Broadwater, Mayor Russell Smith, Councilor John McBroom, and Councilor Pam Bluhm.

Members absent: Councilor Paul Novotny, and Councilor Mike Urban.

Others Present: Brian Burkholder, Craig Britton, Fred Suhler, Jr., Lynda Karver, Karen Reisner, and Joel Young.

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. April 12, 2021 Council Meeting Minutes
2. Approve payment of claims
3. Approve use of City Park and the closure of certain streets for Western Days August 12 - 15, 2021

Ayes: Councilors: Broadwater, McBroom, and Bluhm

Nays: None

Absent: Councilors: Novotny, and Urban

Motion carried.

S.C.S. Report

Approve sale of city plow truck to the City of Wykoff for \$28,000

With the purchase of the new Freightliner plow truck, the 2005 Sterling plow truck can now be sold. Several options for selling the truck and/or trading it in have been looked at. Freightliner offered \$27,000 on a trade in. The City of Wykoff has offered to purchase the truck for \$28,000.

Councilor Joshua Broadwater entered a motion, with a second by Councilor John McBroom, to approve the sale of city 2005 Sterling plow truck to the City of Wykoff for \$28,000.

Ayes: Councilors: Broadwater, McBroom, and Bluhm

Nays: None

Absent: Councilors: Novotny, and Urban

Motion carried.

Approve purchase of Crysteel dump body equipment for Parks truck

Three quotes for the dump body and accessories for the new Freightliner plow truck have been reviewed. The \$27,296 quote from Crysteel Truck Equipment comes in the lowest and includes a heavier duty shelving option and shovel box.

Councilor John McBroom entered a motion, with a second by Councilor Joshua Broadwater, to approve the purchase of Crysteel dump body and accessory equipment for the Parks truck.

Ayes: Councilors: Broadwater, McBroom, and Bluhm

Nays: None

Absent: Councilors: Novotny, and Urban

Motion carried.

Approve hiring of summer help

Staff is recommending the rehire of Kevin Koch to fill one of the summer help positions for public works.

Councilor John McBroom entered a motion, with a second by Councilor Pam Bluhm, to approve the hiring of Kevin Koch for summer help.

Ayes: Councilors: Broadwater, McBroom, and Bluhm

Nays: None

Absent: Councilors: Novotny, and Urban

Motion carried.

Committee Reports

Public Services Committee

Councilors Bluhm and McBroom were present for the Public Services Committee. Topics included:

1. Pagers and wireless headsets for the Ambulance
2. The number of allowable pets per household

Committee of the Whole

Mayor Smith and all council members were present for the Committee of the Whole. Topics included:

1. Strategic Planning
2. An update from Widsath on Planning & Zoning Services.

Mayor's Report

Mayor Smith says spring is a wonderful time of the year. He read an Arbor Day proclamation and proclaimed April 30, 2021 Arbor Day and the month of May Arbor Month for the City of Chatfield. He also gave a reminder that city wide garage sales are this Saturday, May 1st and city wide clean up will start Monday May 3rd.

Clerk's Report

Approve lifeguard hires

Pool Manager Katie Goldsmith has recommended the hiring of the following people for the 2021 pool season:

Head Guards: \$12.43 - Lifeguards/WSI: \$11.04 - Lifeguards: \$10.01

Teagan Allen	Beatrice Martin	Evelyn Goldsmith
Isaac Miron	Sydney Allen**	Isabelle Carr
Mollie Henry	Peyton Berg**	Cole Johnson
Breya Kobs	Maddie Clemens**	Keira Kobs
Abby Nosbisch	Katelyn Dornack**	Chloe Berg
Paige Erickson**	Kennedie Schmaltz**	Sydney Ellis
	Aletta Strande **	Braelee Horsman
	Tatum Allen **	
	Jaiden Zimmerman **	
	Emilie Copeman**	

****Those with asterisk will be completing WSI this June.**

Councilor John McBroom entered a motion, with a second by Councilor Pam Bluhm, to approve the lifeguard hires.

Ayes: Councilors: Broadwater, McBroom, and Bluhm

Nays: None

Absent: Councilors: Novotny, and Urban

Motion carried.

Approval of summer band concerts

The Brass Band is working towards an 8 week summer concert series with three guest groups and the band for five concerts. There are plans for the band to play safely in the band shell and to keep the audience safely distanced from each other in the park. They are looking for council approval and feedback for moving forward.

Councilor John McBroom entered a motion, with a second by Councilor Pam Bluhm, to approve the Brass Band's summer band concerts.

Ayes: Councilors: Broadwater, McBroom, and Bluhm

Nays: None

Absent: Councilors: Novotny, and Urban

Motion carried.

Roundtable

Councilor Broadwater mentioned that for those who are looking for a COVID vaccine, many pharmacies are now offering them.

Adjourn

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

Ayes: Councilors: Broadwater, McBroom, and Bluhm

Nays: None

Absent: Councilors: Novotny, and Urban

Motion carried.

Russ Smith, Mayor

Beth Carlson, Deputy Clerk



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor CHATFIELD PUBLIC LIBRARY						
111535	04/29/2	R 211-45500-3620	Libraries (GENERA		-\$175.00	SCRIP GAS CARDS
	04/29/2	G 910-21728			\$175.00	SCRIP GAS CARDS
					\$0.00	
Vendor CHATFIELD PUBLIC LIBRARY						
Vendor EFTPS						
111536	816701	G 910-21703			\$4,152.06	SOC SEC
	816701	G 910-21709			\$1,388.74	MEDICARE
	816701	G 910-21701			\$4,231.14	FEDERAL WH
					\$9,771.94	
Vendor EFTPS						
Vendor EMPOWER						
111537	904524	G 910-21719			\$125.00	INVEST - 4045 SCHLICHTER
	904524	G 910-21719			\$231.57	INVEST - 8692 DUBORD
	904524	G 910-21719			\$108.67	INVEST - 4421 IRISH
	904524	G 910-21719			\$74.30	INVEST - 0859 PRIEBE
	904524	G 910-21719			\$118.53	INVEST - 2163 BURKHOLDER
	904524	G 910-21719			\$50.00	INVEST - 1055 HYKE
	904524	G 910-21719			\$25.00	INVEST - 2449 COE
	904524	G 910-21719			\$69.79	INVEST - 6789 CARLSON
					\$802.86	
Vendor EMPOWER						
Vendor MN DEPART. OF REV./WH TAX						
111538	1-448-0	G 910-21702			\$2,027.00	STATE TAX WH
					\$2,027.00	
Vendor MN DEPART. OF REV./WH TAX						
Vendor PERA						
111539	SOMPE	G 910-21705			\$4,249.33	PERA - POLICE
	SOMPE	G 910-21704			\$4,591.02	PERA - CITY COORDINATED
					\$8,840.35	
Vendor PERA						
Batch Name 2021 04FPR03					\$21,442.15	
					\$21,442.15	

[BatchID]=15867



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2021 04UTILPOST

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor TASC						
111540	04/27/2	E 100-41500-310	City Clerk	Other Professional Servic	\$15.00	COBRA - ADMINISTRATION FEE
Vendor TASC					\$15.00	
Vendor UNITED STATES POSTAL SERVICE						
054911	426554	E 603-49500-322	Refuse/Garbage (Postage	\$76.86	UTILITY BILL POSTAGE ALLOCATION
	426554	E 602-49450-322	Sewer (GENERAL)	Postage	\$278.19	UTILITY BILL POSTAGE ALLOCATION
	426554	E 601-49400-322	Water Utilities (GE	Postage	\$85.68	UTILITY BILL POSTAGE ALLOCATION
Vendor UNITED STATES POSTAL SERVICE					\$440.73	
Batch Name 2021 04UTILPOST					\$455.73	
					\$455.73	

[BatchID]=15860



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor AMAZON CAPITAL SERVICES, INC.						
11DK-	E 230-42270-240	Ambulance	Small Tools and Minor E		-\$147.50	BS LOCKABLE CABINET DAMAGED
19J7-TX	E 220-42280-210	Fire Department *	Operating Supplies (GEN		\$329.99	FIREMAN STICK FLAG
1XJH-9	E 230-42270-240	Ambulance	Small Tools and Minor E		\$298.46	BS STORAGE CABINET & HONEY CAN
					\$480.95	
Vendor AMAZON CAPITAL SERVICES, INC.						
Vendor ARAMARK						
280127	E 100-41940-401	Municipal Building	Repairs/Maint Buildings		\$250.33	RUG SERVICE
					\$250.33	
Vendor ARAMARK						
Vendor ASCAP						
04/20/2	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe		\$10.66	LIC FEE ADJ CPI
					\$10.66	
Vendor AT&T MOBILITY						
X05032	E 100-42110-321	Police Administrati	Telephone		\$44.92	507.272.5382 POLICE 872
X05032	E 220-42280-321	Fire Department *	Telephone		\$49.95	507.884.4423 FIRE
X05032	E 230-42270-321	Ambulance	Telephone		\$49.95	507.513.5974 AMBULANCE
X05032	E 100-42110-320	Police Administrati	Communications (GENER		\$38.23	507.513.5954 POLICE AIR CARD
X05032	E 100-42110-218	Police Administrati	Confiscation/Forfeitures		\$38.23	507.513.5937 POLICE AIR CARD
X05032	E 230-42270-321	Ambulance	Telephone		\$49.95	507.513.5925 AMBULANCE
X05032	E 100-42110-321	Police Administrati	Telephone		\$49.95	507.272.5506 POLICE CHIEF
X05032	E 100-42110-321	Police Administrati	Telephone		\$44.92	507.272.5386 POLICE 873
					\$366.10	
Vendor AT&T MOBILITY						
Vendor BADGER METER						
800723	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment		\$256.88	1/2 BEACON NETWORK PER UNIT FEB
800723	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment		\$256.88	1/2 BEACON NETWORK PER UNIT FEB
					\$513.76	
Vendor BADGER METER						
Vendor BENIKE CONSTRUCTION						
54279	E 440-43200-500	Construction Fund	Cap. Outlay-GENERAL		\$10,200.00	JOB# 21165 - CHATFIELD POOL CEILI
54263	E 454-43200-500	Construction Fund	Cap. Outlay-GENERAL		\$5,000.00	JOB#21183 CCA PHASE II
					\$15,200.00	
Vendor BENIKE CONSTRUCTION						
Vendor BLUFF COUNTRY HIKING CLUB						
APRIL 2	E 100-45200-430	Parks (GENERAL)	Miscellaneous (GENERAL		\$2,000.00	2021 SUPPORT - ADV - INS - PRTG -
					\$2,000.00	
Vendor BLUFF COUNTRY HIKING CLUB						
Vendor CANON FINANCIAL SERVICES, INC.						
265515	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment		\$108.44	832780-1 COLOR COPIER
					\$108.44	
Vendor CANON FINANCIAL SERVICES, INC.						
Vendor CENTER POINT LARGE PRINT						
184645	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books		\$25.32	THE FOUR WINDS
					\$25.32	
Vendor CENTER POINT LARGE PRINT						
Vendor CHATFIELD CENTER FOR THE ARTS						
MAY 20	E 250-46630-310	Community Dev -	Other Professional Servic		\$4,166.67	EDA & CCA MONTHLY OPERATING LEAS
					\$4,166.67	
Vendor CHATFIELD CENTER FOR THE ARTS						
Vendor CHATFIELD LUMBER CO						
108269	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN		\$10.34	4' WOOD LATH BUNDLE
					\$10.34	
Vendor CHATFIELD LUMBER CO						
Vendor CHATFIELD PARTS HOUSE						
801306	E 100-45200-210	Parks (GENERAL)	Operating Supplies (GEN		\$8.39	TAN SABER



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	800162	E 602-49450-210	Sewer (GENERAL)	Operating Supplies (GEN	\$7.98	GREASE FITTING
	801170	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$1.49	RISER EXTENDER
	800431	E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$14.96	STRAPS
	801293	E 614-49840-240	Cable TV (GENER	Small Tools and Minor E	\$55.76	KEYS SAFE SART FL
	803339	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$9.96	FABRIC STAPES
	801680	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$6.49	SHELF BRACKET
	802919	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$5.49	UTILITY KNIFE
	799766	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$5.49	BATTERY
	800431	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$117.98	AIR FILTERS
	799720	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$84.26	SWEEPER AIR FILTER
	800431	E 100-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$15.99	LOCK SNICKEL
	800719	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$10.47	GLASS CLEEANER
	803329	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$283.98	GREASE GUN BATTERY DIESEL
	801165	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$2.18	COUPLING
Vendor CHATFIELD PARTS HOUSE					\$630.87	
Vendor CHOSEN VALLEY ELECTRIC						
	6989	E 212-45500-504	Libraries (GENERA	Cap. Outlay-Library Impr	\$1,900.00	LIBRARY LET LIGHTS
Vendor CHOSEN VALLEY ELECTRIC					\$1,900.00	
Vendor CROSS NURSERIES INC						
	046414	E 100-43100-411	Street Maintenanc	Tree Maintenance / EAB	\$787.40	9 BAREROOT 3 CONTAINER 4 BALLED
Vendor CROSS NURSERIES INC					\$787.40	
Vendor DECOOK EXCAVATING INC.						
	3321	E 100-43100-210	Street Maintenanc	Operating Supplies (GEN	\$100.00	SOD (10)
Vendor DECOOK EXCAVATING INC.					\$100.00	
Vendor DEED						
	MAY 20	E 361-46620-610	Revolving Loan Fu	Interest	\$105.51	CDAP-18-0018-H-FY19 EZ FABIV
	MAY 20	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$612.68	CDAP-18-0018-H-FY19 EZ FABIV
	EZ II M	E 361-46620-610	Revolving Loan Fu	Interest	\$184.76	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
	EZ II M	E 361-46620-600	Revolving Loan Fu	Debt Srv Principal (GENE	\$1,787.75	#CDAP-13-0031-H-FY14 CHAT EDA/EZ
Vendor DEED					\$2,690.70	
Vendor EARL F. ANDERSON						
	012620	E 801-43100-511	Street Maintenanc	Cap. Outlay-Signs	\$554.20	NO MOTORIZED CHILDREN LONESTO
Vendor EARL F. ANDERSON					\$554.20	
Vendor FIRE SAFETY USA, INC						
	142315	E 221-42280-550	Fire Department *	Cap. Outlay-Vehicles/Equ	\$34,145.00	GLIDER KIT
	146630	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$1,800.00	VIPER COAT PANT
Vendor FIRE SAFETY USA, INC					\$35,945.00	
Vendor GRANICUS						
	139189	E 100-41500-438	City Clerk	Internet Expenses	\$115.76	ENCODING SOFTWARE
	139189	E 100-41500-438	City Clerk	Internet Expenses	\$503.57	MEETING EFFICIENCY SUITE
	139189	E 100-41500-438	City Clerk	Internet Expenses	\$509.36	GOV TRANSPARENCY SUITE
	139189	E 100-41500-438	City Clerk	Internet Expenses	\$260.47	OPEN PLATFORM SUITE
	139189	E 100-41500-438	City Clerk	Internet Expenses	\$55.13	UPGRADE TO SDI 720P
Vendor GRANICUS					\$1,444.29	
Vendor HAMMELL EQUIPMENT						
	I13379	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$21.99	CHISEL BLAD
	I13342	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$21.99	26RM3 STI
Vendor HAMMELL EQUIPMENT					\$43.98	



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Vendor HAWKINS, INC.						
493136	E 601-49400-210	Water Utilities (GE	Operating Supplies (GEN	\$546.69	HYDROFLUOSILICIC ACID	
					\$546.69	
Vendor HAWKINS, INC.						
Vendor IREAD						
197287	E 211-45500-211	Libraries (GENERA	Program Expenses	\$60.40	ORD# 2W698VZL BOOKMRK PSTR TS	
					\$60.40	
Vendor IREAD						
Vendor KORTERRA, INC.						
21049	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$600.00	50% KORWEB TICKET MESSENGER SE	
21049	E 602-49450-310	Sewer (GENERAL)	Other Professional Servic	\$600.00	50% KORWEB TICKET MESSENGER SE	
					\$1,200.00	
Vendor KORTERRA, INC.						
Vendor KWIK TRIP						
111546	102121	E 211-45500-211	Libraries (GENERA	Program Expenses	\$2,042.50	SCRIP CARDS
					\$2,042.50	
Vendor KWIK TRIP						
Vendor LHB, INC.						
200442	E 454-43200-310	Construction Fund	Other Professional Servic	\$36,562.50	PROJECT 200442.00 CCA - PHASE 2	
					\$36,562.50	
Vendor LHB, INC.						
Vendor LMCIT / WORKERS COMP PLAN						
04/15/2	E 100-43100-151	Street Maintenanc	Worker s Comp Insuranc	-\$499.88	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 602-49450-151	Sewer (GENERAL)	Worker s Comp Insuranc	\$288.44	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 614-49840-151	Cable TV (GENER	Worker s Comp Insuranc	\$12.59	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 220-42280-151	Fire Department *	Worker s Comp Insuranc	-\$1,373.28	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 100-42110-151	Police Administrati	Worker s Comp Insuranc	-\$1,240.45	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 100-41500-151	City Clerk	Worker s Comp Insuranc	-\$586.88	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 100-41100-151	Legislative	Worker s Comp Insuranc	-\$0.14	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 601-49400-151	Water Utilities (GE	Worker s Comp Insuranc	-\$54.93	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 100-45124-151	Swimming Pools -	Worker s Comp Insuranc	-\$846.42	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 211-45500-151	Libraries (GENERA	Worker s Comp Insuranc	\$141.11	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 230-42270-151	Ambulance	Worker s Comp Insuranc	\$8,165.06	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 100-43100-151	Street Maintenanc	Worker s Comp Insuranc	\$9,653.30	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 230-42270-151	Ambulance	Worker s Comp Insuranc	\$363.56	AUDIT ADJ 02/12/2020-02/12/2021 A	
04/15/2	E 100-45200-151	Parks (GENERAL)	Worker s Comp Insuranc	\$509.92	AUDIT ADJ 02/12/2020-02/12/2021 A	
					\$14,532.00	
Vendor LMCIT / WORKERS COMP PLAN						
Vendor MARCO - SERVER LEASE						
290921	E 801-49950-413	Reserve Fund Sha	Equipment Rental / Leas	\$481.52	HPE PROLAINT ML350 GEN9 W/LIC	
					\$481.52	
Vendor MARCO - SERVER LEASE						
Vendor MARCO TECHNOLOGIES LLC.						
INV865	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$32.00	OUTLOOK 365 & OFFICE 365	
INV865	E 100-46323-435	Heritage Preservat	Licences, Permits and Fe	\$4.00	OUTLOOK 365	
INV865	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$4.00	OUTLOOK 365	
INV865	E 614-49840-435	Cable TV (GENER	Licences, Permits and Fe	\$16.00	OUTLOOK 365 & OFFICE 365	
INV865	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$160.00	OUTLOOK 365 & OFFICE 365	
INV865	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$64.00	OUTLOOK 365 & OFFICE 365	
INV864	E 230-42270-403	Ambulance	Prev. Maint. Agreements	\$544.01	SIT 05/14-05/13/2021 LESS \$612.90 C	
INV864	E 100-41500-403	City Clerk	Prev. Maint. Agreements	\$544.01	SIT 05/14-05/13/2021 LESS \$612.90 C	
INV865	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$4.00	OUTLOOK 365	
INV865	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$16.00	OUTLOOK 365 & OFFICE 365	
INV865	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$4.00	OUTLOOK 365	
INV865	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$16.00	OUTLOOK 365 & OFFICE 365	



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	INV865	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$16.00	OUTLOOK 365 & OFFICE 365
	INV865	E 100-41100-435	Legislative	Licences, Permits and Fe	\$24.00	OUTLOOK 365
	INV865	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$16.00	OUTLOOK 365 & OFFICE 365
	INV865	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$36.00	OUTLOOK 365 & OFFICE 365
	INV864	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$272.00	SIT 05/14-05/13/2021 LESS \$612.90 C
	INV864	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements	\$272.00	SIT 05/14-05/13/2021 LESS \$612.90 C
	INV864	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$272.00	SIT 05/14-05/13/2021 LESS \$612.90 C
	INV864	E 100-41910-403	Planning and Zoni	Prev. Maint. Agreements	\$136.00	SIT 05/14-05/13/2021 LESS \$612.90 C
	INV864	E 240-46500-403	Economic Dev (GE	Prev. Maint. Agreements	\$136.00	SIT 05/14-05/13/2021 LESS \$612.90 C
	INV864	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$544.02	SIT 05/14-05/13/2021 LESS \$612.90 C
Vendor MARCO TECHNOLOGIES LLC.					<u>\$3,132.04</u>	
Vendor MIDWEST PATCH						
	3028	E 100-43100-406	Street Maintenanc	Street-Grdng/Chlrd/Crckf	\$366.25	21 HIGH PERFORMANCE PATCH
Vendor MIDWEST PATCH					<u>\$366.25</u>	
Vendor NANCY TIMM						
	05/04/2	G 910-21711			\$32.10	DENTAL PREMIUM REFUND
Vendor NANCY TIMM					<u>\$32.10</u>	
Vendor NOVOTNY LAW OFFICE, LTD.						
	1788	E 100-42110-304	Police Administrati	Legal Fees	\$1,308.00	CITY PROSECUTION - MARCH & APRIL
Vendor NOVOTNY LAW OFFICE, LTD.					<u>\$1,308.00</u>	
Vendor PATHFINDER CRM, LLC						
	221009	E 454-43200-310	Construction Fund	Other Professional Servic	\$1,330.00	CCA PHASE II - APRIL
Vendor PATHFINDER CRM, LLC					<u>\$1,330.00</u>	
Vendor ROWLAND WELL CO., INC.						
	31803	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$2,790.00	INSTALL 2 NEW NORTH & SOUTH FIE
Vendor ROWLAND WELL CO., INC.					<u>\$2,790.00</u>	
Vendor SCHWICKERT COMPANY						
	S51007	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$375.00	2021 WWTF ROOFING INSPECTON
	S51007	E 100-43100-403	Street Maintenanc	Prev. Maint. Agreements	\$150.00	40% 2021 FIRE HALL ROOF INSPECTI
	S51007	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$375.00	2021 LIBRARY ROOF INSPECTION
	S51007	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$470.00	2021 CITY HALL ROOF REPAIRS
	S51007	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$250.00	2021 CITY HALL ROOFING INSPECTIO
	S51007	E 220-42280-403	Fire Department *	Prev. Maint. Agreements	\$225.00	60% 2021 FIRE HALL ROOF INSPECTI
Vendor SCHWICKERT COMPANY					<u>\$1,845.00</u>	
Vendor SE MINNESOTA EMS						
	12630	E 230-42270-433	Ambulance	Dues and Subscriptions	\$500.00	CONSORTIUM MBSHP 07/21-06/2022
Vendor SE MINNESOTA EMS					<u>\$500.00</u>	
Vendor SUNSHINE FOODS						
	001003	E 230-42270-210	Ambulance	Operating Supplies (GEN	\$15.48	ACCT 317 - ANTIHST WATER
Vendor SUNSHINE FOODS					<u>\$15.48</u>	
Vendor THREADS CUSTOM APPAREL						
	3851	E 602-49450-152	Sewer (GENERAL)	Clothing	\$509.25	TEES EMBROIDERY SWEATSHIRT
	3851	E 100-43100-152	Street Maintenanc	Clothing	\$457.00	TEES EMBROIDERY SWEATSHIRT
	3851	E 100-45200-152	Parks (GENERAL)	Clothing	\$305.75	TEES EMBROIDERY SWEATSHIRT
Vendor THREADS CUSTOM APPAREL					<u>\$1,272.00</u>	
Vendor US BANK ONE CARD						
	04-26-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$42.68	TIME MAGAZINE



City of Chatfield

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	INV939	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$65.52	#56246 NETWORK L9124 MP C4503
	INV939	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$34.32	#56246 NETWORK L9124 MP C4503
	INV939	E 100-41500-404	City Clerk	Repairs/Maint Equipment	\$71.76	#56246 NETWORK L9124 MP C4503
	INV939	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$34.32	#56246 NETWORK L9124 MP C4503
	INV939	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$34.32	#56246 NETWORK L9124 MP C4503
	INV939	E 603-49500-404	Refuse/Garbage (Repairs/Maint Equipment	\$34.32	#56246 NETWORK L9124 MP C4503
	INV939	E 100-41910-404	Planning and Zoni	Repairs/Maint Equipment	\$18.72	#56246 NETWORK L9124 MP C4503
	INV939	E 240-46500-404	Economic Dev (GE	Repairs/Maint Equipment	\$18.72	#56246 NETWORK L9124 MP C4503
	04/30/2	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$36.00	#46719-01 POLICE L7545
Vendor EO JOHNSON, BUSINESS TECH.					<u>\$348.00</u>	
Vendor FREDERICK S. SUHLER, ATTY						
	05/01/2	E 100-41100-304	Legislative	Legal Fees	\$50.00	ADDITIONAL TASKS
	05/01/2	E 100-41100-304	Legislative	Legal Fees	<u>\$500.00</u>	MONTHLY RETAINER
Vendor FREDERICK S. SUHLER, ATTY					<u>\$550.00</u>	
Vendor GOPHER STATE ONE CALL						
	104028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	<u>\$157.95</u>	ACCOUNT #MN00240
Vendor GOPHER STATE ONE CALL					<u>\$157.95</u>	
Vendor LUMEN-LEVEL3 (WEBEX)						
	221387	E 100-41500-320	City Clerk	Communications (GENER	<u>\$269.94</u>	WEBEX 10@23 + TAX/LIC
Vendor LUMEN-LEVEL3 (WEBEX)					<u>\$269.94</u>	
Vendor MEDIACOM						
	APRIL 2	E 100-41500-438	City Clerk	Internet Expenses	\$210.86	1/3 CITY HALL HSD & STATIC IPS
	APRIL 2	E 230-42270-438	Ambulance	Internet Expenses	\$210.88	1/3 CITY HALL HSD & STATIC IPS
	APRIL 2	E 100-42110-438	Police Administrati	Internet Expenses	<u>\$210.86</u>	1/3 CITY HALL HSD & STATIC IPS
Vendor MEDIACOM					<u>\$632.60</u>	
Vendor MINNESOTA ENERGY RESOURCES						
	04/30/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$172.49	00002 FH 25% STREET
	04/30/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$128.02	00006 CEMENT 389 SW 3RD ST
	04/30/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$132.41	00005 LIBRARY
	04/30/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$45.00	000011 POOL
	04/30/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$103.50	00002 FH 15% WATER
	04/30/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$413.98	00002 FH 60% FIRE
	04/30/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	<u>\$448.23</u>	00003 WWTP - LIBRARY LN
Vendor MINNESOTA ENERGY RESOURCES					<u>\$1,443.63</u>	
Vendor ON SITE SANITATION						
	7015,8	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$262.29	001411-006 GP - 558 OTRNE
	7018,8	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$88.29	001411-0005 SHADY OAK PARK
	7016,8	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$88.29	001411-0004 MC HSA-559 OTRNE
	7014,8	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$88.29	001411-0003 MC HSP-160 DIVSTNW
	7017,8	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	<u>\$262.29</u>	001411-0002 MC BF-160 DIVSTNW
Vendor ON SITE SANITATION					<u>\$789.45</u>	
Vendor QUADIENT LEASE						
	N88368	E 100-41500-322	City Clerk	Postage	\$86.61	LEASE N17081395 POSTAGE MACHIN
	N88368	E 100-41910-322	Planning and Zoni	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
	N88368	E 230-42270-322	Ambulance	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
	N88368	E 601-49400-322	Water Utilities (GE	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
	N88368	E 602-49450-322	Sewer (GENERAL)	Postage	\$17.32	LEASE N17081395 POSTAGE MACHIN
	N88368	E 100-42110-322	Police Administrati	Postage	\$17.33	LEASE N17081395 POSTAGE MACHIN



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Vendor QUADIENT LEASE					\$173.22	
Vendor UC LABORATORY						
108739	E 602-49450-217		Sewer (GENERAL)	Testing	\$540.75	WWTP LABS
Vendor UC LABORATORY					\$540.75	
Batch Name 2021 05FA01U					\$11,059.26	
					\$164,728.82	

[BatchID]=15869 or [BatchID]=15848



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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor MN REVENUE						
111547	0-383-5	E 100-45124-437	Swimming Pools -	Sales Tax - Purchases	\$565.00	7316521 POOL MBSHP ADMISSIONS
	0-383-5	E 100-41940-437	Municipal Building	Sales Tax - Purchases	\$1.00	7316521 CITY HALL VENDORS
	0-383-5	E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$5.00	7316521 PD CHARGES FOR SERV
	0-383-5	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$64.00	7316521 WTR TWR LEASE SALES
	0-383-5	E 100-45200-436	Parks (GENERAL)	Sales Tax	\$21.00	7316521CAMP SITE
	0-383-5	E 603-49500-436	Refuse/Garbage (Sales Tax	\$984.00	7316521 GARBAGE TAX
Vendor MN REVENUE					\$1,640.00	
Batch Name 2021 05MNREV					\$1,640.00	
					\$1,640.00	

[BatchID]=15895



City of Chatfield

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2021 05RT

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor REVTRAK JETPAY						
111548	APRIL 2	E 100-42400-323	Building Inspectio	Administration Expense	\$5.59	ADMIN FEE ALLOC
	APRIL 2	E 230-42270-323	Ambulance	Administration Expense	\$66.67	ADMIN FEE ALLOC
	APRIL 2	E 603-49500-323	Refuse/Garbage (Administration Expense	\$208.30	ADMIN FEE ALLOC 17.45%
	APRIL 2	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$753.88	ADMIN FEE ALLOC 63.12%
	APRIL 2	E 601-49400-323	Water Utilities (GE	Administration Expense	\$232.18	ADMIN FEE ALLOC 19.44%
Vendor REVTRAK JETPAY					\$1,266.62	
Batch Name 2021 05RT					\$1,266.62	
					\$1,266.62	

[BatchID]=15898



City of Chatfield
Payments

05/04/21 9:02 AM
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Current Period: May 2021

Payment Batch 2021 0503MTOT		\$444.69	
Refer	2836 PRIORITY PAYMENT SYSTEMS	Ck# 111542E 5/4/2021	
Cash Payment	E 100-45124-323 Administration Expense	CC PROCESSING FEES	\$444.69
Invoice	04/30/21 4/30/2021		
Transaction Date	5/4/2021	RootRiver State Ban 10100	Total \$444.69

Fund Summary	
	10100 RootRiver State Bank
100 GENERAL FUND	\$444.69
	\$444.69

Pre-Written Checks	\$444.69
Checks to be Generated by the Computer	\$0.00
Total	\$444.69



City of Chatfield
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2021 0504ADM01

05/04/21 9:11 AM
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Vendor EMPOWER						
111543	905937	G 910-21719			\$20.00	ADMIN FIX - SKESTER - MISSED PAYM
Vendor EMPOWER						
						\$20.00
Batch Name 2021 0504ADM01						\$20.00
Vendor EMPOWER						
111544	905944	G 910-21719			\$21.54	RECONCILIATION CORRECTIONS
Vendor EMPOWER						
						\$21.54
Batch Name 2021 0504ADM02						\$21.54
						\$41.54

[BatchID]=15887 or [BatchID]=15888



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2021 0504ADM03

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Check							
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
Vendor HEALTHEQUITY							
111545	DUDPN	G 910-21726			\$56.26	RECONCILIATION CORRECTIONS	
Vendor HEALTHEQUITY					\$56.26		
Batch Name 2021 0504ADM03					\$56.26		
					\$56.26		

[BatchID]=15889

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: SCHOOL DISTRICT STORAGE REQUEST
DATE: 05/06/21
CC:

Recommendation: Approve a permit to allow the Chatfield Public Schools to place a storage container on the High School property as described in their request, until August 31, 2024.

Background: In 2016, the City Council issued a permit to allow the School District to use storage containers as a temporary storage solution during a construction/remodel project. The time of use of those containers was extended when the District needed to remove a storage building from their property to accommodate the construction of the municipal swimming pool. The District continues to make improvements to the property with future improvements to include the parking lot/driveway area and softball improvements. The District expects to have a permanent storage solution identified by the fall of 2024 but needs to continue using temporary storage facilities until that time.

The School District has requested that the City Council extend their permit to use a storage container to meet their storage needs until the fall of 2024. The District has already removed two old football storage sheds from the property and they intend to remove the four storage containers which are currently on the parking lot. These will be replaced with one storage container which will be owned by the District and painted in school colors to complement the property. The District's complete request is attached.

According to Section 113-255 of the City Code, the City Council is authorized to review and issue permits for temporary storage structures.

Chatfield Public Schools

205 Union St. N.E. Chatfield, MN 55923

Fax 888-518-0704

Phone 507-867-4210

www.chatfieldschools.com

April 26, 2021

Chatfield City Council,

Please accept this letter in support of my request for an extension of the previous approval by the Chatfield City Council allowing the School District to utilize shipping containers as temporary storage solutions.

The 2016-2019 high school construction/remodel project required the use of containers to provide temporary storage. The plan was to discontinue their use last fall after the new shed was built on the old pool site. However, last fall we had to remove roughly 50% of the furniture in the high school to accommodate COVID 19 learning plan guidelines for hybrid learning. Most of this furniture went into the new shed which did not allow us to empty the temporary containers and discontinue their use (remove). Our intention is to permanently "move in" to the new shed this summer now that the furniture is back in the building. This would cause the removal of the containers that we have on site now.

However, there are new projects being considered that may require further approval for a shipping style container. There is a parking lot/driveway site plan under consideration that also involves the softball field area and the possibility of having to develop a temporary and/or permanent relocation for football practice. This plan is still under development and may be years in the making. In the meantime, we are looking for the best way to service the needs of the football team as some smaller elements of the plan have been actuated. Specifically, the two old football storage sheds beyond the right field fence of the softball field have been removed to make way for the relocation of the softball batting cage. This creates a need for outside storage to service the football program. However, it will be some time before we know what the permanent location for football practice will be. Thus, it is likely that we may need to move the location of outside football storage on a seasonal/temporary basis.

To close, I am requesting that the City Council approve further use of storage containers by the school district until the fall of 2024. I am hopeful that unanswered questions relating to the site plan will be answered by then and temporary storage solutions will no longer be needed.

If the City Council approves my request, my intentions are as follows.

1. Empty and remove the containers currently located near the high school building by this coming fall.

2. Purchase a newer 20 ft container this spring and paint it maroon with a large white C for football storage. At this time, I envision this container being moved to a spot north of the softball field parking lot near the pine trees or near the newer garage located next to Savannah Springs. It may be necessary to move this container between these two locations seasonally until larger site plan decisions are made.
3. By the fall of 2024
 - a. Sell the 20-foot container after permanent solutions are developed.
 - b. Apply to extend the conditional use of the 20-foot container while continuing to pursue permanent solutions.
 - c. Apply for a permanent variance allowing for the retention of the painted 20-foot container as the permanent solution for football storage if there is mutual agreement between the City and the School District as to its location.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Edward J. Harris', with a long horizontal line extending to the right.

Edward J. Harris
Superintendent

cc:

Lanny Isensee (School Board Chair, Finance and Facility Committee)
Katie Priebe (School Board Vice Chair)
Josh Thompson (School Board Clerk)
Jill Harstad (School Board Treasurer, Finance and Facility Committee)
Matt McMahon (School Board Director, Finance and Facility Committee)
Tom Keefe (School Board Director)

Randy Paulson (HS Principal)
Dan Schindler (Activities Director)
Jeff Johnson (Head Football Coach)

INTEROFFICE MEMORANDUM

TO: PUBLIC SERVICE COMMITTEE

FROM: ROCKY BURNETT

SUBJECT: AMBULANCE PAGERS

DATE: 3/31/2021

CC:

We are looking to add 2 new EMT's from this class that will need pagers. We currently have 2 spare pagers that are out of warranty. I would like to get 5 new pagers to give to our new people and have a couple newer spare pagers for when others need to go in for repair. When a pager goes in for repair it takes from 6-8 weeks to get it back. Purchasing 5 new pagers we would be able to have all our assigned pager be under warrant and allow our spares to be the older ones. I would like to purchase the 5 pagers per the attached quote with the 3 year extended warranty (total of 5 years) for the purchase price of \$2,225.00. As always feel free to reach out with any questions.

Rocky

Com-Tec Land Mobile Radio

101 1st. Ave. S. W.
P.O. Box 96
Glenville, MN 56036
507-448-3717
matt@comtec-wireless.com

QUOTATION

DATE ISSUED:
3/26/2021

To:

Chatfield Ambulance Service
21 Second Street SE
Chatfield, MN 55923
Attn: Rocky Burnett

Item Number	Description	Quantity	Unit Price	Total Price
A03JAC8JA2AN	Motorola Minitor VI VHF Pager, Single Frequency, Non-UL Listed	5	\$385.00	\$1,925.00
Misc	Optional 1 Year Extended Warranty (Total of 3 Years)	5	\$24.50	\$122.50
Misc	Optional 3 Year Extended Warranty (Total of 5 Years)	5	\$60.00	\$300.00
Equipment Total				\$2,347.50
Labor & Programming				Included
Shipping			Estimated	\$21.50
Sales Tax				Exempt
FCC License				N/A
TOTAL				\$2,369.00

BY:

DATE:

TERMS AND CONDITIONS

WARRANTY AND LIABILITY

Com-Tec assigns to you the manufacturer's warranty on all components and/ or equipment supplied.

This manufacturer's warranty is exclusive and in lieu of all other warranties whether written, oral or implied and we make no warranty of merchant ability or fitness for a particular purpose nor do we warrant engineering, drawings or other services provided by

Com-Tec in packaging or combining of one or more manufacturer's products.

If it appears that the equipment does not meet the warranty specified above and you notify us of this promptly, we shall thereupon correct the component and/or equipment or any nonconformance to the specifications either (at our option) by the specific manufacturer repairing the defective part or parts which are returned to the manufacturer, freight prepaid, or by making available at your plant (via lowest freight rate) a manufacturer's replacement or repaired part.

The conditions of any tests of any component or equipment alleged to be defective shall be mutually agreed upon and both manufacturer and Com-Tec shall be notified of and may be represented at all tests that may be made. Our liability to you arising out of the supplying of the equipment or its use, whether based on warranty, contract or negligence, shall not in any case exceed the cost of correcting defects in the components and/or equipment as herein provided and upon the expiration of the applicable warranty period, all such liability shall terminate. The foregoing shall constitute your sole remedy and our sole liability.

In no event shall Com-Tec be liable for any special consequential damages.

TITLE AND DELIVERY

All shipments of goods shall be delivered F.O.B. manufacturer's plant and liability for loss or damage thereto shall pass to buyer upon

Com-Tec or the manufacturer tendering delivery of the goods to a carrier for shipment to buyer and any loss or

damage thereafter shall not relieve buyer from any obligation hereunder. Buyer shall be liable for costs of insurance and transportation.

Com-Tec shall not be liable for any loss or expense incurred by buyer if we fail to meet the specified delivery schedule because of unavoidable delays over which we have no control.

CONTRARY TERMS AND CONDITIONS

Your order is/will be accepted only on terms and conditions contained herein and the provisions of any purchase order or other writings inconsistent herewith shall not constitute a part of the contract of sale. If any of the terms and conditions hereof is not acceptable, we must be so notified by you promptly.

PAYMENT TERMS

Full payment is due Net 30 days after invoice date contingent on credit approval.

QUOTATIONS ARE VALID FOR 30 DAYS AND SUBJECT TO MANUFACTURERS PRICE INCREASE

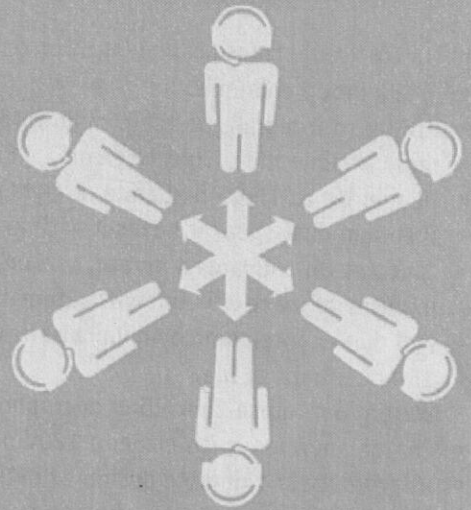
INTEROFFICE MEMORANDUM

TO: PUBLIC SERVICE COMMITTEE
FROM: ROCKY BURNETT
SUBJECT: WIRELESS HEADSET PURCHASE REQUEST
DATE: 5/4/2021
CC:

Background, At the last Public Service committee meeting the request for wireless headsets for the ambulance department was approved for review by the full council. Since that meeting a less expensive option has been brought to our attention. After speaking with the sales rep and installation person from Fire Safety USA, I believe this product to be as good as the previous one quoted. It would be my recommendation to purchase the SETCOM system as per the attached quote. Also, since the Public Service meeting the Fire Department's Activities Association has given us a check for \$5,028.30 towards the purchase. Please let me know if you have any questions.

Rocky

LiberatorMax



650.965.8020 info@setcomcorp.com SetcomCorp.com

Setcom®

LIBERATORMAX PUBLIC SAFETY SYSTEM

Introducing LiberatorMAX, the most advanced communications system for fire apparatus. Multi-person system that is versatile and simple to use, making it a great solution for communication needs in many public safety applications. Easiest install on the market with only one base station required for all wireless headsets to be connected.

- Up to 7 radio transmit and/or intercom positions.
- 8 talk group channels.
- Ability to integrate portable radio into the headset allowing the user to simultaneously communicate over the portable radio, mobile radio, and intercom.
- Range: Up to 1,500 feet (line of sight).
- Premium dual-speaker headset with noise reduction rating of 23dB.
- "Instant On" Advanced motion sensor technology is integrated into the headset. The headset shuts down after 15 minutes of inactivity and will automatically turn back on when the user picks up the headset.
- Full duplex intercom communications without any push-to-talk (PTT) or vox settings required.
- 15 hours battery life.
- Waterproof, noise-cancelling microphone for rugged conditions.
- Charge anywhere with either a 120V or 12V/24V power source.
- Heavy-duty and durable design to extend life in a demanding environment. Perfect for harsh public safety situations.
- If no mobile radio communication is required, this system can function as a stand-alone system without a base station away from the vehicle. Perfect for search and rescue operations.
- Available in Behind-the-Head Style.

Wireless Applications and Uses:

- Truck-to-truck communication capabilities
- Brush truck/wildland fire apparatus
- Tailboard
- Ladder
- Aerial platform or basket
- Pump operator
- Search and rescue
- Incident Command
- Engines / pumpers
- Fire boat / marine patrol
- Ambulance/ EMS vehicles
- Spotter positions
- Fire training



Setcom[®]

CORPORATION

www.setcomcorp.com

3019 Alvin DeVane Blvd.
Ste. 560
Austin, TX 78741
Phone: (650) 965-8020

LiberatorMAX Wireless Headset

Intercom System

Three Headsets
single mobile radio interface



CSB-900MAX
Wireless Headset
Radio Transmit

Full duplex,
hands-free intercom
between headsets

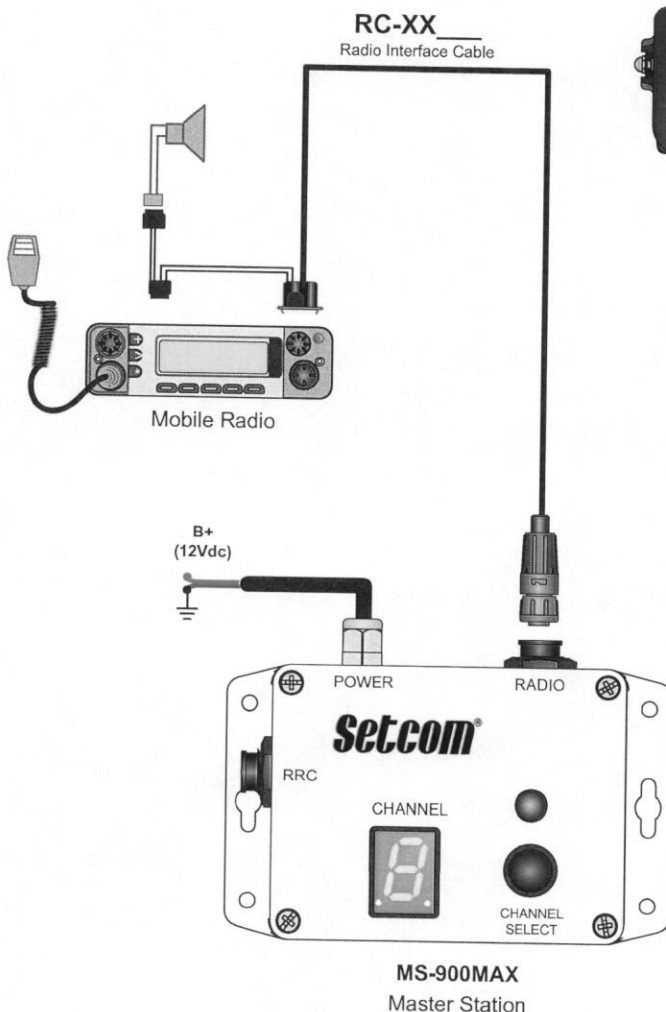
All wireless headsets are
connected to the
MS-900MAX
Master Station



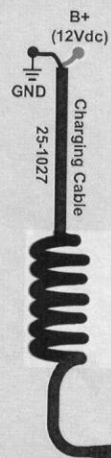
CSB-900MAX
Wireless Headset
Radio Transmit



CSB-902MAX
Wireless Headset
Radio Transmit
Vented Cup



Each wireless
headset will
require a charging
cable





FIRE SAFETY USA, INC.
3253 19TH ST NW
ROCHESTER, MN 55901
PHONE: 507-529-8444
FAX: 507-529-8111

QUOTATION

SHIP TO ADDRESS:
CHATFIELD AMBULANCE SERVICE

DATE:
4/28/2021

Rep: Kevin Tuohy

QTY	ITEM	DESCRIPTION	PRICE EACH	PRICE EXTENDED
		UNIT "A"		
				\$0.00
1	MS-900MAX	Setcom Liberator MAX Master Station	\$975.00	\$975.00
3	CSB-902MAX Kit	Wireless Headset, Radio Transmit, Vented	\$800.00	\$2,400.00
		Cup, Includes charge Cable (25-1027) and		\$0.00
		Hanger Hook (14-7014)		\$0.00
1	RC-18MU4K	Radio Cable, 18' conxall For Motorola radios	\$260.00	\$260.00
4	labor	Installation of Setcom system	\$125.00	\$500.00
				\$0.00
		UNIT "B:		\$0.00
1	MS-900mAX	Setcom Liberator MAX Master Station	\$975.00	\$975.00
3	CSB-902MAX Kit	Wireless Headset, Radio Transmit, Vented	\$800.00	\$2,400.00
		Cup, Includes charge Cable (25-1027) and		\$0.00
		Hanger Hook (14-7014)		\$0.00
1	RC-18MU4K	Radio Cable, 18' conxall For Motorola radios	\$125.00	\$125.00
4	labor	Installation of Setcom system		\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL				\$7,635.00

Joel Young

From: Councilor Urban
Sent: Thursday, May 6, 2021 1:08 PM
To: Joel Young
Subject: Fwd: Dugout update/Overage from last year quotes

Joel,

I know this isn't necessarily a public works issue but would constitute a COVID related budget issue. Seeing as park and rec doesn't meet and this project needs attention ASAP could it be put on one of those agendas to be briefed at potential city council? Or for Paul and I to make a recommendation? Thoughts?

Mike

Sent from my iPad

Begin forwarded message:

From: Chris Dornack <chrisdornack@gmail.com>
Date: May 4, 2021 at 11:51:54 AM CDT
To: Councilor Urban <councilorurban@ci.chatfield.mn.us>, Mike Urban <urbanm24@aol.com>
Subject: Dugout update/Overage from last year quotes

Mike,

Per your request.

Project dollars raised covered the initial dugout estimate. Unfortunately, due to COVID last year preventing the block from getting laid and the raw material costs going through the roof this year we are about 10K short. We have the money to cover, but it will eat into our summer program budget significantly. If we could get the city to kick in an additional chunk of that it would be great.

Funds raised:

Chatfield Youth Baseball Association 6K
City 5K
School 5K
Chatfield Community Foundation 4K
People Co-op Grant 3K
Various other small donations (~3K).

Raised 26K

Dugout items we've paid YTD:

Bruening Rock: \$740 (Fill for dugout cement)
Great Lakes Superior Walls: \$15,270 (on budget)
Stone By Stone Plus: \$3,900 Interior Cement floor
Dugout interior green treated plywood/supplies: \$1,550 (60 bucks a sheet, 11 bucks not long ago)

Progressive Plan: \$150

CMS Permit \$150

EZ Fabrication: \$3,000 Dugout posts (Double original)

Superior Fence: \$5,000 -Materials only (wasn't part of the original budget. We thought we would be able to reuse posts, but they were cemented in and were not reusable) Brett stated that the existing fence is in really bad shape and also needs to be replaced.

Expenses left to pay:

DBC Building \$7821 (almost Double)-remaining material cost for dugout tops.

Dirt for flat work?

Total Cost-\$37,581

Volunteer Material & Labor

Excavation and post removal donated by Jason Voeltz

Trucking donated by Dave Voeltz

Sand donated by Griffin

Painting Labor donated by Josh Whalen

Fence take down and build Labor donated by Superior Fence (Beth and Brett Horsman). Also donated the double swing gate on the south field.

Dugout Build Labor donated by Mitch Mulhern, Jared Ramaker, Jason Voeltz and Mitch Albright

Finish Flatwork to be donated Seth Allen

Not sure what all that donated labor would have cost, but it would be a lot.

Let me know if you need anything else.

Thanks,

Chris

Chris Dornack PharmD

507-251-3844

-ReliePH Solutions, LLC



Bluff Country Hiking Club
31924 Ninebark Road
Chatfield, MN 55923

April 23, 2021

The Bluff Country Hiking Club would like to thank the City of Chatfield for its continued support. We are requesting \$2000 for the annual costs associated with the Lost Creek Hiking Trail. Money received in 2020 has been used for the following ongoing expenses:

- Visit Bluff Country, advertisement in travel guide
- West Bend Landowner Liability Insurance
- Brochure printing by the City of Chatfield
- Hosting and maintaining fee for our web domain
- Website redesign
- Temporary summer hire to supplement the many volunteer hours dedicated to keeping the trail clear

In the past year, a new loop was added to the west side of the trail. The club secured mapping support through the University of Minnesota Extension Regional Sustainable Development Partnerships program. The new map will be used to update the brochure and website, as well as highlight features along the trail.

This year, the trail will celebrate its tenth anniversary with a public event planned for late summer. As members of the Bluff Country Hiking Club we pledge to continue to be prudent stewards of your support as well as to the natural resources of Southeast Minnesota. Thank you for your crucial and ongoing support.

Sincerely,

Tim Gossman, President
Pat Clarke, Vice President
Jenny Bradt, Treasurer

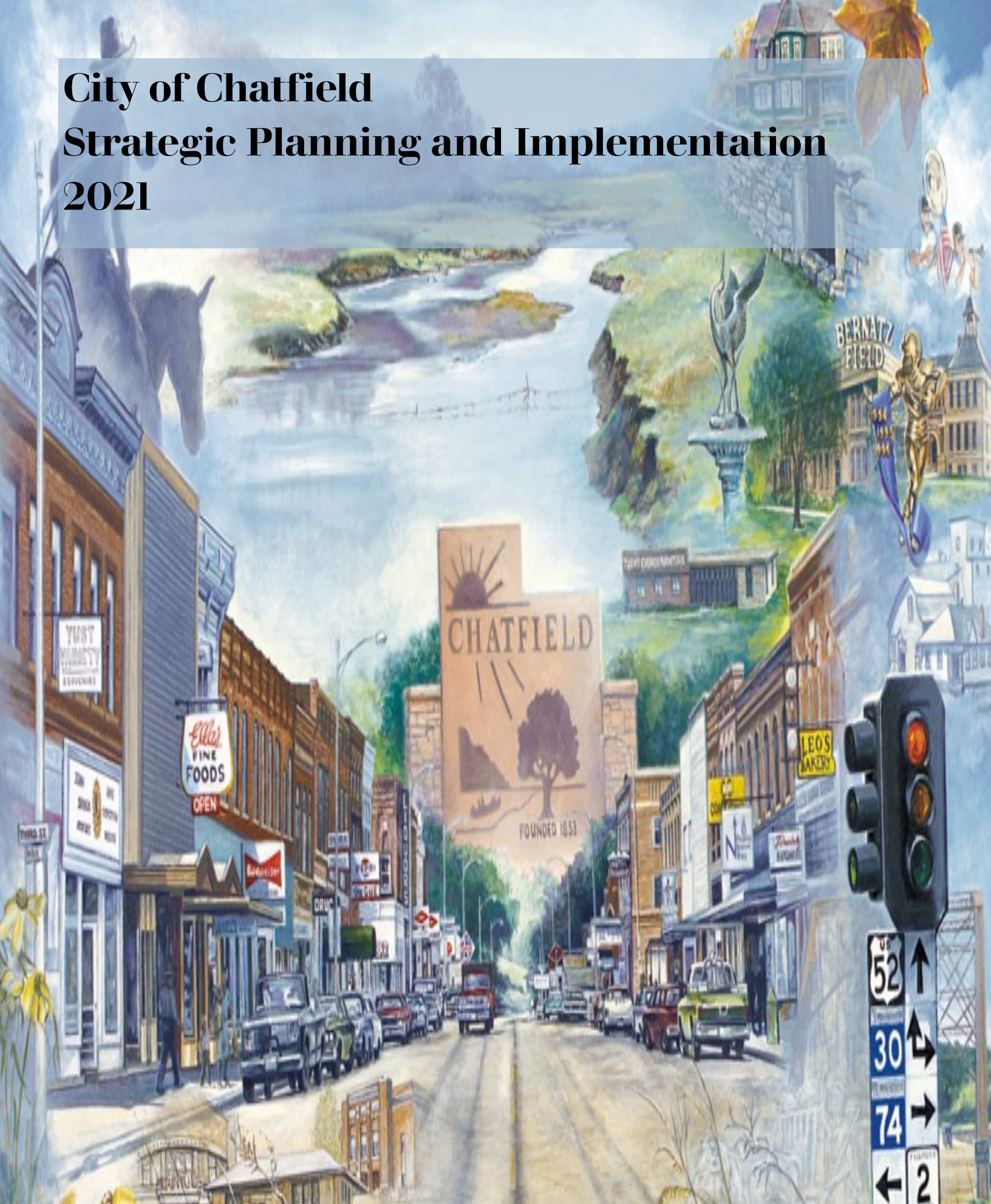
MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: JOEL YOUNG, CITY CLERK
SUBJECT: STRATEGIC PLANNING / COMMUNITY ENGAGEMENT
DATE: 04/27/21
CC:

Strategic Planning: A proposal from huelife to lead the City in a strategic planning process is attached, and recommended for approval. The cost will be \$6,500 plus any local costs that might be necessary. This will be funded with money that has been held in reserve for this purpose.

Community Engagement: The City has reviewed the offerings of Polco on a few occasions in the past and found that Polco would fit the City's needs in terms of conducting community surveys and otherwise developing a means for the general public and City to interact. The cost for this service will be \$10,500 and will be funded out of the 2021 budget.

City of Chatfield Strategic Planning and Implementation 2021





HueLife Values

INTEGRITY



Be worthy of trust.
Take responsibility.
Keep principles and
values present.

COURAGE



Be open.
Take smart risks.
Be a change agent.

RELATIONSHIPS



Build strong ties.
Develop and main-
tain caring support
systems.

HUMILITY



Be a servant leader.
Always be learning

Thank you for the opportunity

Dear Joel

On behalf of our team at HueLife, I want to thank you for the opportunity to submit a proposal for conducting a Strategic Planning Retreat with the leadership team in Chatfield.

Working with teams to develop strategic plans and high-performance is at the heart of what we do.

We are truly looking forward to the opportunity to work with you!

Richard Fursman Ed.D.
Co-Founder/Senior Consultant

HueLife
Richard.fursman@hue.life
651.338.2533

HueLife
5775 Wayzata Blvd. #700
St. Louis Park, MN 55416

WWW.hue.life



Proposal Overview

Strategic Planning and Execution

SUMMARY

The City of Chatfield would like to define it's future and vision, set expectations, and construct workplans through a strategic planning process. This will be the City's inaugural strategic planning event for the community that will set expectations for operating and decision-making.

Scope and Outcomes A retreat will be conducted for the purposes of:

1. Setting a 3-5-year vision for the community
2. Constructing work plans to implement the Vision and Strategic Direction of the Council for the staff

Process Points and Components

PART 1: Hold 2-Day retreat with Elected and Key Staff

- Day 1 Objectives
 - Create shared Vision
 - Identify underlying contradictions/obstacles/barriers to achieving the vision
 - Identify Strategic Directions
- Day 2 Objectives
 - Identify 2-year success indicators
 - Identify 1 year actions
 - Develop S.M.A.R.T. goals (Specific, Measurable, Achievable, Realistic, Timely)
 - Prepare report for Adoption

PART 4: HueLife write report

Fees:

- Prep, set-up, facilitation, report: \$6,500
- Mileage and Lodging: Reimbursed
- Materials: Copies and supplies: \$50

HueLife Team Bios

Team assigned to the Braham Leadership Training

Dr. Richard Fursman and Irina Fursman a.b.d.



Irina Fursman is an engagement consultant, trainer and facilitator, as well as HueLife's co-founder and President. She is a Certified ToP® Facilitator and Mentor Trainer specializing in organization and team development, adult learning, change management, conflict resolution and strategic planning. She trains individuals and groups in the art and science of human engagement and facilitation.



Stephanie Ahles is the VP of Training and Development. She has 20 plus years of leadership experience in local government as well as experience and expertise working with for profit and nonprofit organizations. She is a Certified ToP® Facilitator and Mentor Trainer, specializing in leadership and organizational development, change and project management, and strategic planning.



Dr. Richard Fursman is a co-founder of HueLife, he has worked with over 200 public sector and non-profit organizations recruiting and placing senior staff, developing strategic plans, and helping organizations take steps to become more effective and great places to work. As a former City Manager, he advises, mentors, develops and coaches leaders across the United States and abroad, helps executive teams create a shared purpose, strategic plans, and implementation. He teaches leadership at St. Thomas U.



Megan Jacobson is the Insights Discovery Coordinator/Practitioner for HueLife. She has recently completed the ToP Mastery program and is working towards facilitation certification. She is experienced in facilitating teams towards shared awareness and shared agreement. Megan has a passion for working on projects related to youth empowerment, employee well-being and community engagement. Her caring and empathetic style helps bridge differences and heal teams in conflict.



Karie Terhark is a Certified ToP Facilitator and Qualified Trainer who previously worked as the Director for Allies for Substance Abuse Prevention Coalition (A.S.A.P.). While at A.S.A.P., she facilitated a countywide coalition of volunteers to assess, plan, and implement environmental strategies to change the culture around underage drug and alcohol abuse.



Jeremy Kautza is a certified ToP® Facilitator and Mentor Trainer with over 20 years of facilitation experience. He brings in depth expertise in strategic planning, conflict resolution, organizational change management, and interest-based negotiation. He also continues to serve the University of Wisconsin-Madison, facilitating the employee groups as they work to build their capacity for organizational change and improvement within complex systems.



Angie Asa-Lovstad is a Certified ToP® Facilitator and Mentor Trainer. Prior to joining HueLife, she served as the director of a local non-profit drug prevention coalition for 19 years. In this role, she facilitated the efforts of local drug prevention coalitions across all of Iowa. Today, Angie continues to support and coach coalition leaders in their efforts to engage stakeholders and develop strategic plans that meet the desired outcomes of the grants they have received.



Sampling of Strategic Planning and Organization Development Clients

- Polk County, MINNESOTA: Employee and Board Development
- Stearns County, MINNESOTA: Strategic Planning
- Carver County, MINNESOTA: Economic Development Strategy
- City of West Des Moines, IOWA: Strategic Planning
- Hennepin County, MINNESOTA: Medical Center, HR Department Formation
- Ramsey County, MINNESOTA: Health Department, Action Planning
- Ramsey County, MINNESOTA: County Board Leadership Development
- City of Bloomington, MINNESOTA: Strategic Planning: Board Development
- City of Eureka, CALIFORNIA: Strategic Planning
- City of St. Cloud, MINNESOTA: Strategic Planning
- City of Electra, TEXAS: Strategic Planning
- City of Canton, SOUTH DAKOTA: Strategic Planning
- City of Norfolk, NEBRASKA: Strategic Planning
- Hennepin County, MINNESOTA: Supervisory Training and Development
- Barron County, WISCONSIN: Countywide Visioning Process
- City of Shakopee, MINNESOTA: Strategic Planning and Governance
- City of Chaska, MINNESOTA: City Strategic Planning
- City of Eveleth, MINNESOTA, Economic Development Authority: Strategic Planning
- City of Falcon Heights, MINNESOTA: Strategic Planning
- City of Edina, MINNESOTA: Environmental Commission Strategic Planning
- City of Victoria, MINNESOTA: Strategic Planning
- City of Wyoming, MINNESOTA: Strategic Planning
- City of Worthington, MINNESOTA: Community Strategic Planning
- City of Montrose, MINNESOTA: Strategic Planning
- City of Robbinsdale, MINNESOTA: Strategic Planning, Board Development
- City of Oelwein, IOWA: Strategic Planning
- City of Cloquet, MINNESOTA: Strategic Planning and Governance
- City of Prairie City, IOWA: Strategic Planning and Governance
- City of St. Cloud, MINNESOTA: Economic Development Authority Strategic Planning,
- City of Champlin, MINNESOTA: Strategic Planning



Chatfield, MN - NCS

Chatfield, MN

Chatfield, MN 55923

United States

Joel Young

City Administrator

jyoung@ci.chatfield.mn.us

507-867-3810

Reference: 20210430-112750408

Quote created: April 30, 2021

Quote expires: July 29, 2021

Quote created by: Lisa Dowling

Director of Sales

lisa@polco.us

+1 (858) 295-3872

Products & Services

Item & Description	Quantity	Unit Price	Total
<p>Polco Performance Plan (Level 1)</p> <p>All Polco Premium Features are available to you during your subscription term to engage with your target audiences. Respondents answer questions via Polco's civic surveying and engagement platform which includes real time results and the option to have respondents verified against voter lists. As participants respond they become part of your community's digital panel available for follow up questions, surveys, polls, and other engagement.</p> <p>The Performance plan includes 1 benchmark survey per 12-month period. Your online report will include comparisons to our National Benchmarks, and demographic and geographic comparisons (if response is sufficient by subgroup). Our client success team will guide your benchmark survey process to ensure smooth implementation.</p>	1	\$10,500.00 / year	\$10,500.00 / year for 1 year

Level 1

The client will be responsible for the majority of the outreach effort with guidance on best practices from the Polco team. Polco will implement some direct outreach and provide post-survey statistical weighting to improve, but not guarantee, full representativeness. (Note: The NES is sold only at this level as all employees are invited to participate via internal channels

and more advanced outreach is not needed.)

Optional - Spanish Translation of Benchmark Survey	1	\$1,200.00	\$1,200.00
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We will provide a Spanish translation of your survey and publish it online for Spanish speaking respondents. Survey invitations will provide a URL and Spanish language instructions for completing the Spanish survey online.

Optional - The NCS - 1/2 Page of Custom Questions	1	\$1,800.00	\$1,800.00
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As The NCS is a comprehensive survey we suggest not adding custom questions to minimize respondent burden and recommend asking custom questions in a separate survey on Polco. However, we recognize that while you are making this larger effort to get input from your residents you may want to add a few custom items. This is not included in the Polco Performance plan, but can be added.

Optional - Remote Presentation of Results	1	\$2,400.00	\$2,400.00
---	---	------------	------------

A senior Polco staff member will make one presentation of survey results to staff, Council, Boards, or other appropriate groups. This will be conducted on Zoom or another appropriate technology (that is feasible for both parties and suits the purpose). For this presentation, we use Microsoft® PowerPoint or Google Slides as a visual aid and a copy of the slideshow is shared with your staff for internal use.

Subtotals

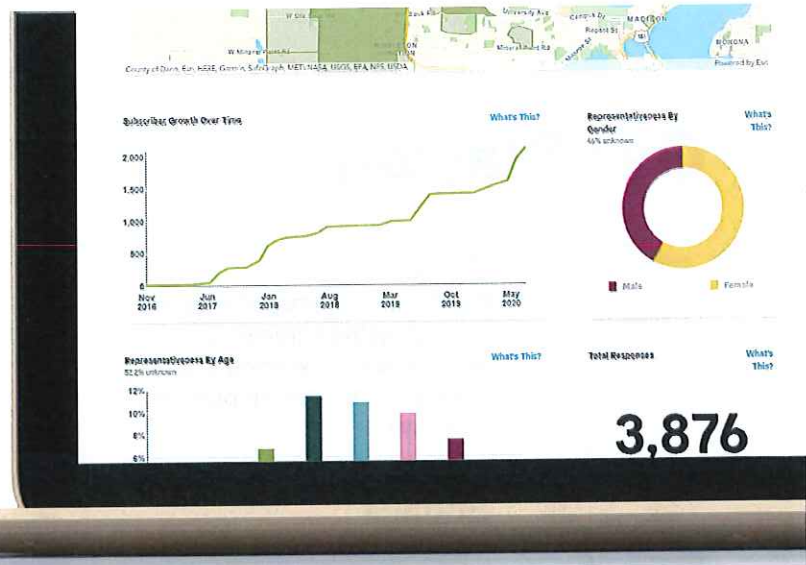
Annual subtotal	\$10,500.00
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One-time subtotal	\$5,400.00
-------------------	------------

Total \$15,900.00

Questions? Contact me





Polco | National Research Center

Civic Engagement That Counts

We bring communities and leaders together.

Polco/National Research Center's (NRC) gold-standard suite of survey and civic engagement tools deliver insights you can rely on. Our team has decades of combined experience as government consultants and employees, survey researchers, data scientists, and communication experts. Across the nation, hundreds of local governments and other public sector entities have used our services to move their communities forward.

We believe that smarter, more connected communities bring perspectives that inspire change.
Let's work together!



Good Governance: Include resident voices in each phase of policy lifecycles. Promote accountable and transparent communication.



Civil Communication: Hear from more stakeholders, and balance the vocal few. Encourage harmony between residents and decision makers. Use citable data to end stalemates and move forward.



Save Time: Streamline your public input. Distribute one simple survey link across all your communications channels and see your results in one place. Or let our experts manage the research for you.



Create Confidence: Put your results into meaningful context using benchmark comparisons with well over 500 communities around the nation. Measure performance and get the data you need to make strong, evidence-based decisions.



Build Trust: Create a culture of engagement through continued surveying on important issues. Build community connection and buy-in to the civic process.



Customize Your Solutions: Choose from our full suite of integrated tools to improve civic communication. We offer a variety of scientific benchmark surveys, original research, and an award-winning online engagement platform.

Get Started



Post

Pull from our library of scientific benchmarking surveys, work with our survey experts to craft something tailored, or publish your own.



Engage

Distribute your survey through your own communication channels, or have an expert survey scientist collect representative responses from your community. Whatever you choose, we're here to help!



Discover

Move your community forward with action-ready data. Clear and understandable results are immediately available online, or contextualized in benchmarking reports.

Our Services Help With:

- Improving Quality of Life
- Enhancing Communication
- **Assisting Strategic Planning**
- Evaluating Services
- Acting on Real-Time Results
- Informing Evidence-Based Decision Making
- Budgeting and Capital Planning
- Engaging Throughout the Policy Lifecycle
- Facilitating Remote Online Public Comment

The Polco Library

Publish from a full library of pre-loaded online surveys, hand-crafted by our team of survey scientists for minimal hassle and maximum insight in real time.

Engagement with Benchmarks

Build a representative panel of respondents over time. Also conduct a national benchmark survey to provide context by comparison with hundreds of other local governments across the country.

Advanced Analytics

Discover real-time results displayed as user-friendly dashboards, graphs and maps. You'll see respondent sentiments overall and comparisons by age, gender, district and more.

LEARN MORE

POLCO.US • N-R-C.COM

In partnership with:



INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION

Polco Performance (\$8300/year)

- 1 statistically sampled benchmark survey per 12 month period
- Advanced report for benchmark survey
- A dedicated program manager to guide you in your research

Plus these Polco features

- Custom Profile
- Unlimited Content
- 10 Administrator Seats
- Resident Verification
- Guest Responses
- Demographic breakdowns
- Geographic Maps
- Access to Full Library of Polls and Surveys
- Results Filtered by Verification Status
- Advanced Survey Creation Options
- Custom Geographic Areas

→ Our program managers are analysts, survey scientists, and experts in using Polco. They are here to guide you!



→ Choose one of our benchmark surveys, developed by our National Research Center experts

→ We will mail two postcard (initial and reminder) invitations to up to 1,500 statistically sampled households.

→ Data will be weighted to ensure representativeness, when possible.

→ The advanced report includes national benchmark comparisons (when available) and an executive summary written by your program manager.

THE NCS™
The National Community Survey™

THE NBS™
The National Business Survey™

THE NPSS™
The National Police Services Survey™

THE NES™
The National Employee Survey™

CASOA™
Community Assessment Survey
for Older Adults™

THE EDWS
The Economic Development Workforce
Survey

A La Carte

Customize your research program to best meet your research needs with these a la carte features:

- Mail to *additional* constituents, managed by us!
 - ☆ Mail two postcard invitations -initial and reminder (\$120 per 100)
 - ☆ Mail two paper surveys - initial and reminder with a prenotification postcard (\$3,500 per 1,000)
- Spanish translation for benchmark survey (\$945)
- Add custom questions to your benchmark survey: developed with guidance from your program manager (\$1,600).
- Custom benchmark comparisons (*The NCS only*) by region, population size or other criteria, as available (\$1,120 per custom group)
- Presentation of results (\$3,605 in-person, \$2,170 online)
- Next Steps Workshop: NRC leads a workshop with four key activities: debriefing survey data, identifying areas of focus, identifying strategies and creating initial action plans. (\$5,670 in-person, \$4,235 online)

CONNECT WITH RESIDENTS • MAKE DATA-DRIVEN DECISIONS



The National Community Survey™ (The NCS™) is the gold standard for gauging public opinion. Endorsed by ICMA, tested and trusted by hundreds of jurisdictions, The NCS provides an accurate assessment of quality of life, community livability and local government policies and services. The NCS allows you to compare your local results with benchmarks from hundreds of communities across the U.S. The best practices in scientific survey methods guarantee valid findings to produce the clear, unbiased and accurate results you need to take action.

- ▶ Evaluate services
- ▶ Enhance communication
- ▶ Inform budgeting
- ▶ Measure quality of life
- ▶ Build trust
- ▶ Plan capital investments
- ▶ Monitor performance
- ▶ Assist strategic planning

NRC has conducted thousands of surveys for hundreds of jurisdictions in our 25 year history. In that process we have spent a lot of time thinking about local governments and their jurisdictions, talking with staff, residents and stakeholders, presenting survey results and facilitating discussions and strategic planning sessions. Combining this deep experience with extensive research on models of community livability we have honed The NCS to focus on 10 key facets of community livability:

- Economy
- Mobility
- Community Design
- Natural Environment
- Safety
- Utilities
- Parks and Recreation
- Health and Wellness
- Education, Arts and Culture
- Inclusivity and Engagement

SUPPORT LOCAL BUSINESS • STRENGTHEN YOUR ECONOMY



The National Business Survey™ (The NBS™) helps you assess the state of your business community. The NBS gives you the answers you need from business owners and managers to strengthen business development, retain employers, bolster the economy and track business expectations for the coming year.

- ▶ Attract and retain new and existing businesses
- ▶ Develop labor market programs
- ▶ Enact business-friendly policies

The NBS™ is the fastest and easiest way for you to stay in tune with the needs and demands of your local business owners. The NBS provides the reconnaissance local governments need to make informed choices and strengthen business development, retention and the community's economy.

The NBS tracks business expectations for the coming year, identifies characteristics of the business environment needed to enhance local economic vitality, monitors the kind of services and policy support that would allow local businesses to succeed, describes local companies and shows business owners' perceptions of the quality of current services and community life.

PROMOTE SAFETY • BUILD POSITIVE COMMUNITY CONNECTIONS



The National Police Services Survey™ (The NPSS™) helps strengthen community relationships, aligns resident and government priorities and increases community safety. This comprehensive survey uses best practices to provide an accurate picture of resident opinions related to community police services and benchmarks your local results comparing them to a national survey panel. The NPSS data can be used for:

- ▶ Communications and Engagement
- ▶ Evidence-based Decision-making and Innovation
- ▶ Disparity Analysis
- ▶ Strategic Planning and Performance Measurement
- ▶ Program and Capital Investment
- ▶ Budgeting and Fundraising
- ▶ Compliance with Public Feedback Requirements and Guidelines

The NPSS gathers the opinions of residents regarding their satisfaction with police services, covering areas that impact public safety and confidence in policing:

- Quality of Service
- Public Trust
- Communications
- Diversity and Inclusion
- Perceptions of Safety

ENGAGE YOUR EMPLOYEES • EMPOWER YOUR ORGANIZATION



The National Employee Survey™ (The NES™) is a powerful tool that uses rigorous and statistically-valid methods of administration and analysis while sensitively ensuring employee anonymity to encourage candor. Results may be segmented by departments, tenure, exemption status and more, providing a comprehensive and specific picture of employee opinion. HR managers/senior staff use the The NES to:

- ▶ Show management interest in employee satisfaction
- ▶ Develop strategies to improve work conditions and employee engagement
- ▶ Identify areas for improvement
- ▶ Strengthen the connection of the local government workforce to residents
- ▶ Improve staff morale

The NES gathers the opinions of employees regarding their satisfaction on the job and other key characteristics of a quality work environment: communication, organizational ethics, employee fit, wages and benefits, the physical work space, supervisory relationships, the job feedback system, professional development and self-reported performance.

The NES covers six aspects of organizational climate:

- Job Satisfaction
- Supervisor and Work Group
- Executive Leadership
- Workplace
- External Customers
- Support Services

PROMOTE SUCCESSFUL AGING • HELP YOUR COMMUNITY THRIVE

CASOA™
Community Assessment Survey
for Older Adults™

The Community Assessment Survey for Older Adults™ (CASOA™) helps you develop informed plans to support healthy aging and sustain a thriving, age-friendly community. CASOA assesses the strengths and needs of older adult residents and compares their perceptions of community livability to others across the country. Bring the voice of older adults into your decision-making processes!

- ▶ Evaluate services
- ▶ Assist strategic planning
- ▶ Monitor performance
- ▶ Promote inter-agency engagement
- ▶ Measure quality of life
- ▶ Enhance communication services
- ▶ Build trust
- ▶ Inform budgeting
- ▶ Plan capital investments

CASOA™ serves as a strategic planning and evaluation tool that clients (cities, counties, Area Agencies on Aging, etc.) use to develop their older adult service plans, determine how future resources will be allocated and evaluate their current service provision.

- Identify community strengths in serving older adults
- Articulate the specific needs of older adults in the community
- Estimate contributions made by older adults to the community
- Determine the connection of older adults to the community

BUILD LOCAL RESOURCES • STRENGTHEN YOUR WORKFORCE

THE EDWS
The Economic Development Workforce
Survey

The Economic Development Workforce Survey™ (The EDWS™) was developed by research experts and economic development thought-leaders to produce clear, unbiased, actionable results that you can rely on. Communities across the nation use The EDWS data to:

- ▶ Assess employment opportunities
- ▶ Align workforce skills with existing jobs
- ▶ Identify training and education needs
- ▶ Plan the recruitment and retention of desirable businesses
- ▶ Assist business leaders to build capacity within the existing workforce
- ▶ Understand the relationship between jobs that pay a livable wage, community affordability and housing stress

The EDWS helps plan for growth by exploring a community's strengths and weaknesses related to economic development.

Resolution to Participate in the Performance Measurement Program as Created by the Council on Local Results and Innovation

WHEREAS, In 2010, the Minnesota Legislature created the Council on Local Results and Innovation; and

WHEREAS, The Council on Local Results and Innovation developed a standard set of performance measures that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties in providing services and measure residents' opinion of those services; and

WHEREAS, Benefits to the City of Chatfield are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any city participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The City Council of Chatfield has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, The City Council of Chatfield will report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, The City Council of Chatfield will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county/city.

City of Chatfield, Minnesota

Date _____ Resolution No. _____

Motion by Council Member	Second by Council Member

Detail of Voting: **Ayes** **Nays**

A Resolution to Appoint an Interim Zoning Administrator

Whereas, the City of Chatfield has maintained a practice of contracting for zoning administration services, and

Whereas, a staffing vacancy has caused a transition between zoning administrators, and

Whereas, it is necessary to continue to deliver these services regardless of staffing vacancies that might exist, and

Whereas, the City's current staff does have the training and skills necessary to fulfill these duties for a limited time period,

NOW THEREFORE BE IT RESOLVED that the City Clerk be designated as the Zoning Administrator on an interim basis until a permanent zoning administrator has been identified.