

CITY OF CHATFIELD CITY COUNCIL

AGENDA

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

November 10, 2025, 7:00 P.M.

Notice is hereby given that some City Council members may be participating in the meeting by interactive technology.

- I. Open Meeting
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda - Additions or Corrections
- IV. Consent Agenda
 - a. [2025.09.22 Regular Meeting Minutes](#)
 - b. [2025.10.13 Regular Meeting Minutes](#)
 - c. [2025.10.27 Regular Meeting Minutes](#)
 - d. [Accounts Payable Claims Listings](#)
 - e. [Resolution 2025-78 Lawful Gambling LG220 for Chatfield Youth Sports Association](#)
 - f. [2026 Maintenance Agreement with Olmsted County for a portion of CSAH 10 within city limits](#)
 - g. [Approve EMT new hire Blake Bigalk](#)
 - h. [2025-79 Resolution Accepting Annual Chatfield Fire Department Fund Drive Donations](#)
- V. Continued Business
 - a. [Ordinance 483 2026 Fee Schedule](#)
Second Reading, Motion to approve the ordinance as presented and publication.
- VI. New Business
 - a. [Quarterly Financial Report](#)
 - b. [Permission for Hunting on the County Road 10 Property owned by the City](#)
Consider motion to approve the request for hunting on City property.
- VII. Committee Reports
 - a. [Personnel Budget Committee](#)
[November 10, 2025 Meeting Material](#)
 - b. [Public Works Committee](#)
[November 10, 2025 Meeting Material](#)

VIII. Mayor's Report

IX. City Administrator's Report

X. Roundtable

XI. Next Meetings

Monday, November 24, 2025: Public Services Committee(4:30 p.m.), Park & Recreation Committee (5:30 p.m.), City Council (7:00 p.m.)

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

XII. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: 2025.09.22 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:

[2025.09.22 Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, September 22, 2025

The Common Council of the City of Chatfield met in regular session on Monday, September 22, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: Paul Novotny, and Pam Bluhm.

Others Present: Steven Schlichter, Desiree Schlichter, Aaron Johnson, Mitch Irish, Karen Reisner, Brian Burkholder, Lynda, Beth Carlson, Michele Peterson, Alison Bentley, Ben Fredrichs, Fred Suhler, Shane Fox

Approve Agenda – Additions or Corrections

Josh Broadwater entered a motion, with a second by Dave Frank, to approve the agenda as presented.

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

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. Accounts Payable Claims Listings

Batch Name	Amount
2025 09FA02	\$46,086.22
2025 09FA02U	\$6,567.51
2025 0911VNDRPR	\$62,374.26
2025 09ADM04	\$1,308.73
2025 09ADM03	\$22,516.01
2025 09ADM06	\$167.31
Total	\$139,020.04

2. Fall-al-poolza October 4, 2025 - Street Closure and Use of City Park Request

3. Approve EMT new hire Janoah Haugen

4. Resolution 2025-44 Supporting the development of the design and construction to the Chatfield Wastewater Treatment Facility to Minnesota Management and Budget

5. Resolution 2025-66 Accepting Library Donations

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

Motion carried.

New Business

Southern MN Initiative Foundation – Aaron Johnson

Erin Comas, Philanthropy Director at SMIF, presented an overview of SMIF's work in 20 counties across southern Minnesota.

Rolling Hills Transit – Bill Spitzer

Bill Spitzer provided a detailed report of Rolling Hills Transit (part of Semcac.)

Resolution 2025-65 Certifying the Preliminary Tax Levy for Taxes Payable in 2026

Dave Frank entered a motion, with a second by Josh Broadwater, to Motion to approve resolution 2025-65, a Resolution Certifying the Preliminary Tax Levy for Taxes Payable in 2026, as presented.

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

Motion carried.

Service Recognition Program

The Service Recognition Program formalizes the existing practice of recognizing employee milestones of 5, 10, 15, etc. years.

Mike Urban entered a motion, with a second by Dave Frank, to Motion to approve the policy for Service Recognition as presented and recommended by the Personnel Budget Committee.

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

Motion carried.

Committee Reports

Public Services Committee

Topics included 2026 City Wide Clean-up Discussion, hours of sale and consumption for liquor licenses, solid waste rates and billing, 2026 fee schedule draft.

Park & Recreation Committee

Topics included tennis court area reconstruction and city park tree removals.

Mayor's Report

Mayor McBroom recognized the following employees:

Name	Achievement
Steven Schlichter	Received certification as a Class A Wastewater Facility Operator
Mitch Irish	10 years of service to the City of Chatfield
Desiree Schlichter	Completed Minnesota Clerks & Finance Officers Association Minnesota Certified Municipal Clerk designations

Mayor McBroom encouraged residents to use caution around ongoing construction.

City Administrator's Report

City Administrator Michele Peterson highlighted the professionalism and dedication of city staff and applauded the employees for continued education and commitment to excellence.

Roundtable

MN Association of Small Cities – Beth Carlson

City Clerk, Beth Carlson, reported on her trip to Washington D.C. with the Minnesota Association of Small Cities to lobby for the needs of cities under 5000 in population.

Adjourn

Mike Urban entered a motion, with a second by Dave Frank, to adjourn at 7:12 PM.

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: November 10, 2025

Agenda Item: 2025.10.13 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:

[2025.10.13 Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, October 13, 2025

The Common Council of the City of Chatfield met in regular session on Monday, October 13, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

Others Present: Karen Reisner, Shane Fox, Fred Suhler Jr., Lynda Karver, Michele Peterson, and Beth Carlson.

Approve Agenda – Additions or Corrections

Josh Broadwater entered a motion, with a second by Paul Novotny, to approve agenda as presented.

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

Nays: None

Motion carried.

Consent Agenda

Dave Frank entered a motion, with a second by Paul Novotny, to adopt the consent agenda which included the following items:

1. August 11, 2025 Regular Meeting Minutes
2. August 25, 2025 Regular Meeting Minutes
3. Accounts Payable Claims Listings

Batch Name	Amount
2025 10FA01	\$170,682.79
2025 10FA01U	\$46,851.62
2025 0925VNDRPR	\$34,814.82
2025 09ADM0	\$4,975.65
2025 09ADM09	\$7,501.01
2025 09ADM10	\$95.85
2025 10ADM01	\$97.75
2025 10ADM02	\$1.33
2025 1009VNDRPR	\$59,990.72
Total	\$325,011.54

4. Resolution 2025-67 Close Cable Access Operations Fund & Dispose of Fiscal Asset CC04
5. Resolution 2025-68, a Resolution Approving an LG220 Application for Exempt Permit For St. Mary's Catholic Church
6. Resolution 2025-70 Accepting a donation to the City

7. YE4WD - Turkey Trot - November 27, 2025
8. Resolution 2025-69 Authorizing the Consolidation of Cash Drawers | Increase to the Petty Cash Fund
9. Resolution 2025-72 Accepting Annual Chatfield Fire Department Fund Drive Donations
10. Resolution 2025-71 Accepting Annual Chatfield Fire Department Fund Drive Donations

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

Nays: None

Motion carried.

Continued Business

Ordinance 480 - Sidewalks

First reading, no action.

New Business

Ordinance 482 Hours of sale and consumption Amendment

First reading, no action.

Ordinance 481 Solid Waste Rates and Billing

First reading, no action.

Fine Reversal Request

The council considered a request from Jac's Bar & Grill to reverse fines that were imposed for liquor license ordinance violations. No action was taken.

Committee Reports

October 13, 2025 Personnel | Budget Committee

Topics included review of financial reports, personnel policy amendments, and 2026 fee schedule review.

October 13, 2025 Public Works Committee

Topics included public works equipment needs, sidewalk and driveway considerations, street project updates, water truck update.

Mayor's Report

Mayor John McBroom reported that the street project is progressing well, with blacktop expected to be completed that week, and reminded everyone to be mindful of dump trucks and children in the area.

City Administrator's Report

City Administrator Michele Peterson reported that she is working on personnel policies, the budget presentation, and planning for the Committee of the Whole meeting where the financial advisor will present on the capital plan.

City Administrator Michele Peterson requested permission to sell the old water truck once the new one is ready.

Josh Broadwater entered a motion, with a second by Dave Frank, to approve to sell the old water truck once the new one is ready.

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

Nays: None

Motion carried.

Roundtable

No comments.

Adjourn

Mike Urban entered a motion, with a second by Dave Frank, to adjourn at 7:12 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: November 10, 2025

Agenda Item: 2025.10.27 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:

[2025.10.27 Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, October 27, 2025

The Common Council of the City of Chatfield met in regular session on Monday, October 27, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

Notice is hereby given that some City Council members may be participating in the meeting by interactive technology.

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

Members absent: Mike Urban, and Pam Bluhm.

Others Present: Shane Fox, Karen Reisner, Brian Burkholder, Craig Britton, John Wade, Kay Wangen, Alison Bentley, Gretchen Lovejoy-Mensink, Lynda Karver, Michele Peterson, and Beth Carlson.

Approve Agenda – Additions or Corrections

Josh Broadwater entered a motion, with a second by Dave Frank, to approve the agenda as presented.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

Consent Agenda

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

1. 2025 09 08 Regular Meeting Minutes
2. Accounts Payable Claims Listings

Batch Name	Amount
2025 10FA02	\$1,157,773.30
2025 10FA02U	\$6,652.13
2025 10ADM04	\$29,725.63
2025 1023 PR Reimb	\$32.86
Total	\$1,194,183.92

3. Annual Finance Policy Review

4. Determine not to waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04 for the City's Property & Casualty Insurance renewal for 2026Determine not to waive the monetary limits on municipal tort liability established by Minn. Stat. 466.04 for the City's Property & Casualty Insurance renewal for 2026

5. Resolution 2025-73 Accepting Ambulance Donations
6. Resolution 2025-74 Accepting Annual Chatfield Fire Department Fund Drive Donations
7. Resolution 2025-75 Accepting a Donation to the City
8. Resolution 2025-76 Approving LG220 Application for Exempt Permit for Chatfield Education Foundation
9. Resolution 2025-77 Accepting Donation to Firefighters Activity Association

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

City Engineer Report

Pay Request 1-2025 Street Improvement Project

The first pay request for the mill and overlay project has been presented, reflecting about 85% of completed quantities totaling over \$1.2 million with retainage of \$60,000. The paving and concrete work has been completed with some restoration work and structure adjustment still in progress.

Dave Frank entered a motion, with a second by Paul Novotny, to approve payment as requested with the recommendation from the City Engineer in the amount of \$1,143,706.19.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

Department Reports

Public Works – Weekend/Holiday Rounds

Brian Burkholder, Public Works Director, proposed eliminating weekend and holiday rounds, citing that the SCADA system allows for alarms in wells and treatment plants. A quote of \$10,500 was received for equipment to measure precipitation and temperature, which would be automatically logged into the system. Administrator Peterson noted that the current cost for rounds is about \$15,400 per year, so the equipment would pay for itself in less than a year. The motion was approved with an effective date to be determined upon installation of the equipment.

Paul Novotny entered a motion, with a second by Dave Frank, to approve changes to Weekend and Holiday Rounds as recommended by the Personnel Budget Committee and purchase the needed SCADA equipment. Changes to Weekend and Holiday Rounds will coincide with the installation of the new equipment.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

New Business

Employee Recognition – Kay Wangen, 25 Years

Mayor McBroom honored Kay Wangen for 25 years of service to the City of Chatfield.

Rochester Area Economic Development Inc. (RAEDI) -John Wade

John Wade from Rochester Area Economic Development thanked the council for their investment and partnership. He discussed the Small Business Development Center which serves eleven counties in southeast Minnesota with three full-time staff and 21 consultants, helping about 50 new participants per month. He mentioned the Communities Council, led by Administrator Michelle Peterson, which is working on a \$20,000 study with the University of Minnesota extension to do economic development modeling for area communities. Wade noted that the local economy remains vibrant with healthcare, manufacturing, agriculture, and technology as key sectors.

2025 Fee Schedule

The 2026 Fee Schedule had its first reading with no action taken.

Chief of Police Job Description and Posting

Paul Novotny entered a motion, with a second by Josh Broadwater, to approve the updated Job Police Chief Description and posting for the position.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

2025 PTO Conversion Payout Authorization

Josh Broadwater entered a motion, with a second by Dave Frank, to Motion to approve the PTO Conversion Payout with the recommendation of the Personnel Budget Committee.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

Continued Business

Ordinance 480 - Sidewalks

Josh Broadwater entered a motion, with a second by Dave Frank, to approve Ordinance 480, pertaining to Sidewalks, as presented and authorize its publication.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

Ordinance 482 Hours of sale and consumption Amendment

Paul Novotny entered a motion, with a second by Dave Frank, to approve Ordinance 482 - Hours of sale and consumption as presented and authorize its publication.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

Ordinance 481 Solid Waste Rates and Billing

Dave Frank entered a motion, with a second by Paul Novotny, to approve Ordinance 481 - Solid Waste Rates and Billing as presented and authorize its publication.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

Committee Reports

Committee of the Whole

The Committee of the Whole met with Mike Bubany and went over how future projects will impact funds and debt service needs.

Mayor's Report

Mayor McBroom reported that the weather is changing and reminded residents to clean up leaves and keep them out of gutters. The leaf dump will remain open until the first significant snow.

City Administrator's Report

Administrator Michele Peterson mentioned that several communities work together through the Communities Council (mentioned earlier by John Wadw) and Olmsted County, helping each other by discussing different strengths and weaknesses.

Roundtable

No comments.

Adjourn

Dave Frank entered a motion, with a second by Josh Broadwater, to adjourn at 7:19 PM.

Ayes: Councilors: Novotny, Broadwater, and Frank

Nays: None

Absent: Councilors: Urban, and Bluhm

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 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: \$261,677.00

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Batch Listing1 - 2025 11FA01 \\$205,922.54.pdf](#)

[Batch Listing2 - 2025 11FA01U \\$10,474.55.pdf](#)

[Batch Listing3 - 242HTI 1 DWNPY \\$10,000.00.pdf](#)

[Batch Listing4 - 2025 1023VNDRPR \\$35,108.93.pdf](#)

[Batch Listing5 - 2025 10ADM07 \\$21.25.pdf](#)

[Batch Listing6 - 2025 10RRSB \\$95.80.pdf](#)

[Batch Listing7 - 20251106 PR EE Reimb \\$53.93.pdf](#)



City of Chatfield

Batch Listing - Unposted Summary

Current Period: November 2025

2025 11FA01

11/05/25 11:54 AM

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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AT&T MOBILITY							
	110320	E 230-42270-321	Ambulance	Telephone		\$38.23	507.551.8200 AMB IBR900
	110320	E 601-49400-438	Water Utilities (GE	Internet Expenses		\$41.23	507.551.8578 WWTP CLLCTR AIRCAR
	110320	E 100-42110-321	Police Administrati	Telephone		\$44.92	507.272.5382 POLICE 872
	110320	E 220-42280-321	Fire Department *	Telephone		\$49.97	507.884.4423 FIRE
	110320	E 100-42110-321	Police Administrati	Telephone		\$44.92	507.272.5386 POLICE 873
	110320	E 100-42110-320	Police Administrati	Communications (GENER		\$38.23	507.513.5937 SQUAD 873 MODEM
	110320	E 100-42110-320	Police Administrati	Communications (GENER		\$48.23	507.551.8478 DELL LT SIM (2024)
	110320	E 230-42270-321	Ambulance	Telephone		\$38.23	507-551-8498 AMB CP IBR900 2
	110320	E 601-49400-438	Water Utilities (GE	Internet Expenses		\$41.23	507.551.8576 WLLHS3 AIRCARD MiFi
	110320	E 601-49400-438	Water Utilities (GE	Internet Expenses		\$41.23	507.551.8577 WLLHS2 AIRCARD MiFi
	110320	E 100-42110-321	Police Administrati	Telephone		\$49.97	507.272.5506 POLICE CHIEF
AT&T MOBILITY						\$476.39	
BANYON DATA SYSTEMS							
	001670	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe		\$197.50	50% UB METER DEVICE SUPPORT
	001670	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe		\$197.50	50% UB METER DEVICE SUPPORT
	001670	E 100-41500-435	Administration	Licences, Permits and Fe		\$95.00	REVTRAK MODULE SUPORT
	001670	E 100-41500-435	Administration	Licences, Permits and Fe		\$195.00	FIXED ASSETS SUPPORT
BANYON DATA SYSTEMS						\$685.00	
BLACKSTONE PUBLISHING							
	221519	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M		\$103.91	CUSTOMER ID 168011
BLACKSTONE PUBLISHING						\$103.91	
BOUND TREE MEDICAL							
	859612	E 230-42270-210	Ambulance	Operating Expenses		\$108.77	SPPLS - EXTRCTN CLLR
	859612	E 230-42270-210	Ambulance	Operating Expenses		\$34.94	SPPLS - CRPLX HT PCK
BOUND TREE MEDICAL						\$143.71	
CHATFIELD CENTER FOR THE ARTS							
	NOV 20	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	
CHATFIELD PUBLIC SCHOOLS							
	JUL-SE	E 100-41500-811	Administration	Pass Through Account		\$3,698.47	Frnchs Fees - Mdcn - 2025 Qtr 3
CHATFIELD PUBLIC SCHOOLS						\$3,698.47	
GALLS							
	032786	E 100-42110-153	Police Administrati	Uniform Allowance		\$132.84	SS KY HLDR PCH BLT
	033045	E 100-42110-153	Police Administrati	Uniform Allowance		\$69.70	SS BLT
	032833	E 100-42110-153	Police Administrati	Uniform Allowance		\$72.59	SS BLT
GALLS						\$275.13	
GP TRUCK PAINTING							
	1508	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment		\$145.40	GRN PNT MWHWK PRK
GP TRUCK PAINTING						\$145.40	
GRANICUS							
	217534	E 100-41500-438	Administration	Internet Expenses		\$2,051.29	PKAgndMgmnt LiveCst ClrCstr Opn
GRANICUS						\$2,051.29	
HOMETOWN BILLING							
	OCT 20	E 230-42270-435	Ambulance	Licences, Permits and Fe		\$2,020.23	7% BILLING FEE - MMM
HOMETOWN BILLING						\$2,020.23	
L&D AG SERVICE							



City of Chatfield

Batch Listing - Unposted Summary

Current Period: November 2025

2025 11FA01

11/05/25 11:54 AM

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	S22541	E 801-43100-550	Street Maintenanc	Cap. Outlay-Vehicles/Eq	\$31,961.89	S182 1999 STRLNG FLSHR TANK
L&D AG SERVICE					\$31,961.89	
LOFFLER						
	517303	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$34.46	CANON DXC3725I OVERAGE CHARGE
LOFFLER					\$34.46	
MARCO TECHNOLOGIES LLC.						
	INV144	E 100-41100-435	Legislative	Licences, Permits and Fe	\$60.00	6 LEG EXCHNG ON LN P1 & ACTV DRC
	INV144	E 100-41500-435	Administration	Licences, Permits and Fe	\$0.94	MS-AZR .GOV
	INV144	E 240-46630-435	Cmmnty Dvlpmnt	Licences, Permits and Fe	\$10.00	SHRD MBX NO LIC - PHASE OUT 1 ED
	INV144	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$20.00	1 WTR BS PRM
	INV144	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$40.00	2 AMB BS PRM
	INV144	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$20.00	1 PARKS BS PRM
	INV144	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$40.00	2 WW BS PRM
	INV144	E 100-41500-435	Administration	Licences, Permits and Fe	\$110.00	5 MS BUS PREM & 1 VM EXCH + ACTV
	INV144	E 240-46630-435	Cmmnty Dvlpmnt	Licences, Permits and Fe	\$10.00	SHRD - NOLIC - PHASE OUT -1 PLNG
	INV144	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$10.00	1 POOL EXCHNG ON LN + ACTV DRCT
	INV144	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$20.00	1 MS BS PRM
	INV144	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$200.00	10 PD MS BS PRM
	INV144	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$20.00	1 FD BS PRM
MARCO TECHNOLOGIES LLC.					\$560.94	
MCKESSON MEDICAL - SURGICAL						
	245274	E 230-42270-210	Ambulance	Operating Expenses	\$39.95	SPPLS - NITOR CLD CMPRSS
MCKESSON MEDICAL - SURGICAL					\$39.95	
MN REVENUE						
	113140	1-561-5 E 100-43100-437	Street Maintenanc	Sales Tax - Purchases	\$7.00	7316521 EV CHRGR
		1-561-5 E 603-49500-436	Refuse/Garbage (Sales Tax	\$1,017.00	7316521 GARBAGE TAX
		1-561-5 E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$174.00	7316521 WTR TWR LEASE SALES
		1-561-5 E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$1.00	7316521 POLICE CHRGS
		1-561-5 E 100-41500-437	Administration	Sales Tax - Purchases	\$3.00	7316521 ADMIN CHRGS
	113141	2-115-2 E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$7.95	7316521 PTRLM TX-OCT 2025
MN REVENUE					\$1,209.95	
NEW LINE MECHANICAL						
	25263	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$3,991.90	BLR MTR RPR SLS SPRNGS LKNG
NEW LINE MECHANICAL					\$3,991.90	
OLMSTED COUNTY - HEALTH DEPART.						
	1047	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$202.50	BACTERIA
OLMSTED COUNTY - HEALTH DEPART.					\$202.50	
OTIS ELEVATOR COMPANY						
	CLR162	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$1,311.00	H23130 CCA PSSNGR ELVTR STUCK O
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$81.00	H23130 2025 CCA Lrg ELVTR MAINT
	100402	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$81.00	H22109 CTYHILL ELVTR MAINT
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$50.00	H23129 2025 CCA CCA WC LIFT
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$50.00	H23131 2025 CCA WC LIFT ADTRM
OTIS ELEVATOR COMPANY					\$1,573.00	
ROCHESTER SAND AND GRAVEL						
	490003	E 801-43100-530	Street Maintenanc	Cap. Outlay-Str. Overlay	\$108,025.57	4952458-17 COC 2025 ALLEYS
	490003	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$13,444.00	4952458-17 COC 2025 ALLEYS
ROCHESTER SAND AND GRAVEL					\$121,469.57	



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SELCO						
	053834	E 211-45500-414	Libraries (GENERA	Automated Operations	\$484.70	ILS PCKG-PUBLICS
	053777	E 211-45500-414	Libraries (GENERA	Automated Operations	\$484.70	ILS PCKG-PUBLICS
					\$969.40	
SELCO						
SMITHSONIAN						
	100268	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$49.99	MGZN SUBS
SMITHSONIAN					\$49.99	
STREAMLINE						
	OBE128	E 211-45500-438	Libraries (GENERA	Internet Expenses	\$105.00	STRMLN FLX - OCT 1-NOV 1, 2025
	OBE128	E 211-45500-438	Libraries (GENERA	Internet Expenses	\$105.00	STRMLN FLX - NOV 1-DEC 1, 2025
STREAMLINE					\$210.00	
SUNSHINE FOODS						
	001077	E 221-42280-300	Fire Department *	Promotional Expense	\$68.89	OPN HSE CUPS LMN MX
SUNSHINE FOODS					\$68.89	
UC LABORATORY						
	125732	E 602-49450-217	Sewer (GENERAL)	Testing	\$645.89	WWTP LABS
UC LABORATORY					\$645.89	
US BANK ONE CARD						
	10/26/2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$24.18	HY VEE - WILTON RICE CRISPY
	10/26/2	E 100-41500-210	Administration	Operating Expenses	\$166.53	FUN EXPRSS - HLLWN CNDY
	10/26/2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$21.97	AMRCN PTCHWRK & QUILTING
	10/26/2	E 240-46630-300	Cmmnty Dvlpmnt	Promotional Expense	\$82.00	CANVA
	10/26/2	E 100-41500-152	Administration	Clothing	\$148.34	AMZN - KWCLTHING
	10/26/2	E 100-41500-152	Administration	Clothing	\$39.98	AMZN - KWCLTHING
	10/26/2	E 230-42270-205	Ambulance	Service Incentives/Rewa	\$94.90	SAMS GRTDE CKIE HLWN
	10/26/2	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$649.00	APPLE - IPAD BB
	10/26/2	E 220-42280-401	Fire Department *	Repairs/Maint Buildings	\$417.73	AIR HOSE KIT
	10/26/2	E 100-41100-210	Legislative	Operating Expenses	\$85.28	ALDI - COW
	10/26/2	E 100-43100-401	Street Maintenanc	Repairs/Maint Buildings	\$556.68	IMPACT AIR HOSE SET
	10/26/2	E 211-45500-332	Libraries (GENERA	Continuing Education	\$314.14	BW ST. CLOUD
	10/26/2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$31.72	WLMRT - PUMPKIN CRVNG
	10/26/2	E 211-45500-240	Libraries (GENERA	Small Tools and Minor E	\$34.59	ACE HW - HOSE
	10/26/2	R 211-45500-3955	Libraries (GENERA		-\$14.51	TIME MGZN
	10/26/2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$39.57	SNSHNE PMPKN CRVNG
	10/26/2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$32.21	TIME MGZN
	10/26/2	E 220-42280-401	Fire Department *	Repairs/Maint Buildings	\$74.97	AIR FITTINGS
	10/26/2	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPLE.COM - ICLOUD STORAGE
	10/26/2	E 100-45200-433	Parks (GENERAL)	Dues and Subscriptions	\$13.00	TACTACAM
	10/26/2	E 100-43100-433	Street Maintenanc	Dues and Subscriptions	\$95.00	FILL-RITE BFS SBSCPTN
	10/26/2	E 100-42110-240	Police Administrati	Small Tools and Minor E	\$649.00	APPLE - IPAD SF
	10/26/2	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$30.60	WSTBSKT
	10/26/2	E 211-45500-322	Libraries (GENERA	Postage	\$7.47	CHARLOTTE NC
	10/26/2	E 211-45500-211	Libraries (GENERA	Program Expenses	\$69.80	SAMS - PRTZL - HLLWN TRTS
	10/26/2	E 230-42270-340	Ambulance	Advertising	\$417.43	FILE OF LIFE
	10/26/2	R 100-41500-3955	Administration		\$0.00	REBATE
	10/26/2	E 211-45500-322	Libraries (GENERA	Postage	\$20.07	USPS - ASHLAND OR
US BANK ONE CARD					\$4,102.64	
WIDSETH SMITH NOLTING & ASSOC.						
	241525	E 425-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$8,033.10	2025-10567 MLL OVRLY



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WIDSETH SMITH NOLTING & ASSOC.					\$8,033.10		
WM HANSON WASTE REMOVAL							
5450 O	E 100-45200-384		Parks (GENERAL)	Refuse/Garbage Disposal	\$75.16	GARBAGE SERVICE - FIRE HALL	
5450 O	E 603-49500-384		Refuse/Garbage (Refuse/Garbage Disposal	\$15,077.16	GARBAGE SERVICE - 1,158 P/U @ 13.	
5450 O	E 603-49500-384		Refuse/Garbage (Refuse/Garbage Disposal	\$2,141.44	GARBAGE SERVICE - OC ENVIRON FEE	
5450 O	E 603-49500-384		Refuse/Garbage (Refuse/Garbage Disposal	\$1,393.84	GARBAGE SERVICE - FUEL SURCHARG	
5450 O	E 100-45200-384		Parks (GENERAL)	Refuse/Garbage Disposal	\$174.48	GARBAGE SERVICE - CTY MNT BLDG	
5450 O	E 602-49450-384		Sewer (GENERAL)	Refuse/Garbage Disposal	\$139.58	GARBAGE SERVICE - WWTP	
5450 O	E 100-41940-384		Municipal Building	Refuse/Garbage Disposal	\$64.42	GARBAGE SERVICE - CITY HALL	
WM HANSON WASTE REMOVAL					\$19,066.08		
ZEP MANUFACTURING							
901167	E 602-49450-210		Sewer (GENERAL)	Operating Expenses	\$132.86	BLCK BAG	
ZEP MANUFACTURING					\$132.86		
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					\$205,922.54		

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AMAZON CAPITAL SERVICES, INC.							
	1JQK-P		E 220-42280-210	Fire Department *	Operating Expenses	\$12.99	SWIFFER WETJET REFILL
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$17.14	BATTERIES AA
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$10.77	13 GALL TALL KIT GARB BAGS
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$22.33	SCOTCH TAPE 12 ROLLS
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$8.95	16 PACK STICKY NOTES
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$4.36	SWINGLINE STAPLES
	1JQK-P		E 220-42280-210	Fire Department *	Operating Expenses	\$129.00	2 HP215A BLACK TONER
	1JQK-P		E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$34.74	AVERY NEON LASER LABELS
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$81.92	COPY PAPER
	1JQK-P		E 602-49450-200	Sewer (GENERAL)	Office Supplies (GENERA	\$12.99	SWIFFER WETJET REFILL
	1JQK-P		E 242-46630-240	Cmmnty Dvlpmnt	Small Tools and Minor E	\$356.63	ALL COLORS TONER HP 218A (4)
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$15.27	BATTERIES AAA
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$45.59	INTERCOM SPEAKER 2 WAY
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$132.79	HP312A YELLOW TNR
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$186.89	HP312A CYAN TNR
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$186.89	HP312A MAGENTA TNR
	1JQK-P		E 100-41500-210	Administration	Operating Expenses	\$144.10	HP312X BLACK TNR
	1JQK-P		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$1,443.68	MULT LIB BOOKS 10-1 TO 10-31
AMAZON CAPITAL SERVICES, INC.						\$2,847.03	
BADGER METER							
	802144		E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$129.69	1/2 BCN FXD NTRWK PER UNITwMBL
	802144		E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$129.69	1/2 BCN FXD NTRWK PER UNITwMBL
	802144		E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$0.13	1/2 MBL HOSTING SERV UNIT 50%
	802144		E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$0.14	1/2 MBL HOSTING SERV UNIT 50%
BADGER METER						\$259.65	
BATTERIES PLUS							
	P86774		E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$79.90	BATT X2 WIND SEC ROLL UP DOOR
BATTERIES PLUS						\$79.90	
CITY OF CHATFIELD							
	OCT 20		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$70.34	10-00000071-00-5 TOURIST CENTER
	OCT 20		E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$70.34	10-00000121-00-7 POOL
	OCT 20		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00002410-91-8 PWFAC1
	OCT 20		E 220-42280-380	Fire Department *	Utility Services (GENERA	\$102.53	10-00000051-00-9 FIRE HALL
	OCT 20		E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$275.57	10-00000031-00-3 WWTP
	OCT 20		E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$70.34	10-00000011-00-7 PUBLIC LIBRARY
	OCT 20		E 100-41940-380	Municipal Building	Utility Services (GENERA	\$75.93	10-00000001-00-4 THURBER BLDG GA
	OCT 20		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00000081-008 CITY SHOP
	OCT 20		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00000101-01-4 PWFAC2
CITY OF CHATFIELD						\$876.07	
CULLIGAN WATER							
			E 100-41500-210	Administration	Operating Expenses	\$35.95	WTR SRVC
CULLIGAN WATER						\$35.95	
EO JOHNSON BUSINESS TECHNOLOGIES							
	404297		E 100-42110-413	Police Administrati	Equipment Rental / Leas	\$94.00	RICOH2510 25PPM (Lease Only)
	404297		E 100-41500-413	Administration	Equipment Rental / Leas	\$428.21	RICOH4510 45PPM (162.36+243.7Srv
EO JOHNSON BUSINESS TECHNOLOGIES						\$522.21	
FREDERICK S. SUHLER, ATTY							
			E 100-41100-304	Legislative	Legal Fees	\$510.00	ADDITIONAL TASKS - OCT 2025



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FREDERICK S. SUHLER, ATTY						
		E 100-41100-304	Legislative	Legal Fees	\$600.00	MONTHLY RETAINER - OCT 2025
					\$1,110.00	
GOPHER STATE ONE CALL						
	510028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$51.30	ACCOUNT #MN00240
GOPHER STATE ONE CALL						
					\$51.30	
HAWKINS, INC.						
	723925	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$442.56	WATER SUPPLY CHEMICALS
HAWKINS, INC.						
					\$442.56	
HBC						
	11/20/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$55.49	50% 1520399 19 2ND ST SW
	11/20/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$110.98	1439299 BUS VALUE PKG 120MBPS
	11/20/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$37.49	50% 1520399 WTR RSVR 1 OF 3 CLLC
	11/20/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$37.49	50% 1520399 BNCH/RVR 1 OF 3 CLLC
	11/20/2	E 100-45200-438	Parks (GENERAL)	Internet Expenses	\$55.49	50% 1520399 19 2ND ST SW
	11/20/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$37.50	50% 1520399 BNCH/RVR 1 OF 3 CLLC
	11/20/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$38.99	50% 1520399 UTLTY PL/HS 1 OF 3 CL
	11/20/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$37.50	50% 1520399 WTR RSVR 1 OF 3 CLLC
	11/20/2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$43.65	1439299 867-4321BASIC & TOLL
	11/20/2	E 601-49400-438	Water Utilities (GE	Internet Expenses	\$39.00	50% 1520399 UTLTY PL/HS 1 OF 3 CL
HBC						
					\$493.58	
HUNTINGTON ELECTRIC LLC						
	7471	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$710.30	BTN PHTEYE 150 LMP SPLC LBR
HUNTINGTON ELECTRIC LLC						
					\$710.30	
LINDE						
	530556	E 100-43100-210	Street Maintenanc	Operating Expenses	\$64.05	HIGH PRESSURE
LINDE						
					\$64.05	
LRS						
	MP2870	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$332.16	6 PRK UNTS 2025
LRS						
					\$332.16	
MEDIACOM						
		E 230-42270-438	Ambulance	Internet Expenses	\$108.52	1/3 CITY HALL HSD & STATIC IPS
		E 100-41500-438	Administration	Internet Expenses	\$108.19	1/3 CITY HALL HSD & STATIC IPS
		E 100-42110-438	Police Administrati	Internet Expenses	\$108.19	1/3 CITY HALL HSD & STATIC IPS
MEDIACOM						
					\$324.90	
MINNESOTA ENERGY RESOURCES						
	567966	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$23.73	00015 547 HLLSD BSTR STTN
	568020	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$57.76	00005 LIBRARY
	567870	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$49.33	00002 FH 60% FIRE
	568181	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$45.86	00003 WWTP - LIBRARY LN
	568954	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$42.84	00001 MUNI 1/3
	567870	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$20.55	00002 FH 25% STREET
	568123	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$56.92	00014 PPLS 19 SCND ST SW
	568954	E 230-42270-380	Ambulance	Utility Services (GENERA	\$42.84	00001 MUNI - AMB 1/3
	568386	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$45.00	000011 POOL
	568954	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$42.83	00001 MUNI - POLICE 1/3
	567870	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$12.33	00002 FH 15% WATER
MINNESOTA ENERGY RESOURCES						
					\$439.99	
OTIS ELEVATOR COMPANY						



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	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$50.00	H23129 2025 CCA CCA WC LIFT
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$50.00	H23131 2025 CCA WC LIFT ADTRM
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$81.00	H23130 2025 CCA Lrg ELVTR MAINT
	100402	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$81.00	H22109 CTYHILL ELVTR MAINT
OTIS ELEVATOR COMPANY					\$262.00	
QUADIENT LEASE						
	Q20714	E 100-41500-413	Administration	Equipment Rental / Leas	\$164.16	PSTG MCH LS N22081826 MMM-MM
QUADIENT LEASE					\$164.16	
QUILL.COM						
	463028	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$58.10	UB PERF PAPER ALLOC 2025 22.69%
	461512	E 100-41940-210	Municipal Building	Operating Expenses	\$67.99	BIG Z FOLD TOWELS
	463028	E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$148.76	UB PERF PAPER ALLOC 2025 58.09%
	463028	E 603-49500-210	Refuse/Garbage (Operating Expenses	\$49.22	UB PER PAPER ALLOC 2025 19.22%
QUILL.COM					\$324.07	
REINDERS						
	324456	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$202.90	HERBICIDE AND PESTICIDE
REINDERS					\$202.90	
WIT BOYZ INC.						
	10929	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$399.17	OIL FLTR LABOR SERV DOT
	10928	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$360.60	OIL FLTR LABOR SERV DOT
WIT BOYZ INC.					\$759.77	
ZARNOTH BRUSH WORKS						
	6454	E 100-43100-210	Street Maintenanc	Operating Expenses	\$172.00	GUTTER BROOM
ZARNOTH BRUSH WORKS					\$172.00	
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					\$10,474.55	

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NOVOTNY LAW TRUST ACCOUNT							
061218	11275D	E 242-46630-442	Cmmnty Dvlpmnt	Incentive Program	\$10,000.00	#1 DWN PYMNT - 11275 WISDOM CO	
NOVOTNY LAW TRUST ACCOUNT					\$10,000.00		
242HTI 1 DWNPY					\$10,000.00		
					\$10,000.00		

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AFLAC						
113126	626392	G 910-21712			\$191.68	PR VNDR LBLTY
	626392	G 910-21718			\$54.47	PR VNDR LBLTY
	626392	G 910-21713			\$155.48	PR VNDR LBLTY
	626392	G 910-21715			\$73.49	PR VNDR LBLTY
	626392	G 910-21724			\$281.84	PR VNDR LBLTY
AFLAC					\$756.96	
CHATFIELD PUBLIC LIBRARY						
113135	2025-2	G 910-21728			\$125.00	PR VNDR LBLTY
	2025-2	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
CHATFIELD PUBLIC LIBRARY					\$0.00	
DELTA DENTAL						
113127	CNS000	G 910-21711			\$1,390.02	PR VNDR LBLTY
DELTA DENTAL					\$1,390.02	
EFTPS						
113128	258470	G 910-21709			\$1,766.12	PR VNDR LBLTY
	258470	G 910-21701			\$5,388.92	PR VNDR LBLTY
	258470	G 910-21703			\$5,611.02	PR VNDR LBLTY
EFTPS					\$12,766.06	
HEALTHEQUITY						
113129	rqpqdck	G 910-21726			\$3,741.68	PR VNDR LBLTY
HEALTHEQUITY					\$3,741.68	
MN REVENUE						
113130	1-687-6	G 910-21702			\$2,593.74	PR VNDR LBLTY
MN REVENUE					\$2,593.74	
PERA						
113131	somper	G 910-21704			\$6,627.47	PR VNDR LBLTY
	somper	G 910-21705			\$5,021.33	PR VNDR LBLTY
PERA					\$11,648.80	
SUN LIFE ASSURANCE COMPANY						
113132	172195	G 910-21720			\$273.93	PR VNDR LBLTY
SUN LIFE ASSURANCE COMPANY					\$273.93	
TASC						
113133	10/23/2	G 910-21714			\$304.16	PR VNDR LBLTY
TASC					\$304.16	
UNITED STATES POSTAL SERVICE						
113124	675570	E 603-49500-322	Refuse/Garbage (Postage	\$133.61	UB PSTG ALLCTN 2025 19.22%
	675570	E 602-49450-322	Sewer (GENERAL)	Postage	\$403.82	UB PSTG ALLCTN 2025 58.09%
	675570	E 601-49400-322	Water Utilities (GE	Postage	\$157.73	UB PSTG ALLCTN 2025 22.69%
UNITED STATES POSTAL SERVICE					\$695.16	
VOYA EMPOWER MNDP						
113134	PAYROL	G 910-21719			\$938.42	PR VNDR LBLTY
VOYA EMPOWER MNDP					\$938.42	
2025 1023VNDRPR					\$35,108.93	



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Nbr	Invoice	Account	Dept	Descr	Object	Descr	Amount	Comments
TASC								
113138	IN3583	E 100-41500-310	Administration		Other Professional Servic		\$21.25	NOV 2025 COBRA MO ADM FEE AUG
TASC							\$21.25	
2025 10ADM07							\$21.25	
							\$21.25	

([BatchID] in (22184))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: October 2025

2025 11RRSB

11/03/25 9:04 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ROOT RIVER STATE BANK						
113139	202510	E 100-41500-310	Administration	Other Professional Servic	\$95.80	INT BANKING CHARGES 55 + 25.8 + 1
ROOT RIVER STATE BANK					\$95.80	
2025 11RRSB					\$95.80	
					\$95.80	

([BatchID] in (22197))

City of Chatfield
Employee Reimbursements for Expenses

11/03/25 3:43 PM

Page 1

Amount	Check Date	Pay Method Description	Employee Name
\$33.92	11/06/25	AUTO ALLOWANCE	Burkholder, Brian
\$20.01	11/06/25	Amb Vehicle Operating Supplies	Schlichter, Desiree K
<hr/> \$53.93			



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: Resolution 2025-78 Lawful Gambling LG220 for Chatfield Youth Sports Association

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:

[2025-78 Lawful Gambling LG220 for Chatfield Youth Sports Association.pdf](#)

City of Chatfield

Resolution 2025-78

A Resolution Approving an LG220 Application for Exempt Permit for Chatfield Education Foundation

WHEREAS, as nonprofit organization has submitted an LG220 Application for Exempt Permit for lawful gambling; and

WHEREAS, city approval for a gambling premises located within city limits is required before a nonprofit can submit an application to the Minnesota Gambling Control Board; and

WHEREAS, the nonprofit would like to conduct lawful gambling as follows:

Name of Nonprofit Organization:	Chatfield Youth Sports Association
Name of premises where the gambling event will be conducted:	205 Union Street NE
Date(s) of Activity:	April 23, 2026
Type of Gambling Activity:	Raffle

; and

NOW THEREFORE, Be It Resolved By The City Council Of The City Of Chatfield, Minnesota acknowledges the LG220 Application for Exempt Permit with no waiting period.

ADOPTED by the City Council of Chatfield, Minnesota this 10th day of November 2025.

/s/Beth M Carlson

City Clerk

City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: 2026 Maintenance Agreement with Olmsted County for a portion of CSAH 10 within city limits

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:

[2026_Chatfield_cover_letter.docx.pdf](#)

[2026_Maintenance_Agreement_City_Chatfield.docx.pdf](#)



Public Works
1188 50th Street SE
Rochester, MN 55904
Phone: 507-328-7070
E-mail: pwservice@olmstedcounty.gov

October 6, 2025

Beth Carlson
City of Chatfield Clerk
21 East 2nd Street
Chatfield, MN 55923

Subject: 2026 Maintenance Agreement

Dear Beth:

Enclosed is the 2026 maintenance agreement between Olmsted County and the City of Chatfield providing payment to the City of Chatfield to maintain a portion of CSAH 10 within the city limits of Chatfield.

Please sign the agreement and return to me at your earliest convenience. Once executed by the Director of Public Works, you will receive a copy.

If you have questions, I may be reached at 507-328-7070.

Sincerely,

DocuSigned by:

009C50B3BAEE40E...
Chad Schuman
Highway Maintenance Engineer

Encl.

C: Jeff Webster, Eyota Area Supervisor

**OLMSTED COUNTY
and
CITY OF CHATFIELD
ROUTINE MAINTENANCE
AGREEMENT**

**Routine Maintenance Performed
by the City on:**

**Total Agreement Amount
\$3017.75**

County State Aid

Highway(s) (CSAH): 10

This Agreement is between Olmsted County, acting through its Public Works Department ("County") and City of Chatfield acting through its City Council ("City").

Recitals

1. Under Minnesota Statutes § 163.02, 160.21, Subd. 1, 160.23 and 162.17 the County and the City wish to enter into an agreement that will provide routine maintenance performed by the City on certain County State Aid and County highway(s) located within the City limits upon such terms and conditions hereafter set forth; and
2. The County will reimburse the City for the maintenance performed; and

Agreement

1. Term of Agreement; Survival of Terms;

1.1 Effective date. This Agreement will be effective on **January 1, 2026**.

1.2 Expiration date. This Agreement will expire on **December 31, 2026**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of terms. All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 7. Liability; Worker Compensation Claims; Insurance; 9. State Audits; 10. Government Data Practices; 11. Governing Law; Jurisdiction; Venue; and 13. Force Majeure.

2. Agreement Between the Parties

2.1 Maintenance by the City

A. Location. The City will perform routine maintenance of the following portions of the county highway system within the Corporate City limits:

On CSAH 10 beginning at the intersection of Trunk Highway No. 52 and Union Street in the City of Chatfield; thence East on Union Street to Avenue "C", thence North to Wahlen Valley Road NE. Five-tenths (0.50) mile.

B. Total Mileage. The total county highway mileage for the routine maintenance performed under this Agreement consists of 0.50 two- lane miles.

2.2 Maintenance Responsibilities (Reimbursable) The City will perform the following routine maintenance duties to the satisfaction of the County's Highway Maintenance Engineer. All materials used in the performance of said routine maintenance must comply with the State's current "Standard Specifications for Construction".

- A. Maintain the county highway(s) to keep them smooth and in good repair for the passage of traffic and free from all obstructions and impediments to traffic. This includes restoration of utility openings, and all necessary patching of the roadbed and removal of obstacles.
- B. Keep the traveled roadway free and clear of ice, snow, litter, debris, and any other foreign matter of any nature.
- C. Sand, salt or chemically treat the traveled roadway as necessary to provide for safe public travel.
- D. Maintain the roadway drainage system by addressing erosion issues and keeping storm sewer, culverts and ditches clear from sediment and ice buildup.
- E. Dispose of all snow, litter, debris and any other foreign matter collected upon, along or adjacent to the county highway proper and within the county highway right-of-way limits according to all applicable laws, ordinances, and regulations.
- F. Promptly notify County for defective/damaged roadway markings, traffic control devices and safety devices. The County will place, install and maintain at all times suitable guide signs, warning signs, and route markers for the guidance of traffic on the highway(s).
- G. Furnish all labor, materials, tools, equipment and any other necessary items to perform the routine maintenance duties covered under this agreement.

2.3 Other Maintenance Responsibilities; Agreements (Non-reimbursable) The City is responsible for performing the following routine maintenance duties, without cost or expense to the County:

- A. Keep the pedestrian user areas of the walkways, medians, pedestrian ramps and curb and gutter free and clear of ice, snow, litter, debris, and any other foreign matter of any nature.
- B. Sand, salt or chemically treat, and repair joints and panels in the pedestrian user areas of the walkways, medians, pedestrian ramps, and curb and gutter.
- C. Maintain pedestrian facilities (trails and sidewalks) that are not the responsibility of the adjacent property owners.
- D. Maintain any other facilities located within the county highway right of way that are covered under other agreements. This Agreement does not supersede any other agreements between the parties.

2.4 Traffic Control

- A. The City may partially block the county highway to perform the routine maintenance under this Agreement. In cases of emergency, the City may block the county highway(s) and prevent passage of traffic thereon. At no time, however, may the City continue to obstruct the free passage of traffic on the county highway(s) for a longer period of time than is reasonably required for making the necessary repairs.
- B. The City may close the county highway(s) to travel as necessary for the repair or installation of water or gas mains, cable TV, fiber optic cables, electric or telephone cables and storm or sanitary sewers. The City must give the County ten days written notice and obtain a permit before such repairs or installation, except for extraordinary emergencies.
- C. The City will not close any portion of the county highway(s) to traffic for reasons other than those set forth above and in no event for a time longer than necessary to complete the required maintenance work. In the event of the total blocking or closing of the county highway(s), the City must provide a suitable detour during such time.
- D. Public notices shall be made for any scheduled road closures by the City.

E. The City must conduct all county highway partial and total closures in conformance with the current [Minnesota Manual on Uniform Traffic Control Devices \(MNMUTCD\)](#) and [Temporary Traffic Control Zone Layouts - Field Manual](#).

2.5 City's Failure to Adequately Maintain. If the City fails to perform any of the routine maintenance according to the terms of this Agreement, the County may reduce the amount payable to the City by either an amount judged to be fair and equitable for such routine maintenance, or, if the County performs such routine maintenance, by the actual cost of the maintenance performed by the County in accordance with this Agreement.

2.6 Extraordinary Maintenance. The City is not required to perform any extraordinary maintenance, construction or reconstruction under this Agreement. If the City is willing to perform extraordinary maintenance, and the County's Highway Maintenance Engineer approves such performance, the parties to this Agreement must enter into a separate agreement therefore. No expenses may be incurred on the extraordinary maintenance prior to the full execution of such an agreement.

2.7 Inspection of City Performed Maintenance. Authorized representatives of the City and the County will jointly inspect the involved county highways on a regular basis during the life of this Agreement to determine if the routine maintenance is being performed according to the terms of this agreement.

3. Basis of County Cost

The County's payment to the City for routine maintenance will be based on the length of two-lane mile roadway times the dollar value to be paid per two-lane mile per City fiscal year. Fractional miles (to the hundredth of a mile) will be used in computing the amounts payable under this Agreement.

4. County Cost and Payment by the County

County Cost: The Minnesota Department of Transportation – District 6 had established the cost per two-lane mile for a portion of TH 63 to be \$3,904.00 in 2004. An increase of 2.0% per year was applied for a 2026 rate of \$6035.50 per two-lane mile. The City and County agree to apply the same cost basis to the county highways maintained by the City within the corporate limits.

4.1 Conditions of Payment. The County will make a lump sum payment to the City for routine maintenance performed, on a quarterly basis, on or after March 31, June 30, September 30, and December 31 of each City fiscal year after the following conditions have been met:

- A.* Encumbrance by the County of the necessary funds for the routine maintenance payment amount.
- B.* Execution of this Agreement and transmittal to the City.
- C.* The County's receipt of an invoice from the City for the applicable quarter, signed by the County's authorized representative attesting that all routine maintenance has been performed in full conformity with this Agreement.
 - i.* The invoice must indicate the amount, if any, deducted from the estimated quarterly payment under Article 2.5 and 2.6 of this Agreement.
 - ii.* The City will keep records and accounts that enable it to provide the County, when requested, with documentation itemizing the labor, materials and equipment used to perform the routine maintenance.

5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

5.1 The County's Authorized Representative will be:

Name/Title: Chad Schuman, Highway Maintenance Engineer (or successor)
Address: 2122 Campus Dr. SE, Suite 200, Rochester, MN 55904
Telephone: 507-328-7188
E-Mail: chad.schuman@olmstedcounty.gov

5.2 The City's Authorized Representative will be:

Name/Title: Ms Michele Peterson, City of Chatfield Clerk
Address: 21 SE Second Street, Chatfield, MN 55923
Telephone: 507-867-1518
E-Mail: mpeterson@ci.chatfield.mn.us

6. Assignment; Amendments; Waiver; Contract Complete

6.1 Assignment. Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

6.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

6.3 Waiver. If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

6.4 Contract Complete. This Agreement contains all prior negotiations and agreements, with respect to routine maintenance, between the County and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. Liability; Worker Compensation Claims; Insurance

7.1 Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City and the County. Notwithstanding the foregoing, the City will indemnify, hold harmless, and defend (to the extent permitted by the Olmsted County Attorney's Office) the County against any claims, causes of actions, damages, costs (including reasonable attorney's fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the City's contractor(s) or consultant(s) or by a third party because of an act or omission by the City or its contractor(s) or consultant(s).

7.2 Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

7.3 The City may require its contractor to carry insurance to cover claims for damages asserted against the City's contractor.

8. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

9. Government Data Practices

The City and County must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City or the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the County.

10. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Olmsted County, Minnesota.

11. Termination

By Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties or by either party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.

12. Force Majeure

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

13. Business Records

Each party shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner engaged in the profession of highway maintenance work. Each party shall maintain such records for at least 6 years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Each party shall have the right to audit and review all such documents and records at any time during the other party's regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by either party and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, subd 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract.

CITY OF CHATFIELD

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____
Mayor

Attest: _____
Administrator

Date: _____

OLMSTED COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable resolutions or ordinances

By: _____
Chairperson, County Board

Attest: _____
Clerk-Administrator

Date: _____



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: Approve EMT new hire Blake Bigalk

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:

[Blake Bigalk hire.pdf](#)

INTEROFFICE MEMORANDUM

TO: CHATFIELD CITY COUNCIL

FROM: ROCKY BURNETT

SUBJECT: NEW EMT

DATE: 11/3/2025

CC:

The ambulance service is looking to add Blake Bigalk as a volunteer EMT to its roster.

Blake is a RN in Rochester and completed a RN to EMT course online, and then tested out with our EMT students at the last test out. Blake has successfully passed the NREMT exam and now looks to join our service. Blake is from out of town and would likely take advantage of our EMT quarters while on call.

It is my recommendation to hire Blake with all the requirements of the other volunteers, minimum of 24 hours a month of on call time, 12 hours of holiday time throughout the year and attendance of regular monthly meetings/trainings.

Thanks for the consideration

Rocky



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item:

2025-79 Resolution Accepting Annual Chatfield Fire Department Fund Drive 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:

[2025-79 to Accept Fire Dept. Donations.docx](#)

City of Chatfield
Resolution 2025-79
Resolution Accepting Annual
Chatfield Fire 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
Receiving to Capital Goods- 221-42280-36230	October - 2025	\$2,360

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 10th day of November 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: Ordinance 483 2026 Fee Schedule

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Second Reading, Motion to approve the ordinance as presented and publication.

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:

[483 2026 fee schedule draft.pdf](#)

ORDINANCE NO. 483

AN ORDINANCE RELATING TO FEES CHARGED BY THE CITY OF CHATFIELD FOR VARIOUS PURPOSES, LICENSES OR SERVICES, AMENDING SUBPART A, CHAPTER 11, SECTION 11-1 OF THE CHATFIELD CITY CODE.

THE COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA, DOES ORDAIN:

Section 1. The provisions of the Chatfield City Code, Subpart A, Chapter 11, Section 11-1, are amended to read:

Section 11-1. Particular Fees, Fines and Charges

City of Chatfield Fee Schedule - 2026

Item	Fee
Administrative	
Returned Check / Payment Fee / etc.	\$30.00
Surcharge Fees for RevTrak payments.	3.5% 3.7%
Transient Merchant Fee	\$20.00
Copying / Printing:	
Printing Base Charge for projects more than 10 pages, per page fee additional as listed below:	\$20.00
8.5 x 11 (one sided) Black & White *if customer provides paper	\$1.50 / .75* per page
8.5 x 11 (one sided) Color *if customer provides paper	\$1.75 / 1.00* per page
11 x 17 (one sided) Black & White *Customer must provide paper	\$2.00 per page
11 x 17 (one sided) Color *Customer must provide paper	\$2.50 per page
Fax (Receive)	\$.50 per page
Fax (Send)	\$1.00 flat
Folding pages and stuffing in envelopes *if customer provides envelopes	\$1.00 per page
Licenses:	
Golf Cart	\$10.00
Special Vehicle	\$10.00
Adult Entertainment Business	\$750.00
Pet License:	
Neutered/Spayed	\$15.00
Non-Neutered/Spayed	\$25.00
Impound / Release Fee (Minimum)	\$15.00
Penalty for Late Licensure per Application	\$10.00
Pound Fee (Daily, after the first 24 hours)	\$3.00
Alcohol License:	
3.2 Beer License (Annual)	\$150.00
Intoxicating Liquor License Investigation Fee (Individual)	\$50.00
Intoxicating Liquor License Investigation Fee (Corporation)	\$100.00
Off-Sale License	\$150.00
Club License	\$300.00
Wine License On-Sale	\$150.00
Temporary On-Sale License	\$75.00
consecutive months prior to making application.	\$900.00
Renewal Fee for establishments with liquor sales between \$0 - \$19,999.99.	\$900.00
Renewal Fee for establishments with liquor sales between \$20,000 - \$39,999.99.	\$1,100.00
Renewal Fee for establishments with liquor sales between \$40,000 - \$59,999.99.	\$1,300.00
Renewal Fee for establishments with liquor sales between \$60,000 - \$79,999.99.	\$1,500.00
Renewal Fee for establishments with liquor sales between \$80,000 - \$99,999.99.	\$1,700.00
Renewal Fee for establishments with liquor sales between \$100,000 - \$119,999.99.	\$1,900.00
Renewal Fee for establishments with liquor sales between \$120,000 - \$139,999.99.	\$2,100.00
Renewal Fee for establishments with liquor sales between \$140,000 - \$159,999.99.	\$2,300.00
Renewal Fee for establishments with liquor sales between \$160,000 - \$179,999.99.	\$2,500.00
Renewal Fee for establishments with liquor sales between \$180,000 - \$199,999.99.	\$2,700.00
Renewal Fee for establishments with liquor sales greater than \$200,000.00.	\$2,900.00
Sunday Liquor Surcharge	\$0.00
Public Works	
Street Excavation Deposit to ensure restoration of street surface	\$3,000.00
Hourly rate for cleaning streets related to private contractor/construction	\$150.00
Utility Disconnection Fee	\$75.00
Utility Reconnection Fee	\$450.00
Solid Waste Discontinuation of Service Fee	\$100.00
Electric Vehicle Charge per kwh	\$0.30
Water:	
Base Monthly Fee	19.53 21.00
Per 1,000 gallons → 2,000—	\$6.81
0-2000 Gallons Per Gallon	\$0.00
2001-6000 Gallons Per one thousand	\$7.25

6001 and above Gallons per one thousand	\$8.00
Bulk Water per 1,000 gallons	10.25 11.00
Hook-up Fee.	\$1,600.00
Water Access Charge/Acre	\$3,000.00
Sanitary Sewer:	
Base Monthly Fee	50 52.25
Per 1,000 gallons > 2,000 —	\$10.73
0-2000 Gallons Per Gallon	\$0.00
2001-6000 Gallons Per one thousand	\$8.60
6001 and above Gallons per one thousand	\$11.05
Non-Metered Monthly Fee based on 3,500 gallons	66.08 70.50
Hook-up Fee.	\$2,600.00
Sewer Access Charge/Acre	\$2,000.00
Multi-Family Combined Water and Sewer Hook-up:	
2 Unit Building	\$4,200.00
3 – 4 Unit Building	\$6,300.00
5 – 8 Unit Building	\$8,400.00
9 – 12 Unit Building	\$10,500.00
13 – 16 Unit Building	\$12,600.00
17 – 20 Unit Building	\$14,700.00
21 – 24 Unit Building	\$16,800.00
Swimming Pool:	
Family Membership	\$170.00
Individual Membership	\$120.00
Afternoon Daily Fee	\$7.00
Evening Daily	\$5.00
Sunday Family Swim – Afternoon –	\$3.00
Midnight Swim	\$5.00
Swimming Lessons – Members	\$50.00
Swimming Lessons – Non-Members	\$60.00
same swimming level, with a maximum of 2 individuals.	\$100.00
Toddler Time – Members	\$25.00
Toddler Time – Non-Members	\$30.00
Lap Swim – Season	\$60.00
Lap Swim – Per Session	\$6.00
Water Aerobics – Season	\$50.00
Water Aerobics per Session	\$6.00
One hour rental of entire facility, up to 25 swimmers plus \$2.00 for additional swimmers.	\$200.00
Two-hour rental of entire facility, up to 25 swimmers plus \$4.00 for additional swimmers.	\$250.00
Non-Refundable Deposit for Pool Rental, with exception for inclement weather.	\$100.00
Fire Department	
Fire Call + Cost of Supplies	\$500.00 +
Fire Call	Cost of Supplies +
Fire Call	\$250/hr. after 1st hr.
Fire Department response to an auto accident	\$500.00
Ambulance Department	
BLS Transport	800 \$1200.00
BLS Transport Outside PSA-	\$900.00
Per Loaded Mile	15 \$20.00
ALS Transport	1200 \$1500.00
ALS Transport Outside PSA-	\$1,300.00
EMT Class (Test Not Included)	\$1,200.00
EMT Refresher Class (Test Not Included)	\$300.00
Practical Test	\$100.00
First Aid for Daycare (Includes CPR)	\$50.00
CPR or First Aid Class / Both	\$45.00/ 75.00
Zoning	
General Development Plan Filing	\$370 + \$20 per lot
Preliminary Plat Filing	\$470 + \$20 per lot
Final Plat Filing	\$220 + \$20 per lot
whichever is chosen by the city.	1/10th acre per Unit
Variance Application	\$375.00
Conditional Use Permit Application (Including Planned Unit Development)	\$425.00
Zoning District Amendment Application	\$375.00
Land Use Plan Amendment	\$450.00
Temporary Use Permit	\$250.00
Permit Application for use of a semi-trailer for storage	\$10.00
permits, fence permits, accessory structures < 200 sf, signs not requiring a building permit,	\$98.00
Residential, Commercial, Mechanical, Plumbing, and Sign Permit Applications	By Total Valuation + Zoning Certificate
Plan Review Fee	By Appl.

Demolition Permits	\$186 + Zoning Certificate
Reinspection/Special Inspection	\$125.00
Valuation of Project	Fee
Residential Building Permit Fee:	
\$1.00 to \$5,000	\$84.00
\$5,001 to \$100,000	\$84.00 for the first \$5,000 plus \$4.90 per additional \$1,000
\$100,001 and Up	\$549.50 for the first \$100,000 plus \$3.00 per additional \$1,000
Commercial Building Permit Fee:	
\$1.00 to \$5,000	\$84.00
\$5,001 to \$25,000	\$84.00 for the first \$5000 plus \$11.00 per additional \$1,000
\$25,001 to \$50,000	\$304.00 for the first \$25,000 plus \$8.30 per additional \$1,000
\$50,001 to \$100,000	\$511.50 for the first \$50,000 plus \$6.70 per additional \$1,000
\$100,001 to \$500,000	\$846.50 for the first \$100,000 plus \$4.80 per additional \$1,000
\$500,001 to \$1,000,000	\$2,766.50 for the first \$500,000 plus \$2.50 per additional \$1,000
\$1,000,001 and up	\$4,016.50 for the first \$1,000,000 plus \$1.00 per additional \$1,000
Plumbing and Mechanical Fee:	
\$1.00 to \$5,000	\$84.00
\$5,001 to \$25,000	\$84.00 for the first \$5,000 plus \$16.30 per additional \$1,000
\$25,001 to \$100,000	\$410.00 for the first \$25,000 plus \$9.90 per additional \$1,000
\$100,001 to \$500,000	\$1,152.50 for the first \$100,000 plus \$6.70 per additional \$1,000
\$500,001 to \$1,000,000	\$3,832.50 for the first \$500,000 plus \$3.50 per additional \$1,000
\$1,000,001 and up	\$5,582.50 for the first \$500,000 plus \$2.30 per additional \$1,000
Police Department	
Fingerprinting Applicant Card (Includes up to 2 cards for fee)	\$10.00
Standard Tow and Impound	\$150.00
Extra Tow charge (any tow beyond standard)	Actual Cost
Impound Fee (for any extra tow)	\$20.00
Storage-per day (after 1st 24 hours)	\$10.00
Copy of Reports: Less than 10 pages	No Charge
Copy of Reports: 10 – 100 pages	\$.25 per page
Copy of Reports: More than 100 pages (per statute)	Actual Cost
Copy of Video Tape	\$20.00
Copy of DVD	\$15.00
Copy of Video Recording	\$10.00
Administrative Fines:	
Various described animal violations	\$50.00
Various described nuisances	\$100.00
Various street, sidewalk, and vehicle violations	\$50.00
Any other violation of the Code not otherwise specified	\$50.00

Section 2. This ordinance shall be effective 30 days following its publication. Passed and adopted by the City Council of the City of Chatfield, Minnesota, this _____ of November, 2025



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: Quarterly Financial Report

Subject | Summary: 2025 Third Quarter Financial Report

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:

[Quarterly Financial Report - 2025 09.pdf](#)

To: Michele Peterson | Personnel Budget Committee | City Council From: Kay Wangen Date: 23 Oct 2025
cc: Alison Bentley, Brian Burkholder, Rocky Burnett, Monica Erickson, Shane Fox, Dan Funk, Ryan Priebe, Steven Schlichter, Luke Thieke
This is the 2025 third quarter financial report. It summarizes the budget to actual revenue and expenditure activity as well as the cash and investment holdings as of 09/30/2025

2025 Budget to Annualized Actual Revenue & Expense Analysis

Revenue & Expense Summary—Activity has been annualized meaning one-time and seasonal revenues and expenses have been adjusted to reflect three quarters of activity.

1ST QTR TARGET = 25% OF BUDGET PREDICTIONS	2ND QTR TARGET = 50% OF BUDGET PREDICTIONS	3RD QTR TARGET = 75% OF BUDGET PREDICTIONS
Budget Neutral = within 10% of target (15-35%)	Budget Neutral = within 10% of target (40-60%)	Budget Neutral = within 10% +/- of target (65-85%)
Positive Variance = Rev >35% or Exp <15%	Positive Variance = Rev >60% or Exp <40%	Positive Variance > +/- 10% = Rev >85% or Exp <65%
Negative Variance Rev < 15% or Exp >35%	Negative Variance Rev <40% or Exp >60%	Negative Variance > +/- 10% Rev <65% or Exp >85%

Fund Level Budget to Annualized Actual Analysis

3rd Quarter Results

Budget Neutral

6 of 9 annualized fund level revenue & expenditure actual results are within 10% of budget predictions.

Positive Variances

Fire Expenditures-65%

Garbage Expenditures 64.8%

Negative Variances

Library Operations Revenues-62%

Ambulance Operations Revenues 62%

CCA Operations Expenditures 86%

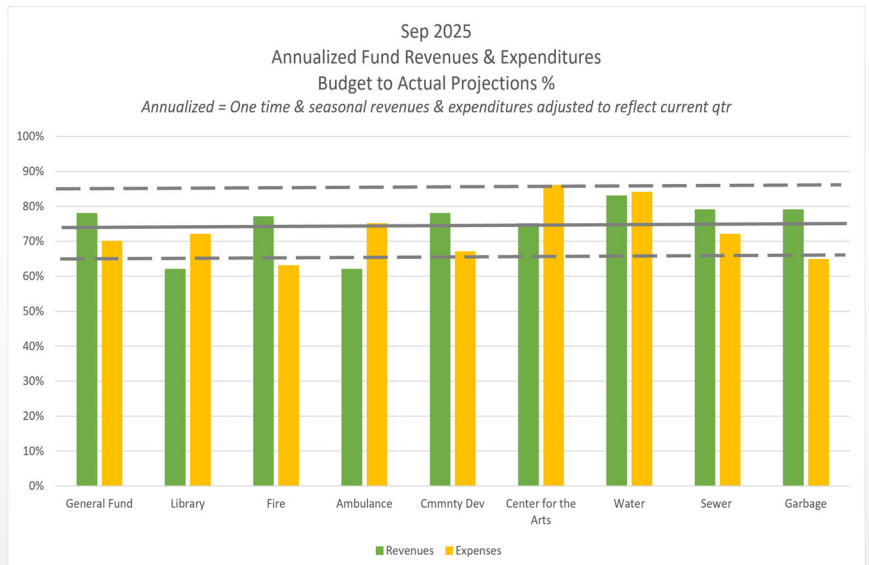
Previous Quarters History for Reference

1st Quarter Results

All annualized fund level revenue & expenditure actual results were within 10% of budget predictions.

2nd Quarter Results

9 of 10 annualized fund level revenue & expenditure actual results were within 10% of budget predictions.



General Fund Departmental

Budget to Annualized Actual Expenditure Analysis

3rd Quarter Results

Budget Neutral

All of the tracked annualized GF department level expenses are within 10% of budget predictions.

Positive Variances

none

Negative Variances

none

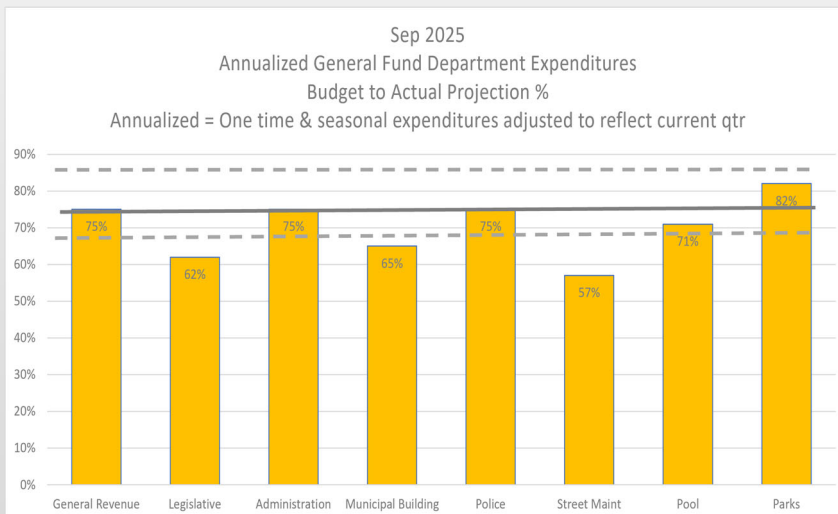
Previous Quarter History for Reference

1st Quarter Results

All the tracked GF annualized departmental level expenditures actual results were within 10% of budget predictions.

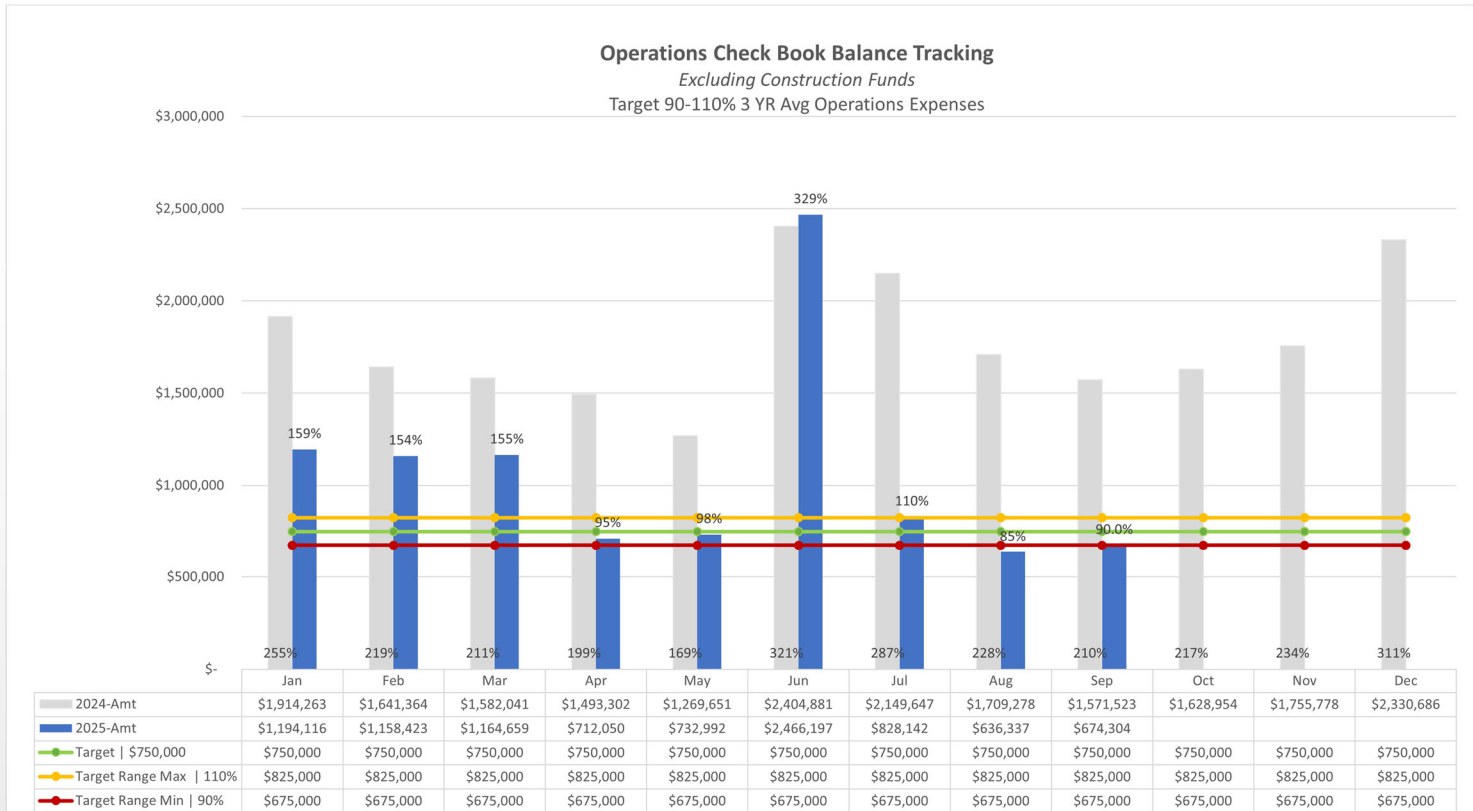
2nd Quarter Results

5 of 8 tracked GF departmental level expenditures actual results were within 10% of budget predictions..



Finance Operational Guidelines & Policy Results Check Points

Operations Check Book Balance: Guideline: \$750,000 (3YR Avg Monthly Operations Expenses)



Variance Category Definitions

- Neutral Balance Variance within 10% of target (90-110%)
 - High Balance Variance > 110%
 - Low Balance Variance < 90%

- Aug 2024—Mar 2025 No action. Using guideline 40-60% of NY expenses.
- Apr 2025—Proposing \$750,000 guideline based on analysis of average monthly expenses for general fund, special revenue and enterprise funds. The cash balance in the 4M money market fund is liquid.
- Jun 2025— High Balance—Includes \$425,000 CD that matured 06/30/2025 funds will be reinvested at a higher interest rate in July. Balance also includes the 1st half county settlements. Debt service payments due Aug 1st will be processed in July.
- Sep 2025— Neutral Balance within 10% of target.

*Notes:

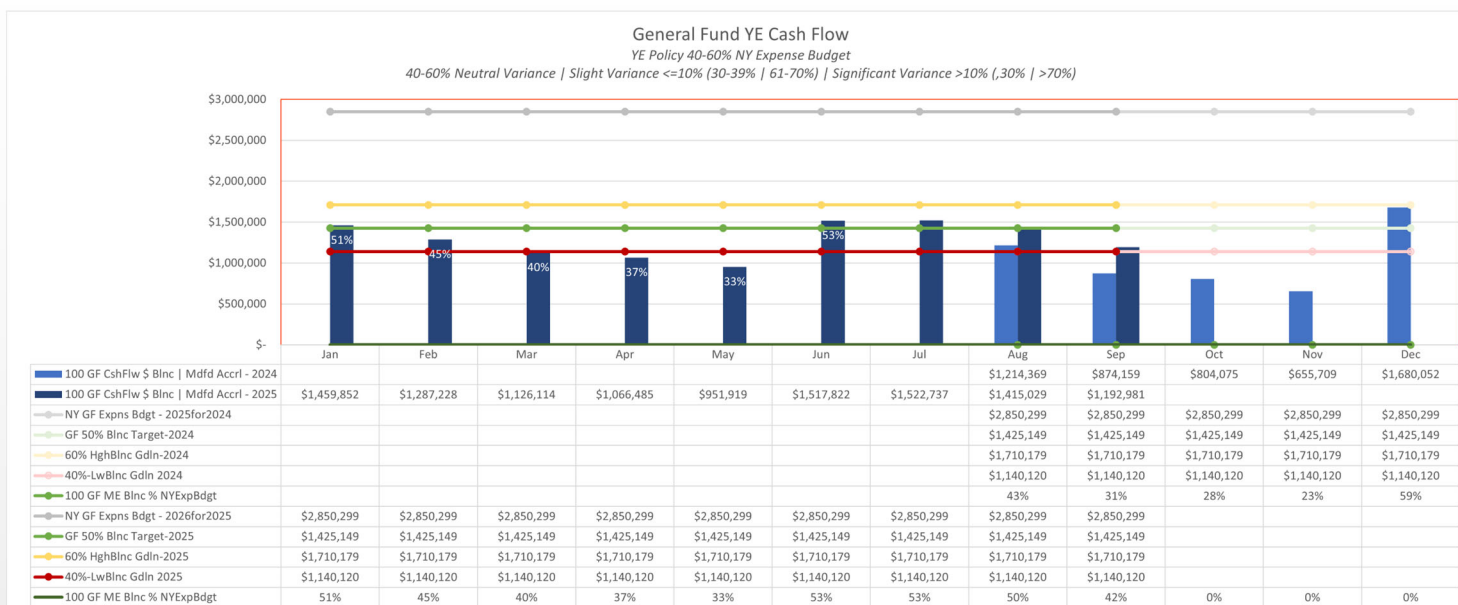
- Working towards RRSB CB = Operations \$ | F&M, Northland, 4M = Capital Goods / Reserves. Once established, transfer funds from F&M | Northland | 4M to RR when capital goods are purchased. Going forward, bond (construction fund) cash should be sent to 4M fund as subaccounts. When construction fund payments are made, the money gets transferred back from 4M to the operations check book.

Finance Operational Guidelines & Policy Results Check Points

While these are year end performance goals, they will be monitored monthly. This will allow us to identify and adapt to issues more proactively, and / or determine if guidelines or policies need adjusting.

General Fund Unassigned Balance (undesignated) Year End Cash Flow Policy:

Year end fund balance 50% of next years budgeted expenses (or \$1 million whichever is greater). In addition to cash flow needs this accommodates compensated absence liability and emergency contingency concerns.



Variance Category Definitions

Neutral Within 10% +/- of target(40-60%)
Slight Variance <=+/- 10% (30-39% | 61-70%)
Significant Variance > +/- 10% (<30% | >70%)

- Aug 2024— Fund balance 43% | NY Exp. Budget. Within acceptable 40-60% variance range.
- Sep 2024—Fund balance low @ 31% | NY Exp. Budget. Slight variance-monitoring (nearing ye settlements)
- Oct 2024—Fund balance low @ 28% | NY Exp. Budget. Significant variance—monitoring (nearing ye settlements)
- Nov 2024—Fund balance low @23% | NY Exp. Budget. Significant variance—monitoring (nearing ye settlements)
- Dec 2024—Fund balance 59% | NY Expense Budget. Within target range 40-60% neutral variance.
- Jan 2025— Fund balance 51% | NY Expense Budget. Within target range 40-60% neutral variance.
- Feb 2025—Fund balance 45% | NY Expense Budget. Within target range 40-60% neutral variance.
- Mar 2025—Fund balance 40% | NY Expense Budget. Within target range 40-60% neutral variance.
- Apr 2025— Fund balance 37% | NY Expense Budget. Slight variance-monitoring (nearing mid year settlements)
- May 2025—Fund balance 33% | NY Expense Budget. Slight variance—monitoring (county settlements arrive in June)
- Jun 2025—Fund balance 53% | NY Expense Budget. In target range—no action.
- Jul 2025—Fund balance 53%| NY Expense Budget. In target range—no action.
- Aug 2025—Fund balance 50%| NY Expense Budget. In target range—no action.
- Sep 2025—Fund balance 42%| NY Expense Budget. In target range—no action.
-

Finance Operational Guidelines & Policy Results Check Points

While these are year end performance goals, they will be monitored monthly. This will allow us to identify and adapt to issues more proactively, and / or determine if guidelines or policies need adjusting.

Special Revenue Assigned Fund Balance Cash Flow:

Year end fund balance 20-40% of next years budgeted expenses.

Variance Category Definitions

Within Range (20-40%)

Slight Variance +/- <=10% (10-19% | 41-50%)

Significant Variance +/- > 10% (<10% | >50%)

Library Operations:

		Mar-25	Jun-25	Sep-25
	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Expense Budget			
211	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Expenses</i>	\$331,056.00	\$331,056.00	\$351,709.00
211	211 Library Month End Fund Balance \$ Balance Link from Bank Rec Tab	\$ 67,516.18	\$ 130,607.96	\$ 73,300.13
211	211 Library Month End Fund Balance % of NY Expense Bdgt	20%	39%	21%
211	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	In Range 20-40%	In Range 20-40%	In Range 20-40%

- Jan 2025 EB 30% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Feb 2025 EB 28% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Mar 2025 EB 20% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Apr 2025 EB 14% (Slight Low Variance <=10% of target 10-19%) | YE 20-40% NY exp bdgt – no action recommended
- May 2025 EB 11% (Slight Low Variance <=10% of target 10-19%) | YE 20-40% NY exp bdgt—no action recommended—Settlements arrive in June
- June 2025 EB 39% (In Range) | YE 20-40% NY bdgtd exp) - no action recommended
- Jul 2025 EB 31% (In Range) | YE 20-40% NY bdgtd exp—no action recommended
- Aug 2025 EB 28% (In Range) | YE 20-40% NY bdgtd exp—no action recommended
- Sep 2025 EB 21% (In Range) | YE 20-40% NY bdgtd exp—no action recommended**

Fire Operations:

		Mar-25	Jun-25	Sep-25
	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Expense Budget	Policy=20-40%	Policy=20-40%	Policy=20-40%
220	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Expenses</i>	\$166,378.00	\$166,378.00	\$158,400.00
220	220 FD Month End Fund Balance \$ Balance Link from Bank Rec Tab	\$ 72,202.39	\$ 80,451.63	\$ 54,739.28
220	220 FD Month End Fund Balance % of NY Expense Bdgt	43%	48%	35%
220	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	SlightHigh-AnnlTwnsH	SlightHigh-AnnlTwnsH	SlightHigh-AnnlTwrs

- Jan 2025 EB 23% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Feb 2025 EB 25% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Mar 2025 EB 47 % (Slight High Variance) - Vrncc <= 10% (10-19% | 41-50% Annual Township Payments arriving
- Apr 2025 EB 44% (Slight High Variance <=10% of target 41-50%) | YE 20-40% NY exp bdgt – no action recommended
- May 2025 EB 36% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Jun 2025 EB 48% Slight High Variance <=10% of target 41-50%) | YE 20-40% NY exp bdgt – no action recommended
- Jul 2025 EB 46% Slight High Variance +/- <=10% of target 41-50%) | YE 20-40% NY exp bdgt – no action recommended
- Aug 2025 EB 43% Slight High Variance +/- <=10% of target 41-50%) | YE 20-40% NY exp bdgt – no action recommended
- Sep 2025 EB 35% (In Range) | YE 20-40% NY bdgtd exp—no action recommended**

Ambulance Operations:

		Mar-25	Jun-25	Sep-25
	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Expense Budget	Policy=20-40%	Policy=20-40%	Policy=20-40%
230	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Expenses</i>	\$451,351.00	\$451,351.00	\$464,068.00
230	230 Ambulance Fund Balance \$ Link from Bank Rec Tab	\$ 162,220.35	\$ 215,678.62	\$ 139,763.60
230	230 Ambulance Fund % of NY Expense Bdgt	36%	48%	30%
230	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	EmrgncyAid & Annl Tv	Slightly High	In Range 20-40%

- Jan 2025 EB 32% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Feb 2025 EB 36% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Mar 2025 EB 36% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Apr 2025 EB 38% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- May 2025 EB 36% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Jun 2025 EB 48% (Slight High Variance) | YE 20-40% NY exp bdgt—no action—includes emrgncy aid
- Jul 2025 EB 43% (Slight High Variance) | YE 20-40% NY exp bdgt—no action—includes emrgncy aid
- Aug 2025 EB 39% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Sep 2025 EB 30% (In Range) | YE 20-40% NY exp bdgt—no action recommended**

Finance Operational Guidelines & Policy Results Check Points

While these are year end performance goals, they will be monitored monthly. This will allow us to identify and adapt to issues more proactively, and / or determine if guidelines or policies need adjusting.

Special Revenue Assigned Fund Balance Cash Flow:

Year end fund balance 20-40% of next years budgeted expenses.

Variance Category Definitions

Within Range (20-40%)

Slight Variance +/- <=10% (10-19% | 41-50%)

Significant Variance +/- > 10% (<10% | >50%)

Community Development Operations:

		Mar-25	Jun-25	Sep-25
240	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgt Exp	Policy=20-40%	Policy=20-40%	Policy=20-40%
240	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp</i>	\$178,800.00	\$178,800.00	\$177,208.00
240	240 Community Development Month End Fund Balance \$ Link from Bank Rec Tab	\$ (15,925.23)	\$ 33,081.60	\$ 18,236.58
240	240 Community Development Month End Fund % of NY Expense Bdgt	-9%	19%	10%
240	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	<i>Pndng Xfr CD Lvy</i>	<i>Slightly Low</i>	<i>Slightly Low</i>

- Jan 2025 EB 27% | In Policy Range | YE 20-40% NY exp bdgt – no action recommended.
- Feb 2025 EB -3% | Low | YE 20-40% NY exp bdgt – includes annual Alliance contribution pending levy revenue
- Mar 2025 EB -9% | Low | YE 20-40% NY exp bdgt – includes annual Alliance contribution | Pending admin adj move Community Development from GF
- Apr 2025 EB -12% | Low | YE 20-40% NY exp bdgt – includes annual Alliance contribution | Monitoring to determine if requesting transfer from 242 Community Development Capital Fund should be made for cash flow policy compliance.
- May 2025 EB -15% | Low | YE 20-40% NY exp bdgt – includes annual Alliance contribution | Monitoring to determine if requesting transfer from 242 Community Development Capital Fund should be made for cash flow policy compliance.
- Jun 2025 EB 19% | Slightly Low but improved | YE 20-40% NY exp bdgt exp | annual Alliance payment | Settlements received.
- Jul 2025 EB 10% | Low | YE 20-40% NY exp bdgt exp | annual Alliance payment
- Aug 2025 EB 6% | Significantly Low | YE 20-40% NY exp bdgt exp | annual Alliance payment | pending ye settlement Monitoring to determine if requesting transfer from 242 Community Development Capital Fund should be made for cash flow policy compliance.
- Sep 2025 EB 10% | Slightly Low | YE 20-40% NY exp bdgt exp | annual Alliance contribution | Monitoring to determine if requesting transfer from 242 Community Development Capital Fund should be made for cash flow policy compliance.

CCA Operations:

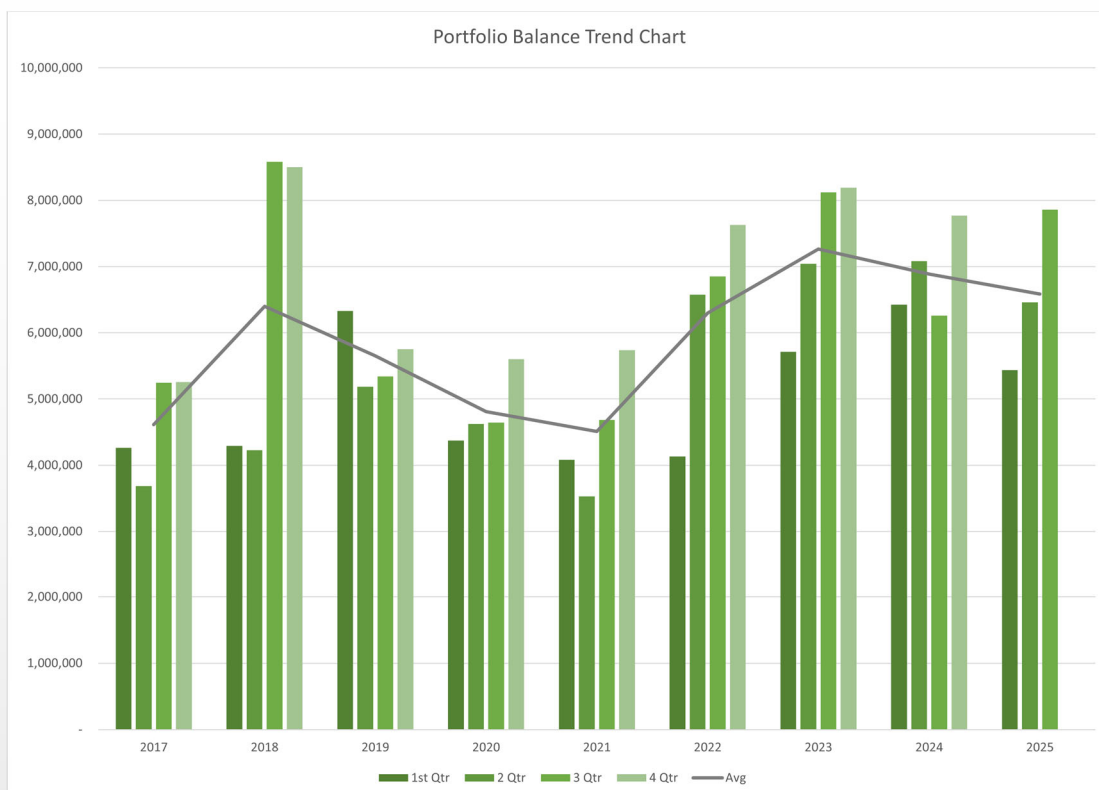
		Mar-25	Jun-25	Sep-25
250	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgt Exp	Policy=20-40%	Policy=20-40%	Policy=20-40%
250	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp</i>	\$78,000.00	\$78,000.00	\$87,907.00
250	250 CCA Month End Fund Balance \$ Balance Link from Bank Rec Tab	\$ (6,806.74)	\$ 15,820.07	\$ 3,418.47
250	250 CCA Month End Fund Balance % of NY Expense Bdgt	-9%	20%	4%
250	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	<i>Ann'l Lbly Ins.</i>	<i>In Range</i>	<i>Significantly Low</i>

- Jan 2025 EB 9% (Low) | YE 20-40% NY bdgt rev – includes annual Prop & Liab Insurance payment | 2025 rev bdgt low to bring balance into alignment
- Feb 2025 EB -3% (Low) | YE 20-40% NY bdgt rev – includes annual Prop & Liab Insurance payment | Annual PM agreements & high repairs on boilers – pending levy revenue
- Mar 2025 EB -9% (Low) | YE 20-40% NY bdgt rev – includes annual Prop & Liab Insurance payment | Annual PM agreements & high repairs on boilers – pending levy revenue
- Apr 2025 EB -21 (Low) | YE 20-40% NY expense bdgt – includes annual Prop & Liab Insurance payment | Annual PM agreements & high repairs on boilers – pending levy revenue | Monitoring to determine if requesting transfer from 251 CCA Capital fund should be made for cash flow policy compliance.
- May 2025 EB -24% (Significantly Low) from target of 20-40% NY exp bdgt | includes annual Prop & Liab Insurance payment | Annual PM agreements & high repairs on boilers – pending levy revenue | Monitoring to determine if requesting transfer from 251 CCA Capital fund should be made for cash flow policy compliance.
- Jun 2025 EB 20% - (In Range) | YE 20-40% NY expense bdgt | County settlements received
- Jul 2025 EB 16% - Slightly Low | YE 20-40% NY expense bdgt |
- Aug 2025 EB 11% - Slightly Low | YE 20-40% NY expense bdgt |
- Sep 2025 EB 4% - Significantly Low | YE 20-40% NY expense bdgt | Elevator repairs| determine if transfer from capital fund is needed after ye settlements are received

Cash & Investment Portfolio

Portfolio Balance Trend Chart | Quarter End Month End Portfolio Est. Yield—3 Month Treasury Report | Portfolio by Institution Report

The portfolio balance trend chart shows the combined cash, money market, and investment balance holdings. The fluctuations relate to the bond / construction projects. The related policies and guidelines for the operations check book balance are in place to balance the distribution of the holdings between institutions based on cash flow needs.



Portfolio Estimated Yield | 3 Month Treasury Report:

The objective is to meet the average return of the three month U.S. Treasury par yield curve rate during stable market times.

Portfolio Est Value Yield (Bsd on Fil Mtrty) Compared to 3 Mo Treasury Bill			
Net	Est BB Face Value	\$ 7,650,029.38	
	EB Est. Crnt Value	\$ 8,013,224.91	
	Est Yield	4.75%	
3Mo Daily Trsry Par Yield Curve Rate Monthly Avg		4.07%	9/30/2025
Slightly Above		0.68%	

Portfolio Holdings by Institution:

Following is the distribution of the portfolio by Institution. The related guideline for the operations check book balance is in place to balance the distribution of the holdings between institutions based on interest rates.

% of Portfolio by Institution			EB Est. Crnt Value
	9%	RRSB	\$ 701,147.44
	10%	F&M	\$ 775,545.38
est	29%	Northland	\$ 2,302,597.98
	53%	4M	\$ 4,233,934.11
	100%	TTL Holdings	\$ 8,013,224.91

City of Chatfield
Budget YTD Rev-Exp - with Annualized
Budget Variance Projections
Current Period: September 2025



Exported from Banyon to .csv & Annualized

R Total = Revenues

E Total = Expenditures

Annualized / Adjusted to 25 % 50% 75% Tax Settlements, Special Assessments, Annual Exp Payments 151-Workers Comp, 360-Insurance		Variance from Budget Key:			\$0 Budget Positive >10% R>85% E<65% Neutral withn 10% of 65-85% negative >10% R<65% E>85%
Account	Fomattng Key:	Calculation Cell	Input Cell	3rd Qtr Variance Category	3RD Qtr=75%
Fund 100 GENERAL FUND	Budget	Sep Annualized YTD	Sep Annualized % of Budget	Variance Category	
Revenues	\$2,847,852.00	\$ 2,230,171	78%	Neutral +/-10% of 75%	
Expenditures	\$2,871,298.77	\$ 2,000,315	70%	Neutral +/-10% of 75%	
Dept 41000 General Revenue	Budget				
General Revenue	\$ 2,654,524	\$2,028,365.53	76%	Neutral +/-10% of 75%	
General Revenue	\$ 69,150	\$51,862.71	75%	Neutral +/-10% of 75%	
Dept 41100 Legislative	Budget				
Legislative	\$ 150	\$0.00	0%	Negative Vrncc > 10% R<65%	
Legislative	\$ 67,580	\$41,865.61	62%	Positive Vrncc >10% E <65%	
Dept 41410 Elections	Budget				
Elections	\$ 51	\$0.00	0%	Negative Vrncc > 10% R<65%	
Elections	\$ 1,800	\$0.00	0%	Positive Vrncc >10% E <65%	
Dept 41500 Administration	Budget				
Administration	\$ 10,861	\$13,400.48	123%	Positive Vrncc R>85%	
Administration	\$ 638,686	\$476,822.81	75%	Neutral +/-10% of 75%	
Dept 41910 P&Z Cmmssn *Transitioned to 240 Cmmnty Development					
Dept 41940 Municipal Building - LOC 02	Budget				
Municipal Building	\$ 701	\$525.00	75%	Neutral +/-10% of 75%	
Municipal Building	\$ 88,821	\$57,456.53	65%	Neutral +/-10% of 75%	
Dept 42110 Police Administration	Budget		#VALUE!		
Police	\$ 78,011	\$65,529.41	84%	Neutral +/-10% of 75%	
Police	\$ 787,697	\$588,503.96	75%	Neutral +/-10% of 75%	
Dept 42400 Building Inspection (GENERAL) *Pending Proposed Transition to 240 Cmmnt			#DIV/0!		
Dept 43100 Street Maintenance	Budget		#VALUE!		
Street Maintenance	\$ 6,651	\$11,385.62	171%	Positive Vrncc R>85%	
Street Maintenance	\$ 754,812	\$427,817.36	57%	Positive Vrncc >10% E <65%	
Dept 45124 Swimming Pools - LOC 08	Budget		#VALUE!		
Swimming Pools	\$ 96,401	\$79,201.23	82%	Neutral +/-10% of 75%	
Swimming Pools	\$ 210,369	\$150,098.30	71%	Neutral +/-10% of 75%	
Dept 45200 Parks (GENERAL) - LOC 01/04	Budget		#VALUE!		
Parks	\$ 502	\$31,763.77	6327%	Positive Vrncc R>85% Includes Insrncc C	
Parks	\$ 252,385	\$205,888.10	82%	Neutral +/-10% of 75%	

City of Chatfield
Budget YTD Rev-Exp - with Annualized
Budget Variance Projections
Current Period: September 2025



Exported from Banyon to .csv & Annualized

R Total = Revenues

E Total = Expenditures

Annualized / Adjusted to 25 % | 50% | 75%
Tax Settlements, Special Assessments, Annual Exp Payments
151-Workers Comp, 360-Insurance

		Variance from Budget Key:		\$0 Budget Positive >10% R>85% E<65% Neutral withn 10% of 65-85% negative >10% R<65% E>85%
Account	Fomattng Key:	Calculation Cell	Input Cell	3rd Qtr=75%
Fund 211 LIBRARY - OPERATIONS	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$331,056.00	\$204,906.65	62%	Negative Vrnce >10% R<65%
	\$333,726.00	\$239,069.61	72%	Neutral +/-10% of 75%
Fund 220 FIRE - OPERATIONS	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$152,551.00	\$117,687.32	77%	Neutral +/- 10% of 75%
	\$166,378.00	\$104,206.73	63%	Positive Vrnce <10% E < 65%
Fund 230 AMBULANCE - OPERATIONS	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$453,131.00	\$281,825.61	62%	Negative Vrnce > 10% R<65%
	\$453,131.00	\$339,272.22	75%	Neutral +/- 10% of 75%
Fund 240 COMMUNITY DEV - OPERATION	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
Revenues	\$174,530.00	\$135,968.61	78%	Neutral +/- 10% of 75%
Expenditures	\$178,800.00	\$120,245.41	67%	Neutral +/- 10% of 75%
Dept 41910 P&Z Cmmssn	Budget			
P&Z Cmmssn	\$2,600.00	\$2,652.00	102%	Positive Vrnce > 10% R>85%
P&Z Cmmssn	\$15,700.00	\$7,418.27	47%	Positive Vrnce > 10% E <65%
Dept 46500 EDA Board	Budget			
EDA Board	\$100,380.00	\$75,285.00	75%	Neutral +/- 10% of 75%
EDA Board	\$27,490.00	\$20,617.50	75%	Neutral +/- 10% of 75%
Dept 46630 Cmmnty Dvlpmnt Admnstrtn	Budget		#VALUE!	
Administration	\$71,550.00	\$58,031.61	81%	Neutral +/- 10% of 75%
Administration	\$135,610.00	\$92,209.64	68%	Neutral +/- 10% of 75%
Fund 250 CCA - OPERATIONS	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$78,000.00	\$58,281.16	75%	Neutral +/- 10% of 75%
	\$78,000.00	\$66,960.47	86%	Negative Vrnce >10% E > 85%

City of Chatfield
 Budget YTD Rev-Exp - with Annualized
 Budget Variance Projections
 Current Period: September 2025



Exported from Banyon to .csv & Annualized

R Total = Revenues

E Total = Expenditures

		Variance from Budget Key:		
		\$0 Budget		
		Positive >10% R>85% E<65%		
		Neutral withn 10% of 65-85%		
		negative >10% R<65% E>85%		
Annualized / Adjusted to 25 % 50% 75% Tax Settlements, Special Assessments, Annual Exp Payments 151-Workers Comp, 360-Insurance	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
Account	Fomattng Key:	Calculation Cell	Input Cell	3RD Qtr=75%
Fund 601 WATER FUND	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$527,926.00	\$440,024.69	83%	Neutral +/- 10% of 75%
	\$539,133.00	\$453,873.65	84%	Neutral +/- 10% of 75%
Fund 602 SEWER FUND	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$1,024,213.00	\$809,973.81	79%	Neutral +/- 10% of 75%
	\$1,054,501.00	\$760,705.70	72%	Neutral +/- 10% of 75%
Fund 603 REFUSE (GARBAGE) FUND	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$281,600.00	\$221,557.39	79%	Neutral +/- 10% of 75%
	\$311,250.00	\$201,760.07	64.8%	Positive Vrmc > 10% E < 65%



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: Permission for Hunting on the County Road 10 Property owned by the City

Subject | Summary: Shaun Musel and Rick Arnold are requesting permission to bow hunt on the County Road 10 property owned by the City.

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider motion to approve the request for hunting on City property.

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: November 10, 2025

Agenda Item: Personnel Budget Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [November 10, 2025 Meeting Material](#)

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: November 10, 2025

Agenda Item: Public Works Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [November 10, 2025 Meeting Material](#)

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: