

CITY OF CHATFIELD CITY COUNCIL

AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923

July 14, 2025, 7:00 P.M.

- I. Open Meeting
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda - Additions or Corrections
- IV. Consent Agenda
 - a. [June 23, 2025 Meeting Minutes](#)
 - b. [Accounts Payable Claims Listings](#)
 - c. [Approve one pay-step increase for Beth Carlson to Grade 8 Step 5 effective on the employment anniversary.](#)
 - d. [Approve one pay-step increase for Christy Archer to Grade 6 Step 4 effective on the employment anniversary.](#)
 - e. [Resolution 2025-45 Accepting Ambulance Donations](#)
 - f. [Resolution 2025-46 Accepting Donations for the Library](#)
 - g. [Resolution 2025-47 Authorizing Address Change](#)
- V. Department Reports
 - a. [Durapatcher Lease - Lanesboro](#)
Motion to approve as recommended by the Public Works Committee.
 - b. [Public Works - Wastewater Facility Plan Quote](#)
Motion to approve the quote from _____ as recommended by the Public Works Committee.
 - c. [Ambulance Billing Proposal](#)
Motion to approve as recommended by the Personnel Budget Committee.
- VI. New Business
 - a. [Resolution 2025-43 Municipal Consent Waiver](#)
Motion to approve Resolution 2025-43 as presented.
- VII. Committee Reports
 - a. [Personnel Budget Committee](#)
[July 14, 2025 Meeting Packet](#)
 - b. [Public Works Committee](#)
[July 14, 2025 Meeting Packet](#)

VIII. Mayor's Report

IX. City Administrator's Report

X. Roundtable

XI. Next Meetings

Monday, July 28, 2025: Public Services (4:30 p.m.), Park & Recreation (5:30 p.m.), City Council (7:00 p.m.)

XII. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: June 23, 2025 Meeting Minutes

Subject | Summary:

Agenda Category:

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:

[2025.06.23 Regular Council Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, June 23, 2025

The Common Council of the City of Chatfield met in regular session on Monday, June 23, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

Members Present: Paul Novotny, Josh Broadwater, Dave Frank, Pam Bluhm, and John McBroom.

Members absent: Mike Urban.

Others Present: Karen Reisner, Craig Britton, Brian Burkholder, Fred Suhler Jr., Lynda Karver, Gary Ruskell, Mike Bubany, Michele Peterson, Beth Carlson, and Mark Ryneerson.

Approve Agenda – Additions or Corrections

Paul Novotny entered a motion, with a second by Dave Frank, to adopt the agenda as presented.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Consent Agenda

Josh Broadwater entered a motion, with a second by Paul Novotny, to adopt the consent agenda which included the following:

01. 2025 06 09Regular Meeting Minutes

02. Accounts Payable Claims Listings

Batch Name	Amount
2025 06FA022	\$29,701.20
2025 06FA02U	\$11,286.03
2025 0605VNDRPR	\$36,459.48
2025 06ADM03	\$38,379.06
2025 06ADM04	\$1,250.18
2025 06ADM05	\$158,792.79
2025 06 18VNDRPR	\$56,686.81
2025 0618PREXPRESIMB	\$228.40
Total	\$332,783.95

03. Transit Management Organization Study Final Report

04. Resolution 2025-37 Accepting Donations for the Ambulance Department

05. Finance Policies & Reporting Updates

06. Resolution 2025-38 Accepting Donations for the Fire Department

07. Approve EMT new hire - Brady Nelson

08. Enterprise Drive Listing Agreements

09. Resolution 2025-42 Authorizing the Transfer of Funds | Closure of Obsolete Project 801 Enterprise Drive Rebate to 242 Community Development Hilltop Estates Building Incentive Program and Approving the related Budget Amendments
10. Chatfield Fire Department Temporary Liquor License August 8-10, 2025

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Public Hearings

Setting Abatement & Adoption of a Street Reconstruction Plan

The hearings for Setting Abatement & Adoption of a Street Reconstruction Plan were held concurrently. They were called to order at 7:01 PM. Mike Bubany presented on the tax abatement & Street Reconstruction Plan. He explained the legal authority for borrowing for each.

Public Comments/Concerns:

Gary Ruskell

Q. Can the money being borrowed can only be used for streets?

A. The Street Reconstruction Authority can only be used for streets. The Tax Abatement can be used for the retaining wall and parks.

Q. Will the general public see and increase in taxes or will this be replacing other older bonds that are now paid off?

A. Staff is still trying to determine this.

The Public Hearing ended at 7:10 PM.

City Engineer Report

Authorize Advertisement for Bids

Josh Broadwater entered a motion, with a second by Dave Frank, to adopt Resolution 2025-43, a resolution approving plans and specifications and ordering advertisements for bids.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Department Reports

Public Works: Toolcat, Blower, and Broom Replacement

The 2022 UW53 Toolcat is up for replacement. Our 2015 blower and 2019 angle broom are also up for replacement. The department would like to purchase a UW56 with a dump box and turf tires so it can be more visual in the summer. With this, we would like to trade our angle blade for a Landplaner.

Three quotes were reviewed with SANCO Stewartville being most favorable.

Paul Novotny entered a motion, with a second by Dave Frank, to Motion to approve the quote from SANCO Stewartville as recommended by the Public Works Committee.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Public Works: New Sidewalk Installation

Currently there is no sidewalk connecting John and Ma11, Dr to Vindmoll Dr. In the past year, a couple of residents, from Amco, reached out wanting sidewalk to this area. Staff has proposed installing sidewalk for Vindmoll Dr starting at the existing sidewalk with a 6' boulevard but to reduce the boulevard to 4' to John & Mary Dr and to install a ped. ramp with truncated domes.

Josh Broadwater entered a motion, with a second by Paul Novotny, to Motion to approve new sidewalks as recommended by the Public Works Committee.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Public Works: Grand Street Storm Sewer Swale Maintenance

The Public Works Committee has considered installing concrete at the Grand St waterway instead of repairing as it is.

Dave Frank entered a motion, with a second by Pam Bluhm, to Motion to approve installing concrete at the Grand St waterway as recommended by the Public Works Committee.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Public Works: Wastewater Facility Plan Quote

Paul Novotny entered a motion, with a second by Dave Frank, to Motion to send the quotes back to the Public Works Committees for further discussion.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

New Business

Resolution 2025-40 Authorizing a Tax Abatement on Property within the City of Chatfield for the 2025 Retaining Wall and Mill Creek Parking Lot and Trail Improvements Project.

Paul Novotny entered a motion, with a second by Josh Broadwater, to Motion to approve resolution 2025-40 as presented.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Resolution 2025-41 Adopting a Street Reconstruction Plan and Approving the issuance of General Obligation Street Reconstruction Bonds

Josh Broadwater entered a motion, with a second by Dave Frank, to Motion to approve resolution 2025-41 as presented.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

CCTV Operations

Josh Broadwater entered a motion, with a second by Paul Novotny, to Motion to approve the transfer of operations to the school as recommended as of August 1st, 2025 and to cancel the contracts for the following: Technical Coordinator, Programming Coordinator, Liaison, and City/School Mtgs effective July 31st, 2025.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

E&J Underground Lease Agreement

Dave Frank entered a motion, with a second by Paul Novotny, to Motion to approve the land lease agreement between E&J Underground and the City as recommended by the Personnel Budget Committee.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Public Works Job Description Updates

Paul Novotny entered a motion, with a second by Josh Broadwater, to Motion to approve the Water Superintendent, Wastewater Superintendent, Assistant Wastewater Operator and Senior Maintenance Parks job descriptions as recommended by the Personnel Budget Committee.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Purchase offer for Enterprise Drive, Lot 7, Block 2

Paul Novotny entered a motion, with a second by Josh Broadwater, to Motion to accept offer as presented from Jeffery & Trista O'Connor for Enterprise Drive, Lot 7, Block 2.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

Committee Reports

Public Services Committee Meeting June 23, 2025

Topics included city wide clean up ideas, EMT hire Randy Nelson, and pool water ordinance update.

Committee of the Whole Meeting June 23, 2025

Topics included TMO results presentation, street project, CCTV, and WWTP Plan.

City Administrator's Report

Administrator Peterson attended a regional development meeting for regional collaboration.

Trigger, the Western Day's float will debut at Cherry Grove & Harmony.

Adjourn

Pam Bluhm entered a motion, with a second by Dave Frank, to adjourn to 7:22 PM.

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

Nays: None

Absent: Councilor: Urban

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Accounts Payable Claims Listings

Subject | Summary: Consider accounts payable for approval.

Agenda Category: Consent

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$313,465.44

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Batch Listing1 - 2025 07FA01 \\$90,324.28.pdf](#)

[Batch Listing2 - 2025 07FA01U \\$27,339.50.pdf](#)

[Batch Listing3 - 2025 06TIF \\$6,184.37.pdf](#)

[Batch Listing4 - 2025 06ADM06 \\$647.97.pdf](#)

[Batch Listing5 - 2025 06 20SPRFND \\$110.00.pdf](#)

[Batch Listing6 - 2025 0623COW \\$116.67.pdf](#)

[Batch Listing7 - 2025 0703PRExpReimb \\$578.40.pdf](#)

[Batch Listing8 - 2025 07DBTSRVC \\$176,027.38.pdf](#)

[Batch Listing9 - 2025 07ADM01 \\$12,136.87.pdf](#)



City of Chatfield

Batch Listing - Unposted Summary

Current Period: July 2025

2025 07FA01

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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AT&T MOBILITY							
	050320	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$41.23	507.551.8576 WLLHS3 AIRCARD MIFI	
	050320	E 100-42110-321	Police Administrati	Telephone	\$44.88	507.272.5382 POLICE 872	
	050320	E 100-42110-321	Police Administrati	Telephone	\$44.88	507.272.5386 POLICE 873	
	050320	E 100-42110-321	Police Administrati	Telephone	\$49.93	507.272.5506 POLICE CHIEF	
	050320	E 100-42110-320	Police Administrati	Communications (GENER	\$38.23	507.513.5937 SQUAD 873 MODEM	
	050320	E 230-42270-321	Ambulance	Telephone	\$38.23	507.551.8200 AMB IBR900	
	050320	E 230-42270-321	Ambulance	Telephone	\$38.23	507-551-8498 AMB CP IBR900 2	
	050320	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$41.23	507.551.8577 WLLHS2 AIRCARD MIFI	
	050320	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$41.23	507.551.8578 WWTP CLLCTR AIRCAR	
	050320	E 220-42280-321	Fire Department *	Telephone	\$49.93	507.884.4423 FIRE	
	050320	E 100-42110-320	Police Administrati	Communications (GENER	\$48.23	507.551.8478 DELL LT SIM (2024)	
AT&T MOBILITY					\$476.23		
AXON ENTERPRISE, INC.							
	INUS34	E 100-42110-210	Police Administrati	Operating Expenses	\$560.20	15 FT STNDRD CRTRDG 12	
AXON ENTERPRISE, INC.					\$560.20		
BADGER METER							
	801990	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$111.39	1/2 BCN FXD NTWRK PER UNITwMBL	
	801990	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$111.38	1/2 BCN FXD NTWRK PER UNITwMBL	
BADGER METER					\$222.77		
BLACKSTONE PUBLISHING							
	220181	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$63.95	CUSTOMER ID 168011	
BLACKSTONE PUBLISHING					\$63.95		
CHATFIELD ALLIANCE, INC							
	LOFT24	E 240-46630-300	Cmmnty Dvlpmnt	Promotional Expense	\$103.31	95% LODGING TAX OCT 2024-JUN 20	
CHATFIELD ALLIANCE, INC					\$103.31		
CHATFIELD BODY SHOP							
	17621	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$107.87	2017 FRD EXP LOF	
	17709	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$67.42	2018 FRD EXP LOF	
CHATFIELD BODY SHOP					\$175.29		
CHATFIELD CENTER FOR THE ARTS							
	JUL 202	E 250-46630-310	Cmmnty Dvlpmnt	Other Professional Servic	\$2,000.00	EDA CCA AGRMNT 09/2022-08/2028	
CHATFIELD CENTER FOR THE ARTS					\$2,000.00		
CHS							
	JUN 20	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$432.66	STRT DSL 44%	
	JUN 20	E 100-45200-212	Parks (GENERAL) -	Vehicle Operating Suppli	\$88.50	PRK DSL 9%	
	JUN 20	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$98.33	FD DSL 10%	
	JUN 20	E 100-41500-210	Administration	Operating Expenses	\$176.04	BCCNEER PRAMITOL	
	JUN 20	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$29.50	WWTP 3%	
	JUN 20	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$60.55	FD GAS 2%	
	JUN 20	E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$211.92	WWTP GAS 7%	
	JUN 20	E 100-45200-212	Parks (GENERAL) -	Vehicle Operating Suppli	\$605.49	PRK GAS 20%	
	JUN 20	E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$1,513.73	PD GAS 50%	
	JUN 20	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$333.02	STRT GAS 11%	
	JUN 20	E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$302.75	WTR GAS 10%	
	JUN 20	E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$334.33	AMB DSL 34%	
CHS					\$4,186.82		
CORE & MAIN							



City of Chatfield
Batch Listing - Unposted Summary
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	W56414	E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$11,420.00	HYD 2025
	W96812	E 100-45124-401	Swimming Pools -	Repairs/Maint Buildings	\$77.12	POOL DRAIN
CORE & MAIN					<u>\$11,497.12</u>	
CREATIVE PRODUCT SOURCING						
	153733	E 100-42110-211	Police Administrati	Program Expenses	\$775.72	TEES BEANY MDL
CREATIVE PRODUCT SOURCING					<u>\$775.72</u>	
CULLIGAN WATER						
	06/30/2	E 100-41500-210	Administration	Operating Expenses	\$27.45	WTR SRVC
CULLIGAN WATER					<u>\$27.45</u>	
DIAMOND VOGEL PAINTS						
	281221	E 100-43100-210	Street Maintenanc	Operating Expenses	\$405.74	WHT YLLW
DIAMOND VOGEL PAINTS					<u>\$405.74</u>	
EATI						
	MP0508	E 801-42110-550	Police Administrati	Cap. Outlay-Vehicles/Equ	\$227.92	ANTNNA
	MP0508	E 801-42110-550	Police Administrati	Cap. Outlay-Vehicles/Equ	\$47.80	CBL
	MP0508	E 801-42110-550	Police Administrati	Cap. Outlay-Vehicles/Equ	\$45.04	DCKNG STTN CBL
EATI					<u>\$320.76</u>	
FILLMORE COUNTY ASSESSOR						
	JUL 1,2	E 100-41500-310	Administration	Other Professional Servic	\$4,393.00	2025 ASSESSMENT WORK
FILLMORE COUNTY ASSESSOR					<u>\$4,393.00</u>	
FIRE SAFETY USA, INC						
	193663	E 221-42280-580	Fire Department *	Cap. Outlay-Other Equip	\$1,917.76	TRN OUT GEAR BUNKER 4
FIRE SAFETY USA, INC					<u>\$1,917.76</u>	
GRANICUS						
	208566	E 801-49950-435	IT Shared Compon	Licences, Permits and Fe	\$500.00	MLLSTN2of4 .GOV DOMAIN CHNGE
	209334	E 100-41500-438	Administration	Internet Expenses	\$1,864.74	08/01/2024-07/31/2025 PKAgndMgmn
GRANICUS					<u>\$2,364.74</u>	
HAWKINS, INC.						
	711448	E 100-45124-210	Swimming Pools -	Operating Expenses	\$2,182.61	POOL CHEMICALS
HAWKINS, INC.					<u>\$2,182.61</u>	
HORIZON COMMERCIAL POOL SUPPLY						
	INV106	E 100-45124-404	Swimming Pools -	Repairs/Maint Equipment	\$3,312.52	CHMTRL
HORIZON COMMERCIAL POOL SUPPLY					<u>\$3,312.52</u>	
LMC						
	430925	E 100-41500-208	Administration	Training and Instruction	\$250.00	CLRKS ACDMY - 2025 AE
LMC					<u>\$250.00</u>	
LMCIT P&C/BERKLEY RISK SERVICE						
	9758	E 230-42270-364	Ambulance	Claims Deductible	\$318.00	AMB CNTY SQD LMC CA 0000004265
LMCIT P&C/BERKLEY RISK SERVICE					<u>\$318.00</u>	
LOFFLER						
	506437	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$82.71	CANON DXC3725I OVERAGE CHARGE
LOFFLER					<u>\$82.71</u>	
MAOSC						
	JUL202	E 100-41100-433	Legislative	Dues and Subscriptions	\$1,702.50	MMBRSH - JUL2025-JUN2026
MAOSC					<u>\$1,702.50</u>	



City of Chatfield

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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
MARCO TECHNOLOGIES LLC.							
	INV140		E 240-46630-403	Cmmnty Dvlpmt	Prev. Maint. Agreements	\$225.00	2025 5% MIT - 4,500 /54,000
	INV140		E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$40.00	2 WW BS PRM
	INV140		E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$20.00	1 WTR BS PRM
	INV140		E 240-46630-435	Cmmnty Dvlpmt	Licences, Permits and Fe	\$10.00	SHRD MBX NO LIC - PHASE OUT 1 ED
	INV140		E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements	\$450.00	2025 10% MIT - 4,500 /54,000
	INV140		E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$900.00	2025 20% MIT - 4,500 /54,000
	INV140		E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$900.00	2025 20% MIT - 4,500 /54,000
	INV140		E 100-41100-435	Legislative	Licences, Permits and Fe	\$60.00	6 LEG EXCHNG ON LN P1 & ACTV DRC
	INV140		E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$20.00	1 FD BS PRM
	INV140		E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$20.00	1 MS BS PRM
	INV140		E 100-41500-435	Administration	Licences, Permits and Fe	\$110.00	5 MS BUS PREM & 1 VM EXCH + ACTV
	INV140		E 230-42270-435	Ambulance	Licences, Permits and Fe	\$40.00	2 AMB BS PRM
	INV140		E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$200.00	10 PD MS BS PRM
	INV140		E 230-42270-403	Ambulance	Prev. Maint. Agreements	\$225.00	2025 5% MIT - 4,500 /54,000
	INV140		E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$10.00	1 POOL EXCHNG ON LN + ACTV DRCT
	INV140		E 100-45200-435	Parks (GENERAL) -	Licences, Permits and Fe	\$20.00	1 PARKS BS PRM
	INV140		E 100-41500-403	Administration	Prev. Maint. Agreements	\$675.00	2025 15% MIT - 4,500 /54,000
	INV140		E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$675.00	2025 15% MIT - 4,500 /54,000
	INV140		E 100-43100-403	Street Maintenanc	Prev. Maint. Agreements	\$225.00	2025 5% MIT - 4,500 /54,000
	INV140		E 220-42280-403	Fire Department *	Prev. Maint. Agreements	\$225.00	2025 5% MIT - 4,500 /54,000
	INV140		E 240-46630-435	Cmmnty Dvlpmt	Licences, Permits and Fe	\$10.00	SHRD - NOLIC - PHASE OUT -1 PLNG
MARCO TECHNOLOGIES LLC.						\$5,060.00	
MN DEPART. OF REV/SALES & USE							
	113010	0-607-2	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$73.00	7316521 BLK WTR
		0-607-2	E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$1.00	7316521 POLICE
		0-607-2	E 100-45124-437	Swimming Pools -	Sales Tax - Purchases	\$2,688.00	7316521 POOL SALES & OC
		0-607-2	E 100-41500-437	Administration	Sales Tax - Purchases	\$10.00	7316521 CLRK
		0-607-2	E 603-49500-436	Refuse/Garbage (Sales Tax	\$1,000.00	7316521 GARBAGE TAX
MN DEPART. OF REV/SALES & USE						\$3,772.00	
MN REVENUE							
	113012	0-853-5	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$1,181.00	7316503 QTRLY WTR-2ND
	113011	0-466-7	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$15.58	7316521 PTRLM TX-JUN 2025
MN REVENUE						\$1,196.58	
NOVOTNY LAW OFFICE, LTD.							
	3617		E 100-42110-304	Police Administrati	Legal Fees	\$630.00	PROSECUTION - MAY 2025
NOVOTNY LAW OFFICE, LTD.						\$630.00	
OLMSTED COUNTY - SHERIFF							
	SHER-1		E 100-42110-208	Police Administrati	Training and Instruction	\$195.00	EVOC FOX
OLMSTED COUNTY - SHERIFF						\$195.00	
PHONE STATION INC							
	80710		E 100-41500-404	Administration	Repairs/Maint Equipment	\$388.00	SYSTEM CHANGE-ADD EE
PHONE STATION INC						\$388.00	
RDO EQUIPMENT CO.							
	132970		E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$279.97	PRNR PLESW JMSN
RDO EQUIPMENT CO.						\$279.97	
ROCHESTER MOTOR CARS							
	F0CS45		E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$761.79	17 INTRCPTR



City of Chatfield

Batch Listing - Unposted Summary

Current Period: July 2025

2025 07FA01

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ROCHESTER MOTOR CARS					\$761.79	
SELCO						
	053575	E 211-45500-438	Libraries (GENERA	Internet Expenses	\$38.34	WBST HSTNG 2 MO
SELCO					\$38.34	
SOUTHEAST MECHANICAL						
	37037	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$111.25	AC CPCTRS
SOUTHEAST MECHANICAL					\$111.25	
STREAMLINE						
	OBE128	E 211-45500-438	Libraries (GENERA	Internet Expenses	\$105.00	STRMLN FLX - MMM 1-MMM 1, 2025
STREAMLINE					\$105.00	
STREICHER S						
	I17634	E 100-42110-152	Police Administrati	Clothing	\$2,048.70	SCMDBRG TCTCL ASSLT TRMA PLT
STREICHER S					\$2,048.70	
T.E.C. INDUSTRIAL INC.						
	O52205	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$19.20	V BELTS VENTRAC
	O52164	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$17.11	ULTRPWR AG KC BLTS
T.E.C. INDUSTRIAL INC.					\$36.31	
UC LABORATORY						
	124433	E 602-49450-217	Sewer (GENERAL)	Testing	\$688.76	WWTP LABS
UC LABORATORY					\$688.76	
UNION STREET BUILDERS						
	0219	E 230-42270-205	Ambulance	Service Incentives/Rewar	\$250.00	MTRLS & LBR 2 RTRMNT
UNION STREET BUILDERS					\$250.00	
US BANK ONE CARD						
	06-25-2	E 100-43100-433	Street Maintenanc	Dues and Subscriptions	\$95.00	FILL-RITE BFS SBSCPTN
	06-25-2	R 100-41500-3955	Administration		-\$210.54	REBATE
	06-25-2	E 100-42110-153	Police Administrati	Uniform Allowance	\$115.98	BRUHNKESMIDT-GALLS
	06-25-2	E 801-43100-411	Street Maintenanc	Tree Maintenance	-\$32.16	ARBOR DAY-RFND DUP CHR
	06-25-2	E 230-42270-209	Ambulance	Training Institution	\$104.00	NTL RGSTRY EMT
	06-25-2	E 100-45124-210	Swimming Pools -	Operating Expenses	\$852.26	SAMS POOL CNCSSNS
	06-25-2	E 100-45124-210	Swimming Pools -	Operating Expenses	\$249.00	SAMS POOL CNCSSNS
	06-25-2	E 211-45500-332	Libraries (GENERA	Continuing Education	\$82.31	PARK N GO-ALA
	06-25-2	E 100-42110-152	Police Administrati	Clothing	\$105.28	SCHMIEDEBERG-HLSTR
	06-25-2	E 602-49450-208	Sewer (GENERAL)	Training and Instruction	\$425.00	SSCHLICHTER - WW
	06-25-2	E 602-49450-208	Sewer (GENERAL)	Training and Instruction	\$744.83	SSCHLICHTER - BW LDGNG
	06-25-2	E 100-41500-433	Administration	Dues and Subscriptions	\$50.00	DSCHLICHTER - MCFOA -MMBRSH
	06-25-2	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPLE.COM - ICLoud STORAGE
	06-25-2	E 100-41100-210	Legislative	Operating Expenses	\$24.24	WALMART - COW
	06-25-2	E 100-41500-435	Administration	Licences, Permits and Fe	\$26.06	ADD EE ACCT
	06-25-2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$20.15	SUNSHINE-ICE CREAM SR
	06-25-2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$48.89	SUNSHINE-ICE CREAM SR
	06-25-2	E 100-45200-433	Parks (GENERAL) -	Dues and Subscriptions	\$13.00	TACTACAM
	06-25-2	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$180.99	MENARDS-arUB
	06-25-2	E 900-49990-811	Memo Fund	Pass Through Account	\$151.81	SAMS POOL CNCSSNS
	06-25-2	E 100-41500-433	Administration	Dues and Subscriptions	\$50.00	CARLSON-MCFOA
	06-25-2	E 211-45500-433	Libraries (GENERA	Dues and Subscriptions	\$119.99	LBRRY CANVA
	06-25-2	E 100-41500-210	Administration	Operating Expenses	\$293.94	SAMS POOL
	06-25-2	E 100-41500-210	Administration	Operating Expenses	\$131.68	SAMS POOL



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	06-25-2	E 100-45124-210	Swimming Pools -	Operating Expenses	\$304.72	SAMS POOL CNCSSNS
	06-25-2	E 100-41500-210	Administration	Operating Expenses	\$27.68	WALMART - POOL
	06-25-2	E 100-41500-208	Administration	Training and Instruction	\$50.00	CARLSON LMCIT
	06-25-2	E 100-41500-433	Administration	Dues and Subscriptions	\$175.00	CARLSON-PBLC SECTOR HR
	06-25-2	E 601-49400-322	Water Utilities (GE	Postage	\$6.90	USPS - WTR SAMPLE
	06-25-2	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$270.00	FOX - POST BOARD LCSNG
US BANK ONE CARD					\$4,477.00	
WIDSETH SMITH NOLTING & ASSOC.						
	238934	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$82.50	2025-10056.14 GIS 1/3 WTR
	238888	E 801-41910-310	P&Z Cmmssn	Other Professional Servic	\$2,400.00	2025-10192 2025 COMP PLAN
	238934	E 602-49450-310	Sewer (GENERAL)	Other Professional Servic	\$82.50	2025-10056.14 GIS 1/3 WW
	238934	E 100-43100-310	Street Maintenanc	Other Professional Servic	\$82.50	2025-10056.14 GIS 1/3 STRTS
	238935	E 801-43100-530	Street Maintenanc	Cap. Outlay-Str. Overlay	\$5,731.25	2025-10567 MLLOVRLY
	237846	E 801-41910-310	P&Z Cmmssn	Other Professional Servic	\$4,800.00	2025-10192 2025 CMP PLN UPD
	238934	E 240-41910-310	P&Z Cmmssn	Other Professional Servic	\$768.00	2025-10056.15 PLNNNG
WIDSETH SMITH NOLTING & ASSOC.					\$13,946.75	
WINONA COUNTY						
	3341	E 230-42270-209	Ambulance	Training Institution	\$180.00	CPR CARDS
WINONA COUNTY					\$180.00	
WM HANSON WASTE REMOVAL						
	JUN 20	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$59.32	GARBAGE SERVICE - CITY HALL
	JUN 20	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$2,136.96	GARBAGE SERVICE - OC ENVIRON FEE
	JUN 20	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$15,051.12	GARBAGE SERVICE - 1,156 P/U @ 13.0
	JUN 20	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$1,239.20	GARBAGE SERVICE - FUEL SURCHARG
	JUN 20	E 100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	\$172.58	GARBAGE SERVICE - CTY MNT BLDG
	JUN 20	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$94.38	GARBAGE SERVICE - WWTP
	JUN 20	E 100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	\$66.07	GARBAGE SERVICE - FIRE HALL
WM HANSON WASTE REMOVAL					\$18,819.63	
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					\$90,324.28	



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AMAZON CAPITAL SERVICES, INC.							
	1W9Y-6	E	100-41500-200	Administration	Office Supplies (GENERA	\$14.99	DSK CLCLTR
	1W9Y-6	E	100-41500-210	Administration	Operating Expenses	\$32.03	RCPT BOOKS
	1W9Y-6	E	100-41500-240	Administration	Small Tools and Minor Eq	\$8.87	PWR STRP
	1W9Y-6	E	100-42110-210	Police Administrati	Operating Expenses	\$15.40	MGZ PCH
	1W9Y-6	E	211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$75.38	AIR FLTR
	1W9Y-6	E	100-45124-210	Swimming Pools -	Operating Expenses	\$151.56	TSTS QSO TO GO
	1W9Y-6	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$10.36	TRCK VL 2
	1W9Y-6	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$6.89	SNDWCH BGS
	1W9Y-6	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$71.37	CRDSTCK WHITE
	1W9Y-6	E	100-41500-210	Administration	Operating Expenses	\$6.05	SHPG HNGLG
	1W9Y-6	E	100-45124-240	Swimming Pools -	Small Tools and Minor Eq	\$30.52	HK LP RP
	1W9Y-6	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$8.94	MNSTR TRCK
	1W9Y-6	E	211-45500-211	Libraries (GENERA	Program Expenses	\$19.95	CK BRD RND
	1W9Y-6	E	211-45500-211	Libraries (GENERA	Program Expenses	\$8.88	UPNS 1200 PC BDS
	1W9Y-6	E	211-45500-211	Libraries (GENERA	Program Expenses	\$8.99	9 SHTS WTCLR CLNGS
	1W9Y-6	E	211-45500-211	Libraries (GENERA	Program Expenses	\$15.99	PNTBRSH PLTT STMP KT
	1W9Y-6	E	211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$190.96	BOOKS
	1W9Y-6	E	211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$500.99	DVDS
	193CXM	E	230-42270-210	Ambulance	Operating Expenses	\$48.40	LGTNG MN OXG RG
	193CXM	E	230-42270-210	Ambulance	Operating Expenses	\$2.96	ASPRIN
	1W9Y-6	E	211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$10.09	GLLN STRG BGS
	1W9Y-6	E	100-41500-240	Administration	Small Tools and Minor Eq	\$29.80	HMDFR FLTR
AMAZON CAPITAL SERVICES, INC.						\$1,269.37	
CITY OF CHATFIELD							
	06/20/2	E	100-41940-380	Municipal Building	Utility Services (GENERA	\$197.39	10-00000001-00-4 THURBER BLDG GA
	06/20/2	E	100-45124-380	Swimming Pools -	Utility Services (GENERA	\$357.29	10-00000121-00-7 POOL
	06/20/2	E	100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00000101-01-4 PWFAC2
	06/20/2	E	100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00000081-008 CITY SHOP
	06/20/2	E	100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$70.34	10-00000071-00-5 TOURIST CENTER
	06/20/2	E	220-42280-380	Fire Department *	Utility Services (GENERA	\$72.33	10-00000051-00-9 FIRE HALL
	06/20/2	E	602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$1,016.86	10-00000031-00-3 WWTP
	06/20/2	E	211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$70.34	10-00000011-00-7 PUBLIC LIBRARY
	06/20/2	E	100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00002410-91-8 PWFAC1
CITY OF CHATFIELD						\$1,995.57	
EARL F. ANDERSON							
	013982	E	100-43100-210	Street Maintenanc	Operating Expenses	\$125.00	ARM BRCKTS
EARL F. ANDERSON						\$125.00	
EO JOHNSON BUSINESS TECHNOLOGIES							
	395203	E	100-42110-413	Police Administrati	Equipment Rental / Leas	\$94.00	RICOH2510 25PPM (Lease Only)
	395203	E	100-41500-413	Administration	Equipment Rental / Leas	\$428.21	RICOH4510 45PPM (162.36+243.75rvc
EO JOHNSON BUSINESS TECHNOLOGIES						\$522.21	
ESS							
	FF4025	E	801-43100-530	Street Maintenanc	Cap. Outlay-Str. Overlay	\$1,336.00	R3067V CCB
	FF4025	E	801-43100-510	Street Maintenanc	Cap. Outlay-Sidewalks	\$215.00	SHPG HNDLG
	FF4025	E	801-43100-510	Street Maintenanc	Cap. Outlay-Sidewalks	\$240.00	TRNCTD DMS X2
ESS						\$1,791.00	
FREDERICK S. SUHLER, ATTY							
	JUN 20	E	100-41100-304	Legislative	Legal Fees	\$45.00	ADDITIONAL TASKS - JUN 2025



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	JUN 20	E 100-41100-304	Legislative	Legal Fees	\$600.00	MONTHLY RETAINER - JUN 2025
FREDERICK S. SUHLER, ATTY					\$645.00	
GOPHER STATE ONE CALL						
	506028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$140.10	ACCOUNT #MN00240
GOPHER STATE ONE CALL					\$140.10	
HAMMELL EQUIPMENT						
	157945	E 100-43100-406	Street Maintenanc	Street Maint.	\$19.26	CLND EXH ON STHL
HAMMELL EQUIPMENT					\$19.26	
HBC						
	07/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$37.50	50% 1520399 BNCH/RVR 1 OF 3 CLLC
	07/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$39.00	50% 1520399 UTLTY PL/HS 1 OF 3 CL
	07/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$38.99	50% 1520399 UTLTY PL/HS 1 OF 3 CL
	07/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$55.49	50% 1520399 19 2ND ST SW
	07/02/2	E 100-45200-438	Parks (GENERAL) -	Internet Expenses	\$55.49	50% 1520399 19 2ND ST SW
	07/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$37.49	50% 1520399 WTR RSVR 1 OF 3 CLLC
	07/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$37.49	50% 1520399 BNCH/RVR 1 OF 3 CLLC
	07/02/2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$43.65	1439299 867-4321 BASIC
	07/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$110.98	1439299 BUS VALUE PKG
	07/02/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$37.50	50% 1520399 WTR RSVR 1 OF 3 CLLC
HBC					\$493.58	
HEBL CLEANING & RESTORATION						
	275718	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$745.22	MONTHLY CARPET MAINT
HEBL CLEANING & RESTORATION					\$745.22	
LINDE						
	507137	E 100-43100-210	Street Maintenanc	Operating Expenses	\$64.73	HIGH PRESSURE
LINDE					\$64.73	
MEDIACOM						
	06/26/2	E 100-42110-438	Police Administrati	Internet Expenses	\$108.19	1/3 CITY HALL HSD & STATIC IPS
	06/26/2	E 100-41500-438	Administration	Internet Expenses	\$108.19	1/3 CITY HALL HSD & STATIC IPS
	06/26/2	E 230-42270-438	Ambulance	Internet Expenses	\$108.52	1/3 CITY HALL HSD & STATIC IPS
MEDIACOM					\$324.90	
MINNESOTA ENERGY RESOURCES						
	553281	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$1,686.36	000011 POOL
	553126	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$21.69	00001 MUNI 1/3
	553126	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$21.69	00001 MUNI - POLICE 1/3
	553126	E 230-42270-380	Ambulance	Utility Services (GENERA	\$21.69	00001 MUNI - AMB 1/3
	552895	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$33.74	00002 FH 60% FIRE
	552895	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$14.06	00002 FH 25% STREET
	552895	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$8.44	00002 FH 15% WATER
	553081	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$79.42	00003 WWTP - LIBRARY LN
	552808	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$55.11	00005 LIBRARY
	553244	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$50.03	00016 100 OTR GNRTR
	552807	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$52.57	00015 547 HLLSD BSTR STTN
	552930	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$90.37	00014 PPLS 19 SCND ST SW
MINNESOTA ENERGY RESOURCES					\$2,135.17	
OTIS ELEVATOR COMPANY						
	100401	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$262.00	MNCPLBLDLNG MNTHLY ELVTR MAINT
OTIS ELEVATOR COMPANY					\$262.00	



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PEOPLES ENERGY COOPERATIVE						
070325	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$64.00	2432200	CHATFIELD SIGN
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$11.00	2182100	SIREN - 10210 HILLSIDE
070325	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$226.15	2410100	3/4 FIRE HALL
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$75.38	2410100	1/4 FIRE HALL
070325	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$86.90	2410200	MAIN ST-CITY PARK
070325	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$145.32	2423900	MILL CREEK PK - LIFT ST
070325	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$875.08	2428000	MILL CREEK PARK
070325	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$3,186.23	2430200	126 LIBRARY LN WWTP
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$188.00	7823600	MEYERS AND TERMAR
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$387.72	2400202	PPLS 19 SCND ST SW
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$101.08	3376900	EV CHARGER - 405 MAIN ST
070325	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$480.60	2402500	LIBRARY 322 MAIN ST S
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$98.22	2154400	10208 HILLSIDE DRIVE
070325	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$282.00	2407900	1/3 21 2ND ST SE
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$2,090.00	3011800	STREET LIGHTS
070325	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$196.99	2410000	318 S MAIN ST-WHISTLE
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$160.54	3265100	20 2ND ST SE - LIGHTS
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$110.77	3260100	301 TH 52 - TRAFFIC SI
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$159.99	3260000	52 3RD ST SW - STL MTR
070325	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$3,018.26	3237701	107 UNION ST NE
070325	E 230-42270-380	Ambulance	Utility Services (GENERA	\$282.00	2407900	1/3 21 2ND ST SE
070325	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$67.53	3211800	250 OLD TERRITORIAL RD
070325	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$924.96	3011701	BLUFF ST
070325	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$282.00	2407900	1/3 21 2ND ST SE
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$64.55	2447300	UNION ST NE - XING
070325	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$67.00	2438500	MILL CREEK PARK
070325	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$72.13	2436500	CR 2 HWY S
070325	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$62.77	2432400	400 3RD ST SW
					\$13,767.17	
PEOPLES ENERGY COOPERATIVE						
PRESTON EQUIPMENT COMPANY						
01-1723	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$72.15	MWR BLD X3	
PRESTON EQUIPMENT COMPANY					\$72.15	
QUILL.COM						
446461	E 100-41500-210	Administration	Operating Expenses	\$84.99	312 - CLERK TONER	
445101	E 100-41500-210	Administration	Operating Expenses	\$536.05	312 - CLERK TONER	
QUILL.COM					\$621.04	
RCM SPECIALTIES INC						
10143	E 100-43100-406	Street Maintenanc	Street Maint.	\$654.84	EMLSN TCKT#204	
RCM SPECIALTIES INC					\$654.84	
REINDERS						
320529	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$98.56	EC GRW X4	
REINDERS					\$98.56	
SUPERIOR MECHANICAL						
AR0022	E 100-45124-404	Swimming Pools -	Repairs/Maint Equipment	\$283.00	UNPLANNED BREAKAGE / REPAIR FCT	
SUPERIOR MECHANICAL					\$283.00	
THOMPSONS GARAGE DOOR CO. INC						
121360	E 100-43100-401	Street Maintenanc	Repairs/Maint Buildings	\$357.00	DR 4 AND RMT	
121294	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$508.00	DR B RCVR RMT LM RC RMT	



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THOMPSONS GARAGE DOOR CO. INC					\$865.00	
VESTIS						
	256039	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$123.99	RUG SERVICE
VESTIS					\$123.99	
ZEP MANUFACTURING						
	901141	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$320.64	BLK BG, CPLL TWL, 2PLY TT
ZEP MANUFACTURING					\$320.64	
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					\$27,339.50	

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CABIN COFFEE						
060780	2025 06	E 359-46619-324	Cabin Coffee TIF	Reimbursement	\$5,745.93	90% PAYOUT OF OC STTLMNT 6,384.
CABIN COFFEE					\$5,745.93	
CHATFIELD EDA						
060781	OC JUN	E 359-46619-323	Cabin Coffee TIF	Admin Expense 323 34	\$438.44	TIF 2-6/CABIN COFFEE 10% MAX
CHATFIELD EDA					\$438.44	
2025 06TIF					\$6,184.37	
					\$6,184.37	

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Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
UNITED STATES POSTAL SERVICE							
112996	664281	E 603-49500-322	Refuse/Garbage (Postage	\$124.54	UB PSTG ALLCTN 2025 19.22%	
	664281	E 602-49450-322	Sewer (GENERAL)	Postage	\$376.41	UB PSTG ALLCTN 2025 58.09%	
	664281	E 601-49400-322	Water Utilities (GE	Postage	\$147.02	UB PSTG ALLCTN 2025 22.69%	
UNITED STATES POSTAL SERVICE					\$647.97		
2025 06ADM06					\$647.97		
					\$647.97		

([BatchID] in (21678))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2025

2025 06 20SPRFND

06/20/25 11:32 AM

Page 1

Check	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
Nbr						
MYREC.COM						
112995		R 100-45124-3472	Swimming Pools -		\$110.00	REFUND LESSONS INVOICES 848440
MYREC.COM					\$110.00	
2025 06 20SPRFND					\$110.00	
					\$110.00	

([BatchID] in (21637))



City of Chatfield
Batch Listing - Unposted Summary
Current Period: June 2025
2025 0623COW

Check								
Nbr	Invoice	Account	Dept	Descr	Object	Descr	Amount	Comments
JW'S SILVER GRILL								
060779	COW20	E 100-41100-210	Legislative		Operating Expenses		\$116.67	FOOD FOR C.O.W. 2025.06.23
JW'S SILVER GRILL							\$116.67	
2025 0623COW							\$116.67	
							\$116.67	

([BatchID] in (21649))

City of Chatfield
Employee Reimbursements for Expenses

07/01/25 1:52 PM
Page 1

Amount	Check Date	Pay Method Description	Employee Name
\$78.40	07/03/25	Pool Travel Expense	Clemens, Madeline
\$250.00	07/03/25	Pool Training & Instruction	MCCONAGHIE, HADLEE S
\$250.00	07/03/25	Pool Training & Instruction	RAMAKER, RUBY L
<hr/> \$578.40			



City of Chatfield
Batch Listing - Unposted Summary
Current Period: July 2025
2025 07DBTSRVC

07/08/25 3:30 PM
Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BANK OF ZUMBROTA						
2016B.	E 336-47000-611	Debt Service (GEN	Bond Interest		\$1,341.88	2016B GO WATER LOAN 9132963
BANK OF ZUMBROTA					\$1,341.88	
BREMER BANK						
2022B.	E 344-47000-611	Debt Service (GEN	Bond Interest		\$22,500.00	2022B TXBL GO PWFAC
BREMER BANK					\$22,500.00	
F & M COMMUNITY BANK						
2019A.	E 342-47000-610	Debt Service (GEN	Interest		\$1,080.00	2019A GO TAX ABATEMENT
2022A.	E 343-47000-611	Debt Service (GEN	Bond Interest		\$21,328.00	2022A GO UTIL REV
F & M COMMUNITY BANK					\$22,408.00	
MIENERGY COOPERATIVE						
2017B.	E 339-47000-601	Debt Service (GEN	Debt Srv Bond Principal		\$15,000.00	2017B-AUG 2025
MIENERGY COOPERATIVE					\$15,000.00	
NORTHLAND SECURITIES						
2018A.	E 340-47000-610	Debt Service (GEN	Interest		\$53,025.00	2018A INTEREST
2023A.	E 323-47000-620	Debt Service (GEN	Bond Fees-FsclAgnt Issn		\$495.00	2023A FSCL AGNT FEE
2012A.	E 332-47000-611	Debt Service (GEN	Bond Interest		\$3,512.50	2012A INTEREST
2016A.	E 335-47000-611	Debt Service (GEN	Bond Interest		\$16,450.00	2016A INTEREST
2018A.	E 340-47000-620	Debt Service (GEN	Bond Fees-FsclAgnt Issn		\$495.00	2018A FSCL AGNT FEE
2023A.	E 323-47000-611	Debt Service (GEN	Bond Interest		\$40,800.00	2023A INTEREST
NORTHLAND SECURITIES					\$114,777.50	
2025 07DBTSRVC					\$176,027.38	
					\$176,027.38	

([BatchID] in (21718))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: July 2025

2025 07ADM01

07/09/25 7:32 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
CITY OF LANESBORO						
060783	EM-MP-	E 801-43100-550	Street Maintenanc	Cap. Outlay-Vehicles/Equ	\$10,127.00	1999 STRLNG 2FZ6MLCB7XAA53845
CITY OF LANESBORO					\$10,127.00	
FORTIS						
113008	2880.06	E 100-45124-323	Swimming Pools -	Admin Expense 323 34	\$182.01	DSCNT MERCH BNKCD NSD
113009	4886.06	E 100-45124-323	Swimming Pools -	Admin Expense 323 34	\$750.71	DSCNT MERCH BNKCD NSD
FORTIS					\$932.72	
REVTRAK						
113007	JUN 20	E 602-49450-323	Sewer (GENERAL)	Admin Expense 323 34	\$597.43	2025 ADMIN FEE ALLOC 58.09%
	JUN 20	E 603-49500-323	Refuse/Garbage (Admin Expense 323 34	\$197.67	2025 ADMIN FEE ALLOC 19.22%
	JUN 20	E 601-49400-323	Water Utilities (GE	Admin Expense 323 34	\$233.36	2025 ADMIN FEE ALLOC 22.69%
	JUN 20	E 100-41500-323	Administration	Admin Expense 323 34	\$6.03	ADMIN FEE
	JUN 20	E 100-42110-323	Police Administrati	Admin Expense 323 34	\$2.05	ADMIN FEE
	JUN 20	E 601-49400-323	Water Utilities (GE	Admin Expense 323 34	\$20.25	ADMIN FEE
	JUN 20	E 230-42270-323	Ambulance	Admin Expense 323 34	\$20.36	ADMIN FEE
REVTRAK					\$1,077.15	
2025 07ADM01					\$12,136.87	
					\$12,136.87	

([BatchID] in (21685))



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Approve one pay-step increase for Beth Carlson to Grade 8 Step 5 effective on the employment anniversary.

Subject | Summary:

Agenda Category:

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:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Approve one pay-step increase for Christy Archer to Grade 6 Step 4 effective on the employment anniversary.

Subject | Summary:

Agenda Category:

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:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Resolution 2025-45 Accepting Ambulance Donations

Subject | Summary:

Agenda Category:

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:

[2025-45 to Accept Ambulance Donations.docx](#)

City of Chatfield
Resolution 2025-45
Resolution Accepting Annual
Chatfield Ambulance Department Fund Drive Donations

WHEREAS, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, contributions have been received for the annual fund drive and entities have offered to contribute the cash amounts set forth below to the city:

Contributions Received To:	Month	Contribution Total
Ambulance Donation- R 231-42270-36230	July 2025	\$3,290.00

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, Be It Resolved By The City Council Of The City Of Chatfield, Minnesota As Follows:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Chatfield, Minnesota this 14th day of July 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Resolution 2025-46 Accepting Donations for the Library

Subject | Summary:

Agenda Category:

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:

[2025-46 Accepting Donations Library.docx](#)

RESOLUTION 2025-46
A RESOLUTION ACCEPTING A DONATION TO THE CITY

WHEREAS, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name	Amount
SUE DORNACK QUILTERS	\$54.00
SPLITTSTOESSER QUILTERS	\$112.00
ELISA MCKAY- MEMORY OF MYRA MCKAY	\$200.00
SHIRLEY CLEMENS	\$25.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

\$166.00 To be used for capital purchases for the Chatfield Public Library, R 212-45500-36230 and \$225.00 R 211-45500-36230

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Chatfield, Minnesota this 14TH Day of July, 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Resolution 2025-47 Authorizing Address Change

Subject | Summary:

Agenda Category:

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:

[2025-47 Address Change Resolution Riley.docx](#)

**City of Chatfield
Resolution 2025-47**

**Resolution Authorizing
a change of address**

Whereas, the City of Chatfield has a documented address for legal description Lot 20, Block 1, Fingerson & Donahoe First Subdivision to the City of Chatfield, Fillmore County, Minnesota of **1440** AMCO DR SE, CHATFIELD, MN 55923.

Whereas, the county of Fillmore shows an address of **1434** AMCO DR SE, CHATFIELD, MN 55923.

Whereas, the City of Chatfield notes that there is a discrepancy in the address house number and the homeowner is requesting that 1440 AMCO DR SE be the awarded address. This address falls into sequence of the house numbers along the street mapping and acknowledges that the homeowner has already used this address for all legal documentation.

Now Therefore, Be It Resolved that the City Council authorizes the legal address to be changed from **1434** AMCO DR SE, CHATFIELD, MN 55923 to **1440** AMCO DR SE, CHATFIELD, MN 55923.

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

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Durapatcher Lease - Lanesboro

Subject | Summary: The City of Stewartville and Chatfield jointly own the Durapatcher. The City of Lanesboro would like to lease the Durapatcher for one week, in order to consider buying into the jointly owned piece of equipment. Should they decide to buy into the equipment, the lease payment would go towards the buy in payment.

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve as recommended by the Public Works Committee.

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:

[Lanesboro Durapatcher lease.docx](#)

SHORT TERM EQUIPMENT RENTAL AGREEMENT
2001 Cimline Durapatcher

The foregoing equipment rental agreement is entered into this ____ day of _____, 2025, between the City of Chatfield, Minnesota (“Chatfield”) a municipal corporation organized under the laws of the State of Minnesota, acting on its own behalf and also as agent for the City of Stewartville, Minnesota (“Stewartville”) under the terms and conditions of a certain joint powers agreement entered into between Chatfield and Stewartville on or about April 14, 2020, (“Lessor”); and, City of Lanesboro, “Lessee”.

WHEREAS, Lessor is the owner of a Cimline 2001 Durapatcher (“Durapatcher”), a device used in the repair and maintenance of roadway surfaces; and,

WHEREAS, Lessee has a need for use of equipment such as Durapatcher from time to time to utilize in the repair or maintenance of public roadways and parking areas within the boundaries of its jurisdiction; and

WHEREAS, Lessor is willing to make available to Lessee on a short-term basis use of Durapatcher under the terms and conditions as set forth further herein.

Now therefore, in consideration of the payment by Lessee to Lessor of then sum of \$1,500, receipt of which is acknowledged by Lessor, IT IS AGREED between the parties:

1. Lessor shall lease Lessee Durapatcher for the purpose of repair and maintenance of public roadways and parking areas within the boundaries of Lessee. Lessee shall not permit any other party to rent or use Durapatcher for any other purpose while in Lessee’s possession under the terms of this agreement.
2. Lessee shall pay to Lessor the sum of \$1,500.00 (as a lump sum payment) as payment for such use of Durapatcher for a time period of one week (7 days).
3. During the period of use by Lessee, Lessee shall be responsible for routine maintenance of Durapatcher and any expense of repair and restoration to normal operating condition if such repair be required during the period.
4. Lessee shall be responsible for transportation of Durapatcher from Lessor’s premises to its place of use by Lessee and return; and, for any expense associated with storage in a safe enclosed location while not being operated while in the possession of Lessee.
5. Lessee shall allow only properly trained employees to operate Durapatcher. In its operation by Lessee’s employees, Durapatcher may only be used for purposes and in a manner intended by its manufacturer.

6. Lessee shall maintain third party liability insurance covering its use of Durapatcher and shall name Lessor as an additional insured under such policy.

Agreed to this ____ day of _____, 2025.

Lessor, City of Chatfield and acting as
Agent for the City of Stewartville

Lessee: City of Lanesboro

By its Mayor

By its Mayor

Attest:

Attest:

By its City Clerk

By its City Administrator/Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Public Works - Wastewater Facility Plan Quote

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the quote from _____ as recommended by the Public Works Committee.

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:

[20250602 Letter to Chatfield with Facility Plan Proposal.pdf](#)

[6-4-2025 Widseth Proposal WWTF_Final.pdf](#)



Building a Better World
for All of Us®

June 2, 2025

RE: City of Chatfield
Wastewater Facilities Plan
SEH No. CHATF 182957 14.00

Brian Burkholder
Public Works Director
City of Chatfield
21 Second Street SEH
Chatfield, MN 55923

Dear Mr. Burkholder:

SEH emphasizes long-term value, technical depth, and strategic advantages for the City of Chatfield's Facility Planning needs.

Here is a list of items that provide added value to consider when reviewing SEH's proposal for facility planning.

1. Comprehensive, Long-Term Planning
 - a. SEH's proposal is a single, comprehensive plan that covers the wastewater treatment facility's needs over the next 20 years. If the plan is broken into phases without considering the full picture, early repairs or replacements may not align with future improvements. This could lead to inefficiencies or the need to redo work.
2. In-House Expertise Across All Disciplines
 - a. SEH has all the experts needed in-house, so there's no need to bring in outside partners. This makes coordination smoother, improves accountability, and helps keep things on track – especially when timing and accuracy matter, like during facility planning and funding applications.
3. Advanced Technical Modeling
 - a. SEH will use Biowin software to model current and proposed treatment layouts, optimizing treatment including phosphorus and nitrogen removal. This approach not only enhances the facility plan but also sets the stage for the next phase of the project lifecycle, which is design.
4. Regulatory Influence
 - a. SEH's strong connections with the Minnesota Pollution Control Agency (MPCA) and the Minnesota Environmental Science and Economic Board (MESERB) provide a strategic advantage. These connections help SEH navigate complex permitting and compliance issues more effectively. Even if the City is not a member of MESERB, SEH can still use the insights from MESERB meetings to support permitting efforts.
5. Proven Experience and Leadership
 - a. Jessica Hedin, the project manager, has over 27 years of experience in wastewater, including 19 years at SEH. She has successfully led numerous facility plans and offers the leadership needed to help the City achieve its goals. Backed by SEH's broad expertise in facility planning, Jessica and the team are well-equipped to deliver a successful outcome.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377-2485

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

6. Funding

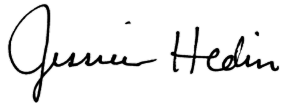
- a. SEH's funding team has proactively included assistance with a League of Minnesota Cities grant application – at no cost to the City – to help cover the costs for other funding applications. If successful, this reduces the City's out-of-pocket cost from the proposal amount of \$74,700 to \$69,700, narrowing the fee gap while adding significant value.

While SEH's proposal may carry a higher upfront cost, it delivers unmatched value through comprehensive planning, technical sophistication, regulatory insight, and experienced leadership. Choosing SEH is an investment in the City's infrastructure resilience and regulatory readiness for decades to come.

If our proposed fee presents any concerns, we would be glad to explore adjustments to the project scope and arrive at a solution that aligns more comfortably with your budget.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Jessica Hedin, PE
Project Manager
(Lic. MN, SD)

jah

Enclosure – Letter Proposal for WWTF Facility Plan

c: Steven Schlichter – City of Chatfield
Michele Peterson – City of Chatfield
Tim Korby - SEH

https://sehincazure-my.sharepoint.com/personal/jhedin_sehinc_com/documents/chatfield_wwtf_facility_plan/20250602_letter_to_city_with_proposal_facility_plan.docx



Building a Better World
for All of Us®

June 2, 2025

RE: City of Chatfield
WWTF Facilities Plan
SEH No. CHATF 182957 14.00

Brian Burkholder
Public Works Director
City of Chatfield
21 Second Street SE
Chatfield, MN 55923

Dear Mr. Burkholder:

Thank you for the opportunity to submit this proposal letter for providing engineering services related to the preparation of a Facilities Plan for the City of Chatfield wastewater treatment facility (WWTF) and assist with funding applications for the project.

PROJECT BACKGROUND

The City of Chatfield WWTF was last upgraded in the mid-2000's, which means the facility is almost 20 years old. In addition to the age of the equipment nearing its useful life, new limits for Total Phosphorus (TP) and Total Nitrogen (TN) are expected to be included in the facility's next NPDES permit. The existing facility is not capable of meeting both TP and TN limits and will require some modifications and/or additional processes to meet the anticipated limits. The operations staff at the WWTF have been trying different operational strategies that have resulted in some success in reducing both TP and TN, but not both at the same time.

While staff is planning for major improvements at the WWTF to occur in five years, the planning and funding process for projects like this can take years. The City is being proactive and is considering starting the planning process now by preparing a Facilities Plan for the WWTF. The Facilities Plan is a required document for most funding opportunities including Clean Water Revolving Fund (CWRP) and Point Source Implementation Grant (PSIG). A Facilities Plan will look at projected flows and loads for a 20-year planning period, age and condition of the existing equipment and structures, and preliminary effluent limits provided by the Minnesota Pollution Control Agency (MPCA) in order to develop alternatives to consider for meeting the needs of the facility. The alternatives will be evaluated, and cost estimates will be prepared to determine which alternative is the best fit. The cost estimates can then be used by the City in funding applications and grant requests, as well as planning for other funding resources, such as sewer rates, to pay for the project.

While the Facilities Plan is being developed, the search for funding and submittal of funding requests can begin. In addition to CWRP and PSIG funding programs mentioned above, funding can be sought from the State of Minnesota through a bonding bill appropriation and the Federal Government in the form of congressionally directed spending, also known as an earmark. All of these funding programs require submittal of requests or applications to be considered.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377-2485

320.229.4300 | 800.572.0617 | 888.908.8166 fax

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With the intention of starting the Facilities Plan and the search for funding, the following strategy is proposed:

1. Request placement on the Project Priority List (PPL) before the first Friday in March of 2026 (deadline for FY27 funding cycle). The PPL does not obligate the City to do a project but provides the State a list of projects that are seeking funding and the cost of the project. Placement on the PPL is strongly encouraged for funding requests and will be needed to award funding.
2. Begin the Facilities Plan for the WWTF. The process of preparing a Facilities Plan with all of the required components typically takes 6-7 months. The Facilities Plan must be reviewed and approved by MPCA.
3. Submittal of funding requests and the search for other funding opportunities can get started near the end of the Facility Planning process (early 2026) for FY27 funding. The Facility Plan will provide a project cost that can be used in applications for congressionally directed spending (CDS) and Minnesota bonding bill requests.

Below you will find a detailed scope of work for the Facilities Plan and for Funding Assistance.

FACILITIES PLAN SCOPE OF WORK

SEH proposes the following work scope for preparing a Facilities Plan for the City of Chatfield Wastewater Treatment Facility. All of the items in the scope are required to be part of the Facilities Plan in accordance with Minnesota Statute.

Existing Conditions

1. Describe existing treatment system.
2. Provide a wastewater treatment facility site map including surrounding features.
3. Evaluate design and treatment capacity of existing treatment plant processes and facilities and biosolids processing and disposal. Discuss performance of existing treatment facilities as related to current effluent standards and Minnesota Rules Chapter 7041 for biosolids.
4. Analyze existing residential and non-residential flows using water records provided by the City and compare those flows to the metered wastewater flows at the WWTF.
5. A cursory evaluation of infiltration/inflow (I/I) is required by the Minnesota State Statute 7077.0272 for facility planning purposes. It is understood the City does not currently have significant I&I issues and this evaluation should confirm that.
6. Determine current wastewater influent suspended solids, BOD, ammonia nitrogen, phosphorous, and Total Kjeldahl Nitrogen (TKN) loads based on existing records. Compare current loads to expected loads based on typical per capita waste contributions.

Future Conditions

1. Describe the planning area and indicate on a USGS map.
2. The MPCA under Minnesota Rules Chapter 7077 requires evaluation of treatment alternatives capable of meeting the applicable effluent, water quality, and public health requirements for 20 years.

The population within the planning area must be projected over the 20-year planning period to the year 2049. This is 20 years after 2029, which is the earliest anticipated year to initiate operation of an improved facility.

It is also proposed that City staff contact local industries or significant users, if any exist, regarding current and future potential wastewater contributions. The City needs to obtain a letter of intent from the industries for any expansion.

3. Project future residential and non-residential flows for the years 2049. These projections will be based on population projections as furnished by the City or using the State Demographic Center data. Flows will be presented in the methodology and on forms required by the MPCA and will be estimated for average dry weather, average wet weather, peak hourly wet weather, and peak instantaneous wet weather flow conditions.
4. Project future residential and non-residential BOD, suspended solids, ammonia-nitrogen, phosphorous, and TKN loads for the year 2049. Design loading will be done in the methodology and on the forms requested by the MPCA.
5. Request preliminary effluent limits from the MPCA. SEH will prepare the preliminary effluent limit application. The MPCA fee for this request is \$1,550 which shall be paid directly from the City to the MPCA and is not included in this scope of work.

Process WWTF Alternative Analysis

The Alternatives Analysis will look at in-kind equipment replacement and structure improvements due to age and condition as well as process alternatives for meeting preliminary effluent limits provided by the MPCA. **Biowin software will be used to model the existing facility and various proposed layouts to understand the performance of different alternatives.** Process alternatives may include modification to existing structures and/or addition of new structures and equipment. It is anticipated that the preliminary effluent limits will include limits for total phosphorus and total nitrogen. Below is a list of the structures or processes and improvements to be considered in the Facilities Plan. **Please note that references to replacement below will be part of a high-level condition assessment of all infrastructure and whether there is a need for replacement will be clearly defined in the Facilities Plan.**

1. Headworks Building
 - a. Equipment replacement including screening, compactor, grit removal, grit classifier, pumping
 - b. Building improvements including roof, lighting, doors, HVAC
 - c. Replacement of piping and valves as needed
 - d. Coatings for wetwell
2. Equalization
 - a. Add equalization to provide more steady, consistent flow to secondary treatment for better biological nutrient removal
 - b. Consider having plant return flows, including the filtrate from the reed beds, go to an equalization basin to temper slug loads, especially during rain events
3. Oxidation Ditch
 - a. Equipment replacement including aeration system and instrumentation (DO, ORP)
 - b. Separate aeration and mixing systems (currently both provided by diffused aeration)
 - c. Evaluate both biological and chemical phosphorus removal and biological nitrogen removal (will develop up to three alternatives to achieve TP and TN removal)
 - d. Add chemical feed system for phosphorus removal (will be needed whether it's the main treatment process for total phosphorus or a polishing/back-up system)
 - e. Protection from freezing; current tanks are open top and experience freezing in winter
 - f. Replacement of piping and valves as needed

- g. Coatings for tank walls
- 4. Secondary Clarifiers & Sludge Pumping
 - a. Equipment replacement including clarifier mechanisms, covers, sludge pumps, weir cleaners
 - b. Replacement of piping and valves as needed
 - c. Coatings for clarifier tanks
- 5. Ultraviolet Disinfection
 - a. Replacement of equipment including UV disinfection
 - b. Replacement of piping and valves as needed
 - c. Bypass valve is broken and needs to be replaced
 - d. Coatings for effluent disinfection channel
- 6. Aerobic Digesters
 - a. Replacement of equipment including blowers, diffusers, covers
 - b. Add cover to second aerobic digester to prevent freezing
 - c. Replacement of piping and valves as needed, including automated valves
 - d. Coatings for digester tanks
- 7. Reed Beds
 - a. Use non-invasive reeds when re-planting is needed (generally after sludge removal)
 - b. Replacement of piping and valves as needed
 - c. Reduce slug loads of phosphorus in red bed filtrate
 - d. Replace with sludge dewatering and land application or landfilling
 - e. Consider U of M recommendations for existing reed beds
- 8. Power/Electrical/Instrumentation
 - a. Upgrade electrical systems
 - b. Replace back-up generator (existing is old, but low hours)
 - c. SCADA was recently updated
 - d. Update VFDs
 - e. Update flow measurement instrumentation
- 9. Flood Elevation – Berms
 - a. Add valves to storm drains at flood berms
- 10. All Buildings – General
 - a. Replacement of roofs, doors, HVAC
 - b. Repair or replace exterior of buildings

11. Additional Storage

- a. Add new storage – consider both cold storage and heated storage
- b. Consider separate structure and attachment to existing garage

12. Site Improvements

- a. Replacement of and addition to fencing around the perimeter of the WWTF site. Additional fencing may be needed if additional tankage is determined during alternatives analysis.

Other Information Required for WWTF Facilities Plans

1. Review recommended wastewater treatment plant reliability in accordance with published MPCA Reliability Guidelines.
2. Completion of CWRP Cost and Effectiveness Forms.
3. Complete an Environmental Information Worksheet (EIW) and Section 106 Review as required by MPCA. This includes a review by a Natural Resource scientist for cursory review and identification potential environmental impacts based on project activities and possible permits needed. Please note that a more detailed Environmental Assessment Worksheet (EAW) is required if the plant capacity will increase by 50% or more. An EAW is not anticipated and is not included in this scope of work. If any additional environmental review is required due to award of a grant, such as a Federal earmark, it would be considered additional work and is not included in this proposal.
4. Prepare a projected timeline for the project design, MPCA review and approval, advertising and bidding, construction, and obtaining start-up/operation.

Cost Analysis

1. Estimate capital and operation and maintenance costs of the treatment facility alternatives and biosolids alternatives.
2. Develop a present worth cost analysis incorporating capital cost, operation and maintenance costs, and salvage values. The present worth analysis will be applied to the treatment process alternatives per MPCA requirements.
3. Review existing annual sewer service rates and estimate changes based on proposed capital improvements. This is not considered a rate study, but will provide an estimated impact on current sewer rates for several funding scenarios. A proper rate study is recommended during the design phase when the cost estimates are more focused.
4. Discuss opportunities for funding, including, but not limited to, Public Facilities Authority (PFA) low interest loans, the Point Source Implementation Grant (PSIG), Green Project Reserve (GPR) grant funds, and funding opportunities for water reuse.

Informational Meetings

1. Meet with City and staff to discuss the Facilities Plan. This proposal includes up to four (4) meetings with staff to discuss the Facilities Plan. Two (2) in-person meetings and two (2) virtual meetings are included in this proposal. These meetings will be used to review flow and load projections, workshop alternatives for future conditions, and review costs of alternatives.
2. Assist City in conducting a public hearing. A Public Hearing is required as part of the Facilities Plan.
3. Following City authorization, SEH will submit the Facilities Plan to the MPCA for review and approval.
4. Meet with agency staff to discuss project details and respond to their comments. One (1) virtual meeting is included in this proposal.

FUNDING ASSISTANCE SCOPE OF WORK

SEH proposes the following work scope to assist the City of Chatfield with funding applications and funding requests in 2026 for a project at the WWTF. The following are the anticipated funding opportunities SEH will assist the City with pursuing.

League of Minnesota Cities (LMC) Grant Application

SEH will assist in preparing an application for the Client to submit to the League of Minnesota Cities. The following will be included with this work

- Assisting in writing, reviewing and submitting a League of Minnesota Cities (LMC) Grant Navigator application. This assistance would be provided by SEH at **no cost to the City**.
- The LMC would be in the amount up to \$5,000. You would be notified within 30 days of submittal and receive the grant dollars soon after.
- You will be responsible for completing a resolution in support of the LMC grant application.
- The Grant Navigator award of \$5,000 would be used to have SEH complete the additional infrastructure project grant applications listed below.

State Bonding Bill Application

- Preparation and submittal of one state bonding bill application to assist in funding the Client's proposed infrastructure project.

Congressionally Directed Spending (CDS/Earmark) Application

SEH will write and prepare a CDS application to a Congressional member's office in 2026. The following will be included with this work:

- Correspond with Congressional members offices to understand the local CDS application process.
- SEH will gather information to complete the application including project information and project details, and as well as supporting information to be included with the application.
- SEH will provide a template letter of support which will be available to the City of Chatfield. The City will coordinate letters of support and provide completed letters to SEH to include with the application.
- Complete the CDS application in early Spring 2026.

Public Facility Authority (PFA) Requests

- Prepare and submit forms to request proposed infrastructure project on the Project Priority List (PPL) which is due by the first Friday in March of 2026.
- Preparation and submittal requesting your infrastructure project be listed on the Intended Use Plan (IUP) with the Minnesota Public Facilities Authority.

Point Source Implementation Grant (PSIG) Application

- Preparation of one PSIG funding application for your proposed project, including the justification of grant eligible items, if applicable.
- Applications are due in July 2026.

Technical Advising/Lobbying Assistance

- Provide technical advising assistance and outreach to state/local legislators to help position your infrastructure project for grant approvals/awards.

Excluded Tasks

The following tasks are not included in the Scope of Work:

1. Design, bidding, and construction related services.
2. Performing hydrogeological studies or soil borings.
3. Conducting archaeological and historical surveys.
4. Conducting a site survey to identify boundary of the 100-year flood elevation if this data is not readily available.
5. Performing property surveys.
6. Advertising for a public hearing and paying related publication costs. SEH will prepare the Notice for the Public Hearing.
7. Contacting industries for future growth and expansion plans.
8. Developing treatment agreements with major contributing industries.
9. Cost of various agency (DNR, historical society, MPCA, etc.) fees for reviews involved with requesting preliminary effluent limits and preparing the environmental information worksheet (EIW) or Section 106 Review.
10. Preparing an Environmental Assessment Worksheet (EAW) or Antidegradation Review. Neither of these are anticipated for this Facilities Plan.
11. Any accounting, financial advisor, bond counsel, or legal fees.
12. Grant administration costs and expenses (after grant is awarded).
13. NPDES permit applications (reissuance or modification).
14. Rate study for any alternatives presented in the Facilities Plan.

City Requirements

The City responsibilities will be as follows:

1. Contact industries for future growth and expansion plans.
2. Advertise for public hearing and pay related publication expenses. SEH will prepare the Notice for the Public Hearing.
3. Cost of various agency (DNR, historical society, MPCA, etc.) fees for reviews involved with requesting the preliminary effluent limits and preparing the environmental information worksheet (EIW).
4. Review of facility planning documents and participation in the public hearing.

SEH will need the following data and information from the City prior to preparing the Facility Plan:

1. Plans of the existing wastewater treatment systems, including any recent upgrades.
2. Projected wastewater flows and loads from industries.

3. Three years of water use data broken down by quarter and classification.
4. Three years of Daily Monitoring Reports (DMRs) for influent flow, BOD, TSS, ammonia nitrogen/nitrates, total phosphorous, and TKN data.
5. Selected flow monitoring charts and/or data related to past and current I/I reduction efforts to be used in the cursory I/I analysis and in estimating flow peaking factors.
6. Biosolids quantities and characteristics for the past three years.
7. Wastewater operating records – expenses and revenue summaries for the past three years.
8. Current user fees and sewer access charges (SAC).
9. A copy of the current sewer use ordinance.
10. A copy of any significant industrial user agreements with industries.
11. Minutes and attendance roster from the public hearing.

FEE

The hourly estimated fee is subject to a not-to-exceed amount of \$74,700 including expenses. Details for the hourly payment method will be set forth in the agreement documents. Please note that if the application for the League of Minnesota Cities is successful and the City is awarded \$5,000, it can be used towards the assistance provided by SEH for funding applications. This means that the out-of-pocket cost for the City is \$69,700.

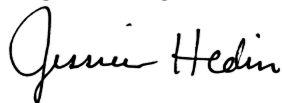
SCHEDULE

SEH proposes to complete the facility plan within 24-30 weeks of receiving a signed agreement from the City of Chatfield and receiving requested data necessary to prepare the Facilities Plan. The estimated fee in the Letter Agreement is based on receiving an executed proposal and requested data by June 30, 2025.

We look forward to working with the City of Chatfield on this project. If you should have any questions, please contact Jessica Hedin directly at 612.247.2768. Thank you.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Jessica Hedin, PE
Project Manager
(Lic. MN, SD)

dmk

c: Steven Schlichter – City of Chatfield
Michele Peterson – City of Chatfield
Tim Korby – SEH

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Rochester

3777 40th Avenue NW
Suite 200
Rochester MN 55901

507.292.8743

Rochester@Widseth.com
Widseth.com

June 4, 2025

City of Chatfield
Attn: Michele Peterson, City Administrator
21 Second Street SE
Chatfield, MN 55923
507-867-1518
mpeterson@ci.chatfield.mn.us

**RE: Confirmation of Request for Engineering Services
Wastewater Treatment Facility – Facility Plan**

Dear Ms. Peterson,

In response to your request, we are pleased to submit our proposal to provide professional services for the evaluation of the Wastewater Treatment Facility (WWTF). Our proposal includes preparing a complete facility plan and outlines funding options and recommendations for future WWTF improvements.

Background Information

The existing WWTF has been in operation for nearly 20 years since the most recent facility improvements have been made. The facility has a continuous discharge to the North Branch of the Root River and is classified as a Class C facility. The facility is designed to treat:

An Average Wet-Weather (AWW) flow of 0.487 million gallons per day (MGD)

An Average Dry-Weather (ADW) flow of 0.357 MGD

A Peak Hourly Wet-Weather (PHWW) flow of 1.29 MGD

Five-Day Carbonaceous Biochemical Oxygen Demand (CBOD) of 726 pounds per day (lbs/d)

Total Suspended Solids (TSS) of 826 lbs/d

The facility consists of numerous lift stations, influent flow meter, mechanical screening, grit removal, oxidation ditch, secondary clarifiers, ultraviolet disinfection, effluent flow meter, aerobic sludge storage tanks and reed drying beds. The City was recently issued a Final National Pollution Discharge Elimination System (NPDES) / State Disposal System (SDS) Permit (No. MN0021857) on Feb. 1, 2025 and the current permit coverage is set to expire on Jan. 31, 2030. The current NPDES/SDS Permit does not include Phosphorus and/or Nitrogen discharge limits.

The facility has been meeting effluent standards; however, because of the length of time required to plan, design, obtain approval/permits, secure financing and construct new infrastructure, it is time to start an evaluation of the path forward for the municipal wastewater treatment system. City Staff is seeking input and guidance on assessing the conditions of the existing WWTF and to provide recommendations for proposed infrastructure rehabilitation and replacement and funding options for such improvements.

Project Approach and Team

Widseth proposes the preparation of a wastewater facility plan in accordance with MPCA requirements detailed in Minnesota Rules 7077.0272. A facility plan must address numerous items to meet MPCA requirements and provide the solid foundation for grant and loan opportunities. The MPCA also requires numerous supplemental items that must also be submitted for approval for the facility plan. These items will be provided as part of a complete facility plan submittal. The facility plan only will be submitted to the MPCA for review and comment after an opportunity for public input and upon acceptance by the City of Chatfield.

The funding will likely be thru the Public Facilities Authority. The funding sources are likely the Clean Water Revolving Fund (CWRP), the Point Source Implementation Grant (PSIG) and a Water Infrastructure Fund (WIF) Grant. A project with more restrictive or new permit limits such as nitrogen and phosphorus will rank higher for the funding. PSIG is available with a new permit limit or more restrictive permit limit.

For this important City of Chatfield project, Widseth has teamed with Nero Engineering to provide comprehensive wastewater facilities planning services. Nero Engineering is a consulting firm which specializes in wastewater treatment projects, including Facilities Planning reports for municipal WWTFs.

Proposed Detailed Scope of Services

The facility plan will contain information required by regulatory agencies such as the MPCA prior to their consideration of a wastewater treatment project for grant and/or loan participation. The facility plan will also evaluate possible future nitrogen and phosphorus limits.

Upon approval by MPCA, the facility plan will become the framework for future work at the wastewater treatment facility.

The tasks described below have been developed to provide the necessary consulting services to complete the facility plan in accordance with guidelines established by the Minnesota Pollution Control Agency (MPCA).

Facility Plan Task Summary

Task 1: Existing Facilities Assessment

- Kickoff Meeting
- Site walk-through w/Team for existing facilities assessment
- Review existing and historical plant data, including existing NPDES Permit
- Determine if additional data collection is needed
- Liquid train plant hydraulics review
- Gather & assess existing equipment/process data
- Tech Memo 1- Existing Facilities Assessment

Task 2- Costing and Alternatives Evaluations

- Develop cost estimate for process/equipment improvements
- Develop cost opinions on existing facility upgrades
- Develop process flow diagrams of Alternatives
- Develop Site Plans for Alternatives
- Develop Concept Layouts for Alternatives
- Develop Cost Opinions for Alternatives
- Alternatives Brainstorming Workshop with Staff
- Tech Memo 2- Costing and Alternatives Evaluations
- Present Alternatives and Costs to Staff

Task 3- Recommendations & Funding Opportunities

- Detailed Recommendation for Upgrades
- Determine Funding/Grant Opportunities
- Detailed Recommendation for Expansion Alternative
- Develop Implementation Schedule

Task 4- Facility Plan Preparation & Submittal

- Prepare Draft Facility Plan, to include the following information:
 - **Introduction**
 - Description of Existing Background and Scope
 - **Environment**
 - Community Setting
 - Municipal Water Supply
 - Surface Water, Geological Features, and Rainfall
 - Historical, Archeological, and Cultural Elements
 - Rare, Threatened, and Endangered Species
 - **Existing Wastewater Treatment Facilities**
 - Effluent Standards
 - Wastewater Treatment Plant Basis of Design/Condition and History
 - Wastewater Collection System and Lift Stations Overview
 - Historical Flows and Loadings
 - Inflow and Infiltration (I&I)
 - Existing Wastewater Facility Capabilities
 - **Design Values**
 - Planning Period
 - Planning Area
 - Population Trends
 - Historical Data
 - Projected Wastewater Flows and Loads
 - Design Flow Determination
 - Load Projection

- **Discussion of Treatment Alternatives**
 - Development of Alternatives
 - Preliminary Treatment
 - Biological Treatment
 - Disinfection
 - Biosolids Processing
 - Process Building
 - Control Building
 - Phosphorus Removal
 - **Evaluation of Alternatives**
 - Technical Considerations, including Innovative Technologies
 - Cost Considerations, including Funding Options
 - Environmental Considerations, including Anti-Degradation Requirements
 - **Conclusions, Recommendations and Implementation**
 - Conclusions
 - Recommendations
 - Implementation Schedule
- Complete Environmental Information Worksheet
 - Present Recommendations to Staff & City Council
 - Submit Final Facility Plan
 - Schedule and conduct public hearing on the proposed improvements

PROPOSED FEES SUMMARY

WiDSETH proposes to perform the services described above on an hourly basis, in accordance with the applicable attached fee schedules, for the estimated amount of \$64,400.

If you are in agreement with our proposed scope of services, please sign and return one copy of this letter to us as our authorization to proceed.

We realize this is an important project for the City of Chatfield, and for that reason, we welcome the opportunity to sit down with you and your staff to go over this proposal and review the approach and work tasks we have listed. If necessary, we will revise the proposal to better conform to the needs of the City for this project.

We thank you for giving us the opportunity to submit this proposal and look forward to working with City staff to make this proposed project a reality.

Sincerely,
Widseth Smith Nolting & Associates, Inc.

Craig Britton, P.E.

.....

Accepted by the City of Chatfield: The above proposal and attached General Provisions of Professional Services Agreement are satisfactory and WIDSETH is authorized to do the work as specified. Payment will be made monthly in accordance with the terms on the fee schedule.

By: _____

Date _____

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Ambulance Billing Proposal

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve as recommended by the Personnel Budget Committee.

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:

[Ambulance Billing Discussion.pdf](#)

INTEROFFICE MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: ROCKY BURNETT
SUBJECT: BILLING COMPANY CHANGE
DATE: 7/9/2025
CC:

The ambulance department is looking to change their billing company. We currently use a company called Expert Billing, our level of satisfaction with them has gone down hill over the last year. Within the last two weeks we have found out that they may be going out of business. I have been looking for a good option to transition to for the last couple of months. With the thought that they may be closing it has brought a little more urgency to the manner. I met virtually with some representatives from Hometown Billing on Wednesday 7/9 and had a good feeling about them and their business model. They are a Minnesota based company that many of the services that use Expert Billing have transition to.

I am recommending we transition from Expert Billing to Hometown Billing. I believe they are a good company that could help increase the amount of revenue we recover from our billing and would have better communication with.

I have attached the welcome letter along with the contract needed to enter into agreement with them. I plan to be at the committee meeting along with council meeting to answer any questions you may have.

As always thanks for your consideration in this matter.

Rocky Burnett



This Agreement is effective _____ by and between Chatfield Ambulance Services and Hometown Billing LLC., 1295 Northland Dr., Suite 210, Mendota Heights, MN 55120.

In this Agreement, the party who is contracting to receive services shall be referred to as "Client" and the party who will be providing the services shall be referred to as "Hometown Billing".

Hometown Billing LLC has extensive training and background in medical accounts receivable billing and management and is willing to provide service to Client based on this background.

Client desires to have services provided by Hometown Billing.

Therefore, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Beginning on _____ Hometown Billing LLC will provide the following services, (collectively the "Services") for Client:
 - Patient and Charge Entry
 - Insurance Submission/resubmission
 - Insurance payment review and appeals
 - Patient Statements
 - Payment, Adjustment and refund posting
 - Monthly Reporting as requested by Client
 - Collection Agency placements and balance maintenance
2. **PERFORMANCE OF SERVICES.** Hometown Billing LLC shall determine the manner in which the Services are to be performed and the specific hours to be worked by Hometown Billing, provided that Hometown Billing LLC shall comply with national professional billing and/or coding standards and all applicable state and federal laws and regulations including but not limited to Medicare guidelines and collections laws. Client will rely on Hometown Billing LLC to work as many hours as may be reasonably necessary to fulfill Hometown Billing's obligations under this agreement.
3. **FEES.** \$500 start up fee 7% of billed and collected funds. The fee for any special services or projects requested by Client will be negotiated on an individual basis. Hometown Billing LLC will present Client with a billing statement by the 10th of each month. This statement is due upon receipt.
4. **PAYMENT.** Payment practices are as follows:
 - All payments for services will be made in the Client's name.
 - All payments received at the office of Hometown Billing LLC will be posted to the patients' individual accounts for bookkeeping purposes and the actual checks will be forwarded to the Client.
 - Hometown Billing LLC certifies it will NEVER convert a Client's payment to its own name or for its own use.
 - Client has free and full access to all insurance explanations and remittances.
 - Payments received at the office of the Client may be deposited by the Client. The Client will be responsible for forwarding all payment information and explanations of benefits received at Client's office to Hometown Billing.
 - Refunds requests will be sent to Client to reimburse overpayments.

5. **TERM OF AGREEMENT.** This agreement shall be effective for a term of one (1) year from the date of receiving the initial deposit. The Agreement will automatically renew for successive one (1) year terms unless either party provides written notice of intent to renew at least (30) days prior to the renewal date. Either party may request a review or revision of the Agreement at any time during the term, provided such requests are submitted in writing and allow a minimum of thirty (30) days for review and/or negotiation.
6. **TERMINATION OF AGREEMENT.** Either party may terminate this agreement upon notification in writing to the other. Hometown Billing agrees to give a minimum of 90 days notice to Client if Hometown Billing wishes to terminate the contract. Client must give 90 days notice of cancellation. No further charges will be accepted after the termination date. Hometown Billing has 90 days to pursue all balances after the termination date. All balance will be returned to the Client at the end of the 90 days.
7. **RELATIONSHIP OF PARTIES.** It is understood that Hometown Billing LLC is an independent corporation with respect to Client, and Hometown Billing LLC employees are not employees of Client.
8. **PROPRIETARY RIGHTS.** Client is aware that Hometown Billing LLC claims proprietary rights to any processes, equipment and software provided by Hometown Billing LLC and placed under Client's control. Client agrees to not reproduce, duplicate, or copy in any form, by any means, items that are subject to the claim for proprietary rights.
9. **INJURIES.** Hometown Billing LLC acknowledges their obligation to obtain appropriate insurance coverage for the benefit of Hometown Billing LLC (and Hometown Billing's employees). Hometown Billing LLC waives any rights to recovery from Client for any injuries that Hometown Billing LLC and its employees may sustain while performing services under this Agreement and are a result of the negligence of Hometown Billing LLC or its employees. Furthermore, Hometown Billing LLC agrees to indemnify and hold harmless Client and its officers, directors, employees and agents from and against any and all liabilities, claims, losses, damages, fines, penalties, injuries, costs, or expenses, including reasonable attorney fees, arising out of any breach of this Agreement or any negligent, reckless or intentional acts or omissions by Hometown Billing LLC, its officers, directors, employees, or agents.
10. **CONFIDENTIALITY.** Hometown Billing LLC recognizes that Client has and will have the following information: prices, costs, discounts, future plans, business affairs, process information, patient lists, and other proprietary information (collectively, "Information") which are valuable, special, and unique assets of Client. Hometown Billing LLC agrees that they will not at time or in any manner, either directly or indirectly, use any Information for Hometown Billing's own benefit, or divulge, disclose, or communicate in any manner any Information to any third party without prior written consent of Client. Hometown Billing LLC will protect the Information and treat it as strictly confidential. A violation of this paragraph shall be a material violation of this Agreement. An underlying Business Associate Agreement is also required for all contracts.
11. **UNAUTHORIZED DISCLOSURE OF INFORMATION.** If it appears that Hometown Billing LLC has disclosed (or has threatened to disclose) Information in violation of this agreement, Client shall be entitled to an injunction to restrain Hometown Billing LLC from disclosing, in whole or in part, such Information, or from providing any services to any party to whom such Information has been disclosed or may be disclosed. Client shall not be prohibited by this provision from pursuing other remedies, including a claim for losses and damages.
12. **CONFIDENTIALITY AFTER TERMINATION.** The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

13. **SERVICES TO THIRD PARTIES.** The parties recognize that Hometown Billing LLC provides billing/consultation services to third parties. However, the confidentiality provisions of this Agreement bind Hometown Billing LLC, and Hometown Billing LLC may not use the Information, directly or indirectly, for the benefit of third parties.
14. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.
15. **AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.
16. **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
17. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
18. **APPLICABLE LAW.** The laws of the State of Minnesota shall govern this Agreement.
19. **NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follow:

Client Name and Address:

And

Hometown Billing LLC.
 1295 Northland Dr., Suite 210
 Mendota Heights, MN 55120

SIGNED AND DATED BY:

 Client Name (Print)

 Hometown Billing Representative (Print)

 Client Title

 Hometown Billing Representative Title

 Client Signature

 Hometown Billing Representative Signature

 Date

 Date

Dear Rocky,

We're excited about the opportunity to work with you and appreciate your interest in Hometown Billing. Enclosed in a separate document, you'll find a copy of our contractual agreement for your review. Below is a brief overview of who we are and how we support EMS and ambulance providers like you.

Hometown Billing is a Minnesota-based Limited Liability Company with over twenty-five years plus of experience delivering full-service revenue cycle management to ambulance and emergency medical service providers nationwide. Our client base includes more than forty emergency medical services, mental health and substance use disorder providers, ranging from small group practices to large multi-state provider networks. We offer a fully customizable, high-touch billing model developed specifically to meet the needs of EMS providers operating across a spectrum of care levels and payment systems. Founded by professionals with over two decades of combined industry experience, Hometown Billing is known for its rigorous attention to detail, transparent operations, and consultative client engagement. Our proprietary seven-phase billing workflow—spanning from eligibility verification to denial resolution and collections—is executed by a team of more than twenty-five certified billing and coding specialists. This structure ensures accuracy, timeliness, and payer compliance at every step of the process. Hometown Billing has earned a reputation for delivering consistent financial outcomes and executive-level insights. We provide regular reporting dashboards, tailored key performance indicators, and payer-specific analytics that help leadership teams make informed decisions. Hometown Billing ensures that every interaction reflects professionalism, responsiveness, and a deep respect for the mission EMS providers

Billing Services Overview

At Hometown Billing, we recognize that effective revenue cycle management in EMS health care is not merely about submitting claims—it is about building a reliable, compliant, and scalable financial infrastructure that supports EMS and ambulance services excellence and long-term sustainability. Our billing services are delivered through a structured, multi-phase workflow designed specifically for EMS providers. Each phase is executed by certified professionals with extensive experience in ambulance billing and is supported by secure technology platforms and tailored reporting systems.

End-to-End Revenue Cycle Management

Our comprehensive billing model ensures financial integrity across the entire revenue cycle, from credentialing to collections. It is designed to minimize disruption, maximize revenue, and maintain compliance across payer types and service lines.

Eligibility Verification and Insurance Coordination

Once credentialing is confirmed, we initiate insurance verification and eligibility checks. These are performed electronically using clearinghouse tools, as well as manually, when necessary, to ensure accurate payer assignment and benefit validation prior to service delivery. This reduces claim rejections and denials due to eligibility errors, preserving administrative efficiency. Charge Capture and Claims

1295 Northland Dr, Suite 210, Mendota Heights, MN 55120
New Clients: 612-404-0784
Email: office@hometownbilling.net

Preparation During the charge entry and claims preparation phase, billing data is securely imported from the provider's electronic health record system. All charges are reviewed by certified billing professionals who assign appropriate procedures and diagnostic codes in compliance with payer guidelines. We support full integration with major electronic health record platforms and tailor workflows to match client preferences.

Claims Scrubbing and Submission

Prior to submission, all claims are reviewed through a rigorous claims scrubbing and validation process. Each claim is checked against payer-specific edits and compliance rules to ensure clean submission. Claims are submitted electronically through established clearinghouses or via secure paper methods when required. Real-time tracking allows for continuous monitoring and prompt resolution of any issues.

Payment Posting and Financial Reconciliation

After claims are processed, our team handles payment posting and reconciliation with precision. Remittance advice is reviewed to ensure proper application of payments, adjustments, patient responsibility, and contractual write-offs. We align this step with each payer's unique rules and reimbursement methodologies to ensure accuracy. Denial Management and Appeals Process If a claim is denied, our specialized denial management team takes immediate action. Denials are reviewed daily to determine root causes and appropriate responses. Whether resubmission, correction, or formal appeal is needed, our team acts quickly to recover maximum revenue and reduce future occurrences. We maintain a payer-specific denial database to guide corrective actions and improve processes.

Patient Billing and Secure Payment Collection

We manage patient billing with professionalism and clarity. Statements are generated and delivered through the client's preferred method—by mail, electronically, or by text. Secure, Payment Card Industry Data Security Standard-compliant platforms are used to process payments via phone, mail, or online portals, providing patients with convenient and compliant options for resolving balances.

Custom Reporting and Financial Analytics

Clients receive reporting packages that are customized to their operational and executive needs. Standard deliverables include weekly summary reports, monthly payer and aging analyses, and quarterly executive dashboards. All reports are designed to support data-driven decision-making and proactive financial management.

Key Personnel

Hometown Billing is led by a multidisciplinary team of professionals with extensive experience in EMS and ambulance operations, payer relations, credentialing, and revenue cycle management. Together, our leadership represents decades of industry expertise across residential treatment, outpatient mental health, substance use disorder care, and value-based health system design. Each team member brings a deep understanding of the clinical, regulatory, and financial dimensions of ambulance billing—ensuring

that our services are both technically sound and practically aligned with real-world provider needs. All services are performed in-house by our team of over twenty-five professionals. We do not outsource, allowing us to maintain strict control over quality, compliance, and confidentiality. Every member of our team is trained in EMS and ambulance billing protocols and operates under secure, Health Insurance Portability and Accountability Act compliant procedures.

Dedicated Team of Experts

Beyond the leadership team, Hometown Billing employs more than twenty-five credentialed professionals—including certified coders, credentialing analysts, reimbursement specialists, and payer liaisons. Our teams work in secure, audited environments and receive regular training in payer changes and billing compliance. We are proud of the expertise, integrity, and compassion that each member brings to their role. This collective capacity ensures that Hibbing Ambulance Services will receive not only best-in-class technical services, but also a high-touch, values-driven partnership committed to clinical alignment and long-term success.

Thank you again for considering Hometown Billing as your revenue cycle management partner. We look forward to the opportunity to support your team with our EMS-focused billing solutions and to help strengthen the financial foundation of your operations. Please do not hesitate to reach out with any questions regarding our contractual agreement.

Sincerely,

A handwritten signature in a cursive script, reading "Jenna".

Jenna Kanitz | Executive Director of Billing



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Resolution 2025-43 Municipal Consent Waiver

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve Resolution 2025-43 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:

[2025-43 Municipal Consent Waiver 2311-33.pdf](#)

[Chatfield 6.30 final layout \(2\).pdf](#)

City of Chatfield
RESOLUTION No. 2025-43
A Resolution for Waiver of Municipal Consent
TH 52 Resurface
Minn. Project No. SP 2311-33

At a Meeting of the City Council of the City of **CHATFIELD**, held on the 14th day of July, 2025, the following Resolution was offered by _____ and seconded by _____ to wit:

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project 2311-33 on Trunk Highway 52, from RP 33+00.791 to the southern limits of Chatfield on Trunk Highway 52 approximately 1.2 miles. See Attached exhibit titled “SP 2311-33: TH 52 Chatfield Final Layout.”

This project includes a mill and overlay of TH 52 and of the frontage road near the Chatfield historical marker. Additionally, it includes replacement of a pedestrian ramp and culvert restoration at STA 38+58 near 1027 Main St South and construction of a new right turn lane from Southbound Trunk Highway 52 onto Fillmore County RD 5. There is also the extension of a right turn lane for northbound Trunk Highway 52 to Fillmore County Rd 5 N (Winona St SE). The project also includes replacement and extension of the box culvert bridge going into the golf course and construction of a bypass lane at Hillside Drive. See attached Exhibit.

This project will require temporary easements and new permanent Right of Way. Work will be coordinated with a separate state project to make improvements at the Chatfield historical marker. It does not include any work for any future veteran’s memorial marker.

All work that is in the city limits of Chatfield will be funded by MnDOT, other than costs associated with any city or private utility relocations or adjustments needed for the project.

WHEREAS, said attached exhibit titled “SP 2311-33: TH 52 Chatfield Final Layout” depicts proposed District 6 work on TH 52 in the City of Chatfield associated with Minnesota Department of Transportation project, S.P. 2311-33, on TH 52.

NOW, THEREFORE, BE IT RESOLVED, that the City Council waives the municipal consent approval action, described in Minnesota Statutes 161.162 to 161.167, of the final layout for SP 2311-33 for the improvement of said Trunk Highway 52 within the corporate limits.

BE IT FURTHER RESOLVED that the Mayor, City Council Administrator, and City Clerk are authorized to waive municipal consent.

Adopted by the Council this 14th day of July, 2025.

ATTEST:

John McBroom, Mayor

Beth Carlson, City Clerk

Presented to the Mayor at 7:00 p.m. on this 14th day of July, 2025.

Approved this 14th day of July, 2025.

John McBroom, Mayor

CERTIFICATION

I certify that the foregoing Resolution is an accurate copy of the Resolution presented to and adopted by the Council of the City of Chatfield, Minnesota at a duly authorized meeting held on the 14th day of July, 2025, as shown by the minutes of said meeting in my possession.

City Clerk

Subscribed and sworn to before me this 14th day of July, 2025.

Notary Public: Michele Peterson

My Commission expires: January 31st, 2027



SP2311-33: TH52 CHATFIELD FINAL LAYOUT 6/30/2025



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Personnel Budget Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [July 14, 2025 Meeting Packet](#)

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:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 14, 2025

Agenda Item: Public Works Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [July 14, 2025 Meeting Packet](#)

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: