

CITY OF CHATFIELD CITY COUNCIL
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
September 8, 2025, 7:00 P.M.

- I. Open Meeting
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda
Motion to approve the agenda as presented, or consider any amendment requests.
- IV. Consent Agenda
 - IVa. [2025.07.28 Regular Meeting Minutes](#)
 - IVb. [2025.08.08.Special Meeting Minutes](#)
 - IVc. [Accounts Payable Claims Listings](#)
 - IVd. [Approve one pay-step increase for Mitch Irish to Grade 7 Step 2 effective on the employment anniversary](#)
 - IVe. [Resolution 2025-63 Opting to Increase the Retirement Benefit Level for Firefighters](#)
 - IVf. [Resolution 2025-60 Accepting Library Donation](#)
 - IVg. [Resolution 2025-61 Adopting Assessment](#)
 - IVh. [Resolution 2025-59 Authorizing Transfer of \\$7,500 SE MN TMO-II Administrative Fees to 242 Community Development Reserve Fund](#)
 - IVi. [Resolution 2025-64 Approving a Lawful Gambling License to the Chatfield Alliance](#)
- V. Public Hearing: Delinquent Utilities Assessment Consideration
 - Va. [Sample Delinquent Utilities Notification](#)
 - Vb. [List of Delinquent Accounts by County](#)
- VI. Department Reports
 - VIa. [Letter of Retirement](#)
Motion to approve as recommended by the Personnel Budget Committee.
- VII. Continued Business
 - VIIa. [Hilltop III and IV Development Agreement Amendment](#)
Motion to approve the amended Development Agreements for Hilltop III and IV as presented.
- VIII. New Business
 - VIIIa. [Resolution 2025-62 - A Resolution to Authorize the Collection of Delinquent Utility Accounts with Property Taxes](#)

Motion to approve resolution 2025-62 as presented.

VIIIb. [Sidewalk Ordinance Update](#)

Review suggested amendments from the Planning & Zoning Commission.

IX. Committee Reports

IXa. [Personnel Budget Committee](#)
[September 8, 2025 Meeting Packet](#)

Ixb. [Public Works Committee](#)
[September 8, 2025 Meeting Packet](#)

X. Mayor's Report

XI. City Administrator's Report

XII. Roundtable

XIII. Next Meetings

Monday, September 22nd, 2025: Public Services (4:30 p.m.), Park & Recreation (5:30 p.m.), and City Council (7:00 p.m.)

Truth in Taxation Hearing will be held Monday, December 8th, 2025 at 7:00 p.m.

XIV. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: 2025.07.28 Regular 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:

[2025.07.28 Regular Council Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, July 28, 2025

The Common Council of the City of Chatfield met in regular session on Monday, July 28, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

Others Present: Alison Bentley, Karen Reisner, Gretchen Lovejoy-Mensink, Brian Burkholder, Fred Suhler Jr., Michele Peterson, Lynda Karver, and Beth Carlson.

Approve Agenda – Additions or Corrections

Pam Bluhm entered a motion, with a second by Mike Urban, to approve the agenda with the addition of the Olmsted County Maintenance Agreement to the consent agenda.

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

Nays: None

Motion carried.

Consent Agenda

Josh Broadwater entered a motion, with a second by Mike Urban, to adopt the consent agenda which included the following items:

1. 2025.07.14 Regular Meeting Minutes
2. Accounts Payable Claims Listings

Batch Name	Amount
2025 07FA02	\$58,047.16
2025 07FA02U	\$6,437.50
2025 07ADM02	\$56,598.73
2025 07ADM03	\$37.00
2025 0717VNDRPR	\$68,628.92
2025 0717 PR EEExpReimb	\$1,595.51
2025 0717 PR EEExpReimb	\$37.52
Total	\$191,382.34

3. Quarterly Financial Report
4. Resolution 2025-48 - A Resolution Accepting a Donation to the City
5. Government Approval or Acknowledgment for Use of Gambling Funds - \$45,000 - Chatfield Firefighters Activity Assn
6. Maintenance Agreement - Olmsted County Public Works

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

Nays: None

Motion carried.

City Engineer Report

Bids for 2025 Street Project

One bid was received from Rochester Sand & Gravel. The council would like to see the bond rate before making a decision.

Department Reports

Ambulance -Acceptance of Bid for sale of vehicle

Josh Broadwater entered a motion, with a second by Dave Frank, to Motion to accept the Public Surplus auction bid of \$3200 for the sale of the old ambulance.

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

Nays: None

Motion carried.

New Business

Resolution 2025-49 Accepting a Bid and Entering into a Contract

Paul Novotny entered a motion, with a second by Dave Frank, to table accepting a bid and entering into a contract for the 2025 Mill and Overlay project until next meeting.

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

Nays: None

Motion carried.

Street Closures for Western Days 2025

Western Days is asking for an additional street closure on Fourth Street from Main Street to Twiford Street Thursday through Saturday. On Sunday, it would be from Main Street to the alley by the Catholic Church.

Paul Novotny entered a motion, with a second by Josh Broadwater, to to close Fourth Street from Main Street to Twiford Street Thursday through Saturday and on Sunday, from Main Street to the alley by the Catholic Church.

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

Nays: None

Motion carried.

Committee Reports

Public Services Committee

Topics included the drainage of pool water ordinance update and the police department's new taser purchase.

Park & Recreation Committee

Topics included the capital good plan and a proposed improvement at a city park.

Mayor's Report

While Mayor McBroom was driving around town, he noticed grass clippings being blown in the street. This is a violation of city ordinance.

City Administrator's Report

Andrea took a call this week where the caller complemented the community. The caller had experienced a car breakdown and numerous people stopped to offer assistance including a ride to NAPA for parts to fix the car. The caller wishes to extend thanks to all how stopped to help and to let us know what a wonderful community Chatfield is.

Roundtable

Councilor Bluhm shared what the Western Days t-shirts look like.
Councilor Urban wished everyone a safe and happy Western Days.
Councilor Broadwater remarked how thebig chair in the park is a big hit. He has noticed people taking pictures almost daily.

Adjourn

Mike Urban entered a motion, with a second by Pam Bluhm, to adjourn at 7:19 pm.

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

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: 2025.08.08.Special 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 08 08 Special Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Friday, August 8, 2025

The Common Council of the City of Chatfield met in special session on Friday, August 8, 2025. Mayor John McBroom presided and called the meeting to order at 8:30 AM

Members Present: Mike Urban, Josh Broadwater, Dave Frank, and John McBroom.

Members absent: Paul Novotny, and Pam Bluhm.

Others Present: Michele Peterson, Beth Carlson, Alison Bentley, Brian Burkholder, and Shane Fox.

Western Days Details

Noise Ordinance

Resolution 2025-52 Temporarily will allow noises between the hours of 12:00 a.m. and 7:00a.m. of such volume as to be audible at a distance of 100 feet from the premises... This is a change from 11:00 p.m. and 7:00 a.am.

Dave Frank entered a motion, with a second by Josh Broadwater, to adopt Resolution 2025-52, a resolution temporarily amending Ordinance Section 18-2 Subdivision (d).

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

Motion carried.

Street Closures

No additional street closures needed.

Other

Resolution 2025-53, a resolution temporarily amending ordinance Section 4-22 (a) was presented to the council. It would have temporarily allowed an establishment with a liquor license to be open to serve food outside of hours when the establishment can legally serve alcohol. No action was taken on the resolution.

Adjourn

Mike Urban entered a motion, with a second by Dave Frank, to adjourn at 9:19 a.m.

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 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: \$146,519.47

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Batch Listing1 - 2025 09FA01 \\$91,778.76.pdf](#)

[Batch Listing2 - 2025 09FA01U \\$14,327.92.pdf](#)

[Batch Listing3 - 2025 0828VNDRPR \\$37,643.21.pdf](#)

[Batch Listing4 - 2025 08ADM03 \\$740.83.pdf](#)

[Batch Listing5 - 2025 09ADM01 \\$1,780.01.pdf](#)

[Batch Listing6 - 2025 09ADM02 \\$248.74.pdf](#)



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: September 2025
 2025 09FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BASEPOINT BUILDING AUTOMATIONS						
168822	E 100-41940-401	Municipal Building	Repairs/Maint Buildings		\$666.24	ADA PUSH BUTTON
					\$666.24	
BASEPOINT BUILDING AUTOMATIONS						
CANON FINANCIAL SERVICES, INC.						
416199	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment		\$108.44	832780-1 COLOR COPIER
					\$108.44	
CANON FINANCIAL SERVICES, INC.						
CARDIO PARTNERS INC						
600129	E 231-42270-240	Ambulance	Small Tools and Minor Eq		\$2,135.50	AED DNTOFFSET RSLNT2025-57
					\$2,135.50	
CARDIO PARTNERS INC						
CENTER POINT LARGE PRINT						
219297	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books		\$53.24	STAR LUCK
					\$53.24	
CENTER POINT LARGE PRINT						
CHATFIELD CENTER FOR THE ARTS						
SEP 202	E 250-46630-310	Cmmnty Dvlpmnt	Other Professional Servic		\$2,000.00	EDA CCA AGRMNT 09/2022-08/2028
					\$2,000.00	
CHATFIELD CENTER FOR THE ARTS						
CHATFIELD PUBLIC LIBRARY						
PC#2	E 211-45500-211	Libraries (GENERA	Program Expenses		\$6.48	GALENA KIDS - PUPPET
PC#3	E 211-45500-211	Libraries (GENERA	Program Expenses		\$2.99	HYVEE - ANML CCKS
					\$9.47	
CHATFIELD PUBLIC LIBRARY						
CORE & MAIN						
X08096	E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL		\$38,723.34	HYD 2025
					\$38,723.34	
CORE & MAIN						
DEMCO						
768312	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA		\$85.96	LBLS HD PHN FRM
					\$85.96	
DEMCO						
EO JOHNSON BUSINESS TECHNOLOGIES						
399629	E 100-42110-413	Police Administrati	Equipment Rental / Leas		\$94.00	RICOH2510 25PPM (Lease Only)
399629	E 100-41500-413	Administration	Equipment Rental / Leas		\$428.21	RICOH4510 45PPM (162.36+243.7Srvc
					\$522.21	
EO JOHNSON BUSINESS TECHNOLOGIES						
FIRE SAFETY USA, INC						
198842	E 220-42280-152	Fire Department *	Clothing		\$119.98	PDU WHT SHRT
					\$119.98	
FIRE SAFETY USA, INC						
GRANICUS						
212604	E 801-49950-435	IT Shared Compon	Licences, Permits and Fe		\$500.00	MLLSTN4of4 .GOV DOMAIN CHNGE
213396	E 100-41500-438	Administration	Internet Expenses		\$2,051.29	PKAgnMgmt LiveCst ClrCstr Opn
					\$2,551.29	
GRANICUS						
JS VOELTZ TRUCKING & EXC. LLC						
1101	E 801-43100-408	Street Maintenanc	Storm Water / Drainage		\$4,965.00	RCK CLVRT APRN
					\$4,965.00	
JS VOELTZ TRUCKING & EXC. LLC						
LRS						
MP2824	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA		\$620.00	6 PRK UNTS 2025
MP2824	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA		\$3,960.00	WD 28STD 2ADA
					\$4,580.00	
LRS						
MARCO TECHNOLOGIES LLC.						
INV142	E 100-41100-435	Legislative	Licences, Permits and Fe		\$60.00	6 LEG EXCHNG ON LN P1 & ACTV DRC



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: September 2025
 2025 09FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
INV142	E 601-49400-435		Water Utilities (GE	Licences, Permits and Fe	\$20.00	1 WTR BS PRM
INV142	E 602-49450-435		Sewer (GENERAL)	Licences, Permits and Fe	\$40.00	2 WW BS PRM
INV142	E 240-46630-435		Cmmnty Dvlpmnt	Licences, Permits and Fe	\$10.00	SHRD MBX NO LIC - PHASE OUT 1 ED
INV142	E 230-42270-435		Ambulance	Licences, Permits and Fe	\$40.00	2 AMB BS PRM
INV142	E 100-42110-435		Police Administrati	Licences, Permits and Fe	\$200.00	10 PD MS BS PRM
INV142	E 240-46630-435		Cmmnty Dvlpmnt	Licences, Permits and Fe	\$10.00	SHRD - NOLIC - PHASE OUT -1 PLNG
INV142	E 100-41500-435		Administration	Licences, Permits and Fe	\$110.00	5 MS BUS PREM & 1 VM EXCH + ACTV
INV142	E 220-42280-435		Fire Department *	Licences, Permits and Fe	\$20.00	1 FD BS PRM
INV142	E 100-45200-435		Parks (GENERAL) -	Licences, Permits and Fe	\$20.00	1 PARKS BS PRM
INV142	E 801-49950-310		IT Shared Compon	Other Professional Servic	\$2,507.00	.GOV DNS IMPLMNTN
INV142	E 100-43100-435		Street Maintenanc	Licences, Permits and Fe	\$20.00	1 MS BS PRM
INV142	E 100-45124-435		Swimming Pools -	Licences, Permits and Fe	\$10.00	1 POOL EXCHNG ON LN + ACTV DRCT
MARCO TECHNOLOGIES LLC.					\$3,067.00	
MED-TECH RESOURCE, LLC						
154912	E 100-42110-153		Police Administrati	Uniform Allowance	\$41.10	MTR BAG
MED-TECH RESOURCE, LLC					\$41.10	
MINNESOTA PUMP WORKS						
INV028	E 602-49450-404		Sewer (GENERAL)	Repairs/Maint Equipment	\$962.50	VALVE RPR
INV028	E 602-49450-403		Sewer (GENERAL)	Prev. Maint. Agreements	\$2,013.75	2025 SRVC AGRMNT
MINNESOTA PUMP WORKS					\$2,976.25	
MN DEPT OF HEALTH						
11893	E 100-43100-435		Street Maintenanc	Licences, Permits and Fe	\$23.00	CLASS D #11893 BURKHOLDER
MN DEPT OF HEALTH					\$23.00	
OTIS ELEVATOR COMPANY						
CLR157	E 250-46630-404		Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$502.68	2 BTRY BU RPLCMNT
OTIS ELEVATOR COMPANY					\$502.68	
PEPSI						
932565	E 100-45124-210		Swimming Pools -	Operating Expenses	\$215.00	CNCSSN BVRGS
932687	E 100-45124-210		Swimming Pools -	Operating Expenses	\$234.50	CNCSSN BVRGS
PEPSI					\$449.50	
PHONE STATION INC						
80876	E 100-41500-404		Administration	Repairs/Maint Equipment	\$82.50	RESET TOD RMTLY
PHONE STATION INC					\$82.50	
ROCHESTER WHOLESALE TIRES						
021187	E 100-42110-404		Police Administrati	Repairs/Maint Equipment	\$634.60	4 FRHWK PRST AWT
ROCHESTER WHOLESALE TIRES					\$634.60	
SCHMIDT GOODMAN OFFICE PROD						
22644	E 801-41500-240		Administration	Small Tools and Minor Eq	\$985.33	STLCS LEEP CHAIR 46216179
22644	E 242-46630-240		Cmmnty Dvlpmnt	Small Tools and Minor Eq	\$985.33	STLCS LEEP CHAIR 46216179
SCHMIDT GOODMAN OFFICE PROD					\$1,970.66	
STREAMLINE						
OBE128	E 211-45500-438		Libraries (GENERA	Internet Expenses	\$105.00	STRMLN FLX - SEP 1-OCT 1, 2025
STREAMLINE					\$105.00	
US BANK ONE CARD						
08-25-2	E 100-41500-210		Administration	Operating Expenses	\$18.98	SAMS - PLTS
08-25-2	E 100-45200-433		Parks (GENERAL) -	Dues and Subscriptions	\$13.00	TACTACAM
08-25-2	E 230-42270-435		Ambulance	Licences, Permits and Fe	\$120.00	SCTRY OF STATE - NOTARY



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: September 2025
 2025 09FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	08-25-2	E 230-42270-205	Ambulance	Service Incentives/Rewar	\$23.85	RUSHFORD FOODS
	08-25-2	E 100-41500-433	Administration	Dues and Subscriptions	\$50.00	MCFEA - AE
	08-25-2	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$99.50	NNA NOTARY
	08-25-2	E 230-42270-205	Ambulance	Service Incentives/Rewar	\$89.68	SAMS CK CLBY ANG
	08-25-2	E 100-41100-210	Legislative	Operating Expenses	\$38.25	ALDI - COW
	08-25-2	E 100-41500-309	Administration	Conference Expense	\$225.00	MN STATE CLLGS - CARLSON ADVNCD
	08-25-2	E 601-49400-322	Water Utilities (GE	Postage	\$10.05	USPS - WTR SAMPLE PSTG
	08-25-2	E 100-41100-210	Legislative	Operating Expenses	\$427.32	SAMS - PARADE CANDY
	08-25-2	E 100-45124-210	Swimming Pools -	Operating Expenses	\$231.18	SAMS - CONCESSIONS
	08-25-2	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$29.06	LOWES - CEMENT FOR POST
	08-25-2	E 601-49400-322	Water Utilities (GE	Postage	\$40.65	USPS - WTR SAMPLE PSTG
	08-25-2	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPLE.COM - ICLLOUD STORAGE
	08-25-2	E 100-43100-433	Street Maintenanc	Dues and Subscriptions	\$95.00	FILL-RITE BFS SBSCPTN
	08-25-2	E 100-45124-210	Swimming Pools -	Operating Expenses	\$163.15	SAMS - CONCESSIONS
	08-25-2	R 100-41500-3955	Administration		-\$181.74	REBATE
	08-25-2	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$140.00	RENTAL DEPOT -SD CTTR
	08-25-2	E 100-41100-210	Legislative	Operating Expenses	\$171.28	DRI PRNTNG WD BANNER
	08-25-2	E 602-49450-152	Sewer (GENERAL)	Clothing	\$99.98	SCHEELS - WRK JNS
	08-25-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$34.97	HGTV MGZN
US BANK ONE CARD					<u>\$1,940.15</u>	
UTILITY REFUND						
	2024DU	R 603-49500-3730	Refuse/Garbage (\$583.60	2024-DU RFND
	2024DU	R 601-49400-3710	Water Utilities (GE		\$688.68	2024-DU RFND
	2024DU	R 602-49450-3720	Sewer (GENERAL)		\$1,763.14	2024-DU RFND
UTILITY REFUND					<u>\$3,035.42</u>	
WIDSETH SMITH NOLTING & ASSOC.						
	239642	E 801-41910-310	P&Z Cmmssn	Other Professional Servic	\$1,200.00	2025-10192 2025 COMP PLAN
WIDSETH SMITH NOLTING & ASSOC.					<u>\$1,200.00</u>	
WINONA COUNTY						
	3386	E 230-42270-208	Ambulance	Training and Instruction	\$12.00	CPR CARDS
WINONA COUNTY					<u>\$12.00</u>	
WIT BOYZ INC.						
	10820	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$62.63	CHRGR
WIT BOYZ INC.					<u>\$62.63</u>	
WM HANSON WASTE REMOVAL						
	4973 A	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$2,145.92	GARBAGE SERVICE - OC ENVIRON FEE
	4973 A	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$15,090.18	GARBAGE SERVICE - 1,159 P/U @ 13.0
	4973 A	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$1,442.46	GARBAGE SERVICE - FUEL SURCHARG
	4973 A	E 100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	\$174.34	GARBAGE SERVICE - CTY MNT BLDG
	4973 A	E 100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	\$116.22	GARBAGE SERVICE - FIRE HALL
	4973 A	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$62.16	GARBAGE SERVICE - CITY HALL
	4973 A	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$124.32	GARBAGE SERVICE - WWTP
WM HANSON WASTE REMOVAL					<u>\$19,155.60</u>	
2025 09FA01					<u>\$91,778.76</u>	
					<u>\$91,778.76</u>	

((BatchID] in (21927))



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: September 2025
 2025 09FA01U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AMAZON CAPITAL SERVICES, INC.						
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$17.21	A WRKG MAN DVD	
117T-D	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$111.99	ODOR ELIM GEL PACKS	
117T-D	E 100-41500-240	Administration	Small Tools and Minor Eq	\$12.99	3 OUTLET PWR STP SRG	
117T-D	E 100-41500-240	Administration	Small Tools and Minor Eq	\$25.98	PWR STRP SRG PRTR	
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$19.95	SNOW WHITE DVD	
117T-D	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$199.47	DOG PP BGS X3	
117T-D	E 230-42270-340	Ambulance	Advertising	\$104.97	STRBRST X3	
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$14.95	SNEAKS DVD	
117T-D	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$39.79	NTRL GLVS	
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$19.95	SINNERS	
117T-D	E 230-42270-340	Ambulance	Advertising	\$104.64	LFSVR CNDY X6	
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$20.95	BROKE	
117T-D	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$19.87	CD CLNR	
117T-D	E 100-41500-210	Administration	Operating Expenses	\$148.10	PRNTR CRTG	
117T-D	E 601-49400-200	Water Utilities (GE	Office Supplies (GENERA	\$29.39	100 DR HNGRS	
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$19.96	THNDRBLTS	
117T-D	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$37.99	TSH BGS	
117T-D	E 100-42110-210	Police Administrati	Operating Expenses	\$10.89	FLSHLGH	
117T-D	E 100-45124-210	Swimming Pools -	Operating Expenses	\$130.47	NCHO DIP X3	
1796-C	E 230-42270-210	Ambulance	Operating Expenses	\$42.50	CPR MSK TRNG	
1796-C	E 230-42270-210	Ambulance	Operating Expenses	\$27.74	BLD PRS CFF	
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$18.99	NOVOCAINE	
117T-D	E 100-41500-210	Administration	Operating Expenses	\$108.67	PRNTR CRTG	
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$12.96	FIGHT OR FLIGHT DVD	
117T-D	E 100-41500-200	Administration	Office Supplies (GENERA	\$536.00	STNDG DESK	
117T-D	E 100-41500-200	Administration	Office Supplies (GENERA	\$6.98	SHEET PRCTRS	
117T-D	E 100-41500-210	Administration	Operating Expenses	\$16.59	500 PC COIN ENVLP	
117T-D	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$22.99	DUST BG & FLTR	
117T-D	E 100-41940-210	Municipal Building	Operating Expenses	\$8.88	3 TLT BRSHS	
117T-D	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$12.22	TRAIL OF VNG	
117T-D	E 100-41500-200	Administration	Office Supplies (GENERA	\$23.78	DR CHM	
117T-D	E 100-41500-210	Administration	Operating Expenses	\$47.49	BRCD SCNNR	
AMAZON CAPITAL SERVICES, INC.					\$1,975.30	
BADGER METER						
802080	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$129.50	1/2 BCN FXD NTWRK PER UNITwMBL	
802080	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$129.49	1/2 BCN FXD NTWRK PER UNITwMBL	
BADGER METER					\$258.99	
BIG GIRL STICKERS						
2025-94	E 220-42280-152	Fire Department *	Clothing	\$910.00	26 WSTN DYS APPRL	
BIG GIRL STICKERS					\$910.00	
CHATFIELD LUMBER OF EYOTA						
124582	E 100-45200-210	Parks (GENERAL) -	Operating Expenses	\$122.12	DRN TILE SCK 100 FT	
CHATFIELD LUMBER OF EYOTA					\$122.12	
CHS						
411-II7	E 100-43100-210	Street Maintenanc	Operating Expenses	\$158.50	GRSS BLM MIX	
CHS					\$158.50	
CITY OF CHATFIELD						
	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-0000101-01-4 PWFAC2	



City of Chatfield
Batch Listing - Unposted Summary
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 2025 09FA01U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
		E 100-41940-380	Municipal Building	Utility Services (GENERA	\$141.70	10-00000001-00-4 THURBER BLDG GA
		E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$685.99	10-00000031-00-3 WWTP
		E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$84.57	10-00000071-00-5 TOURIST CENTER
		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00000081-008 CITY SHOP
		E 220-42280-380	Fire Department *	Utility Services (GENERA	\$90.91	10-00000051-00-9 FIRE HALL
		E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$1,241.90	10-00000121-00-7 POOL
		E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$70.34	10-00000011-00-7 PUBLIC LIBRARY
		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00002410-91-8 PWFAC1
CITY OF CHATFIELD					<u>\$2,526.43</u>	
CULLIGAN WATER						
	08/31/2	E 100-41500-210	Administration	Operating Expenses	\$35.95	WTR SRVC
CULLIGAN WATER					<u>\$35.95</u>	
FIRE SAFETY USA, INC						
	205275	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$557.74	ENG 1 DSCH 4 GAUGE BNT NDL
FIRE SAFETY USA, INC					<u>\$557.74</u>	
FREDERICK S. SUHLER, ATTY						
		E 100-41100-304	Legislative	Legal Fees	\$1,050.00	ADDITIONAL TASKS - AUG 2025
		E 100-41100-304	Legislative	Legal Fees	\$600.00	MONTHLY RETAINER - AUG 2025
FREDERICK S. SUHLER, ATTY					<u>\$1,650.00</u>	
GOPHER STATE ONE CALL						
	508028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$97.20	ACCOUNT #MN00240 AUG 2025
GOPHER STATE ONE CALL					<u>\$97.20</u>	
HAMMELL EQUIPMENT						
	I18559	E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$35.00	VAC TRCK HOSE
	I18578	E 100-43100-406	Street Maintenanc	Street Maint.	\$350.00	TRCT RNTL DTCH MOW
HAMMELL EQUIPMENT					<u>\$385.00</u>	
HBC						
	09/20/2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$43.65	1439299 867-4321BASIC & TOLL
	09/20/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$110.98	1439299 BUS VALUE PKG 120MBPS
HBC					<u>\$154.63</u>	
INTEGRITY TREE SERVICE LLC						
	1097	E 100-43100-411	Street Maintenanc	Tree Maintenance	\$1,150.00	TR RMVL BY LUTH CHCH AND CMT PL
INTEGRITY TREE SERVICE LLC					<u>\$1,150.00</u>	
LINDE						
	518699	E 100-43100-210	Street Maintenanc	Operating Expenses	\$64.73	HIGH PRESSURE
LINDE					<u>\$64.73</u>	
MEDIACOM						
MEDIACOM						
MIDWEST MACHINERY CO.						
	106039	E 100-45200-212	Parks (GENERAL) -	Vehicle Operating Suppli	\$106.57	V BELT
MIDWEST MACHINERY CO.					<u>\$106.57</u>	
MINNESOTA ENERGY RESOURCES						
		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$0.00	00002 FH 15% WATER
		E 230-42270-380	Ambulance	Utility Services (GENERA	\$0.00	00001 MUNI - AMB 1/3
		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$51.96	00014 PPLS 19 SCND ST SW
		E 100-41940-380	Municipal Building	Utility Services (GENERA	\$0.00	00001 MUNI 1/3



City of Chatfield
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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$53.50	00015 547 HLLSD BSTR STTN
		E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$0.00	000011 POOL
		E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$0.00	00003 WWTP - LIBRARY LN
		E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$0.00	00005 LIBRARY
		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$0.00	00002 FH 25% STREET
		E 220-42280-380	Fire Department *	Utility Services (GENERA	\$0.00	00002 FH 60% FIRE
		E 100-42110-380	Police Administrati	Utility Services (GENERA	\$0.00	00001 MUNI - POLICE 1/3
		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$47.31	00016 100 OTR GNRTR
MINNESOTA ENERGY RESOURCES					\$152.77	
OLMSTED COUNTY - PBLCWKRS SLD WST						
	Jul 25 #	E 100-43100-406	Street Maintenanc	Street Maint.	\$1,958.40	APPLIED CHLORIDE
OLMSTED COUNTY - PBLCWKRS SLD WST					\$1,958.40	
OTIS ELEVATOR COMPANY						
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$50.00	CCA WC LIFT - MMM
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$81.00	CCA Lrg ELVTR MAINT - MMM
	100402	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$81.00	MNCPLBLDNG ELVTR MAINT- MMM
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$50.00	CCA WC LIFT ADTRM - MMM
OTIS ELEVATOR COMPANY					\$262.00	
SOUTHEAST MECHANICAL						
	36958	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$463.32	SVC CALL, LKG VALVE, WTR HTR
SOUTHEAST MECHANICAL					\$463.32	
UC LABORATORY						
	125096	E 602-49450-217	Sewer (GENERAL)	Testing	\$664.28	WWTP LABS
UC LABORATORY					\$664.28	
VESTIS						
	256041	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$123.99	RUG SERVICE
VESTIS					\$123.99	
WIT BOYZ INC.						
	10800	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$550.00	HYDRCLC CPLR
WIT BOYZ INC.					\$550.00	
2025 09FA01U					\$14,327.92	
					\$14,327.92	

((BatchID] in (21926))



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: August 2025
 2025 0828VNDRPR

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
CHATFIELD PUBLIC LIBRARY						
113070	2025-1	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
	2025-1	G 910-21728			\$125.00	PR VNDR LBLTY
					\$0.00	
CHATFIELD PUBLIC LIBRARY						
DELTA DENTAL						
113068	CNS000	G 910-21711			\$1,049.58	PR VNDR LBLTY
					\$1,049.58	
DELTA DENTAL						
EFTPS						
113063	903877	G 910-21709			\$2,272.74	PR VNDR LBLTY
	903877	G 910-21701			\$6,272.68	PR VNDR LBLTY
	903877	G 910-21703			\$7,721.64	PR VNDR LBLTY
					\$16,267.06	
EFTPS						
HEALTH EQUITY						
113069	2025-0	G 910-21726			\$3,716.69	PR VNDR LBLTY
					\$3,716.69	
HEALTH EQUITY						
MN REVENUE						
113064	0-460-5	G 910-21702			\$3,210.82	PR VNDR LBLTY
					\$3,210.82	
MN REVENUE						
PERA						
113065	SOMPE	G 910-21705			\$5,157.01	PR VNDR LBLTY
	SOMPE	G 910-21704			\$6,674.37	PR VNDR LBLTY
					\$11,831.38	
PERA						
SUN LIFE ASSURANCE COMPANY						
113066	166974	G 910-21720			\$273.93	PR VNDR LBLTY
					\$273.93	
SUN LIFE ASSURANCE COMPANY						
TASC						
113071	08/28/2	G 910-21714			\$304.16	PR VNDR LBLTY
					\$304.16	
TASC						
VOYA EMPOWER MNDPCP						
113067	202508	G 910-21719			\$989.59	PR VNDR LBLTY
					\$989.59	
VOYA EMPOWER MNDPCP						
2025 0828VNDRPR					\$37,643.21	
					\$37,643.21	

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City of Chatfield
Batch Listing - Unposted Summary
 Current Period: August 2025
 2025 08ADM03

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
TRI-COUNTY FIREFIGHTERS						
061024	LTR AU	E 220-42280-208	Fire Department *	Training and Instruction	\$51.00	SMMR MTG X 3 ATTNDEES
TRI-COUNTY FIREFIGHTERS					\$51.00	
UNITED STATES POSTAL SERVICE						
113062	670519	E 601-49400-322	Water Utilities (GE	Postage	\$156.52	UB PSTG ALLCTN 2025 22.69%
	670519	E 602-49450-322	Sewer (GENERAL)	Postage	\$400.72	UB PSTG ALLCTN 2025 58.09%
	670519	E 603-49500-322	Refuse/Garbage (Postage	\$132.59	UB PSTG ALLCTN 2025 19.22%
UNITED STATES POSTAL SERVICE					\$689.83	
2025 08ADM03					\$740.83	
					\$740.83	

([BatchID] in (21928))



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: September 2025
 2025 09ADM01

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
MN REVENUE							
	113074	1-026-7	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$31.00	7316521 WTR TWR LEASE SALES
	113075	0-579-7	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$21.31	7316521 PTRLM TX-AUG 2025
	113074	1-026-7	E 603-49500-436	Refuse/Garbage (Sales Tax	\$1,022.00	7316521 GARBAGE TAX
		1-026-7	E 100-45124-437	Swimming Pools -	Sales Tax - Purchases	\$551.00	7316521 POOL SALES & ADM
		1-026-7	E 100-43100-437	Street Maintenanc	Sales Tax - Purchases	\$56.00	7316521 STRT DRPTCHR RNTL
						<u>\$1,681.31</u>	
MN REVENUE							
						\$1,681.31	
PRIORITY PAYMENT SYSTEMS							
	113073	8/31/25	E 100-45124-323	Swimming Pools -	Admin Expense 323 34	\$0.15	CC PROCESSING FEES
						<u>\$0.15</u>	
PRIORITY PAYMENT SYSTEMS							
						\$0.15	
ROOT RIVER STATE BANK							
	113072	AUG 20	E 100-41500-310	Administration	Other Professional Servic	\$98.55	INT BANKING CHARGES 15 + 28.55 +
						<u>\$98.55</u>	
						<u>\$1,780.01</u>	
						<u>\$1,780.01</u>	

2025 09ADM01

((BatchID] in (21961))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: September 2025

2025 09ADM02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
FORTIS						
113076	AUG 20	E 100-45124-323	Swimming Pools -	Admin Expense 323 34	\$248.74	DSCNT MERCH BNKCD NSD
					\$248.74	
2025 09ADM02					\$248.74	
					\$248.74	

([BatchID] in (21968))



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Approve one pay-step increase for Mitch Irish to Grade 7 Step 2 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: September 8, 2025

Agenda Item: Resolution 2025-63 Opting to Increase the Retirement Benefit Level for Firefighters

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:

[2025-63 increase-benefit-level.pdf](#)

CITY OF CHATFIELD

RESOLUTION No. 2025-63

**A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR
FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER
FIREFIGHTER PLAN**

The City Council of the City of Chatfield, Minnesota, does ordain:

WHEREAS: The City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and

WHEREAS: The City understands that Minnesota statutes do not have provisions for a decrease in benefit levels; and

WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well being of our community and wishes to safeguard their pension investments in a prudent manner.

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

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the \$4,000.00 benefit level per year of service, effective January 1, 2026; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

The motion for the adoption of the foregoing resolution was proposed by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted by the City Council of the City of Chatfield, on September 8, 2025.

BY:

ATTEST:

John McBroom, Mayor

Michele Peterson, City Administrator



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Resolution 2025-60 Accepting Library Donation

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:

[2025-60 Accepting Donations Library.docx](#)

RESOLUTION 2025-60
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
Raymond and Karen Randall	\$50.00

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

\$50.00 To be used for capital purchases for the Chatfield Public Library, R 212-45500-36230

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 8TH Day of September, 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Resolution 2025-61 Adopting Assessment

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:

[2025-61 Special Assessment Resolution.pdf](#)

City of Chatfield
Resolution 2025-61

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2026 special services and nuisance abatement concerning the properties listed:

Nuisance Abatement:

PID: 513143000232

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Clerk, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in full within 30 days from the adoption of this Resolution without interest at the office of the City Clerk. Thereafter, the entire amount of the assessment shall be payable to the Olmsted County Auditor with interest at the rate of ten (10%) percent.
3. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the Olmsted County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 8th day of September 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield

2025 Assessment Role, Payable in 2026:

PID	Address	Item	Amount to be Assessed
513143000232	121 Avenue A, Chatfield, MN 55923	Removal of long grass and weeds	\$150.00



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Resolution 2025-59 Authorizing Transfer of \$7,500 SE MN TMO-II Administrative Fees to 242 Community Development Reserve Fund

Subject | Summary: Consider resolution 2025-59 to authorize the transfer of \$7,500 of administrative fees provided by the SE MN TMO-II project to the 242 Community Development reserve fund and closure of the 806 SE MN TMO-II Fund.

Agenda Category: Consent

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:

[Resolution 2025-59 Transfer & Closure of Fund 806 - SE MN TMO-II.pdf](#)

City of Chatfield
Resolution 2025-59
Authorizing Transfer of \$7,500 SE MN TMO-II Administrative Fees to
242 Community Development Capital Goods Fund
(Hilltop Estates Building Incentive Program-Project #242HTI)
and Closure of the 806 SE MN TMO-II Fund

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

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

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

Whereas, there is no longer a need to maintain a Fund for the Minnesota Department of Transportation Grant Agreement No. 1054952 for the SE MN TMO-II project that expired June 30, 2025.

Now Therefore, Be It Resolved that the City Council authorizes Administration to transfer the \$7,500 administrative fee balance in fund 806 and close the fund:

<u>Fund</u>	<u>08/31/2025 Fund Balance</u>
806 SE MN TMO-II	
• E 806-46636-700 Transfer Out (10100)	\$7,500.00
<u>Fund</u>	<u>Project # 242HTI</u>
242 – Community Development - Capital	
• R 242-46630-39201 Transfer In	\$7,500.00

<u>Fund</u>	<u>Action</u>
806 SE MN TMO II	Authorization to close due to obsolescence

Approved by the Chatfield City Council this 8th day of September 2025.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Resolution 2025-64 Approving a Lawful Gambling License to the Chatfield Alliance

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:

[2025-64 Lawful Gambling License to the Chatfield Alliance.pdf](#)

Resolution 2025-64

**Resolution Approving the Premises Permit for the Chatfield Alliance
Charitable Gambling at La Cantina Arcos Mexican Bar & Grill**

Whereas, the Chatfield Alliance has applied to the Gambling Control Board of the State of Minnesota for a Premises Permit to Conduct Lawful Gambling at La Cantina Arcos Mexican Bar & Grill, the location being within the City of Chatfield; and

Whereas, the provisions of Minnesota Statute 349.213, subd. 2 require that the Common Council of the City of Chatfield notify the Gambling Control Board of the State of Minnesota of its approval of said application before a Premises Permit is issued.

NOW, THEREFORE BE IT RESOLVED by the Common Council of the City of Chatfield that the Common Council hereby approves the application described herein.

Adopted the 8th day of September 2025 by the Common Council of the City of Chatfield Minnesota.

/s/Beth M Carlson, MMC
City Clerk, City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Sample Delinquent Utilities Notification

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:

[Sample Delinquent Utilities Letter.pdf](#)



21 Second St SE
Chatfield, MN 55923

507-867-3810

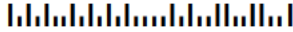
DATE 8/26/2025
Account 00-0 [REDACTED]-50-2



51 [REDACTED]

[REDACTED]
CHATFIELD MN 55923

Amount Due \$1,106.50



Property Address [REDACTED]

FIRST NOTIFICATION

FIRST NOTIFICATION

Each year, the City of Chatfield is required to review all accounts and take action to bring them current. This is a standard practice and has been followed for many years. City records indicate the utility account for the above named property is in arrears. It is necessary to bring this account current.

A hearing for assessment of unpaid utility charges will be held on Monday, September 8, 2025, during the regular council meeting starting at 7:00 pm. To avoid having this account balance go before the city council for consideration for assessment, the unpaid balance must be paid no later that Septemeber 4, 2024 at noon.

Things to consider:

- This represents usage up to July 20, 2025. There may be other charges, fees, and penalties accumulating on the account.
- A 10% administrative fee will be added to a balance when assessment occurs at the September 8, 2025 council meeting.
- A \$25 filling fee will be added to a balance when assessment is sent to the county.

If you have any questions please feel free to call me at 507-867-3810, email me at bcarlson@ci.chatfield.mn.us, or stop in to see me at city hall. Thank you for your consideration in this matter.

Beth M Carlson, MMC
City Clerk
Chatfield, MN

Payment Options

Electronic Payment Options:

- Online payments (e-check or credit/debit card) can be made at <https://chatfield.revtrak.net> A 3.5% fee will be added.
- For information to set-up monthly Auto Withdrawal from checking or savings call 507-867-3810
- For Credit/Debit Card payments by phone please call 507-867-3810. A 3.5% fee will be added.

Please Make Checks Payable to:
City of Chatfield

Checks may be mailed to: 21 S.E. Second Street
Chatfield, MN 55923

An after-hours depository is located near the Alley Entrance



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: List of Delinquent Accounts by County

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 09 08 List Presented to Council for Assessment.Fillmore.pdf](#)

[2025 09 08 List Presented to Council for Assessment.Olmsted.pdf](#)

Fillmore County

Full Property Address	Full Billing Name	Total Assessment	PIN
303 FIFTH STREET SE	SCOTT/JENNIFER BIERS	\$378.80	26.0018.020
909 FILLMORE STREET SE	DALTON MCHAN	\$256.91	26.0038.010
824 MAIN STREET SOUTH	STEFANIE JERGENSON	\$1,302.21	26.0039.000
1127 MAIN STREET SOUTH	DEVYN & ASHLEY DEYO	\$175.81	26.0055.010
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613 WINONA STREET SE	MICHAEL EVANS	\$1,283.37	26.0098.000
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220 MAIN STREET SOUTH	CHATFIELD NEWS	\$1,402.42	26.0168.000
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Olmsted County

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235 WINONA STREET NE	Jodi & Lance Bosma	\$1,656.14	51.31.31.000073
321 MAIN STREET NORTH	CHS INC	\$150.47	51.31.31.000419
311 MAIN STREET NORTH	DAIRY QUEEN	\$1,492.72	51.31.31.000429
344 MAIN STREET NORTH #2	KRISTA MATTSON	\$343.87	51.31.31.000468
411 MAIN STREET NORTH	TAYLER SHAW	\$528.06	51.31.31.079136
216 UNION STREET NE	JAMIE SOLBERG	\$268.57	51.31.31.081482
105 HIGHWAY 30 NW	STEVE'S AUTO CARE & PERFORMANCE	\$27.31	51.31.32.000478
454 DIVISION STREET NW	MITCHEL BOICE	\$129.41	51.31.33.000442
228 MILL CREEK ROAD NW	WRIGHT HOMES INC	\$364.13	51.31.33.066137
222 HARWOOD AVE NE	Bryce Parker	\$231.26	51.31.34.000056
223 WINONA STREET NE	JASON/KATHY KUMPF	\$25.53	51.31.34.000075
18 MAIN STREET NORTH	PAM BLUHM	\$1,291.89	51.31.34.000331
12 MAIN STREET NORTH	COURTNEY BUSS	\$1,496.80	51.31.34.000332
118 DIVISION STREET NE	JEFF & CASEY BERNARD	\$168.86	51.31.34.000360
15 FILLMORE STREET SE	JOSH AXLEY	\$234.91	51.31.34.000375
3 FILLMORE STREET SE	VERONICA JOHNSON	\$282.24	51.31.34.000377
718 CLIFF STREET NE	CHEYENNE LEARMONT	\$359.69	51.31.42.000088
415 CLIFF STREET NE	TODD STAILEY	\$1,242.15	51.31.42.000245
305 AVENUE A NE	BNT PROPERTIES	\$189.89	51.31.42.000246
430 BURR OAK AVENUE NE	LISA KOHLMAYER	\$423.29	51.31.42.000248
413 UNION STREET NE	RANDY PUTZIER	\$470.49	51.31.42.000251
507 UNION STREET NE	ANGELA/WARREN BOYSEN	\$1,545.44	51.31.42.000260
505 CLIFF STREET NE	Nicole Blomgren	\$957.53	51.31.42.000267
626 CLIFF STREET NE	GRACE HOOK	\$807.78	51.31.42.000289
402 AVENUE C NE	TORY RUNKLE	\$648.41	51.31.42.000312
224 BURR OAK AVENUE NE	SARAH CRONK	\$365.43	51.31.42.055818
500 SUMMIT STREET NE	PAUL STEPHAS	\$1,367.07	51.31.43.000011
6 BURR OAK AVENUE NE	PAUL STEPHAS	\$672.30	51.31.43.000014
2 AVENUE B NE	TOM & DENISE MOODY	\$221.45	51.31.43.000022
425 GROVE STREET NE	DARWIN BODE	\$1,705.67	51.31.43.000228
518 DIVISION STREET NE	WAYNE STEPHAS	\$393.82	51.31.43.000282
215 FIRST STREET SE	ALEX KORAN	\$806.90	51.31.43.049806
		\$23,011.50	35



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Letter of Retirement

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:

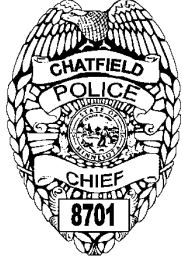
Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[retirement.pdf](#)



Chatfield Police Department
Chief Shane Fox

21 2nd St SE
Chatfield, MN 55923
Phone: 507-867-1515
Fax: 507-867-1483

INTEROFFICE MEMORANDUM

Date: September 03, 2025

To: Personnel Committee

From: Chief Shane Fox

Subject: Retirement

I am planning on retiring in 2026 and have picked a tentative date of April 3rd, 2026.

Thank you for your consideration.

Shane



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Hilltop III and IV Development Agreement Amendment

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the amended Development Agreements for Hilltop III and IV 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:

[Hilltop Estates Packet.pdf](#)

Memorandum

To: City Council

From: Michele Peterson

Date: September 4, 2025

Hilltop Estates III and IV Amendment Request

Background:

On August 26th, 2024, the City Council discussed the opportunity to amend the development agreements for Hilltop III and IV to remove the requirement for the installation of sidewalk along the north side of Wisdom Drive. The minutes of the August 26th, 2024, City Council meeting reflect the following:

Hilltop Development - Sidewalks

Councilors reviewed the request for an amendment to the Development Agreements for Hilltop Phase 3 and 4, which would remove the requirement for sidewalks, and instead require a trail to be installed.

Councilor Josh Broadwater entered a motion, with a second by Councilor Pam Bluhm, to direct staff to work with G-Cubed on developing a proposal to amend the development agreement phases 3 and 4 to have walking paths instead of sidewalks and include that the city will be responsible for crack filling and snow removal on those paths.

Ayes: Councilors: Novotny, Broadwater, and Bluhm

Nays: Councilors: Urban, and Frank

Motion carried.

Then on September 9th, 2024, the Council reviewed the suggested amendments to the Development Agreements. The minutes reflect the following:

A motion was made to approve both the Hilltop Estates III Development Agreement Amendment and the Hilltop Estates IV Development Agreement Amendments. After further discussion, the amendments will be tabled until the next meeting to clean up language in the agreements.

The discussion was tabled to correct a clerical error and to wait until a path of the trail had been identified.

Findings of Fact:

1. Background and Request
 - a. The applicant has submitted a formal request on July 31, 2024, to amend the existing development agreement for Hilltop Estates to remove the requirement for standard sidewalks and instead install multi-use trails throughout the development.
 - b. The proposed amendment applies to the third and fourth additions within the development.
2. Purpose of the Amendment
 - a. The applicant states that the intent of the amendment is to enhance pedestrian and recreational connectivity by providing wider, more versatile multi-use trails that accommodate pedestrians, cyclists, and other non-motorized users.
 - b. The proposed trails are intended to promote active transportation and align with broader community goals for walkability and outdoor recreation.
3. Consistency with Comprehensive Plan
 - a. The City of Chatfield's Comprehensive Plan encourages the development of multi-modal transportation infrastructure, including trails and pedestrian-friendly design.
 - b. The proposed amendment is consistent with the plan's goals to improve connectivity, promote healthy lifestyles, and provide safe, accessible routes for all users.
 - c. The proposed amendment is in alignment with the Comprehensive Plan for existing and proposed sidewalks.
4. Design and Safety Considerations
 - a. The proposed multi-use trails will be 8 feet wide, constructed of asphalt, and meet ADA accessibility standards.
 - b. The trail network will be designed to ensure safe crossings at intersections and connectivity to existing or planned trail systems within the city.
5. Public Benefit
 - a. Multi-use trails offer flexibility and usability, supporting a wider range of users including walkers, joggers, cyclists, and individuals with mobility devices.
 - b. The trails are expected to increase recreational opportunities and enhance the overall quality of life for residents.
6. Impact on Adjacent Properties
 - a. The proposed change is internal to the development and does not negatively impact adjacent properties.
 - b. The trail system may provide additional connectivity to surrounding neighborhoods, increasing accessibility and value.
 - c. Recommendation: Based on the above findings, the proposed amendment is in the public interest, aligns with city planning goals, and maintains or improves pedestrian infrastructure within the development

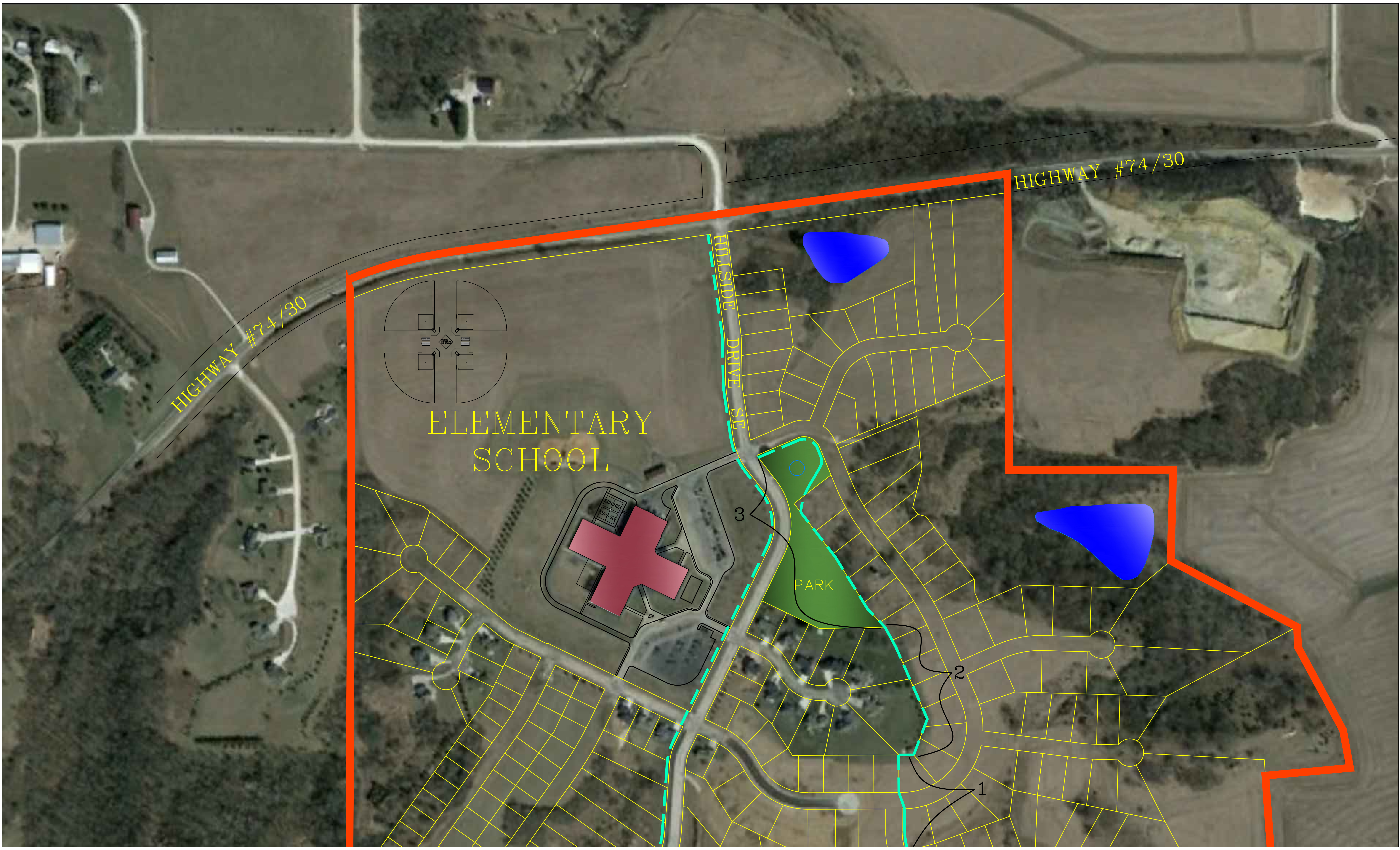
Action Requested: Motion to approve the amended Development agreements for Hilltop III and Hilltop IV as presented.

Conclusion:

The Planning & Zoning Commission first reviewed the proposal in December 2023, then again in November of 2024. Since that time, they have continued to evaluate the area, and maintain a recommendation of a sidewalk installation. At the August 4th, 2025, meeting the Planning & Zoning Commission provided a recommendation that sidewalks be placed between Hillside Drive and Whitetail Lane along the north side of Wisdom Ct SE.

The proposed amendments to the Hilltop III and IV Development Agreements do not eliminate the possibility of future sidewalks or trails along Wisdom Drive. Rather, they clarify that the developer will not be responsible for installing the infrastructure. As part of the revised plan, the developer has proposed a trail within Hilltop Estates (see attached map for reference).

Moving forward, the City will pursue pedestrian improvements in alignment with Planning and Zoning recommendations, the Comprehensive Plan, and the Safe Routes to School Plan, including seeking grant opportunities to support these efforts. These amendments reflect a collaborative approach between the City and the developer, recognizing shared responsibility in shaping the community. The goal is to enhance connectivity and provide diverse pedestrian options for residents.



HIGHWAY #74/30

HIGHWAY #74/30

HILLSIDE DRIVE SE

ELEMENTARY SCHOOL

PARK

3

2

1

CITY OF CHATFIELD

HILLTOP ESTATES III SUBDIVISION DEVELOPMENT AGREEMENT
HILLTOP ESTATES SUBDIVISION

AMENDMENT #1

This amendment is made as of September 8, 2025, by and between the City of Chatfield, a municipal corporation under the laws of Minnesota (“City”) and Chatfield Hilltop Estates, LLC, a Minnesota limited liability company (“Developer”). The purpose of the amendment is to delete item “c” of section 9 Streets, Sidewalks, and Trail from the Development Agreement in its entirety.

9. Streets, Sidewalks and Trail.

~~c. Sidewalks will be installed according to city specifications on the north side of Wisdom Drive, including a pedestrian ramp at Hillside Drive and extending from Hillside Drive to the easterly end of Lot 3. The sidewalks will be installed as the houses get constructed but no later than December 31, 2021, whichever comes first. The pedestrian ramp at the corner of Hillside Drive and Wisdom Drive shall be installed at the same time the first section of sidewalk is installed, regardless of which lot is developed first.~~

CITY OF CHATFIELD

By: _____
Its: Mayor

By: _____
Its: City Clerk

STATE OF MINNESOTA)
) ss
COUNTY OF FILLMORE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025 by John McBroom, the Mayor of the City of Chatfield, a municipal corporation under the laws of Minnesota, on behalf of the municipal corporation.

Notary Public

CHATFIELD HILLTOP ESTATES, LLC

By: _____
Its: _____

STATE OF MINNESOTA)
) ss
COUNTY OF FILLMORE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2025 by Geoffrey Griffin, of Chatfield Hilltop Estates LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public

CITY OF CHATFIELD

HILLTOP ESTATES IV SUBDIVISION DEVELOPMENT AGREEMENT
HILLTOP ESTATES SUBDIVISION

AMENDMENT #1

This amendment is made as of September 8, 2025, by and between the City of Chatfield, a municipal corporation under the laws of Minnesota (“City”) and Chatfield Hilltop Estates, LLC, a Minnesota limited liability company (“Developer”). The purpose of the amendment is to delete item “c” of section 9 Streets, Sidewalks, and Trail from the Development Agreement in its entirety.

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~~c. Sidewalks will be installed according to city specifications on the north side of Wisdom Drive, including a pedestrian ramp at Hillside Drive and extending from Hillside Drive to the easterly end of Lot 3. The sidewalks will be installed as the houses get constructed but no later than December 31, 2021, whichever comes first. The pedestrian ramp at the corner of Hillside Drive and Wisdom Drive shall be installed at the same time the first section of sidewalk is installed, regardless of which lot is developed first.~~

CITY OF CHATFIELD

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Its: Mayor

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Notary Public

CHATFIELD HILLTOP ESTATES, LLC

By: _____
Its: _____

STATE OF MINNESOTA)
) ss
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The foregoing instrument was acknowledged before me this ____ day of _____, 2025 by Geoffrey Griffin, of Chatfield Hilltop Estates LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Resolution 2025-62 - A Resolution to Authorize the Collection of Delinquent Utility Accounts with Property Taxes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve resolution 2025-62 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:

[2025-62 Delinquent Utilities Resolution.pdf](#)

Resolution 2025-62
A Resolution to Authorize the Collection of Delinquent Utility
Accounts with Property Taxes

Whereas, the City of Chatfield provides water, sewer and garbage services to residents of the community, and

Whereas, a number of these accounts become delinquent and overdue, and

Whereas, the City routinely takes action to collect these accounts on a monthly basis and an annual basis, and

Whereas, the City has notified all accounts that a public hearing would be held on Monday, September 8, 2025 so that any delinquency can be debated, and

Whereas, a public hearing has been conducted at which time no charge of delinquency was disputed,

NOW THEREFORE BE IT RESOLVED that the Common Council of the City of Chatfield authorize the City Clerk to prepare documentation that would cause the County Auditors to collect the delinquent utilities with property taxes payable in one annual installment. The installment shall bear an interest rate of 10% per annum. Unpaid installments shall bear the same interest per annum.

Passed by the City Council of Chatfield, Minnesota this 8th day of September 2025.

/s/Beth M Carlson, MMC
City Clerk, City of Chatfield

Fillmore County

Resolution 2025-62

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Olmsted County

Resolution 2025-62

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607 JAMES STREET NE	CHARIS COGGINS	\$381.32	51.31.13.000199
235 WINONA STREET NE	Jodi & Lance Bosma	\$1,656.14	51.31.31.000073
321 MAIN STREET NORTH	CHS INC	\$150.47	51.31.31.000419
311 MAIN STREET NORTH	DAIRY QUEEN	\$1,492.72	51.31.31.000429
344 MAIN STREET NORTH #2	KRISTA MATTONSON	\$343.87	51.31.31.000468
411 MAIN STREET NORTH	TAYLER SHAW	\$528.06	51.31.31.079136
216 UNION STREET NE	JAMIE SOLBERG	\$268.57	51.31.31.081482
105 HIGHWAY 30 NW	STEVE'S AUTO CARE & PERFORMANCE	\$27.31	51.31.32.000478
454 DIVISION STREET NW	MITCHEL BOICE	\$129.41	51.31.33.000442
228 MILL CREEK ROAD NW	WRIGHT HOMES INC	\$364.13	51.31.33.066137
222 HARWOOD AVE NE	Bryce Parker	\$231.26	51.31.34.000056
223 WINONA STREET NE	JASON/KATHY KUMPF	\$25.53	51.31.34.000075
18 MAIN STREET NORTH	PAM BLUHM	\$1,291.89	51.31.34.000331
12 MAIN STREET NORTH	COURTNEY BUSS	\$1,496.80	51.31.34.000332
118 DIVISION STREET NE	JEFF & CASEY BERNARD	\$168.86	51.31.34.000360
15 FILLMORE STREET SE	JOSH AXLEY	\$234.91	51.31.34.000375
3 FILLMORE STREET SE	VERONICA JOHNSON	\$282.24	51.31.34.000377
718 CLIFF STREET NE	CHEYENNE LEARMONT	\$359.69	51.31.42.000088
415 CLIFF STREET NE	TODD STAILEY	\$1,242.15	51.31.42.000245
305 AVENUE A NE	BNT PROPERTIES	\$189.89	51.31.42.000246
430 BURR OAK AVENUE NE	LISA KOHLMAYER	\$423.29	51.31.42.000248
413 UNION STREET NE	RANDY PUTZIER	\$470.49	51.31.42.000251
507 UNION STREET NE	ANGELA/WARREN BOYSEN	\$1,545.44	51.31.42.000260
505 CLIFF STREET NE	Nicole Blomgren	\$957.53	51.31.42.000267
626 CLIFF STREET NE	GRACE HOOK	\$807.78	51.31.42.000289
402 AVENUE C NE	TORY RUNKLE	\$648.41	51.31.42.000312
224 BURR OAK AVENUE NE	SARAH CRONK	\$365.43	51.31.42.055818
500 SUMMIT STREET NE	PAUL STEPHAS	\$1,367.07	51.31.43.000011
6 BURR OAK AVENUE NE	PAUL STEPHAS	\$672.30	51.31.43.000014
2 AVENUE B NE	TOM & DENISE MOODY	\$221.45	51.31.43.000022
425 GROVE STREET NE	DARWIN BODE	\$1,705.67	51.31.43.000228
518 DIVISION STREET NE	WAYNE STEPHAS	\$393.82	51.31.43.000282
215 FIRST STREET SE	ALEX KORAN	\$806.90	51.31.43.049806
		\$23,011.50	35



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Sidewalk Ordinance Update

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review suggested amendments from the Planning & Zoning Commission.

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:

[FINAL Proposal-Sidewalk Ordinance 9.2.25.pdf](#)

FINAL DRAFT Sidewalk Ordinance

The current Ordinance reads as follows:

Sec. 111-162. - Sidewalks.

Sidewalks shall be required only in areas of potential high pedestrian traffic as determined by the city council.

Proposed Ordinance:

- (1) All developments, either at the time of platting or during site plan approval, shall be required to demonstrate that the design of the proposed development includes multi-use trail linkages and/or sidewalks pursuant to the City's Comprehensive Plan and Master Sidewalk/Trail Plan.
- (2) Unless otherwise directed by Council, blocks exceeding 500 feet in any residential district shall be provided with trails/sidewalks or easements extending between residential subdivisions in locations deemed necessary to allow residents to safely connect to neighboring streets or neighborhoods.
- (3) Sidewalks or trails shall be required along one side of any collector or arterial street.
 - a. Sidewalks shall be at least five feet in width and meet specifications set forth by the Engineering Specifications, including accessibility requirements. (4-inch concrete for residential) (6 inch concrete for B1/B2 district with crushed rock)
 - b. Multi-use trails shall be at least ten feet wide and meet standards set forth by the Engineering Specifications, including accessibility requirements. (4-inch bituminous trail)
 - c. Concrete sidewalks and multipurpose bituminous trailways shall be accessible by handicapped persons in accordance with Minnesota statutes section 471.464.
- (4) Multi-use trail linkages must be placed within public right-of-way or in an easement of suitable width in favor of the city.
- (5) The subdivider and/or owner shall install all required sidewalks and multipurpose trailways at the time the required street improvements are installed or provide the City with a cash escrow or irrevocable letter of credit in amount of one hundred and twenty-five percent (125%) of the estimated cost of installation, as determined by the City Engineer, to ensure completion of the required sidewalks and multipurpose trailways. All required sidewalks and multipurpose trailways shall be completed within three (3) years of final plat approval or prior to the issuance of a certificate of occupancy for an individual lot, whichever occurs first. If the required sidewalks and multipurpose trailways have not been completed within three (3) years of the final plat approval, the City may use the cash escrow or irrevocable

letter of credit to complete any remaining sidewalks and multipurpose trailways. If the required sidewalks and multipurpose trailways are to be installed at the time the required street improvements are installed, the subdivider and/or owner shall provide the City with an appropriate financial security acceptable to the City, prior to the issuance of building permits within the subdivision, to ensure the installation of the required sidewalks and multipurpose trailways is completed.

(6) Consider information with Safe Routes to School



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: September 8, 2025

Agenda Item: Personnel Budget Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [September 8, 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: September 8, 2025

Agenda Item: Public Works Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [September 8, 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: