

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE
AGENDA
City Council Chambers, 21 SE Second Street, Chatfield, MN 55923
April 14, 2025, 4:30 P.M.

A. Minutes

1. [March 10, 2025 Meeting Minutes](#)

B. Financial Report

1. [March 2025 Financial Report](#)
Review report as presented.
2. [Resolution 2025-15 Approving Administrative Budget Amendment to combine Community Development Operations into one fund 240 | and move 801 Capital Goods Heritage "bucket" to fund 242 Community Development-Capital | Net \\$0](#)
Forward to 04/14 City Council Consent Agenda
3. [Resolution 2025-17 Authorizing Administrative Transfer and Closure of Project Bucket and Budget Amendment to transition 801 Community Development Reserve Tourism Bucket to 242 Community Development Capital Fund](#)
Forward to 04/14 City Council Consent Agenda

C. Continued Business

1. [City Building Security Options](#)
Consider options and budgetary impacts.
2. [Sale of Equipment - 2010 Ambulance](#)
Consider recommendation to place vehicle for sale on Public Surplus. CCTV board voted to not obtain the vehicle.

D. New Business

1. [Public Works Seasonal Positions](#)
Provide recommendation to Council to reappoint the two positions as recommended by the Director.
2. [Closed Captioning](#)
Review proposed service, estimated cost is \$1,900 per year.
3. [2025 Pool Staff](#)

Recommend approval of the staff list for the 2025 season to the City Council.
4. [Sewer Billing](#)
Consider amendment to billing for the Sewer Utility to align with current ordinances, additional consideration for amending the fee schedule.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 14, 2025

Agenda Item: March 10, 2025 Meeting Minutes

Subject | Summary: Meeting Minutes

Agenda Category: Minutes

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025.03.10 Personnel-Budget Notes.pdf](#)

Personnel-Budget Committee Meeting Notes**March 10, 2025**

Members Present: Councilors Mike Urban and Paul Novotny
Members Absent: None
Others Present: Kay Wangen, Beth Carlson, Brian Burkholder, Ryan Priebe, and Michele Peterson.

A. Minutes

1. Minutes of the February 10, 2025, meeting: Minutes were accepted as presented.

B. Financial Report

1. February Monthly Financial Report: Director of Finance and Information Systems, Kay Wangen clarified that the cash balance shared by the auditors includes accounts payable, accounts receivable, and any market value adjustments. While the cash balance within the monthly financial reports is reported on a cash basis. Wangen suggested that a review of the current policy language should be considered.

C. Continued Business

1. 2023A Grand & Prospect Street Construction Fund (423) Fund balance and closure: Members agreed with the recommendation from Kay Wangen, Finance and Information Systems Director to close out fund (423). In doing so the 2025 budget should be amended to eliminate the \$31,920 transfer from the water fund to the debt service fund. Additionally, the 2026 budgeted transfer from the water fund to the debt service fund should be reduced to \$3,904.46.
2. Sale of Equipment – 2010 Ambulance: A clarification will be sought as to whether the CCTV is interested in the vehicle. If not, Ambulance Director Burnett will provide a recommendation for minimum purchase price to have the vehicle listed on public surplus.
3. Weekend/Holiday Rotation Amendment: Discussion to be continued.
4. Pedestrian Bridge: Discussion to be continued.

D. New Business

1. Deputy Clerk Position: Members reviewed the job description as presented. A clarification was provided that the current structure of staffing would have the Deputy Clerk reporting to the City Clerk. Members recommended that the discussion be sent to Council for approval of opening and posting the position.
2. Flower Baskets and Hangers: Members provided a recommendation to the Council to approve the purchase of the self-watering flower baskets.

3. City Building Security Options: Members reviewed a quote for security installations in City buildings. An additional quote will be attained, with the discussion being continued at the April meeting.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 14, 2025

Agenda Item: March 2025 Financial Report

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review report as presented.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Monthly Finance Report.2025 03.pdf](#)

Monthly Finance Report

		Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25	Mar-25
100	100 GENERAL FUND	\$ 1,252,107.88	\$ 262,652.61	\$ 357,521.26	\$ 1,157,239.23	45% YE 40-60% NY GF Tax Rev (+ 910 MV +/- -Blncs)*excl AP AR & Dlg	General Fund		
211	211 LIBRARY	\$ 94,098.56	\$ 14,087.26	\$ 40,669.64	\$ 67,516.18	20% YE 20-40% NY bdgtd rev.	YE FndCshBlncRvwKey		
212	212 LIBRARY ENDOWMENT FUND	\$ 303,714.73	\$ 2,957.12	\$ 19,241.54	\$ 287,430.31		FndBlnc in Range 40-60%		
220	220 FIRE - OPERATIONS FUND	\$ 37,865.31	\$ 59,789.03	\$ 25,451.95	\$ 72,202.39	47% YE 20-40% NY bdgtd rev Annl Twnshp Pymnts	SlightVrnce <=10% (30-39% 61-70%)		
221	221 FIRE - CAPITAL FUND	\$ 875,664.59	\$ 18,703.42	\$ -	\$ 894,368.01		SgnfctVrnce > 10% (<30%>70%)		
230	230 AMBULANCE - OPERATIONS FUND	\$ 142,104.99	\$ 64,552.06	\$ 44,436.70	\$ 162,220.35	36% YE 20-40% NY bdgtd rev Incls Emgncy Aid Annl Twnshp Pymnts			
231	231 AMBULANCE - CAPITAL FUND	\$ 24,579.82	\$ 12,676.85	\$ -	\$ 37,256.67				
240	240 COMMUNITY DEV - OPERATIONS	\$ (3,396.92)	\$ 20.81	\$ 12,549.12	\$ (15,925.23)	-16% YE 20-40% NY bdgtd rev. Annl Alliance Funding Pndng Admin Adj move depts from GF			
242	242 COMMUNITY DEV - CPTL 358 DG OFFSE	\$ 382,005.89	\$ 22,091.18	\$ -	\$ 404,097.07	801HRT \$19,286.07 Haven Wall			
250	250 CCA - OPERATIONS FUND	\$ (2,302.45)	\$ 34,783.77	\$ 39,288.06	\$ (6,806.74)	-9% YE 20-40% NY bdgtd rev Annl Mnt Cntrc & Ins			
251	251 CCA - CAPITAL FUND	\$ 94,449.47	\$ 3,159.68	\$ 11,803.77	\$ 85,805.38				
323	323 2023A GR&PR 623wtrDS 1MoRsv	\$ 233,136.60	\$ 1,148.92	\$ -	\$ 234,285.52				
332	332 2012A-WATER TOWER GO REF 200	\$ 38,630.36	\$ 21,830.73	\$ -	\$ 60,461.09				
334	334 2014A STREET/UTILITY RECONST	\$ 20,357.57	\$ 87,669.85	\$ 108,027.42	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025			
335	335 2016A REF10A&11A 20%GF 1MoR	\$ 32,178.07	\$ 124,280.27	\$ -	\$ 156,458.34		SpecialRev Ent		
336	336 2016B (WTR) 425K GO REV 337SW	\$ 10,713.85	\$ 12,528.27	\$ -	\$ 23,242.12		YEFndCshBlncRvwKey		
338	338 2017A (GF)457K GO TX ABT (IND)	\$ -	\$ 3,244.25	\$ 3,244.25	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025	FndBlnc in Range 20-40%		
339	339 2017B (WTR) GO UTIL REV (IND)	\$ 122.65	\$ 7,518.94	\$ -	\$ 7,641.59		SlightVrnce <=10% (10-19% 41-50%)		
340	340 2018A GO POOL BOND	\$ 110,888.99	\$ 800.79	\$ -	\$ 111,689.78		SgnfctVrnce > 10% (<10%>50%)		
342	342 2019A GO TAX ABTMNT. ST LIGHT	\$ 31,123.16	\$ 224.76	\$ -	\$ 31,347.92				
343	343 2022A StrmGF 18% (wtr82%303)	\$ 14,673.50	\$ 20,251.09	\$ -	\$ 34,924.59				
344	344 2022B TXGO CIP PWFAC	\$ 8,637.38	\$ 62.38	\$ -	\$ 8,699.76				
355	355 TIF DIST 2-7 GJERE ADDITION	\$ (1,512.77)	\$ -	\$ 10.92	\$ (1,523.69)				
356	356 TIF DIST 3-6 GRNDST APT RDV	\$ 129.65	\$ 127.83	\$ 126.89	\$ 130.59				
358	358 TIF DIST 2-5 FAMILY DLLR 242	\$ (297,837.72)	\$ -	\$ 2,150.86	\$ (299,988.58)				
359	359 TIF DIST 2-6 CABIN COFFEE REDE	\$ 46.09	\$ 0.33	\$ -	\$ 46.42				
360	360 REV LOAN FUND - FED/ORIG	\$ 155,524.43	\$ 3,297.10	\$ -	\$ 158,821.53				
361	361 REV LOAN FUND - STATE	\$ 92,247.20	\$ 666.17	\$ -	\$ 92,913.37				
423	423 2023A PRSPCT&GRAND ST PROJ	\$ -	\$ -	\$ -	\$ -	Cmplt-Close to 423 Rsltn 2025-06 FEB 2025			
443	443 2022A StrmGF 18% (wtr82%403)	\$ 53,016.83	\$ 382.87	\$ -	\$ 53,399.70	Complete Xfer to 343 - PENDING QUOTES			
456	456 WHDP GRND ST APT DVLPMNT	\$ -	\$ -	\$ -	\$ -				
601	601 WATER FUND	\$ 96,803.93	\$ 74,280.33	\$ 119,348.82	\$ 51,735.44	10% YE 20-40% bdgtd rev Low-Qtrly DS Xfrs	\$150,000 IFL frm 602 12/2024		
602	602 SEWER FUND	\$ 315,137.37	\$ 129,271.49	\$ 218,083.02	\$ 226,325.84	22% YE 20-40% NY bdgtd rev			
603	603 REFUSE (GARBAGE) FUND	\$ 41,233.53	\$ 23,715.93	\$ 28,566.68	\$ 36,382.78				
614	614 CABLE ACCESS - OPERATIONS FUN	\$ 71,496.64	\$ 501.26	\$ 5,015.46	\$ 66,982.44	141% YE 20-40% NY bdgtd rev Rdcd 2025 Rev Missed YE Xfr in Rsltn			
615	615 CABLE ACCESS - CAPITAL FUND	\$ 14,783.84	\$ 1,610.37	\$ -	\$ 16,394.21				
801	801 CAPITAL GOODS FUND	\$ 1,197,551.89	\$ 210,936.84	\$ 123,037.39	\$ 1,285,451.34				
803	803 ATV TRAIL	\$ -	\$ -	\$ -	\$ -				
805	805 SE MN TMO								
806	806 SE MN TMO-II	\$ (31,553.79)	\$ -	\$ 17,724.38	\$ (49,278.17)	806 Added 04/2024 Pndng Qtrly Reimb			
900	900 MEMO FUND	\$ 31,210.33	\$ 8,111.83	\$ 39,322.16	\$ -				
910	910 PAYROLL PASSTHROUGH	\$ (17,332.53)	\$ 85,488.05	\$ 85,551.82	\$ (17,396.30)				
BANYON	Banyon Monthly Fund Cash Balance Combin	\$5,422,298.92	1,313,424.44	1,301,172.11	\$5,434,551.25				

Cash & Money Fund Accts						Holdings Valuations			
Description		BB OrigVI	(+)	(-)	End Bal	Cash & Money Fund Accts		Int%	CurValue
10200	Petty Cash	\$ 150.00			\$ 150.00	Petty Cash			\$ 150.00
10100 4100078	RRSB CB STMNT BLNC	\$ 1,633,222.99	\$ 359,420.49	\$ 577,748.48	\$ 1,414,895.00	RRSB CB STMNT BLNC	APY Yield Earned %	2.02%	\$ 1,414,895.00
10101 4000008	F&M MM	\$ 516,591.12	\$ 943.31	\$ 517,534.43	\$ 517,534.43	F&M MM	APY Yield Earned %	2.15%	\$ 517,534.43
10102 76T-154947	Northland MM	\$ 615,850.81	\$ 99,922.99	\$ 715,773.80	\$ 715,773.80	Northland MM	30 Day Yield	4.15%	\$ 715,773.80
10104 35529-101	4M Portfolio	\$ 208,980.69	\$ 766.27	\$ 209,746.96	\$ 209,746.96	4M Portfolio	7 Day Yield	4.30%	\$ 209,746.96
Subtotal	Institution Cash & Money Fund Accts Total	\$ 2,974,795.61	\$ 461,053.06	\$ 577,748.48	\$ 2,858,100.19	Institution Cash & Money Fund Accts Total			\$ 2,857,950.19

CD's Bonds #	Description	BB OrigVI	(+)	(-)	End Bal OrigVI	CD's Bonds #	Mat Date	Market Value	Est Yld	Est Crrnt Vlue
10402 02589A-BM-3	AMRCN EXP NATL BK - Mtrd Mar 2025	\$ 96,000.00	\$ 861.63	\$ 96,861.63	\$ -	10402 02589A-BM-3	3/3/2025	\$ -		\$ -
10402 856285-TQ-4	STATE BK INDIA NEW - 60Mo	\$ 242,000.00			\$ 242,000.00	10402 856285-TQ-4	5/28/2025	\$ 240,758.54	1.10%	\$ 255,306
10402 33847E-3L-9	FLAGSTAR BK FSB TROY - 60Mo	\$ 104,000.00			\$ 104,000.00	10402 33847E-3L-9	5/29/2025	\$ 103,408.24	0.80%	\$ 108,103
10401 702091	F&M CD 60Mo	\$ 50,000.00			\$ 50,000.00	10401 702091	6/8/2025	\$ 52,928.70	1.21%	\$ 52,995
10400 35668	CD 35668 - 60MO	\$ 50,000.00			\$ 50,000.00	10400 35668	6/9/2025	\$ 52,908.03	1.12%	\$ 52,765
10400 35671	CD 35671 -60MO	\$ 425,000.00			\$ 425,000.00	10400 35671	6/30/2025	\$ 459,435.56	1.64%	\$ 459,398
10400 35954	LIBRARY 14Mo	\$ 174,286.88			\$ 174,286.88	10400 35954	9/8/2025	\$ 186,106.45	3.92%	\$ 179,254
10402 73319F-AS-8	PPPY BK SNTA RSA - 66Mo	\$ 200,000.00			\$ 200,000.00	10402 73319F-AS-8	9/19/2025	\$ 197,108.00	1.10%	\$ 211,379
10401 702108	F&M CD 60Mo	\$ 130,000.00			\$ 130,000.00	10401 702108	10/21/2025	\$ 135,643.39	1.00%	\$ 135,901
10401 702127	F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401 702127	3/3/2026	\$ 257,611.69	0.75%	\$ 257,761
10401 702128	F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401 702128	3/3/2026	\$ 257,611.69	0.75%	\$ 257,761
10402 300185-LM-5	EVGRN BK GRP OAK BOOK IL - 42Mo	\$ 140,000.00			\$ 140,000.00	10402 300185-LM-5	7/27/2026	\$ 139,570.20	3.85%	\$ 152,160
10402 564759-RS-9	MNFCTRS&TRDRS CO - 48Mo	\$ 245,000.00			\$ 245,000.00	10402 564759-RS-9	1/20/2027	\$ 244,622.70	4.00%	\$ 267,362
10402 T-FN-2	CPTL ONE BK USA NTL - 60Mo	\$ 100,000.00			\$ 100,000.00	10402 T-FN-2	4/20/2027	\$ 97,479.00	2.80%	\$ 108,629
10402 61768E-JR-5	MGRN STNLY PRVT BK NATL ASSN - 60Mo	\$ 113,000.00			\$ 113,000.00	10402 61768E-JR-5	5/19/2027	\$ 111,073.35	3.25%	\$ 124,004
10402 254673L38	DSCVR BK GRNWD - 60Mo	\$ 100,000.00			\$ 100,000.00	10402 254673L38	7/6/2027	\$ 98,504.00	3.40%	\$ 109,718
10402 3130ASN96	APY FDRL HM LN BKS - 84 Mo	\$ 200,000.00			\$ 200,000.00	10402 3130ASN96	7/27/2029	\$ 198,322.00	4.20%	\$ 223,748
10402 3130ATGQ4	FDRL HM LN BKS - 84Mo	\$ -	\$ -	\$ -	\$ -	10402 3130ATGQ4	10/12/2029	\$ -		
Subtotal		\$ 2,869,286.88	\$ 861.63	\$ 96,861.63	\$ 2,773,286.88	CDs Bonds EB/OrgVI	\$ 3,114,286.88	\$ 2,833,091.54	EstCVBsdFILMtrty	\$ 2,956,245.65

TOTAL	Institution Combined Cash Money Fund &	\$ 5,844,082.49	\$ 461,914.69	\$ 674,610.11	\$ 5,631,387.07					
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Monthly Reconciliation					Bnyn Cmbnd BankRec EB	CD BONDS				
Beg	(+)	(-)	End Bal			MV Summary	EB Original \$	Market Value	MV + (-)	EstCurValue BsdOnFullMtrty
DEPOSITS IN TRANSIT (BEG.) +bb/+ex	\$ -		\$ -	0.00		RRSB-10400	\$ 649,286.88	\$ 698,450.04	\$ 49,163.16	\$ 691,416.98
DEPOSITS IN TRANSIT (END.) +rev/+eb		\$ -		0.00		F&M 10401	\$ 680,000.00	\$ 703,795.47	\$ 23,795.47	\$ 704,418.85
OUTSTANDING CHECKS (BEG) -bb/-ex	\$ (421,783.57)		\$ (421,783.57)	0.00		Northland 10402	\$ 1,444,000.00	\$ 1,430,846.03	\$ (13,153.97)	\$ 1,560,409.82
OUTSTANDING CHECKS (END) +ex/-eb			\$ 196,835.82	-196,835.82		TOTAL MV INVSTMNTS	\$ 2,773,286.88	\$ 2,833,091.54	\$ 59,804.66	\$ 2,956,245.65
MONTHLY RECONCILIATION TOTALS	5,422,298.92	461,914.69	449,662.36	5,434,551.25						\$ 5,814,195.84
OUT OF BALANCE AMOUNT	\$ 0.00	\$ 851,509.75	\$ 851,509.75	\$ -						
ACTUAL CHECKING BALANCE			Dtrmn Gdln ?40-60% 20-40% 1/2 Bdgtd Exp	\$ 1,218,059.18						

Less CF Low @ 23% due to DS pymnts & Prp&Lbilty Ins

Prj# Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	
801CD 42500	Civil Defense 39226	\$ -			\$ -	
801CHP 43100	Chip Sealing 39214	\$ 80,235.80	\$ 12,276.18		\$ 92,511.98	
801CLK 41500	Administration *use \$7,000 for MN DOT Prprty	\$ 32,532.27	\$ 2,748.34		\$ 35,280.61	Win10to11 Update
801CMP 41910	Comprehensive Plan	\$ 13,090.86	\$ 92.80		\$ 13,183.66	
801EnD 41100	Enterprise Drive -39101 (Sale Fxd Asst -500 Rebat	\$ 30,199.69	\$ 214.08		\$ 30,413.77	
801HRT 46323	Heritage 39201 (Haven Wall Funding)	\$ 19,286.07		\$ 19,286.07	\$ -	Rsltn 2025-15 To 242
801HS 41200	Historical Society R 34030 lfrm 100-41200-450	\$ 28,544.97	\$ 202.35		\$ 28,747.32	
801HT4 43100	Hilltop 4th Escrw R 32214 E 310	\$ (997.72)	\$ (7.07)		\$ (1,004.79)	
801IT 49950	IT Shared Tech 39204 435 500 (Server / Comp /	\$ 12,805.34	\$ 5,126.22		\$ 17,931.56	Cisco SmartNet
801MB 41940	Municipal Building 39220 (Inc SNR CTZNS RES 20	\$ 122,032.59	\$ 8,473.62	\$ -	\$ 130,506.21	
801OVR 43100	Overlay 39215 (Incl Small Cities Assist - Should go	\$ 86,018.55	\$ 8,414.71		\$ 94,433.26	
801PD 42110	Police 39206 Vehicles & Cmptr Equip / Sftwr	\$ 228,473.93	\$ 11,133.40	\$ 4,500.00	\$ 235,107.33	Body Cam & Win10to11 Update
801PF 46630	Parade Float Tourism 39201	\$ 22,565.29	\$ 159.96		\$ 22,725.25	
801PRK 45200	Park Imp & Ded. Fees 39219 37252 500 (inc BND Shli	\$ 93,341.83	\$ 15,137.42		\$ 108,479.25	Win10to11 Update
801SEQ 43100	Street Equip 39221 550 / Signs 240 39260 / Tre	\$ 181,502.58	\$ 25,940.17		\$ 207,442.75	RDO & Win10to11 Update
801SP 45124	Swimming Pool 39201 500	\$ 111,892.97	\$ 3,940.34		\$ 115,833.31	
801SS 43100	Storm Sewer 39227 408 763 765	\$ 9,518.49	\$ 10,138.36		\$ 19,656.85	
801SWK 43100	SDWLK 39213 SIDEWALK CROSSWALK	\$ 30,974.84	\$ 7,017.42		\$ 37,992.26	
801UND 41100	Legislative Undesignated 39201 500	\$ 94,850.79	\$ 672.38		\$ 95,523.17	
ESCRW 43100	Amcoo 1st&2nd HT 1st2nd3rd Escrow R 32214 E	\$ -			\$ -	
PDBRDG 45200	Pedestrian Bridge 45200)	\$ 682.70	\$ 4.84		\$ 687.54	
801 CAPITAL GOODS FUNDS		\$ 1,197,551.84	\$ 111,685.52	\$ 23,786.07	\$ 1,285,451.29	\$ 1,285,451.34

General Fomat Key	Input	Note	Total
	Linked Cell	Calculation	
	Good	Neutral	Bad

Meeting Date: April 14, 2025

Agenda Item: Resolution 2025-15 Approving Administrative Budget Amendment to combine Community Development Operations into one fund 240 | and move 801 Capital Goods Heritage "bucket" to fund 242 Community Development-Capital | Net \$0

Subject | Summary: Administrative chart of accounts activity to match the staffing model for community development changing from a consulting model to a city staffed position. This administrative budget amendment moves the community development related budgeted revenue and expenditure line items from the General Fund to Fund 240 - Community Development Operations with three departments:

- 41910 P&Z Commission
- 46500 EDA Board
- 46630 Community Development Administration

Also, move the 801 Capital Goods Heritage "bucket" to the 242 Community Development - Capital fund

Agenda Category: Financial Report

Submitted By: Michele Peterson

Recommended Motion: Forward to 04/14 City Council Consent Agenda

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Resolution 2025-15 Budget Amendment - Community Dev w Exhibit A.pdf](#)

City of Chatfield

Resolution 2025-15

Resolution Approving a Budget Amendment- Community Development

Whereas, the annual budget may be amended by the City Council due to omissions, corrections, or unanticipated expenditures or revenues; and

Whereas, the staffing model for community development was changed from a consultant model to a city staffed position.

Now Therefore, Be It Resolved that the Chatfield City Council authorizes Administration to amend the 2025 budget to move the community development revenue & expenditure accounts into one fund known as 240 Community Dev – Operations with three departments;

- 41910 P&Z Commssn
- 46500 EDA Board
- 46630 Cmmnty Dvlpmnt | Admnstrtn.

as identified in the attached list included with this resolution as “Exhibit A” and to process necessary transfers adjusting entries to move 2025 activity processed on the old accounts to the new accounts.

Approved by the Chatfield City Council this 24th day of March 2025.

Fund	Account Number	Account Description	Comment						
				Expense			Revenue		
				Orgnl Bdgt	Change Amt + or (-)	Amndd Budget	Orgnl Bdgt	Change Amt + or (-)	Amndd Budget
2025 Budget Amendments		Resolution 2025-15 Exhibit A							
601 Water	E 601-49400-767	Xfer Out-2023A DS	Reduce Water 2023A DS Bond Obligation	\$ 31,920.00	\$ (31,920.00)	\$ -			
323 2023A DS	R 323-47000-39201	Xfer In - Bond Revenue	Reflect actual 2023A CF Balance transfer			\$ -	\$ 189,920.00	\$ 32,205.54	\$ 222,125.54
602 Sewer	E 602-49450-757	Xfer Out - SwrBU 757/622	Swr BU Fund Closed Fund-Rsltn 2024-47	\$ 1,000.00	\$ (1,000.00)	\$ -			
622 Sewer BU	R 622-49450-39201	Transfer In - 700/39201	Swr BU Fund Closed Fund-Rsltn 2024-47			\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -
603 Garbage	E 603-49500-403	Managed IT	Cost Allctn Updt - Inclcd Cmmnty Dev	\$ 8,100.00	\$ (2,250.00)	\$ 5,850.00			\$ -
240 CmmntyDev	E 240-46630-403	Managed IT	Cost Allctn Updt - Inclcd Cmmnty Dev			\$ -	\$ -	\$ 2,250.00	\$ 2,250.00
220 Fire	E 220-42280-328	GnrlSrvcsChrg 328/34020	Cost Allctn Updt - Inclcd Cmmnty Dev & Lbrry	\$ 4,450.00	\$ (1,780.00)	\$ 2,670.00			\$ -
230 Ambulance	E 230-42270-328	GnrlSrvcsChrg 328/34020	Cost Allctn Updt - Inclcd Cmmnty Dev & Lbrry	\$ 4,450.00	\$ (1,780.00)	\$ 2,670.00			\$ -
614 CCTV	E 614-49500-328	GnrlSrvcsChrg 328/34020	Cost Allctn Updt - Inclcd Cmmnty Dev & Lbrry	\$ 4,450.00	\$ (1,780.00)	\$ 2,670.00			\$ -
211 Library	E 211-45500-328	GnrlSrvcsChrg 328/34020	Cost Allctn Updt - Inclcd Cmmnty Dev & Lbrry	\$ -	\$ 2,670.00	\$ 2,670.00			\$ -
240 CmmntyDev	E 240-46630-328	GnrlSrvcsChrg 328/34020	Cost Allctn Updt - Inclcd Cmmnty Dev & Lbrry	\$ -	\$ 2,670.00	\$ 2,670.00			\$ -
100 General	R 100-41910-32220	Variance CUP Plat AddFees	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ 1,000.00	\$ (1,000.00)	\$ -
240 CmmntyDev	R 240-41910-32220	Variance CUP Plat AddFees	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
100 General	R 100-41910-39260	Insurance Dividend	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ 400.00	\$ (400.00)	\$ -
240 CmmntyDev	R 240-41910-39260	Insurance Dividend	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ -	\$ 400.00	\$ 400.00
100 General	R 100-41910-34301	Administration Fee	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ 1,200.00	\$ (1,200.00)	\$ -
240 CmmntyDev	R 240-41910-34301	Administration Fee	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ -	\$ 1,200.00	\$ 1,200.00
100 General	E 100-41910-208	Training and Instruction	Move 100 P&Z and CD to CmmntyDev 240	\$ 50.00	\$ (50.00)	\$ -			\$ -
240 CmmntyDev	E 240-41910-208	Training and Instruction	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 50.00	\$ 50.00			\$ -
100 General	E 100-41910-101	Full Time Employees	Move 100 P&Z and CD to CmmntyDev 240	\$ 65,000.00	\$ (65,000.00)	\$ -			\$ -
240 CmmntyDev	E 240-46500-101	Full Time Employees	Move 100 P&Z and CD to CmmntyDev 240	\$ 54,000.00	\$ (54,000.00)	\$ -			\$ -
240 CmmntyDev	E 240-41910-310	Other Professional Fees	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 10,000.00	\$ 10,000.00			\$ -
240 CmmntyDev	E 240-46630-101	Full Time Employees	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 109,000.00	\$ 109,000.00			\$ -
100 General	E 100-41910-312	Recording Fees	Move 100 P&Z and CD to CmmntyDev 240	\$ 200.00	\$ (200.00)	\$ -			\$ -
240 CmmntyDev	E 240-46630-312	Recording Fees	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 200.00	\$ 200.00			\$ -
100 General	E 100-41910-322	Postage	Move 100 P&Z and CD to CmmntyDev 240	\$ 200.00	\$ (200.00)	\$ -			\$ -
240 CmmntyDev	E 240-46630-322	Postage	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 200.00	\$ 200.00			\$ -
100 General	E 100-41910-323	Administration Expense	Move 100 P&Z and CD to CmmntyDev 240	\$ 50.00	\$ (50.00)	\$ -			\$ -
240 CmmntyDev	E 240-41910-323	Administration Expense	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 50.00	\$ 50.00			\$ -
100 General	E 100-41910-350	Print/Binding	Move 100 P&Z and CD to CmmntyDev 240	\$ 500.00	\$ (500.00)	\$ -			\$ -
240 CmmntyDev	E 240-46630-350	Print/Binding	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 500.00	\$ 500.00			\$ -
100 General	E 100-41910-360	Print/Binding	Move 100 P&Z and CD to CmmntyDev 240	\$ 5,600.00	\$ (5,600.00)	\$ -			\$ -
240 CmmntyDev	E 240-41910-360	Print/Binding	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 5,600.00	\$ 5,600.00			\$ -
100 General	E 100-41910-435	Licences, Permits and Fees	Move 100 P&Z and CD to CmmntyDev 240	\$ 150.00	\$ (150.00)	\$ -			\$ -
240 CmmntyDev	E 240-46500-435	Licences, Permits and Fees	Move 100 P&Z and CD to CmmntyDev 240	\$ 240.00	\$ (240.00)	\$ -			\$ -
240 CmmntyDev	E 240-46630-435	Licences, Permits and Fees	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 390.00	\$ 390.00			\$ -
100 General	E 100-41000-700	Transfers (General) 700/392	Move P&Z EDA Levy from 100 to 240	\$ -	\$ 69,150.00	\$ 69,150.00			\$ -
240 CmmntyDev	R 240-46630-39201	Transfer In 700/39201	Move P&Z EDA Levy from 100 to 240				\$ -	\$ 69,150.00	\$ 69,150.00
240 CmmntyDev	R 240-46500-36210	Interest Earnings	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ 150.00	\$ (150.00)	\$ -
240 CmmntyDev	R 240-46630-36210	Interest Earnings	Move 100 P&Z and CD to CmmntyDev 240	\$ -		\$ -		\$ 150.00	\$ 150.00
240 CmmntyDev	E 240-46500-322	Postage	Move 100 P&Z and CD to CmmntyDev 240	\$ 150.00	\$ (150.00)	\$ -			\$ -
240 CmmntyDev	E 240-46630-322	Postage	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 150.00	\$ 150.00			\$ -
240 CmmntyDev	E 240-46500-350	Print/Binding	Move 100 P&Z and CD to CmmntyDev 240	\$ 250.00	\$ (250.00)	\$ -			\$ -
240 CmmntyDev	E 240-46630-350	Print/Binding	Move 100 P&Z and CD to CmmntyDev 240	\$ -	\$ 250.00	\$ 250.00			\$ -
240 CmmntyDev	E 240-46500-404	Repairs/Maint Eq	Move 100 P&Z and CD to CmmntyDev 240	\$ 200.00	\$ (200.00)	\$ -			\$ -
240 CmmntyDev	E 240-46630-404	Repairs/Maint Eq	Move 100 P&Z and CD to CmmntyDev 240		\$ 200.00	\$ 200.00			\$ -
100 General	R 100-42400-34301	Administration Fee	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ 750.00	\$ (750.00)	\$ -
240 CmmntyDev	R 240-46630-34301	Administration Fee	Move 100 P&Z and CD to CmmntyDev 240			\$ -	\$ -	\$ 750.00	\$ 750.00
100 General	E 100-42400-323	Administration Expense	Move 100 P&Z and CD to CmmntyDev 240	\$ 100.00	\$ (100.00)	\$ -			\$ -
240 CmmntyDev	E 240-46630-323	Administration Expense	Move 100 P&Z and CD to CmmntyDev 240		\$ 100.00	\$ 100.00			\$ -
801 Capital Goods Fund	E 801-46323-700	Transfers (General) 700/392	Close #801HRT Bucket to CmmntyDev 242	\$ -	\$ 19,286.07	\$ 19,286.07			\$ -
242 CmmntyDev-Cptl	R 242-46630-39201	Transfer In 700/39201	Close #801HRT Bucket to CmmntyDev 242				\$ -	\$ 19,286.07	\$ 19,286.07

Meeting Date: April 14, 2025

Agenda Item: Resolution 2025-17 Authorizing Administrative Transfer and Closure of Project Bucket and Budget Amendment to transition 801 Community Development Reserve Tourism Bucket to 242 Community Development Capital Fund

Subject | Summary: An administrative chart of accounts update to match the staffing model for community development. This administrative transfer and budget amendment moves the 801 Parade Float | Tourism "bucket" to the 242 Community Development Capital Fund.

Agenda Category: Financial Report

Submitted By: Michele Peterson

Recommended Motion: Forward to 04/14 City Council Consent Agenda

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Resolution 2025-17 Transfer & Budget Amendment - 801 Tourism to 242 Community Development Capital .pdf](#)

**City of Chatfield
Resolution 2025-17**

**Resolution Authorizing
the Transfer of Funds | Closure of Obsolete Project Bucket
801 Tourism to 242 Community Development Capital Goods and
Approving the related Budget Amendments**

Whereas, the City of Chatfield uses a Fund Accounting system of tracking revenues, expenses, and cash balances relating to various activities, projects, and obligations, and

Whereas, the annual budget may be amended by the City Council due to omissions, corrections, or unanticipated expenditures or revenues; and

Whereas, the City of Chatfield authorizes the transfer of funds to meet its budgetary obligations, and

Whereas, there is no longer a need to maintain a Fund for various activities, and

Now Therefore, Be It Resolved that the City Council authorizes Administration to transfer and close certain funds:

<u>Transfer From</u>	<u>Amount</u>	<u>Transfer To</u>	<u>Detail</u>
801 Reserve Fund #801PF-Parade Float Tourism 801-46630-700	\$22,556.29 + 1 Qtr Int Alloc	242 Community Development Capital 242-46630-39201	Transition Community Development from GF to designated Capital Good Fund

<u>Fund</u>	<u>Action</u>
801PF – Parade Float Tourism Project Bucket	Authorization to close due to updating chart of accounts Funds to reflect staffing model change

And amend the 2025 budget to reflect this transfer of funds:

Fund	Account Number	Account Description	Comment	Orgnl Bdgt	Change Amt + or (-)	Amndd Budget	Orgnl Bdgt	Change Amt + or (-)	Amndd Budget
2025 Budget Amendments		Resolution 2025-16							
801PF GF Tourism Buckl E 801-46630-700		Transfers (General) 700/35	Close #801PF to CmmntyDev 242	\$ -	\$22,565.47 +Int	\$22,565.47			
242-46630-39201	R 242-466-39201	Transfer In 700/39201	Close #801PF to CmmntyDev 242				\$ 19,286.07	\$22,565.47+Int	~\$42,000

Approved by the Chatfield City Council this 14th day of April 2025.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 14, 2025

Agenda Item: City Building Security Options

Subject | Summary: Camera and door lock considerations for City buildings.

Agenda Category: New Business

Submitted By: Michele Peterson

Recommended Motion: Consider options and budgetary impacts.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background: Given the damage to Park facilities last fall, we reached out to a vendor to see what options there may be to increase security. At this time we have received quotes for some of the buildings. We would like to discuss potential needs, as well as consider budgetary constraints.

Attachments:



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 14, 2025

Agenda Item: Sale of Equipment - 2010 Ambulance

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation to place vehicle for sale on Public Surplus. CCTV board voted to not obtain the vehicle.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2010 Ambulance sale.pdf](#)

INTEROFFICE MEMORANDUM

TO: PERSONAL/BUDGET COMMITTEE
FROM: ROCKY BURNETT
SUBJECT: 2010 Ambulance sale
DATE: 2/4/2025

Background, The ambulance department has been trying to sell our 2010 Ford E350 ambulance with no luck. I am looking for some guidance on the next steps towards selling it. Should we put it on public surplus? If so is there a minimum number we would like to get? Is there another use for it within the city?

I plan to be at the Personal and Budget committee meeting for discussion.

Rocky



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 14, 2025

Agenda Item: Public Works Seasonal Positions

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Provide recommendation to Council to reappoint the two positions as recommended by the Director.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2023 3-6 Hire Summer help positions-Apps.pdf](#)

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: SUMMER POSITION
DATE: 3/14/2025

Action Requested: To consider and approve my recommendation to bring back Braydon Fretland and Drew O'conner back to fill the 2 Summer Help positions for the summer of 2025.

Background: I reached out to them both on March 14th and they both stated that they would like to come back again this summer to work as Summer Helps. I believe they both were great kids to work with and did a good job while gaining a lot of experience in all areas especially on the mowing equipment.

Thank you for your time,
Brian Burkholder



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 14, 2025

Agenda Item: Closed Captioning

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review proposed service, estimated cost is \$1,900 per year.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

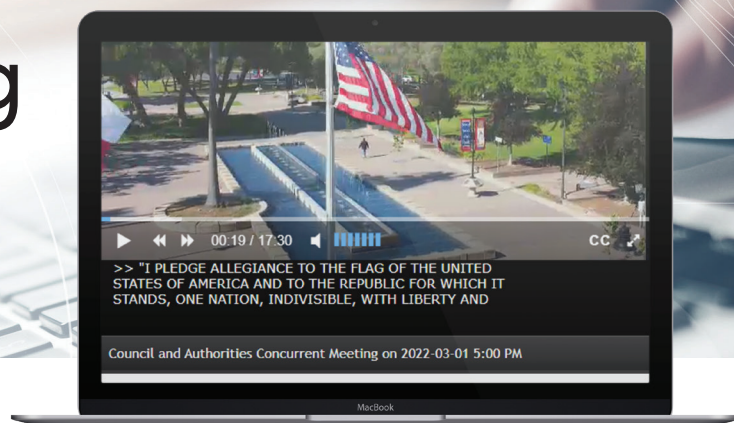
Attachments:

[Product Sheet- govMeetings Captioning \(2\).pdf](#)

[Checklist- govMeetings Closed Captioning \(1\).pdf](#)

Closed Captioning

ADA accessible and bilingual
streaming for public meetings



Promote accessibility with
Granicus video solutions

DID YOU KNOW

1 in 5

People in the U.S. have a
disability?

Include your whole community in online
meetings.

What If You Could...

- ✓ **Reach more residents** by providing access to online public meetings for people who are deaf, hard of hearing, or have auditory processing difficulties?
- ✓ **Provide captions on public meeting recordings** without the need for additional AV equipment?
- ✓ **Improve inclusivity** by providing alternative language captioning?
- ✓ **Reduce staff workload** by adopting a best-in-class captioning solution?

Advantages of govMeetings Captioning

- The gold standard of meeting accessibility – accurate, reliable, and trusted
- Captioning created by people – not AI – for greater accuracy and readability
- A seamless experience – a single company, one support team
- You own the content and captioning – not a third party platform or provider like YouTube
- Always the highest levels of security and reliability



With Closed Captioning You Can...

Provide reliable accessibility for livestreamed meetings

- Live and on-demand closed captioning up to 98% accuracy (vs. 75% for automated captions through platforms like YouTube)
- Track record of 99.9% on-time delivery and “on-air” uptime
- Enjoy the same captioning technology used by the major television and cable news networks

Be more compliant with federal and state laws

- FCC Caption Quality Best Practices compliant for accuracy, synchronicity, completeness and placement
- Audio descriptions for ADA compliance

Support bilingual residents & stakeholders

- Option to provide live and on-demand bilingual alternative language closed captioning

Make past meetings accessible

- Turn prerecorded meeting videos into accessible content

Ask your account representative for more details about all the Granicus closed captioning options.

Granicus Meetings: A Solution for Every Situation Accessible Governments Choose govMeetings



**COUNTY OF
SAN MATEO**

City of
MEMPHIS



DENVER
THE MILE HIGH CITY



5 Reasons You Should Caption Your Streaming and Broadcast Events

Closed Captioning – It's all about Transparency, Accessibility, and the Americans with Disabilities Act.

Why should you add closed captioning to your streaming and broadcast events? Who benefits when your online meeting videos are captioned? Is captioning worth the effort and expense?

1

CAPTIONING IMPROVES ACCESSIBILITY OF PUBLIC INFORMATION

During a typical government event or meeting, most information content is verbal – but not everyone in the audience can make out what's being said. For on-site and remote viewers, overlaid closed captioning text adds accessibility to deaf or hard of hearing residents, especially in instances where lip-reading is difficult.

2

CAPTIONING CAN HELP OVERCOME LANGUAGE BARRIERS FOR ESL RESIDENTS

Closed captions are not just for viewers who are deaf or hearing impaired. They can help your citizens for whom English is a second or third language, by spelling out the spoken content and making it easier to follow along.

3

CAPTIONING IS USEFUL WHEN VIDEO SOUND MUST BE MUTED

Sometimes, video sound is obtrusive or inappropriate – especially in shared settings like the office, waiting rooms, libraries, and public transportation. With closed captioning enabled, viewers can watch live-streamed meetings and events without disrupting their surroundings. Captioning can also be beneficial for viewing by large audiences or for conference presentations where background noise is a factor.

4

CAPTIONING REQUIREMENTS ARE PART OF THE SECTION 508 UPDATES TO THE REHABILITATION ACT

In January, 2018, Section 508 of the Rehabilitation Act of 1973 was revised, requiring federal agencies, contractors and employers to provide captioning on accessible video and multimedia productions. Many non-federal websites must be accessible under other laws, such as Section 504 of the Rehabilitation Act, or state or local laws. If an organization receives federal funding or assistance, its website and content – including video – is required to be accessible.

In April 2024, the U.S. Department of Justice issued regulatory guidance around the ADA, stating that content on government website must be readily accessible to and usable by individuals with disabilities. This content was defined as text, images, sounds, videos, and more. The guidance also clarified that the federal government could take legal action against states and municipalities that do not comply with the ADA.

5

CAPTIONING CAN HELP AGENCIES AVOID WEBSITE ACCESSIBILITY LAWSUITS

Without captioning, agencies receiving federal funds could be open to litigation by individuals, class actions, and the federal government.. A prime example are the federal class action lawsuits filed by The National Association of the Deaf (NAD) and four deaf and hard of hearing individuals against Harvard University and the Massachusetts Institute of Technology (MIT), charging that these schools discriminate against deaf and hard of hearing people by failing to caption their online content that is available to the general public. Multiple state and local governments have also been the target of similar lawsuits.

Closed Captioning: The Bottom Line

Captioning is required by law for all agencies receiving federal funds. By adding captions to their streaming and broadcast video, agencies can achieve Section 508 compliance, avoid expensive litigation, increase views and resident engagement, and add accessibility value for everyone.

Interested in learning more?

Granicus can help you meet your accessibility obligations with closed captioning for streaming and broadcast events.

[Get in Touch](#)



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 14, 2025

Agenda Item: 2025 Pool Staff

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Recommend approval of the staff list for the 2025 season to the City Council.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Memorandum - 2025 Pool Staff.pdf](#)

Memorandum

To: Personnel / Budget Committee

From: Maddie Clemens

Date: March 25, 2025

2025 Pool Staff

The following individuals are recommended for hiring for the 2024 season:

Name	Position
Maddie Clemens	Manager
Katie Goldsmith	Asst. Manager
NEED TO FILL	Water Aerobics Instructor
Isabelle Carr	Headguard
Emilie Copeman	Headguard
Evelyn Goldsmith	Headguard
Keira Kobs	Headguard
Aiden Johnsrud	Headguard
Breah Schlink	Headguard
Aletta Strande	Headguard
Trindy Barkeim	WSI
Ava Conway	WSI
Rebecca Copeman	WSI
John Copeman	WSI
Julia Goldsmith	WSI
Grace Patten	WSI
Mya Henry	WSI
Cora Evans	Lifeguard
Sophia Goldsmith	Lifeguard
Hadlee McConaghie	Lifeguard
Ruby Ramaker	Lifeguard
Avery Schumacher	Lifeguard
Avianna Thompson	Lifeguard
Sedona Thompson	Lifeguard

Ryan Tighe	Lifeguard
Zaylee Boyum	Office/Concession
Layla Cornell	Office/Concession
Addison Johnsrud	Office/Concession
Jackson Johnsrud	Office/Concession
Taylor Ostby	Office/Concession
Katelyn Rindels	Office/Concession
Cael Sinn	Office/Concession

Action Requested: Recommend approval of the staff list for the 2025 season to the City Council.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 14, 2025

Agenda Item: Sewer Billing

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider amendment to billing for the Sewer Utility to align with current ordinances, additional consideration for amending the fee schedule.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments: