

CITY OF CHATFIELD CITY COUNCIL
AGENDA
City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
December 8, 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. [2025.11.24 Regular Meeting Minutes](#)
 - b. [Accounts Payable Claims Listings](#)
 - c. [2026 RAEDI Investment Invoice](#)
 - d. [Resolution 2025-86 Accepting Library Donations](#)
 - e. [Resolution 2025-87 Designating Annual Polling Place](#)
 - f. [Resolution 2025-88 - A Resolution Approving an LG220 Application for Exempt Permit for Chatfield Wrestling Booster Club](#)
 - g. [Approve one pay-step increase for Alison Bentley to Grade 7, Step 6 effective on the employment anniversary](#)
 - h. [Resolution 2025-90 Accepting Ambulance Donations](#)
 - i. [2025-91 Resolution Accepting Annual Chatfield Fire Department Fund Drive Donations](#)
 - j. [Resolution 2025-92 Accepting Library Donation](#)
- V. Truth in Taxation Public Hearing
- VI. City Engineer Report
 - a. [Pay Request #2 - 2025 Street Improvement Project](#)
Motion to approve the pay request as recommended.
- VII. Department Reports
 - a. [Fire Department - Rescue Tools](#)
Motion to approve the equipment purchase with the recommendation from the Public

Services Committee.

- b. [Fire Department - Resolution 2025-89 Appointing Fire Department Officers](#)
Motion to approve as recommended by the Fire Department.

VIII. Continued Business

- a. [Ordinance 484 and Policy for Water and Sewer Operations](#)
Second Reading of the proposed ordinance and operations policies. Motion to approve the ordinance, summary for publication, and policies.

IX. New Business

- a. [Eagle Scout Project - Owen Schwanke](#)
Motion to approve the project with the recommendation from the Park & Rec Committee.
- b. [Bluff County Hiking Club - Annual Support Request](#)
Motion to approve support in the amount of \$2000 for 2025.
- c. [MDHT Chatfield Route Proposal](#)
Motion to approve designation of the route through Chatfield as presented with the recommendation from the Park & Rec Committee.
- d. [Transportation Management Organization \(TMO\)](#)
Motion to approve the Memorandum of Understanding (MOU), Contract with the State of Minnesota, and RFQ.
- e. [Sidewalk Installation](#)
Motion to approve the work to be completed in 2026.
- f. [Solar on Public Buildings Project](#)
Consider recommendation from the Public Works Committee.
- g. [Resolution 2025-85 2026 Final Tax Levy](#)
Motion to approve Resolution 2025-85 as presented with the recommendation from the Personnel Budget Committee.

X. Committee Reports

- a. [Personnel Budget Committee](#)
[December 8, 2025 Meeting Packet](#)
- b. [Personnel Policy 12.01.02 PTO Accrual Amendment](#)
Consider recommendation for approval of suggested amendments.
- c. [Request to close the City Office December 26, 2025 and January 2, 2026](#)
Motion to approve City Office Closure as presented with the recommendation from the Personnel Budget Committee.
- d. [MN Paid Leave](#)
Approve a 50/50 split of the premium for MN Paid Leave, as allowed by law.
- e. [Public Works Committee](#)
[December 8, 2025 Meeting Packet](#)

XI. Mayor's Report

XII. City Administrator's Report

XIII. Roundtable

XIV. Next Meetings

XV. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: 2025.11.24 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 11 24 Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, November 24, 2025

The Common Council of the City of Chatfield met in regular session on Monday, November 24, 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, Mike Urban, Josh Broadwater, and John McBroom.

Members Absent: Dave Frank and Pam Bluhm.

Others Present: Fred Suhler Jr., Karen Reisner, Craig Britton, Brian Burkholder, Shane Fox, Rocky Burnett, 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 the agenda with the addition of a request regarding a banner for the live nativity to be placed in the city park from December 1 to December 21.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Consent Agenda

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

1. 2025.11.10 Regular Meeting Minutes
2. Accounts Payable Claims Listings

Batch Name	Amount
2025 11FA02	\$56,089.08
2025 11FA02U	\$4,203.10
2025 1106VNDRPR	\$34,164.79
2025 11ADM01	\$13,557.64
Total	\$108,014.61
3. Resolution 2025-80 Accepting Donations to Library
4. Resolution 2025-82 Accepting a Donation to the City

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Department Reports

Ambulance Department: Volunteer Ambulance Personnel Policy Update

Ambulance Director Rocky Burnett presented updates on the Volunteer Ambulance Personnel Policy, noting that updates are needed for PERA (Public Employees Retirement Association.) PERA's rules say EMTs, firefighters, and police do not have to have a waiting period according to the State of Minnesota program. Therefore, updates to Chatfield's policy reflect that.

Mike Urban entered a motion, with a second by Josh Broadwater, to Motion to approve updates to the Volunteer Ambulance Personnel Policy and Cemtrip (PERA) policy as recommended by the Personnel Committee.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Finance Department: Capital Financial Plan Review and Summary

The Finance Department presented a capital financial plan review and summary. This was for informational purposes, no action taken.

Continued Business

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

Josh Broadwater entered a motion, with a second by Paul Novotny, to Motion to approve the 2026 Maintenance Agreement with Olmsted County.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

New Business

Ordinance #484 and Policy for Water and Sewer Operations

First reading of Ordinance 484 and Policy for Water and Sewer Operations. No action taken.

Sidewalk Installation

Mike Urban entered a motion, with a second by Paul Novotny, to table discussion to the next meeting.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Resolution 2025-83 Approving DNR Bridge Agreement

Josh Broadwater entered a motion, with a second by Paul Novotny, to Motion to approve Resolution 2025-83, a resolution approving the DNR Bridge Agreement.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Solar on Public Buildings Project

Mike Urban entered a motion, with a second by Paul Novotny, to table discussion until next meeting.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Committee Reports

Public Services Committee

Topics included fire department purchasing new rescue tools.

Park & Recreation Committee

Topics included a Scout project in the park for the upcoming year, the Minnesota Driftless Hiking Trail, Tennis/Pickleball Courts, proposal to purchase a zero turn mower and Ventrac Mower options.

Councilor Josh Broadwater presented a proposal for the city to contribute \$50,000 toward the maintenance of tennis and pickleball courts, which would cover repainting and restraining for 5-7 years. The school board will decide on December 10th whether to move forward with the project.

Paul Novotny entered a motion, with a second by Josh Broadwater, to approve \$50,000 go to the school district for maintenance of tennis and pickleball courts as long as there are no deviations from the plan presented to the council and the school goes through with the project as recommended by Park & Recreation Committee.

Ayes: Councilors: Novotny, and Broadwater

Nays: Councilor: Urban

Absent: Councilors: Frank, and Bluhm

Motion carried.

Paul Novotny entered a motion, with a second by Josh Broadwater, to approve trading in the tractor and purchasing a zero turn mower, not to exceed \$7,000.00.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Mayor's Report

The Mayor reported on attending the Chatfield Education Foundation fundraiser auction, praising it as a well-run organization that supports school initiatives.

City Administrator's Report

Resolution 2025-81 Local Road Improvement Program

Mike Urban entered a motion, with a second by Paul Novotny, to approve resolution 2025-81, a resolution for Local Road Improvement Program.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Paul Novotny entered a motion, with a second by 0, to approve a request regarding a banner for the live nativity to be placed in the city park from December 1 to December 21.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

Roundtable

Councilor Mike Urban explained he is not against the tennis court/pickleball court project. He just wishes the money would have stayed under city control.

Adjourn

Paul Novotny entered a motion, with a second by Josh Broadwater, to adjourn at 7:18 pm.

Ayes: Councilors: Novotny, Urban, and Broadwater

Nays: None

Absent: Councilors: Frank, and Bluhm

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Accounts Payable Claims Listings

Subject | Summary: Consider accounts payable for approval.

Agenda Category: Consent

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$166,688.76

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Batch Listing1 - 2025 12FA01 \\$56,532.22.pdf](#)

[Batch Listing2 - 2025 12FA01U \\$10,249.90.pdf](#)

[Batch Listing3 - 2025 1120VNDRPR \\$62,926.52.pdf](#)

[Batch Listing4 - 2025 11ADM02 \\$807.63.pdf](#)

[Batch Listing5 - 2025 11Lib1121230P \\$1,146.86.pdf](#)

[Batch Listing6 - 2025 1204VNDRPR \\$35,025.63.pdf](#)



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: December 2025
 2025 12FA01

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ALERT MAGAZINE							
	600591		E 100-42110-433	Police Administrati	Dues and Subscriptions	\$155.00	1/18 PAGE
						\$155.00	
ALERT MAGAZINE							
BLUFF COUNTRY HIKING CLUB							
	LTRNov		E 100-45200-211	Parks (GENERAL) -	Program Expenses	\$2,000.00	2025 ANNL SPRT ADV INS
						\$2,000.00	
BLUFF COUNTRY HIKING CLUB							
CAMPBELL SCIENTIFIC, INC.							
	INV000		E 602-49450-500	Sewer (GENERAL)	Cap. Outlay-GENERAL	\$9,136.07	RAIN GUAGE & TEMP SYSTEM
						\$9,136.07	
CAMPBELL SCIENTIFIC, INC.							
CENGAGE GROUP							
	999101		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$38.00	ACCT 23762978
	999101		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$31.33	ACCT 23762978
						\$69.33	
CENGAGE GROUP							
CENTER POINT LARGE PRINT							
	221065		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$27.92	ENDICOTTS
						\$27.92	
CENTER POINT LARGE PRINT							
CHATFIELD CENTER FOR THE ARTS							
	DEC 20		E 250-46630-310	Cmmnty Dvlpmnt	Other Professional Servic	\$2,000.00	EDA CCA AGRMNT 09/2022-08/2028
						\$2,000.00	
CHATFIELD CENTER FOR THE ARTS							
CHATFIELD EDA							
	OC DEC		E 359-46619-323	Cabin Coffee TIF	Admin Expense 323 34	\$125.10	TIF 2-6/PEDDLE TEA 10% MAX
						\$125.10	
CHATFIELD EDA							
CHATFIELD PUBLIC SCHOOLS							
	RSLTN2		E 614-49840-811	Cable TV (GENERA	Pass Through Account	\$1,596.96	RSLTN 2025-49 50% 614 DSTRBTN O
						\$1,596.96	
CHATFIELD PUBLIC SCHOOLS							
EAU CLAIRE LAWN EQUIPMENT							
	171146		E 100-45200-403	Parks (GENERAL) -	Prev. Maint. Agreements	\$1,956.00	3yr VENTRAC EXT PM
						\$1,956.00	
EAU CLAIRE LAWN EQUIPMENT							
FIRE SAFETY USA, INC							
	210016		E 100-42110-240	Police Administrati	Small Tools and Minor Eq	\$468.80	CO MTRS
						\$468.80	
FIRE SAFETY USA, INC							
GALLS							
	033231		E 100-42110-153	Police Administrati	Uniform Allowance	\$165.72	8704 UNFRM PNT MCK
	033180		E 100-42110-152	Police Administrati	Clothing	\$149.92	PNT
						\$315.64	
GALLS							
GRANICUS							
	219282		E 100-41500-438	Administration	Internet Expenses	\$2,051.29	PKAgndMgmt LiveCst ClrCstr Opn
						\$2,051.29	
GRANICUS							
HAMMELL EQUIPMENT							
	I18946		E 100-45200-240	Parks (GENERAL) -	Small Tools and Minor Eq	\$90.98	CHSL BLD TRM LN
						\$90.98	
HAMMELL EQUIPMENT							
HCA-J SIGNS AND LETTERING							
	NOV 18,		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$200.00	WTR TRK DECAL
						\$200.00	
HCA-J SIGNS AND LETTERING							
HM CRAGG CRITICAL POWER +							



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: December 2025
 2025 12FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	CD9901	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$1,550.00	WELL OTR GNRTR
HM CRAGG CRITICAL POWER +					\$1,550.00	
HOMETOWN BILLING						
	NOV 20	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$2,762.37	7% BILLING FEE - NOV
HOMETOWN BILLING					\$2,762.37	
JRT ENVIRONMENTAL						
	2025-00	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$166.80	MSTR SCRNG
JRT ENVIRONMENTAL					\$166.80	
LOFFLER						
	519688	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$0.56	FNNCE CHR
	517087	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$0.56	FNNCE CHR
	519852	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$39.46	CANON DXC3725I OVRAGE CHARGE
LOFFLER					\$40.58	
MAGNOLIA JOURNAL						
	12/11/2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$35.00	2YRS
MAGNOLIA JOURNAL					\$35.00	
MARCO TECHNOLOGIES LLC.						
	INV145	E 100-41500-435	Administration	Licences, Permits and Fe	\$0.94	MS-AZR .GOV DMN
	INV145	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$20.00	1 FD BS PRM
	INV145	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$40.00	2 WW BS PRM
	INV145	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$20.00	1 WTR BS PRM
	INV145	E 240-46630-435	Cmmnty Dvlpmnt	Licences, Permits and Fe	\$10.00	SHRD MBX NO LIC - PHASE OUT 1 ED
	INV145	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$40.00	2 AMB BS PRM
	INV145	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$10.00	1 POOL EXCHNG ON LN + ACTV DRCT
	INV145	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$20.00	1 MS BS PRM
	INV145	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$200.00	10 PD MS BS PRM
	INV145	E 240-46630-435	Cmmnty Dvlpmnt	Licences, Permits and Fe	\$10.00	SHRD - NOLIC - PHASE OUT -1 PLNG
	INV145	E 100-41500-435	Administration	Licences, Permits and Fe	\$110.00	5 MS BUS PREM & 1 VM EXCH + ACTV
	INV145	E 100-41100-435	Legislative	Licences, Permits and Fe	\$60.00	6 LEG EXCHNG ON LN P1 & ACTV DRC
	INV145	E 100-45200-435	Parks (GENERAL) -	Licences, Permits and Fe	\$20.00	1 PARKS BS PRM
MARCO TECHNOLOGIES LLC.					\$560.94	
MCKESSON MEDICAL - SURGICAL						
	246854	E 230-42270-210	Ambulance	Operating Expenses	\$1,322.83	SPPLS - EPI
MCKESSON MEDICAL - SURGICAL					\$1,322.83	
MN REVENUE						
	113170	1-726-4 E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$55.01	7316521 PTRLM TX-NOV 2025
	113171	0-897-4 E 100-41500-437	Administration	Sales Tax - Purchases	\$5.00	7316521 CLK CHRGS
	0-897-4	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$50.00	7316521 WTR TWR LEASE SALES
	0-897-4	E 603-49500-436	Refuse/Garbage (Sales Tax	\$1,029.00	7316521 GARBAGE TAX
MN REVENUE					\$1,139.01	
OTIS ELEVATOR COMPANY						
	100402	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$83.79	H22109 CTYHLL ELVTR MAINT
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$83.79	H23130 2025 CCA Lrg ELVTR MAINT
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$51.72	H23131 2025 CCA WC LIFT ADTRM
	100402	E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$51.72	H23129 2025 CCA CCA WC LIFT
OTIS ELEVATOR COMPANY					\$271.02	
PEDDLE TEA AND COFFEE						
	DEC 20	E 359-46619-324	Cabin Coffee TIF	Reimbursement	\$1,125.86	90% PAYOUT OF OC STTLMNT \$1,250



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: December 2025
 2025 12FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
PEDDLE TEA AND COFFEE					\$1,125.86	
REINDERS						
370009	E	100-45200-240	Parks (GENERAL) -	Small Tools and Minor Eq	\$274.37	RAKES & PRUNERS
370010	E	100-45200-210	Parks (GENERAL) -	Operating Expenses	\$705.74	DRUM
REINDERS					\$980.11	
SELCO						
053894	E	211-45500-414	Libraries (GENERA	Automated Operations	\$484.70	ILS PCKG-PUBLICS
053923	E	211-45500-211	Libraries (GENERA	Program Expenses	\$19.00	LGCY OVRG
SELCO					\$503.70	
SOUTHEAST MECHANICAL						
38543	E	602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$656.16	AIR EXCHNGR
SOUTHEAST MECHANICAL					\$656.16	
US BANK ONE CARD						
NOV 20	E	100-43100-331	Street Maintenanc	Travel Expenses	\$33.92	MCDS ALBRT L
NOV 20	E	100-41500-435	Administration	Licences, Permits and Fe	\$534.75	CDW - 5 BC AE MP DS ADOBE ACROBA
NOV 20	E	100-41500-152	Administration	Clothing	\$64.97	AMZN - MP CLTHNG
NOV 20	E	100-42110-435	Police Administrati	Licences, Permits and Fe	\$91.94	PST BRD
NOV 20	E	100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$39.98	PRNR SAW
NOV 20	E	100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$11.50	KT NON OXY
NOV 20	E	100-41500-433	Administration	Dues and Subscriptions	\$97.99	NOTTA AI MTNG TRNSCRPTN
NOV 20	E	100-41500-433	Administration	Dues and Subscriptions	\$114.00	BC NTL ASSCTN PRLMNTRNS
NOV 20	E	211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$133.00	DSCNTMAGS.COM
NOV 20	E	100-42110-404	Police Administrati	Repairs/Maint Equipment	\$10.00	CRMRS
NOV 20	E	100-42110-153	Police Administrati	Uniform Allowance	\$267.00	CRGT HOLSTERS
NOV 20	E	240-46630-152	Cmmnty Dvlpmnt	Clothing	\$69.97	CTY CLTHNG
NOV 20	E	230-42270-435	Ambulance	Licences, Permits and Fe	\$106.95	CDW - RB ADOBE ACROBAT PRO
NOV 20	E	240-46630-300	Cmmnty Dvlpmnt	Promotional Expense	-\$82.00	CANVA RTRN
NOV 20	E	100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$82.49	FIRE HOSE DIRECT - ADPTR
NOV 20	E	100-45200-433	Parks (GENERAL) -	Dues and Subscriptions	\$13.00	TACTACAM
NOV 20	E	100-43100-433	Street Maintenanc	Dues and Subscriptions	\$95.00	FILL-RITE BFS SBSCPTN
NOV 20	E	100-42110-435	Police Administrati	Licences, Permits and Fe	\$106.95	CDW - SF ADOBE ACROBAT PRO
NOV 20	E	100-45200-152	Parks (GENERAL) -	Clothing	\$231.10	TRUWERK PANTS
NOV 20	E	100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$106.95	CDW - BB ADOBE ACROBAT PRO
NOV 20	E	240-46630-435	Cmmnty Dvlpmnt	Licences, Permits and Fe	\$106.95	CDW - AB ADOBE ACROBAT PRO
NOV 20	E	100-41500-152	Administration	Clothing	\$105.00	THRDS KW EMBRDY
NOV 20	E	601-49400-322	Water Utilities (GE	Postage	\$11.70	USPS WTR SMPL
NOV 20	E	801-49950-240	IT Shared Compon	Small Tools and Minor Eq	\$3,028.00	OWL LABS CMRA
NOV 20	E	100-41500-152	Administration	Clothing	\$234.23	REI - MP CLTHNG
NOV 20	E	100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPLE.COM - ICLLOUD STORAGE
NOV 20	E	100-42110-404	Police Administrati	Repairs/Maint Equipment	\$12.00	CRMRS
NOV 20	E	230-42270-305	Ambulance	Safety	\$50.49	SFTY MTG DNTS
NOV 20	E	211-45500-211	Libraries (GENERA	Program Expenses	\$360.07	SAMS-STRGE RACK TOTES
NOV 20	E	100-42110-331	Police Administrati	Travel Expenses	\$122.24	HLDY INN SS
NOV 20	R	100-41500-3955	Administration		-\$117.24	REBATE
NOV 20	E	211-45500-211	Libraries (GENERA	Program Expenses	\$18.60	OTC - BKMRKS STCKRS
US BANK ONE CARD					\$6,062.49	
WM HANSON WASTE REMOVAL						
5665 N	E	100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	\$104.57	GARBAGE SERVICE - CTY MNT BLDG
5665 N	E	603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$1,487.33	GARBAGE SERVICE - FUEL SURCHARG
5665 N	E	603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$2,150.40	GARBAGE SERVICE - OC ENVIRON FEE



City of Chatfield

Batch Listing - Unposted Summary

Current Period: December 2025

2025 12FA01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	5665 N	E 603-49500-384	Refuse/Garbage (Refuse/Garbage Disposal	\$15,129.24	GARBAGE SERVICE - 1,162 P/U @ 13.0
	5665 N	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$57.79	GARBAGE SERVICE - CITY HALL
	5665 N	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$99.06	GARBAGE SERVICE - WWTP
	5665 N	E 100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	\$67.42	GARBAGE SERVICE - FIRE HALL
WM HANSON WASTE REMOVAL					<u>\$19,095.81</u>	
ZEP MANUFACTURING						
	901211	E 602-49450-216	Sewer (GENERAL)	Lab Supplies	\$66.45	TKO HND CLNR
ZEP MANUFACTURING					<u>\$66.45</u>	
2025 12FA01					<u>\$56,532.22</u>	
					<u>\$56,532.22</u>	

([BatchID] in (22272))



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: December 2025
 2025 12FA01U

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AMAZON CAPITAL SERVICES, INC.							
	17LW-7	E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$7.98	2PK IPAD SC PTRCTR	
	17LW-7	E 100-41940-210	Municipal Building	Operating Expenses	\$28.39	TV MOUNT	
	17LW-7	E 100-41500-210	Administration	Operating Expenses	\$12.99	SURGE PRTRC	
	17LW-7	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$24.69	WET ERASE MRKR	
	17LW-7	E 100-42110-240	Police Administrati	Small Tools and Minor Eq	\$7.98	2PK IPAD SC PTRCTR	
	17LW-7	E 100-41500-240	Administration	Small Tools and Minor Eq	\$15.19	HDPHONES	
	17LW-7	E 100-41500-210	Administration	Operating Expenses	\$99.80	HP 206A MGTNA	
	17LW-7	E 100-41500-210	Administration	Operating Expenses	\$80.65	HP 206A BLACK	
	17LW-7	E 100-41500-210	Administration	Operating Expenses	\$102.50	HP 206A CYAN	
	17LW-7	E 100-41500-210	Administration	Operating Expenses	\$102.89	HP 206A YELLOW	
	17LW-7	E 100-41500-210	Administration	Operating Expenses	\$200.51	HP 414X BLACK	
	16YX-P	E 100-41500-210	Administration	Operating Expenses	-\$10.77	CREDIT MEMO 16YX-PHMW-TLNP	
	17LW-7	E 100-41940-210	Municipal Building	Operating Expenses	\$20.07	LYSOL TLT BWL	
	17LW-7	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$7.98	DRY ERASE MRKR	
	16YX-P	E 230-42270-210	Ambulance	Operating Expenses	\$24.97	STRWBV GEL	
	17LW-7	E 100-41500-240	Administration	Small Tools and Minor Eq	\$17.99	AMZN FIRESTICK	
	17LW-7	E 602-49450-240	Sewer (GENERAL)	Small Tools and Minor Eq	-\$0.57	WALL CLOCK DISCOUNT AMZN	
	17LW-7	E 602-49450-240	Sewer (GENERAL)	Small Tools and Minor Eq	\$11.39	WALL CLOCK	
	17LW-7	E 100-41500-210	Administration	Operating Expenses	\$9.59	SURGE PRTRC	
	17LW-7	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$1,112.52	MULT LIB BOOKS	
						\$1,876.74	
AMAZON CAPITAL SERVICES, INC.							
BADGER METER							
	802177	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$129.91	1/2 BCN FXD NTRWK PER UNITwMBL	
	802177	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$129.91	1/2 BCN FXD NTRWK PER UNITwMBL	
	802177	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$0.13	1/2 GATEWAY BACKHAUL 3MO 50%	
	802177	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$0.14	1/2 GATEWAY BACKHAUL 3MO 50%	
						\$260.09	
BADGER METER							
BATTERIES PLUS							
	P87295	E 602-49450-401	Sewer (GENERAL)	Repairs/Maint Buildings	\$323.75	LED 24 WATT 25 QTY	
	P87295	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$7.60	FREIGHT	
	P87295	E 602-49450-401	Sewer (GENERAL)	Repairs/Maint Buildings	\$16.90	FREIGHT	
	P87295	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$149.75	LED 25 QTY	
	P87295	E 602-49450-401	Sewer (GENERAL)	Repairs/Maint Buildings	\$13.95	LED 4PK	
						\$511.95	
BATTERIES PLUS							
CITY OF CHATFIELD							
	11/21/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$70.34	10-00000071-00-5 TOURIST CENTER	
	11/21/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$87.91	10-00000051-00-9 FIRE HALL	
	11/21/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$416.20	10-00000031-00-3 WWTP	
	11/21/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00002410-91-8 PWFAC1	
	11/21/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$70.34	10-00000011-00-7 PUBLIC LIBRARY	
	11/21/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$115.80	10-00000121-00-7 POOL	
	11/21/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$79.26	10-00000001-00-4 THURBER BLDG GA	
	11/21/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$70.34	10-00000101-01-4 PWFAC2	
	11/21/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$371.98	10-00000081-008 CITY SHOP	
						\$1,352.51	
CITY OF CHATFIELD							
CULLIGAN WATER							
	11/30/2	E 100-41500-210	Administration	Operating Expenses	\$35.95	WTR SRVC	
						\$35.95	
CULLIGAN WATER							



City of Chatfield
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 2025 12FA01U

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
EARL F. ANDERSON							
	013913		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$680.55	PEDEST SIGN
	014153		E 100-43100-210	Street Maintenanc	Operating Expenses	\$427.80	6 PST GR (7X3) 6 PST GR (7X2)
	013916		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$147.35	SIGNS - WATCH FOR
	013982		E 100-43100-210	Street Maintenanc	Operating Expenses	\$18.95	REM CHARGES DUE
						<u>\$1,274.65</u>	
EARL F. ANDERSON							
EO JOHNSON BUSINESS TECHNOLOGIES							
	406445		E 100-42110-413	Police Administrati	Equipment Rental / Leas	\$94.00	RICOH2510 25PPM (Lease Only)
	406445		E 100-41500-413	Administration	Equipment Rental / Leas	\$428.21	RICOH4510 45PPM (162.36+243.7Srvc
						<u>\$522.21</u>	
EO JOHNSON BUSINESS TECHNOLOGIES							
FERGUSON WATERWORKS							
	055838		E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$314.99	M18 FUEL TP HNDL CHNS
	055559		E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$263.08	TRANS PUMP TOOL
	055559		E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$205.51	DBISALA VEST HRNS
	055838		E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$214.99	EXT CAPA BATRY 2PK
						<u>\$998.57</u>	
FERGUSON WATERWORKS							
FREDERICK S. SUHLER, ATTY							
	12/03/2		E 100-41100-304	Legislative	Legal Fees	\$600.00	MONTHLY RETAINER - NOV 2025
	12/03/2		E 100-41100-304	Legislative	Legal Fees	\$190.00	ADDITIONAL TASKS - NOV 2025
						<u>\$790.00</u>	
FREDERICK S. SUHLER, ATTY							
GOPHER STATE ONE CALL							
	511028		E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$39.15	ACCOUNT #MN00240
						<u>\$39.15</u>	
GOPHER STATE ONE CALL							
HAMMELL EQUIPMENT							
	I18937		E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$91.97	63PS 44E 12 INCH BAR ST
						<u>\$91.97</u>	
HAMMELL EQUIPMENT							
HBC							
	12/02/2		E 100-45200-438	Parks (GENERAL) -	Internet Expenses	\$55.49	50% 1520399 19 2ND ST SW
	12/02/2		E 601-49400-438	Water Utilities (GE	Internet Expenses	\$55.49	50% 1520399 19 2ND ST SW
	12/02/2		E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$39.00	50% 1520399 UTLTY PL/HS 1 OF 3 CL
	12/02/2		E 601-49400-438	Water Utilities (GE	Internet Expenses	\$38.99	50% 1520399 UTLTY PL/HS 1 OF 3 CL
	12/02/2		E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$110.98	1439299 BUS VALUE PKG 120MBPS
	12/02/2		E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$37.49	50% 1520399 WTR RSVR 1 OF 3 CLLC
	12/02/2		E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$37.49	50% 1520399 BNCH/RVR 1 OF 3 CLLC
	12/02/2		E 601-49400-438	Water Utilities (GE	Internet Expenses	\$37.50	50% 1520399 BNCH/RVR 1 OF 3 CLLC
	12/02/2		E 601-49400-438	Water Utilities (GE	Internet Expenses	\$37.50	50% 1520399 WTR RSVR 1 OF 3 CLLC
	12/02/2		E 602-49450-321	Sewer (GENERAL)	Telephone	\$43.65	1439299 867-4321BASIC & TOLL
						<u>\$493.58</u>	
HBC							
INTEGRITY TREE SERVICE LLC							
	1112		E 100-43100-411	Street Maintenanc	Tree Maintenance	\$1,550.00	404 FILL 215 1ST BENCH AND 3RD
						<u>\$1,550.00</u>	
INTEGRITY TREE SERVICE LLC							
LINDE							
	536273		E 100-43100-210	Street Maintenanc	Operating Expenses	\$64.73	HIGH PRESSURE 10/20-11/20
						<u>\$64.73</u>	
LINDE							
LOCATORS & SUPPLIES, INC.							
	032447		E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$111.73	2 RAKES
						<u>\$111.73</u>	
LOCATORS & SUPPLIES, INC.							



City of Chatfield

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
MINNESOTA ENERGY RESOURCES						
572083	E 601-49400-380		Water Utilities (GE	Utility Services (GENERA	\$38.90	00016 100 OTR GNRTR
571724	E 601-49400-380		Water Utilities (GE	Utility Services (GENERA	\$25.06	00015 547 HLLSD BSTR STTN
571885	E 100-43100-380		Street Maintenanc	Utility Services (GENERA	\$160.12	00014 PPLS 19 SCND ST SW
MINNESOTA ENERGY RESOURCES					\$224.08	
QUILL.COM						
465904	E 100-41500-210		Administration	Operating Expenses	\$51.99	BIG FOLD Z TWL
QUILL.COM					\$51.99	
2025 12FA01U					\$10,249.90	
					\$10,249.90	

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City of Chatfield
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 2025 1120VNDPR

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AFLAC						
113155	980378	G 910-21713			\$155.48	PR VNDR LBLTY
	980378	G 910-21715			\$73.49	PR VNDR LBLTY
	980378	G 910-21718			\$54.47	PR VNDR LBLTY
	980378	G 910-21712			\$191.68	PR VNDR LBLTY
	980378	G 910-21724			\$281.84	PR VNDR LBLTY
					<u>\$756.96</u>	
AFLAC						
CHATFIELD PUBLIC LIBRARY						
113165	2025-24	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
	2025-24	G 910-21728			\$125.00	PR VNDR LBLTY
					<u>\$0.00</u>	
CHATFIELD PUBLIC LIBRARY						
CLOTHING ALLOWANCE						
113166	2025-A	G 910-21722			\$64.97	FRINGE BENEFIT W-2 ALLOCATION
	2025-A	E 100-41500-152	Administration	Clothing	-\$64.97	FRINGE BENEFIT W-2 ALLOCATION A.
					<u>\$0.00</u>	
CLOTHING ALLOWANCE						
DELTA DENTAL						
113156	CNS000	G 910-21711			\$1,390.02	PR VNDR LBLTY-DEC
					<u>\$1,390.02</u>	
DELTA DENTAL						
EFTPS						
113157	847533	G 910-21703			\$6,902.54	PR VNDR LBLTY
	847533	G 910-21709			\$2,103.20	PR VNDR LBLTY
	847533	G 910-21701			\$5,850.83	PR VNDR LBLTY
					<u>\$14,856.57</u>	
EFTPS						
HEALTH EQUITY						
113158	2025-11	G 910-21726			\$3,706.68	PR VNDR LBLTY
					<u>\$3,706.68</u>	
HEALTH EQUITY						
MN PEIP						
113159	156901	G 910-21706			\$25,239.36	PR VNDR LBLTY
					<u>\$25,239.36</u>	
MN PEIP						
MN REVENUE						
113160	1-220-7	G 910-21702			\$2,885.33	PR VNDR LBLTY
					<u>\$2,885.33</u>	
MN REVENUE						
PERA						
113161	SOMPE	G 910-21704			\$6,635.78	PR VNDR LBLTY
	SOMPE	G 910-21705			\$5,358.53	PR VNDR LBLTY
	SOMPE	E 230-42270-121	Ambulance	PERA	\$445.00	CEMPTRIP-OCT
					<u>\$12,439.31</u>	
PERA						
SUN LIFE ASSURANCE COMPANY						
113162	174806	G 910-21720			\$273.93	PR VNDR LBLTY
					<u>\$273.93</u>	
SUN LIFE ASSURANCE COMPANY						
TASC						
113163	11/20/2	G 910-21714			\$304.16	PR VNDR LBLTY
					<u>\$304.16</u>	
TASC						
VOYA EMPOWER MNDPCP						
113164	2025-24	G 910-21719			\$1,074.20	PR VNDR LBLTY
					<u>\$1,074.20</u>	
VOYA EMPOWER MNDPCP						



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2025 1120VNRPR

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	2025	1120VNRPR				\$62,926.52	
						\$62,926.52	

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City of Chatfield

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2025 11ADM02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ROOT RIVER STATE BANK						
113169	NOV 20	E 100-41500-310	Administration	Other Professional Servic	\$96.00	INT BANKING CHARGES 55 + 26 + 15
ROOT RIVER STATE BANK						
					\$96.00	
TASC						
113168	IN3618	E 100-41500-310	Administration	Other Professional Servic	\$21.25	COBRA MO ADM FEE-AUG 2025-JUL20
TASC						
					\$21.25	
UNITED STATES POSTAL SERVICE						
113167	2VF12G	E 601-49400-322	Water Utilities (GE	Postage	\$156.65	UB PSTG ALLCTN 2025 22.69%
	2VF12G	E 602-49450-322	Sewer (GENERAL)	Postage	\$401.04	UB PSTG ALLCTN 2025 58.09%
	2VF12G	E 603-49500-322	Refuse/Garbage (Postage	\$132.69	UB PSTG ALLCTN 2025 19.22%
					\$690.38	
UNITED STATES POSTAL SERVICE						
					\$807.63	
2025 11ADM02					\$807.63	
					\$807.63	

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City of Chatfield
Batch Listing - Unposted Summary
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 2025 11Lib1121230P

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BAKER & TAYLOR BOOKS						
10/31/2		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$7.33	ACCOUNT L6248262
BAKER & TAYLOR BOOKS					\$7.33	
BLACKSTONE PUBLISHING						
221738		E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$7.95	CUSTOMER ID 168011
BLACKSTONE PUBLISHING					\$7.95	
CANON FINANCIAL SERVICES, INC.						
421315		E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
CANON FINANCIAL SERVICES, INC.					\$108.44	
CENTER POINT LARGE PRINT						
220819		E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$55.19	FMLY CRANES
CENTER POINT LARGE PRINT					\$55.19	
CUSTOM ALARM						
624187		E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$231.48	LIBRARY #4926
CUSTOM ALARM					\$231.48	
FILLMORE COUNTY JOURNAL						
10/31/2		E 211-45500-350	Libraries (GENERA	Print/Binding (GENERAL)	\$29.80	HLP WNTD ST X2
FILLMORE COUNTY JOURNAL					\$29.80	
SCHUMACHER ELEVATOR CO						
906643		E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$176.67	LIB ELEV MAINT
SCHUMACHER ELEVATOR CO					\$176.67	
STENA LIEB						
SL001		E 211-45500-211	Libraries (GENERA	Program Expenses	\$500.00	CLASS FEE 20@\$25
STENA LIEB					\$500.00	
THE CHATFIELD NEWS, LLC						
10/31/2		E 211-45500-350	Libraries (GENERA	Print/Binding (GENERAL)	\$30.00	PT STRY TIME X3
THE CHATFIELD NEWS, LLC					\$30.00	
2025 11Lib1121230P					\$1,146.86	
					\$1,146.86	

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City of Chatfield
Batch Listing - Unposted Summary
 Current Period: December 2025
 2025 1204VNDRPR

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BLUE CROSS BLUE SHIELD						
113173	251202	G 910-21721			\$135.10	PR VNDR LBLTY
					<u>\$135.10</u>	
BLUE CROSS BLUE SHIELD						
CHATFIELD PUBLIC LIBRARY						
113180	2025-25	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
	2025-25	G 910-21728			<u>\$125.00</u>	PR VNDR LBLTY
					<u>\$0.00</u>	
CHATFIELD PUBLIC LIBRARY						
CLOTHING ALLOWANCE						
113181	MP-202	G 910-21710			\$299.20	MP FRINGE BENEFIT W-2 ALLOCATIO
	MP-202	E 100-41500-152	Administration	Clothing	<u>-\$299.20</u>	MP FRINGE BENEFIT W-2 ALLOCATIO
					<u>\$0.00</u>	
CLOTHING ALLOWANCE						
EFTPS						
113174	116392	G 910-21709			\$1,926.32	PR VNDR LBLTY
	116392	G 910-21703			\$5,694.56	PR VNDR LBLTY
	116392	G 910-21701			<u>\$6,066.29</u>	PR VNDR LBLTY
					<u>\$13,687.17</u>	
EFTPS						
HEALTHQUITY						
113175	g1jly6x	G 910-21726			<u>\$3,491.01</u>	PR VNDR LBLTY
					<u>\$3,491.01</u>	
HEALTHQUITY						
LAW ENFORCEMENT LABOR SERVICES						
061329	DEC-25	G 910-21717			<u>\$292.00</u>	PR VNDR LBLTY
					<u>\$292.00</u>	
LAW ENFORCEMENT LABOR SERVICES						
MN REVENUE						
113176	0-758-7	G 910-21702			<u>\$2,939.99</u>	PR VNDR LBLTY
					<u>\$2,939.99</u>	
MN REVENUE						
PERA						
113177	SOMPE	G 910-21705			\$6,414.10	PR VNDR LBLTY
	SOMPE	G 910-21704			<u>\$6,709.94</u>	PR VNDR LBLTY
					<u>\$13,124.04</u>	
PERA						
TASC						
113178	12/04/2	G 910-21714			<u>\$304.16</u>	PR VNDR LBLTY
					<u>\$304.16</u>	
TASC						
VOYA EMPOWER MNDCP						
113179	2025-25	G 910-21719			<u>\$1,052.16</u>	PR VNDR LBLTY
					<u>\$1,052.16</u>	
VOYA EMPOWER MNDCP						
					<u>\$35,025.63</u>	
2025 1204VNDRPR					<u>\$35,025.63</u>	



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: 2026 RAEDI Investment Invoice

Subject | Summary: Thank you for your continued support and partnership. Your commitment has helped make our economy the envy of communities far larger than ours. Together, we're keeping the Rochester area strong, resilient, and full of opportunity for all who live and work here.

This past year has shown just how vital RAEDI's mission is. We're here to build a stronger, more diverse economy—one that expands opportunity and strengthens our entire region. Amid constant change, RAEDI leads with purpose—driving growth, empowering entrepreneurs, and uniting partners to shape a vibrant and inclusive future.

Driving Regional Economic Development

To keep our region competitive and future-ready, RAEDI has advanced several key initiatives:

- Partnered with CEDA, DEED, DMC, Mayo Clinic, and SMIF.
- Supported development of agriculture, manufacturing, and technology.
- Collaborated with DMC and Mayo Clinic to expand the med-tech sector.
- Supported Olmsted County's Energy Park master plan.
- Engaged in Region 10's CEDS planning.
- Led long-term growth planning through the RAEDI Communities Council.
- Advanced regional development and innovation projects.
- Continued support for the Southeast Minnesota Capital Fund.

Since its inception in 2012, the Economic Development Fund (EDF)—a partnership with the City of Rochester—has delivered measurable impact:

- \$3.6 million invested in 39 companies.
- \$174 million leveraged in additional funding.
- 187 direct jobs created, with an annual payroll exceeding \$8 million.

Building on this success, RAEDI and the City are relaunching the EDF as the Economic Vitality Fund, ensuring continued investment in regional innovation and growth.

Supporting Small Business Growth

The Southeast Minnesota Small Business Development Center (SBDC), hosted by RAEDI, remains a cornerstone for entrepreneurs—serving 50+ new clients each month with free, confidential guidance.

This year, the SBDC:

- Coordinated the Small Business Assistance Partnership Grant.
- Delivered 15+ workshops, including a new Kasson series.
- Hosted the Knowledge Exchange Program (KEP) with 120+ consultants statewide.
- Earned national AI certification to enhance advisory services.
- Partnered with SMIF on the Prosperity Initiative and expanded collaborations with regional business organizations including Alliance for Chicanos Hispanics and Latin Americans, Collider, Development Corporation of Austin, Faribault Chamber of Commerce, IgniteMN, and Owatonna Area Business Development Center.

The SBDC is also reviewing its RFP to ensure a long-term Rochester presence.

Celebrations

In November, we will host the 12th Annual R.A.V.E. (Recognizing Awarding Valuing Entrepreneurs) celebration—honoring the achievements of local entrepreneurs.

In February 2026, we're excited to welcome Craig Culver, founder of Culver's, as keynote speaker at the

RAEDI Annual Meeting—an inspiring opportunity to learn from a nationally recognized entrepreneur.

Looking Ahead

Our focus remains clear—to strengthen Rochester’s position as a hub of innovation and opportunity. Progress is possible because of our dedicated investors, partners, and community leaders. Together, we’ll continue building an economy that grows, adapts, and thrives for generations to come.

Agenda Category: Consent Agenda

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$5,250

Ongoing Cost :

One-Time Cost :

Included in Current Budget?: Yes

FISCAL DETAILS:

Fund Name(s) (Operations | Capital): Operations

Account Code: 100-41100-433

Background:

Attachments:

[2026 RAEDI Investment Invoice City of Chatfield.pdf](#)



INVOICE

TO: City of Chatfield
FROM: Rochester Area Economic Development, Inc. (RAEDI)
DATE: October 27, 2025
RE: 2026 Investment

2026 Investment \$5,250

I elect to increase my 2026 support to: \$ _____

To pay with credit card, please visit raedi.com or make check payable and remit to:

Rochester Area Economic Development, Inc. (RAEDI)
221 First Avenue SW, Suite 600
Rochester, Minnesota 55902

Thank you.

Contributions or gifts to Rochester Area Economic Development, Inc. (RAEDI) are not tax deductible as charitable contributions for Federal income tax purposes. They may be tax deductible under other provisions of the internal Revenue Code. Please consult your tax adviser.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Resolution 2025-86 Accepting Library 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:

[2025-86 Accepting Donations Library.pdf](#)

RESOLUTION 2025-86
A RESOLUTION ACCEPTING A DONATION TO THE CITY

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

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

Donation/Grant	Amount
Chosen Valley Community Foundation, grant made possible through the generosity of the F. Mike and Gina Tuohy Donor Advised Fund.	\$300.00

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

\$300.00 To be used for capital purchases for the Chatfield Public Library, R 212-45500-36230

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

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

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

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

Passed by the City Council of Chatfield, Minnesota this 8th Day of December, 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item:

Resolution 2025-87 Designating Annual Polling Place

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:

[2025-87 Poll Location Designation.pdf](#)

**CITY OF CHATFIELD
FILLMORE & OLMSTED COUNTIES
RESOLUTION 2025-87
RESOLUTION DESIGNATING ANNUAL POLLING PLACE**

WHEREAS, it is important that citizens exercise their right to vote at their local polling place;

WHEREAS, Minn. Stat. § 204B.16 requires the city council to designate its local polling place for elections annually;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Chatfield, located in both Fillmore and Olmsted Counties, Minnesota does hereby designate the Chatfield Center for the Arts building at 405 South Main Street SW, Chatfield, Minnesota as its polling place for 2025.

BE IT FURTHER RESOLVED, that the City of Chatfield notify residents of this designation by following the requirements of Minn. Stat. § 205.16.

Approved: December 08, 2025

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item:

Resolution 2025-88 - A Resolution Approving an LG220 Application for Exempt Permit for Chatfield Wrestling Booster Club

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:

[2025-88 Lawful Gambling LG220 for Chatfield Wrestling Booster Club.pdf](#)

[LG220 2026 03 14 Chatfield Wristling Booster Club_Redacted.pdf](#)

City of Chatfield

Resolution 2025-88

A Resolution Approving an LG220 Application for Exempt Permit for Chatfield Wrestling Booster Club

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 Wrestling Booster Club
Name of premises where the gambling event will be conducted:	Bernard Bus Garage 103 Division St NW, Chatfield, MN 55923
Date(s) of Activity:	March 14, 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 8th day of December 2025.

/s/Beth M Carlson

City Clerk

City of Chatfield

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Chatfield Wrestling Booster Club
Previous Gambling Permit Number:
Minnesota Tax ID Number, if any:
Federal Employer ID Number (FEIN), if any:
Mailing Address:
City: Chatfield State: MN Zip: 55923 County: Olmsted
Name of Chief Executive Officer (CEO): Chris Priebe
CEO Daytime Phone: CEO Email:
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [] Religious [] Veterans [x] Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

[x] A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
[] IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
[] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Bernard Bus Garage
Physical Address (do not use P.O. box): 103 Division St NW
Check one:
[x] City: Chatfield Zip: 55923 County: Olmsted
[] Township: Zip: County:
Date(s) of activity (for raffles, indicate the date of the drawing): March 14th 2026
Check each type of gambling activity that your organization will conduct:
[] Bingo [] Paddlewheels [] Pull-Tabs [] Tipboards [x] Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the List of Licensees tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Chris Priebe Date: 12/01/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Chris Priebe

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Approve one pay-step increase for Alison Bentley to Grade 7, Step 6 effective on the employment anniversary

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Resolution 2025-90 Accepting Ambulance Donations

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$1,450.00

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025-90 to Accept Ambulance Donations.pdf](#)

City of Chatfield
Resolution 2025-90
Resolution Accepting Annual
Chatfield Ambulance Department Fund Drive Donations

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

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

Contributions Received To:	Month	Contribution Total
Ambulance Donation- R 231-42270-36230	DECEMBER 2025	\$1,450.00

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

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

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

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

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

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item:

2025-91 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:

[2025-91 to Accept Fire Dept. Donations.pdf](#)

City of Chatfield
Resolution 2025-91
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	November - 2025	\$1,385

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 9th day of December 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Resolution 2025-92 Accepting Library Donation

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$90.00

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025-92 Accepting Donations Library.pdf](#)

RESOLUTION 2025-92
A RESOLUTION ACCEPTING A DONATION TO THE CITY

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

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

Donation/Grant	Amount
Stich Witches	\$90.00

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

\$90.00 To be used for capital purchases for the Chatfield Public Library, R 212-45500-36230

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

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

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

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

Passed by the City Council of Chatfield, Minnesota this 8th Day of December, 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Pay Request #2 - 2025 Street Improvement Project

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the pay request as recommended.

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:

[Pay Est 2 - DRAFT.pdf](#)

December 1, 2025
 City of Chatfield
 2025 Street Improvement Project
 Widseth Project Number 2025-10567

Contract Amount	
	\$ 1,568,260.20

Pay Estimate #2	
	\$ 1,690,609.31

Pay Estimate No. 2

BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL	PREVIOUS QUANTITY	QUANTITY	TOTAL
1	2021.501	MOBILIZATION	1	L.S.	\$36,620.00	\$ 36,620.00	0.85	0.15	\$ 36,620.00
2	2104.503	REMOVE CURB & GUTTER	3,885	LIN FT	\$10.50	\$ 40,792.50	3,435	1,653	\$ 53,424.00
3	2104.518	REMOVE RETAINING WALL	1,559	SQ FT	\$3.70	\$ 5,768.30	1,325	234	\$ 5,768.30
4	2105.607	COMMON EXCAVATION (PARKING LOT)	431	CU YD	\$45.00	\$ 19,395.00	366	762	\$ 50,760.00
5	2112.519	SUBGRADE PREPARATION (FOR EX. AGG. STREETS)	79.8	RD STA	\$750.00	\$ 59,850.00	16.0	13.0	\$ 21,750.00
6	2211.507	AGGREGATE BASE CLASS 5	957	TON	\$27.00	\$ 25,839.00	650	689.50	\$ 36,166.50
7	2232.504	MILL BITUMINOUS SURFACE (1.5")	57,766	SQ YD	\$3.00	\$ 173,298.00	49,100	8,666	\$ 173,298.00
8	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B) (2.0")	8,071	TON	\$88.00	\$ 710,248.00	6,860	859.77	\$ 679,339.76
9	2360.509	TYPE SP 12.5 NON-WEARING COURSE MIX (3,B) (2.0")	995	TON	\$100.00	\$ 99,500.00	845	87.58	\$ 93,258.00
10	2411.618	MODULAR BLOCK RETAINING WALL	1,559	SQ FT	\$66.10	\$ 103,049.90	1,000	1,497	\$ 165,051.70
11	2504.602	ADJUST VALVE BOX	28	EACH	\$325.00	\$ 9,100.00	24	4	\$ 9,100.00
12	2506.602	ADJUST FRAME & RING CASTING	52	EACH	\$1,070.00	\$ 55,640.00	0	52	\$ 55,640.00
13	2531.503	CONCRETE CURB & GUTTER B624	3,885	LIN FT	\$47.55	\$ 184,731.75	3,435	1,156	\$ 218,302.05
14	2531.504	6" CONCRETE DRIVEWAY PAVEMENT (INCL. AGG.)	103	SQ YD	\$89.00	\$ 9,167.00	20	177	\$ 17,533.00
15	2531.604	6" CONCRETE VALLEY GUTTER (INCL. AGG.)	132	SQ YD	\$92.50	\$ 12,210.00	8	83.1	\$ 8,426.75
16	2574.507	COMMON TOPSOIL BORROW	333	CU YD	\$60.00	\$ 19,980.00	165	563	\$ 43,680.00
17	2575.505	SEEDING	0.41	ACRE	\$6,500.00	\$ 2,665.00	0.10	0.59	\$ 4,485.00
18	2582.503	4" SOLID LINE PAINT (FOR PARKING LOT STRIPES)	541	LIN FT	\$0.75	\$ 405.75	0	675	\$ 506.25
		Ped Ramps			\$ 3,500.00			5	\$ 17,500.00
		BASE BID PLUS ALTERNATE 1 TOTAL				\$ 1,568,260.20			\$ 1,690,609.31

TOTAL WORK COMPLETED TO DATE

\$ 1,690,609.31

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12/03/2025 11:44:45 PM



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Fire Department - Rescue Tools

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the equipment purchase with the recommendation from the Public Services Committee.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[CHATFIELD QUOTE # 198.pdf](#)

Midwest Rescue Tools, LLC
 5300 North Grandview Drive
 Milton, WI 53563

Date	Estimate #
11/6/2025	198

Name / Address
CHATFIELD FIRE DEPARTMENT LUKE THIEKE 382 MAIN ST S CHATFIELD, MN 55923

Terms	Rep	Project
Net 30		

Item	Description	Qty	Rate	Total
ESLC-30	STORM SURGE M 18V MILWAUKEE SLC-30 C-CUTTER COMES WITH 2 BATTERIES AND 1 CHARGER	1	11,485.00	11,485.00
ES-100-28-18V	STORM SURGE SERIES M18 VOLT 28 INCH SPREADER COMES WITH 2 BATTERIES AND 1 CHARGER	1	12,060.00	12,060.00
ER-40-18V	STORM SURGE SERIES MILWAUKEE M18 VOLT 40 INCH RAM COMES WITH 2 BATTERIES AND A RAPID CHARGER	1	7,635.00	7,635.00
STRMRAMBASE...	STORM SURGE RAM BASE EXTENSION KIT	1	1,815.00	1,815.00
CP-10-S	CHAIN PACKAGE FOR USE WITH SURGE SPREADERS	1	1,155.00	1,155.00
NON-INVENTORY	UPGRADE CURRENT CSC-40 TOOL TO AN ELECTRIC ECSC-40. TOOL WILL HAVE TO BE SHIPPED OR PICKED UP AND SENT TO TNT FOR THE CONVERSION	1	4,050.00	4,050.00
S & H	SHIPPING AND HANDLING TO BE DETERMINED	1	0.00	0.00
QUOTE IS VALID FOR 30 DAYS			Total	\$38,200.00

Phone #	E-mail
2629035405	midwestrescuertoolsllc@gmail.com

Signature _____



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Fire Department - Resolution 2025-89 Appointing Fire Department Officers

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve as recommended by the Fire Department.

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:

[2025-89 Appoint Fire Officers.pdf](#)

City of Chatfield

Resolution 2025-89

Resolution Appointing Fire Department Officers

WHEREAS, by Minnesota Statue, the cities appoint fire department officers for volunteer fire departments;

AND WHEREAS, the Chatfield Fire Department firefighters are recommending to the City council the following appointments for 2026;

Name	Position
Peter Erickson	Chief
Jason Baldner	1 st Assistant
Mitch Irish	2 nd Assistant
Steven Schlichter	Captain
James Danielson	Captain
Chris Musty	Training Officer
Steve Schmiedeberg	Safety Officer

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Chatfield that the Council does appoint the Chatfield Fire Department Officers as recommended by the firefighters.

Approved this 8th day of December 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Ordinance 484 and Policy for Water and Sewer Operations

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Second Reading of the proposed ordinance and operations policies. Motion to approve the ordinance, summary for publication, and policies.

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:

[484 Omnibus water and sewer.pdf](#)

[Utility Policy.docx](#)

[Omnibus sewer water summary.pdf](#)

Ordinance No. 484

AN ORDINANCE RELATING TO THE CITY OF CHATFIELD'S WATER AND WASTEWATER SYSTEMS; AMENDING THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE II, DIVISION 2, BY ADDING NEW SECTIONS CODIFIED AS SECTIONS 30-47A AND 30-47B; AMENDING THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE II, BY ADDING A NEW DIVISION 2A, AND SECTIONS TO THAT DIVISION CODIFIED AS 30-48, 30-49, 30-50, 30-51, 30-52, 30-53; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE III BY ADDING NEW SECTIONS CODIFIED AS SECTIONS 30-71, 30-72, 30-73; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30 BY ADDING AN ARTICLE IV AND ADDING NEW SECTIONS TO THAT ARTICLE CODIFIED AS SECTIONS 30-74, 30-75, 30-76, 30-77, 30-78, 30-79 AND 30-80.

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

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, Division 2, are amended by adding a Section 30-47A to read

Section 30-47A . Water connections; applications.

- A. An application for service connection and water service shall be made to the city clerk. An application for service installation and water service shall be made by the owner of the property to be served or by the owner's agent and shall state the size and location of the connection required. The applicant shall, at the time of making application, pay the amount of fees as established the Ordinance Establishing Fees and Charges that is currently in effect, or the deposit required for the installation of the service connection as may be hereinafter provided. An application for service connection that is greater than one inch in size shall be accompanied by two sets of plans or sketches indicating preferred location of the service pipe and size of service based upon the building's water demand.
- B. The size of the water service connection and meter shall be subject to approval of the water superintendent. Water meter sizing for a domestic connection shall be 5/8 inch by 3/4 inch. The standard service line size shall be one inch. New water services require the implementation of a tracer wire. If a property owner requests permission to install a larger service line the extra cost of a water meter, and any future replacement of that meter, shall be charged to the property owner.
- C. Billing for water service to a property shall commence at the time of installation of the water meter; or, in the event a water meter is not immediately installed, seven days following completion of the outside service piping.

Section 2. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, Division 2, are amended by adding a Section 30-47B to read as follows:

Section 30-47B. Connection charges.

- A. A permit must be obtained in order to connect a property to the existing water service leads at the main. The fee for such permit shall be as set forth in the Ordinance Establishing Fees and Charges that is currently in effect.
- C. There shall be imposed a separate connection charge as set forth in the Ordinance Establishing Fees and Charges that is currently in effect, the proceeds of which shall be used to pay the costs of operation of the city's water system.
- D. If the provision of water service to a property has been terminated because of non-payment of charges or any violation of the provisions of this Code, such service shall not be restored unless a re-connection fee, in the amount set forth in the Ordinance Establishing Fees and Charges that is currently in effect, has been paid.
- E. If an owner desires to connect a parcel of property which has not previously been assessed for water main, lateral construction, well or water storage facilities to the city water system, such connection shall not be permitted until any such deferred assessments have been paid.

Section 3. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, "Miscellaneous Provisions", Section 30-48 to read:

Section 30-48. Damage to water system.

- A. No person shall remove or damage any structure, appurtenance, or part of the water system, or fill or partially fill any excavation, move any gate valve or hydrant used as part of the water system.
- B. No person shall make any connection of an electric welder to a city water main, appurtenance or service or use an electric welder for the purpose of thawing a frozen water main, appurtenance, or service.

Section 4. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, "Miscellaneous Provisions", Section 30-49 to read:

Section 30-49. Connections beyond city boundaries. Where a water main of the city is located in any street or alley adjacent to or outside the corporate limits of the city, the city council may issue a permit to an owner or occupant of a property adjacent or accessible to the water main to connect to the city water main and be supplied with water.

Section 5. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, “Miscellaneous Provisions”, Section 30-50 to read:

Section 30-50. Connection to city water system required; use of private wells.

- A. Except where municipal water is not available, it shall be unlawful to construct, reconstruct, or repair any private water system within the city which is designed or intended to provide water for human consumption. Private wells permitted by the State, to provide water not intended for human consumption, may be constructed, maintained, and continued in use after property is connected to the city water system; provided, that there are no means of cross-connection between the private well and the city’s water system at any time. Hose bibbs that will enable the cross-connection of the two water systems are prohibited on internal piping of the well system supply. When both water systems are in use, outside hose bibbs shall not be installed on both systems.
- B. All newly constructed homes or buildings shall immediately connect to the city water system if city water is available to the property. If city water becomes available to serve a property with an existing home or building not previously served by the city water system, the owner shall connect to the city water system within a time period set forth by the city council and shall be subject to paying any connection charge as may be established by the city council.

Section 6. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, “Miscellaneous Provisions”, Section 30-51 to read:

Section 30-51. Use of water from fire hydrants; temporary connection. Except for the extinguishment of fires, no person, unless authorized by the director of public works, shall operate fire hydrants or interfere in any way with the water system without first obtaining a permit to do so from the city.

Section 7. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, “Miscellaneous Provisions”, Section 30-52 to read:

Section 30-52. Supply from one service. No more than one housing unit or building shall be supplied from one service connection except by permission of the city council. Each unit served shall have a separate water meter.

Section 8. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, “Miscellaneous provisions”, Section 30-53 to read:

Section 30-53. Tapping of mains restricted. No person, except a person authorized to do so by the director of public works, shall tap any distributing main or pipe of the water supply system or insert any stopcock or a ferrule therein. For the purpose of this provision, a

“main” is defined as a service lateral of the city water distribution system that is four inches in diameter or larger.

Section 9. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article III, are amended by adding a Section 30-71 to read:

Section 30-71. Discharges of unpolluted water to sanitary sewer. No person shall discharge or caused to be discharged any storm water, groundwater, roof runoff, surface drainage or non-contact cooling water to any sanitary sewer.

Section 10. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article III, are amended by adding a Section 30-72 to read:

Section 30-72. Discharges hazardous to life or constituting a public nuisance.

- A.. If any water or waste is discharged or proposed to be discharged into the public sewer which contain a substances or possess a characteristic otherwise enumerated in this chapter that is forbidden to be discharged; or, which in the judgment of the wastewater superintendent may have a deleterious effect on the wastewater treatment facilities, processes or equipment, receiving waters or soil, vegetation, ground water, or which might otherwise create a hazard to life or create a public nuisance, the city may:
1. reject the wastes;
 2. require pretreatment to an acceptable condition for discharge to the public sewer, as provided by the provisions 33 U.S.C. 1317(b), and any act amendatory thereto;
 3. require control over the quantities of discharge;
 4. require payment to cover the additional costs of handling, treating, and disposing of wastes in addition to existing service charges
- B. If the City permits the pretreatment or equalization of waste flows, any expense of redesign, or the installation of enhancements to the wastewater treatment facilities made necessary to accommodate such shall be at the expense of the applicant, and shall be subject to approval by the Minnesota Pollution Control Agency.

Section 11. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article III, are amended to add a Section 30-73 to read:

Section 30-73. Permitting substance or matter to flow into public sewer. No person having charge of any building or other premises which drains into the public sewer shall permit any substance or matter which may form a deposit or obstruction to flow to pass into the public sewer. In order to prevent such substance or matter from entering the public sewer, the wastewater superintendent may require such person to install a suitable catch basin or waste trap and periodically clean out and maintain the same at the owner’s expense. In the event that the owner fails to do so within a reasonable time, the wastewater superintendent may cause the

required maintenance to be done by the city and the expense of which shall be borne by the owner.

Section 12, The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-74, to read:

30-74. Tampering with wastewater facilities. It is unlawful for any person to maliciously, wilfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which are part of the wastewater facilities.

Section 13. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-75, to read:

30-75. Public sewer not available. Where a public sewer is not available, a building sewer shall be connected to a private wastewater disposal system that complies with the design standards established by the Minnesota Pollution Control Agency in the provisions of Minn. Rule 7080.1050 *et. seq.*, and any amendments thereto.

Section 14, The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-76, to read:

30-76. Restrictions on new connections. In the event the wastewater superintendent determines that the existing downstream facilities, including but not limited to capacity for flow; BODS and suspended solids, are not sufficient to permit lawful and efficient operation of the city’s wastewater facilities, a new connection request may be restricted or denied.

Section 15. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-77, to read:

30-77. Separate building sewers required. A separate and independent building sewer shall be provided for every building , except where on building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to serve the rear building through an adjoining alley, courtyard or driveway. The building sewer from the front building may be extended to the rear building and the whole considered one building sewer.

Section 16. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV “General Wastewater Regulations”, Section 30-78 to read:

30-78. Building sewer permits.

- A. Required. No person shall uncover, make any connection with, use, alter or disturb any public sewer or appurtenance without first obtaining a written permit for the city to do so.
- B. Application. An application for a permit shall be made by then owner or agent, or the party employed to make such connection. The applicant shall provide the building

location or address, name of owner, and a description of the occupancy or use of the building

- C. Following the granting of the permit, no person shall extend any private building drain beyond the limits of the building or property for which the service connection permit has been issued.
- D. Classifications of permits. There are two classifications of building sewer permits; one for residential and commercial service, the other for service to an facility that will produce industrial waste
- E. Additional information required. An applicant for a permit in either classification may be required to supplement its permit application by furnishing further information consisting of plans or specifications for the building or other information considered pertinent to the application. An applicant by for a permit by a user that will generate industrial waste shall be required to describe its wastewater constituents, characteristics and type of activity..
- F. Inspection of connection. Then applicant shall notify the city when the requested building sewer is ready for connection and available for inspection. The subsequent inspection and connection shall be recorded by photography or video, and a copy of such shall be submitted to the wastewater superintendent.
- G. Costs and expenses. All costs and expense associated with the installation and connection of the building sewer are the responsibility of the building owner.,
- H. An applicant for a building sewer permit shall indemnify the city for any damage caused to the city's wastewater facilities caused by the connection to or installation of the building sewer to the city's wastewater facilities.

Section 17. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, "General Wastewater Regulations", Section 30-79, to read:

30-79. Repairing service connection. If any service connection becomes clogged, obstructed, broken or out of order, determined to be detrimental to the use of the public sewer system, or unfit for the purpose of drainage, the owner shall repair the connection. If the owner in a timely manner fails to do so, the wastewater superintendent may notify the owner in writing that the repairs be done immediately. If the owner fails to do so, after a period of 10 days from being given written notice, the superintendent may cause the necessary work to be done and thereafter recover the cost of such repair from the owner by appropriate legal means.

Section 18. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, "General Wastewater Regulations", Section 30-80 to read:

30-80. Catch basin or waste traps required, certain vehicle service facilities. The owner or operator of any motor vehicle washing or servicing facility shall always provide and maintain in a serviceable condition a catch basin or waste trap in the building drain system to prevent grease oil, fluids associated with vehicle operation and repair, dirt, or any mineral deposit from entering the public sewer system.

Section 19. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield this day of
, 2026.

Approved: `

Attest:

By its Mayor

By its City Clerk

Water and Sewer Operations Policy

General

- A. Meters Required: Generally, except for extinguishment of fires, no person, unless otherwise authorized by the City Council or Public Utilities Department, shall use water from the water system or permit water to be drawn therefrom unless the same be metered by passing through a meter supplied or approved by the city. No person not authorized by the Public Works Director, or the Water Superintendent shall connect, disconnect, take apart, or in any manner change or cause to be changed or interfere with any meter or the action thereof, or break any meter or valve seal.
- a. A charge established pursuant to omnibus fee schedule shall be paid by customers to the city for water meters including installations and check valves and payment for same shall be made at the time of water service application. This payment shall be made only once, subject to the following.
 - b. Where a consumer has need for a larger line in addition to his or her domestic line, as in the case of a commercial consumer who needs a one-inch line for normal use and a six-inch or larger line for a fire sprinkler system, he or she will be permitted to run one line into the premises and Y off into two lines at the building. When this is done, the meter will be attached to the small or domestic line and a check valve as well as one-inch detection meter shall be put on the large line.
 - c. The city shall maintain and repair all meters when rendered unserviceable through ordinary wear and tear and shall replace them if necessary. When replacement, repair, or adjustment of any meter is rendered by the act, neglect (including damage from freezing or hot water backup) or carelessness of the owner or occupant of the premises, any expense caused the city thereby shall be charged against and collected from the water consumer.
 - d. All water meters, re-setters, and remote readers shall be and remain the property of the city.
 - e. Authorized city employees shall have free access at reasonable hours of the day to all parts of every building and premises connected with the water system for reading of meters and inspections. However, city employees may not enter private property without obtaining the permission of the owner to do so or have obtained a search warrant issued by a court of competent jurisdiction, as provided for in ' 10.20.
 - f. It shall be the responsibility of the consumer to notify the city to request a final reading at the time of the customer's billing change.
 - g. All water meters hereafter installed shall be in accordance with the Minnesota Plumbing Code and any standards established by resolution of the City Council.
 - h. In case the meter is found to have stopped, or to be operating in a faulty manner, the amount of water used will be estimated in accordance with the amount used previously in comparable periods of the year.
 - i. Rates due and payable by each water user located beyond the territorial boundaries of the city may be determined by special contract.
 - j. The minimum rates established pursuant to the approved omnibus fee schedule shall begin to accrue after connection of the service pipe with the curb stop box.
 - k. A meter and radio read shall be installed on the water valve in the house regardless of whether inside piping is connected.

- I. In the event a water customer elects to discontinue the use of the municipal water, the regular or minimum charge shall continue until the date as service is disconnected at the curb box.

Water Operations

A. Water Connection

- a. Where new homes or buildings do not have water available to the property, the city shall determine whether and under what conditions the municipal water system will be extended to serve the property.
- b. If the private well is not to be used after the time a municipal water connection is made:
 - i. The well pump and tank shall be disconnected from all internal piping;
 - ii. Within 30 days after the municipal water connection is made, the owner or occupant must advise the Water Superintendent that the well has been sealed.
 - iii. Notwithstanding the foregoing, all well abandonment shall be done in accordance with M.S. " 1031.301 to 1031.345 and Minn. Rules Ch. 4725, Wells and Borings, as it may be amended from time to time. All well sealing shall be performed by a professional licensed well driller trained in well abandonment.

B. Repairs

- a. *Determination of need for repairs.* Based on the information supplied by the property owner or available to the city, the city may make a determination whether a problem exists in that portion of the service which is the city's responsibility. If the problem, appears to exist in the areas for which the city has no responsibility, the private owners will be responsible for correction of the problem.
- b. *Thawing of water services.* The city will not attempt to thaw water services. If the problem is found within that portion of the service for which the private owner is responsible, the private owner thereafter will be responsible for thawing the service and correction of the problem.
- c. *Excavation or repair of water service.*
 - i. The city may arrange for the investigative digging up and repair of any water service where the problem apparently exists within that area for which the city has responsibility. Property owner is responsible from the main to the meter.
 - ii. Unless it is clear, however, that the problem is the responsibility of the city, the excavation and repair may not be made until the property owner requests the city in writing to excavate or repair the service and agrees to pay the cost.
 - iii. The owner further agrees to waive public hearing and be special assessed the cost of the excavation and repair if the problem is found to be other than the city's responsibility. The city may make the determination for responsibility of the cost of investigation or repair.
 - iv. The matter of whether the dig up is done by city forces or contracted would depend on the urgency or need of repair and the availability of city forces to do the work. Recovery by the city for faulty construction will depend upon the circumstances and the decision of the City Attorney on the likelihood of recovery.
- d. *Failure to repair.* In case of failure upon the part of any consumer or owner to repair any leak occurring in his or her service pipe within 24 hours after verbal or written notice thereof, the water may be turned off by the city and may not be turned on until the leak has been repaired and a fee pursuant to omnibus fee schedule has been paid to the city.

- ### C. Service Pipes:
- Every service pipe shall be laid so as to allow at least one foot of extra length in order to prevent rupture by settlement. The service pipe must be placed no less than seven feet below the ground and in a manner as to prevent rupture by freezing. Service

pipes must extend from the main to the inside of the building, or if not taken into the building, then to the hydrant or fixtures which it is intended to supply. All tubing and pipes shall conform to the Minnesota Plumbing Code. All underground joints are to be mechanical, except joints under floors shall be soldered in accordance with the Minnesota Plumbing Code, unless otherwise approved by the Water Superintendent. Joints of copper tubing shall be kept, to a minimum, and all joints shall conform to the Minnesota Plumbing Code. All joints and connections shall be left uncovered until inspected by the Water Superintendent and must comply to the Minnesota Plumbing Code and tested at normal water line pressure. Unions must conform to the Minnesota Plumbing Code. Connections with the mains for domestic supply shall be at least three-quarter inch up to the curb stop box.

- D. Excavation and Construction Requirements
 - a. No excavation shall be made until a permit for the connection has been issued by the city.
 - b. No water service pipe or water connection shall be installed in the same trench or closer than ten feet horizontally to a sewer trench or drain laid, or to be laid, either in the street or in private property, except that the water pipe on private property may be in a common trench with a sewer drain which is of a material that is in conformance with the current Minnesota Plumbing Code, Minn. Rules Ch. 4714, as it may be amended from time to time.
 - c. Where it is desired to lay the water service pipe and the building sewer pipe in the same trench, or in separate trenches less than ten feet apart, the water service pipe shall be above the sewer pipe unless approved by the City Engineer. It shall be placed at least one foot above the sewer and on a solid shelf excavated at one side of the trench. The sewer pipe shall be of a material that is in conformance with the Minnesota Plumbing Code with tested watertight joints. The water service pipe shall be watertight and corrosion resistant. Copper pipe and ductile or cast-iron water pipe with specially protected joints is acceptable for this construction. Cast iron pipe shall conform to the American Water Works Association specifications for this pipe. Bell joint clamps with rubber gaskets are provisionally acceptable as extra protection for the joints on cast iron water pipe. In all cases, precautions shall be taken to assure a firm foundation for the pipes. The intervening space between the pipes shall be backfilled with compacted earth.
 - d. In case the installation is on a surfaced street, the following shall apply: All backfill materials shall be mechanically compacted in 12-inch layers to the density of the adjacent material in the roadway area and to the existing street grades in accordance with the Minnesota Department of Transportation Standards. Complete surface restoration shall be made.
- E. Connection to other water supplies restricted. No water pipe of the water system shall be connected with any pump, well, tank, or piping that is connected with any other source of water supply except to service municipal systems.
- F. Location of Curb Stop Box. Curb stop boxes will be installed on the right-of-way line or easement limits at a location as determined by the City Engineer to be best suitable to the property and shall be left in a vertical position when backfilling is completed. Curb stop boxes will be installed at an approximate depth of seven feet below the finished ground elevation and the top of the curb stop box shall be adjusted to be flush with the finished ground elevation.
- G. Curb stop boxes must be firmly supported by a masonry block. No person shall erect any fence or plant any tree or other landscaping that would obstruct, or place a structure on, park a motor vehicle on, or otherwise obstruct the use of the curb stop box, or cause damage to the same.

Sewer Operations

- A. Definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
- a. *ACT*. The Federal Water Pollution Control Act, also referred to as the Clean Water Act, being 33 USC 1251 et seq., as amended.
 - b. *AUTHORITY*. This city or its representative thereof.
 - c. *BIOCHEMICAL OXYGEN DEMAND (BOD5)*. The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20° C, expressed in terms of milligrams per liter (mg/l).
 - d. *BUILDING DRAIN*. The part of the lowest horizontal piping of a drainage system which receives the discharge from waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning three feet outside the building wall.
 - e. *BUILDING SEWER*. The extension from the building drain to the public sewer or other place of disposal, also referred to as a house connection or service connection.
 - f. *CITY*. The area within the corporate boundaries of the city as presently established or as amended by ordinance or other legal actions at a future time. The term *CITY* when used herein may also be used to refer to the City Council and its authorized representative.
 - g. *CONTROL MANHOLE*. A structure specially constructed for the purpose of measuring flow and sampling of wastes.
 - h. *EASEMENT*. An acquired legal right for the specific use of land owned by others.
 - i. *GARBAGE*. Animal and vegetable waste resulting from the handling, preparation, cooking and serving of food.
 - j. *INDUSTRIAL WASTE*. Gaseous, liquid and solid wastes resulting from industrial or manufacturing processes, trade or business, or from the development, recovery and processing of natural resources, as distinct from residential or domestic strength wastes.
 - k. *INDUSTRY*. Any nongovernmental or nonresidential user of a publicly owned treatment facility which is identified in the *Standard Industrial Classification Manual*, latest edition, which is categorized in Divisions A, B, D, E and I.
 - l. *INFILTRATION*. Water entering the sewage system (including building drains and pipes) from the ground through means as defective pipes, pipe joints, connections and manhole walls.
 - m. *INFILTRATION/INFLOW (I/I)*. The total quantity of water from both infiltration and inflow.
 - n. *INFLOW*. Water other than wastewater that enters a sewer system (including building drains) from sources such as, but not limited to, roof leaders, cellar drains, yard and area drains, foundation drains, drains from springs and swampy areas, manhole covers, cross-connections from storm sewers, catch basins, surface runoff, street wash waters or drainage.
 - o. *INTERFERENCE*. The inhibition or disruption of the city's wastewater disposal system processes or operations which causes or significantly contributes to a violation of any requirement of the city's NPDES or SDS permit. The term includes sewage sludge use or disposal by the city in accordance with published regulations providing guidelines under Section 405 of the Act (33 USC 1345) or any regulations developed pursuant to the Solid Waste Disposal Act (42 USC 6901 et seq.), the Clean Air Act (42 USC 7401 et

- seq.), the Toxic Substances Control Act (15 USC 2601 et seq.), or more stringent state criteria applicable to the method of disposal or use employed by the city.
- p. *NATIONAL CATEGORICAL PRETREATMENT STANDARDS*. Federal regulations establishing pretreatment standards for introduction of pollutants in publicly owned wastewater treatment facilities which are determined to be not susceptible to treatment by those treatment facilities or would interfere with the operation of those treatment facilities, pursuant to Section 307(b) of the Act (33 USC 1317(b)).
 - q. *NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT*. A permit issued by the MPCA, setting limits on pollutants that a permittee may legally discharge into navigable waters of the United States pursuant to Sections 402 and 405 of the Act (33 USC 1342 and 33 USC 1345).
 - r. *NATURAL OUTLET*. Any outlet, including storm sewers and combined sewers, which overflow into a watercourse, pond, ditch, lake or other body of surface water or ground water.
 - s. *NON-CONTACT COOLING WATER*. The water discharged from any use such as air conditioning, cooling or refrigeration, or during which the only pollutant added is heat.
 - t. *NORMAL DOMESTIC STRENGTH WASTE*. Wastewater that is primarily introduced by residential users with a BOD5 concentration not greater than 287 mg/l and a suspended solids (TSS) concentration not greater than 287 mg/l.
 - u. *PERSON*. Any individual, firm, company, association, society, corporation or group.
 - v. *ph*. The logarithm of the reciprocal of the concentration of hydrogen ions in terms of grams per liter of solution.
 - w. *PRETREATMENT*. The treatment of wastewater from industrial sources prior to the introduction of the waste effluent into a publicly owned treatment facility.
 - x. *PROPERLY SHREDDED GARBAGE*. The wastes from the preparation, cooking and dispensing of food that have been shredded to a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers with no particle greater than 2-inch (1.27 cm) in any dimension.
 - y. *SEWAGE*. The spent water of a community. The preferred term is wastewater.
 - z. *SEWER*. A pipe or conduit that carries wastewater or drainage water.
 - i. *COLLECTION SEWER*. A sewer whose primary purpose is to collect wastewaters from individual point source discharges and connections.
 - ii. *INTERCEPTOR SEWER*. A sewer whose primary purpose is to transport wastewater from collection sewers to a treatment facility.
 - iii. *PRIVATE SEWER*. A sewer which is not owned and maintained by a public authority.
 - iv. *PUBLIC SEWER*. A sewer owned, maintained, and controlled by a public authority.
 - v. *SANITARY SEWER*. A sewer intended to carry only liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with minor quantities of ground, storm and surface waters which are not admitted intentionally.
 - vi. *STORM SEWER* or *STORM DRAIN*. A drain or sewer intended to carry storm waters, surface runoff, ground water, subsurface water, street wash water, drainage, and unpolluted water from any source.
 - aa. *SHALL*. The term is mandatory.

- bb. *SLUG*. Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge.
 - cc. *STATE DISPOSAL SYSTEM (SDS) PERMIT*. Any permit (including any terms, conditions, and requirements thereof) issued by the MPCA pursuant to M.S. ' 115.07, as it may be amended from time to time for a disposal system as defined by M.S. ' 115.01, Subd. 5, as it may be amended from time to time.
 - dd. *SUSPENDED SOLIDS (SS) or TOTAL SUSPENDED SOLIDS (TSS)*. The total suspended matter that either floats on the surface of, or is in suspension in water, wastewater, or other liquids, and is removable by laboratory filtering as prescribed in *Standard Methods for the Examination of Water and Wastewater*, latest edition, and referred to as non-filterable residue.
 - ee. *TOXIC POLLUTANT*. The concentration of any pollutant or combination of pollutants which upon exposure to or assimilation into any organism will cause adverse effects as defined in standards issued pursuant to Section 307(a) of the Act (33 USC 1317(a)).
 - ff. *UNPOLLUTED WATER*. Water of quality equal to or better than the effluent criteria in effect, or water that would not cause violation of receiving water quality standards and would not be benefitted by discharge to the sanitary sewers and wastewater treatment facilities.
 - gg. *USER*. Any person who discharges or causes or permits the discharge of wastewater into the city's wastewater disposal system.
 - hh. *WASTEWATER SUPERINTENDENT*. The person appointed by the City Council to supervise the sewer system of the city.
 - ii. *WASTEWATER*. The spent water of a community and referred to as sewage. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with any ground water, surface water and storm water that may be present.
 - jj. *WASTEWATER TREATMENT FACILITY or TREATMENT FACILITY*. An arrangement of any devices, facilities, structures, equipment or processes owned or used by the city for the purpose of the transmission, storage, treatment, recycling and reclamation of municipal sewage, domestic sewage or industrial wastewater, or structures necessary to recycle or reuse water including interceptor sewers, outfall sewers, collection sewers, pumping, power and other equipment and their appurtenances; extensions, improvements, remodeling, additions and alterations thereof; elements essential to provide a reliable recycled water supply such as standby treatment units and clear well facilities; and any works including land which is an integral part of the treatment process or is used for ultimate disposal of residues resulting from that treatment.
- B. Discharges of Water or Wastes. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:
- a. Any liquids, solids, or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the wastewater disposal system or to the operation of the system. Prohibited materials include but are not limited to gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides.
 - b. Solid or viscous substances which will cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities such as but not limited to grease, garbage with particles greater than 2-inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshing's, entrails, whole blood,

feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastic, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud or glass grinding or polishing wastes.

- c. Any wastewater having a pH of less than 5.0 or greater than 9.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the wastewater disposal system.
- d. Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to inhibit or disrupt any wastewater treatment process, constitute a hazard to humans or animals, or create a toxic effect in the receiving waters of the wastewater disposal system. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to Section 307(a) of the Act (33 USC 1317(a)).

C. Limited Discharges

- a. The following described substances, materials, water, or wastes shall be limited in discharges to municipal systems to concentrations or quantities which will not harm either sewers, the wastewater treatment facility, treatment process or equipment, will not have an adverse effect on the receiving stream and soil, vegetation and ground water, or will not otherwise endanger lives, limb, public property, or constitute a nuisance. The Wastewater Superintendent may set limitations lower than limitations established in the regulations below if, in his or her opinion, the more severe limitations are necessary to meet the above objectives. In forming his or her opinion as to the acceptability of wastes, the Wastewater Superintendent will give consideration to factors as the quantity of subject waste in reaction to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, the city's NPDES/SDS permit, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors.
- b. The limitations or restrictions on materials or characteristics of waste or wastewaters discharged to the sanitary sewer which shall not be violated without approval of the Wastewater Superintendent are as follows:
 - i. Any wastewater having a temperature greater than 150°F (65.6°C), or causing, individually or in combination with other wastewater, the influent at the wastewater treatment plant to have a temperature exceeding 104°F (40°C) or having heat in amounts which will inhibit biological activity in the wastewater treatment facility resulting in interference therein.
 - ii. Any wastewater containing fats, wax, grease, or oils, whether emulsified or not, in excess of 100 mg/l or containing substances which may solidify or become viscous at temperatures between 32°F and 150°F (0°C and 65.6°C); and any wastewater containing oil and grease concentrations of mineral origin of greater than 100 mg/l, whether emulsified or not.
 - iii. Any quantities of flow, concentrations, or both which constitute a slug as defined in ' 51.001.
 - iv. Any garbage not properly shredded, as defined in ' 51.001 of this chapter. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments, or similar places where garbage originates from the preparation of food on the premises or when served by caterers.
 - v. Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are capable of creating a public nuisance or hazard to

life or are sufficient to prevent entry into the sewers for their maintenance and repair.

- vi. Any wastewater with objectionable color not removed in the treatment process such as but not limited to dye wastes and vegetable tanning solutions.
 - vii. Non-contact cooling water or unpolluted storm, drainage, or ground water.
 - viii. Wastewater containing inert suspended solids such as but not limited to fullers' earth, lime slurries, and lime residues, or of dissolved solids such as but not limited to sodium chloride and sodium sulfate, in quantities that would cause disruption with the wastewater disposal system.
 - ix. Any radioactive wastes or isotopes of half-life or concentration as may exceed limits established by the Wastewater Superintendent in compliance with applicable state or federal regulations.
 - x. Any waters or wastes containing the following substances to the degree that any material received in the composite wastewater at the wastewater treatment facility is detrimental to treatment process, adversely impacts land application, adversely effects receiving waters, or is in violation of standards pursuant to Section 307(b) of the Act (33 USC 1317(b)): Arsenic, Cadmium, Copper, Cyanide, Lead, Mercury, Nickel, Silver, total Chromium, Zinc and Phenolic compounds which cannot be removed by the city's wastewater treatment system.
 - xi. Any wastewater which creates conditions at or near the wastewater disposal system which violates any statute, rule, regulation or ordinance of any regulatory agency, or state or federal regulatory body.
 - xii. Any waters or wastes containing BOD5 or suspended solids of character and quantity that unusual attention or expense is required to handle the materials at the wastewater treatment facility, except as may be permitted by specific written agreement subject to the provisions within this ordinance.
- D. Increasing use of process water. No user shall increase the use of process water or, in any manner, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained within this ordinance, or contained in the National Categorical Pretreatment Standards or any state requirements.
- E. Pretreatment or Flow-Equalizing Facilities. Where pretreatment or flow-equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation at the expense of the owner.
- F. Grease, Oil, and Sand Interceptors. Grease, oil, and sand interceptors shall be provided when, in the opinion of the Wastewater Superintendent, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified within this ordinance, any flammable wastes as specified within this ordinance, sand or other harmful ingredients; except that interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of the type to be readily and easily accessible for cleaning and inspection. Subject to review by the Wastewater Superintendent. In the maintaining of these interceptors, the owner shall be responsible for the proper removal and disposal of the captured materials by appropriate means and shall maintain a record of dates and means of disposal which are subject to review by the Wastewater Superintendent.
- G. Industrial Wastes; Installations. Where required by the city, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable structure, or control manhole, with necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of wastes. The structure shall be accessible and safely located and shall be constructed in accordance with plans approved by the city. The structure shall be installed by the owner at his or her expense and shall be maintained by the owner to be always safe and accessible.

- H. Industrial Wastes; Requirements. The owner of any property serviced by a building sewer carrying industrial wastes may, at the discretion of the city, be required to provide laboratory measurements, tests or analyses of waters or wastes to illustrate compliance with this chapter and any special condition for discharge established by the city or regulatory agencies having jurisdiction over the discharge. The number, type and frequency of sampling and laboratory analyses to be performed by the owner shall be as stipulated by the city. The industry must supply a complete analysis of the constituents of the wastewater discharge to assure that compliance with federal, state, and local standards are being met. The owner shall report the results of measurements and laboratory analyses to the city at times and in the manner as prescribed by the city. The owner shall bear the expense of all measurements, analyses and reporting required by the city. At those times as deemed necessary, the city reserves the right to take measurements and supplies for analysis by an independent laboratory.
- I. Measurements, Tests and Analyses of Waters and Wastes. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this chapter shall be determined in accordance with the latest edition of *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association. Sampling methods, location, times, duration, and frequencies are to be determined on an individual basis subject to approval by the Wastewater Superintendent.
- J. Protection from Accidental Discharge of Prohibited Materials. Where required by the city, the owner of any property serviced by a sanitary sewer shall provide protection from an accidental discharge of prohibited materials or other substances regulated by this chapter. Where necessary, facilities to prevent accidental discharges of prohibited materials shall be provided and maintained at the owner's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Wastewater Superintendent for review and approval prior to construction of the facility. Review and approval of the plans and operating procedures shall not relieve any user from the responsibility to modify the user's facility as necessary to meet the requirements of this chapter. Users shall notify the Wastewater Superintendent immediately upon having a slug or accidental discharge of substances of wastewater in violation of this chapter to enable countermeasures to be taken by the Wastewater Superintendent to minimize damage to the wastewater treatment facility. The notification will not relieve any user of any liability.
- K. Special Agreement and Arrangement. No statement contained in this subchapter shall be construed as preventing any special agreement or arrangement between the city and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the city for treatment, subject to payment therefor by the industrial concern; provided, that National Categorical Pretreatment Standards and the city's NPDES/SDS Permit limitations are not violated.
- L. Authorized Employees Obtaining Information for Industrial Processes. The Wastewater Superintendent or other duly authorized employees are authorized to obtain information concerning industrial processes which have a direct bearing on the type and source of discharge to the wastewater collection system. An industry may withhold information considered confidential; however, the industry must establish that the revelation to the public of the information in question might result in an advantage to competitors.

ORDINANCE NO. ____

AN ORDINANCE RELATING TO THE CITY OF CHATFIELD’S WATER AND WASTEWATER SYSTEMS; AMENDING THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE II, DIVISION 2, BY ADDING NEW SECTIONS CODIFIED AS SECTIONS 30-47A AND 30-47B; AMENDING THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE II, BY ADDING A NEW DIVISION 2A, AND SECTIONS TO THAT DIVISION CODIFIED AS 30-48, 30-49, 30-50, 30-51, 30-52, 30-53; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE III BY ADDING NEW SECTIONS CODIFIED AS SECTIONS 30-71, 30-72, 30-73; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30 BY ADDING AN ARTICLE IV AND ADDING NEW SECTIONS TO THAT ARTICLE CODIFIED AS SECTIONS 30-74, 30-75, 30-76, 30-77, 30-78, 30-79 AND 30-80.

SUMMARY OF ORDINANCE PROVISIONS

Ordinance No. ____ adds additional provisions to the text of the *Chatfield Code*, Subpart A, Chapter 30, Articles II and III, which set forth various provisions relating to the City’s public water and sewer systems. The foregoing summary is only a summary of the text of the entire ordinance as passed and adopted. A full text of Ordinance No. ____ is available for inspection by any person during regular office hours at the Office of the Chatfield City Clerk, at the Thurber Municipal Building, located at 21 SE Second Street, Chatfield, MN 55923.

Sections 1 and 2 of the Ordinance add new provisions to the *Chatfield Code*, Chapter 30, Article II, Division 2, which relates to “rates and charges, billing and collection”, to be coded as Sections 30- 47A and 30-47B. The language of Sec. 30-47A describes various permitted service connection sizes. The language of Sec. 30-47B provides for the establishment of a connection charge for a person connecting to the City water system.

Sections 3 and 4 of the Ordinance add new language to the provisions of the *Chatfield Code*, Chapter 30, Article I, by adding a division 2A, (“Miscellaneous Provisions”) with two new sections, coded as Sec. 30-48 and Sec. 30-49. Sec. 30-48 makes it unlawful to damage the water system by using certain unauthorized means of connection. Sec. 30-49 permits property located outside of the City limits to connect to the City water system under some circumstances.

Sections 5, 6, 7 and 8 of the Ordinance add new language to the provisions of the *Chatfield Code*, Chapter 30, Article II (“Miscellaneous Provisions”) designated as being a part of a new Division 2A thereof (also “Miscellaneous Provisions”). Section 5 adds language coded as Sec. 30-50 which requires connection to the City water system and forbids the use of private well or water sources. Section 6 adds language coded as 30-51 which regulates the temporary use and connection to City hydrants. Section 7 in language coded as Sec. 30-52 proscribes connection of

multiple buildings to single connection to the public system. Section 8 provides for regulation of persons seeking to tap or connect to a public water main.

Sections 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18 of the Ordinance add new language to the provisions of the *Chatfield Code*, Chapter 30, Article III, which relate to the City's wastewater collection and treatment system. Section 9 adds language coded as Sec. 30-71, which prohibits discharge of unpolluted water into the City's sanitary sewer system. Section 10 adds language to be coded as Sec. 30-72, forbidding hazardous material or substances constituting a nuisance into the City's sanitary sewer system. Section 11 adds language to be coded as Sec. 30-73, which forbids the discharge of any substance into the sanitary sewer system that creates a buildup or deposit that would obstruct the flow through the pipes. Section 12 adds language to be coded as Sec. 30-74 making it unlawful to tamper with facilities associated with the City's wastewater treatment facilities. Section 13 adds language to be coded as 30-75, would require that a building not connected to the City's wastewater treatment system to be connected a private system that meets certain standards. Section 14 adds language to be coded as Sec. 30-76 providing that a new connection to the City's wastewater disposal system may be declined under certain circumstances. Section 15 adds language to be coded as Sec. 30-77 requiring separate building sewers to be maintained except in certain circumstances. Section 16 adds language to be coded as Sec. 30-78 which establishes the application process for a sewer permit for an individual building. Section 17 adds language to be coded as Section 30-79 which describes the process of requiring repair of an existing service connection. Section 18, to be coded as Section 30-80, provides for requiring of the placement and maintenance of catch basins or traps for individual buildings in certain instances.

The provisions of the Ordinance will be effective 30 days following its publication.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Eagle Scout Project - Owen Schwanke

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the project with the recommendation from the Park & Rec Committee.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Owen Schwanke - Eagle Scout Proposal - City Park.docx](#)

[20251118164551.pdf](#)

[Eagle Scout Pics.docx](#)

Owen Schwanke

City Park Eagle Scout Proposal

Summary: For my Eagle Scout project I would like to restore parts of the play area in City Park that are falling apart or need to be redone. I think this would benefit the community because the park is the center of town and used a lot for community events.

Objectives: I would like to repaint the barn and businesses in Tot Town, as well as fix up areas that have missing pieces. (Please see attached photos)

Time line: I would like to start this project in the spring and plan on finishing it by fall 2026.

Resources: I will be utilizing my troop, friends and family, and members of the community to complete this project. Materials and tools are outlined in the Boy Scout proposal attached.

Funding: I currently have access to \$750 dollars in grant funds. If this is approved, I will reach out to businesses in town as well as other organizations to ask for donations. My goal is to raise a total of \$2000 total.

Additional Information: I have been asked to build a structure around the porta potties at Groen Park, as well as complete the landscaping around the yellow chair in City Park, so I will include this in my project as well. My understanding is that the materials for those projects have already been purchased.

Project Description and Benefit

Briefly describe your project

For my project, I would like to fix up things in our city park. Some of the things I would like to fix are:

Replace missing parts in the tot lot town, replace missing fish on the slider, fix the bells, clean up and add sand to sandbox.
Make sure no nails or screws are sticking out anywhere.
Repaint the tot town sign, firetruck, barn, tractor, and businesses in the tot town

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project will be helpful to the city and the community because it will make it safer by making sure there are no nails or screws sticking out. There are some right now because of missing boards on some of the play equipment. It will also make the park look better. It is in the center of our town and a popular gathering place for concerts, farmer's markets, and our town festival.

When do you plan to begin carrying out your project?

October 2025

When do you think your project will be completed?

Summer 2026

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

I will recruit people from my troop, Girl Scouts, art club, friends and family, the people who originally built the park, and my church.

What do you think will be most difficult about leading them?

I think the hardest part will be organizing schedules to find a time that works for most people. We will have to block off parts of the park to work, so will need to make sure it works with the city's schedule also.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

For materials I will need

Wood - 2"x6" boards
Nails and screws - small box of each
Paint - mostly gallons and a few quarts
Bolts to fix the bells and fish toy
Sand for the sandbox

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Paint brushes and paint rollers
Paint thinner for cleaning brushes
Paint trays
Painter's tape
Sandpaper for old paint
Paint scrapers
Gloves
Water for cleaning
Garbage bags for used supplies
Paper towels/old rags
1st aid kit
Drinking water
Snacks

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Drill
Saws
Ladders
Wrenches
Hammers
Tape measure
Level
Pressure washer

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

Transportation for anyone who can't get there.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Permits will not be needed. I will have to work with the city to get permission to block off the park on certain days. They wanted me to wait until spring to do this project because that's when the park is used the least.



Repaint sign and wore out parts of buildings in the Tot Lot. Replace missing pieces. Make sure screws are not sticking out.



Missing a triangle topper and circle cutout. Cut-out and repaint.



Repaint so it's a current business in town.



Fix chipped paint.



Fix chipped and wore out paint.



Replace the broken car cut out or make it a new business with new details.



Replace the circle cut-out along the top and repaint



Replace the missing fish in the top row



Fix or replace the missing bell chimes



Repaint the barn and replace any rotting boards





Repaint the tractor



Rake and clean out the sandbox and more sand



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Bluff County Hiking Club - Annual Support Request

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve support in the amount of \$2000 for 2025.

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:

[Request to City 2025.docx](#)



Bluff Country Hiking Club
31924 Ninebark Road
Chatfield, MN 55923

November 19, 2025

The Bluff Country Hiking Club would like to thank the City of Chatfield for its continued support. We are requesting \$2000 for the annual costs associated with the Lost Creek Hiking Trail. Money received in 2024 has been used for the following ongoing expenses:

- Visit Bluff Country, advertisement in travel guide
- West Bend Landowner Liability Insurance
- Brochure printing by the City of Chatfield
- Hardware for a new bridge
- Equipment expenses including fuel, chains for the chainsaw, and blades for the saw used to construct the new bridge

In 2025, the Bluff Country Hiking Club completed installation of a new bridge to span the ditch created by erosion on the Carson-Groen path. The club was supported in this endeavor with deck material donated by Chatfield Trucking and a volunteer effort in collaboration with Minnesota Driftless Hiking Trail.

Several events took place on the Lost Creek Hiking Trail this year including a "Tree Talk" by Bill Bailey in the winter, a spring wildflower walk guided by a Fillmore County naturalist, and a very well-attended summer Forestry Field Day hosted by the Fillmore County SWCD.

As members of the Bluff Country Hiking Club, we pledge to continue to be prudent stewards not only of your support but also of the natural resources in Southeast Minnesota. Thank you for your crucial and ongoing support.

Sincerely,

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



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: MDHT Chatfield Route Proposal

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve designation of the route through Chatfield as presented with the recommendation from the Park & Rec Committee.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025-84 Chatfield Trail Designation.pdf](#)

[MDHT Chatfield Route Proposal.pdf](#)

**CITY OF CHATFIELD
RESOLUTION NO. 2025-84**

A RESOLUTION SUPPORTING AND AUTHORIZING AN AGREEMENT TO DESIGNATE CERTAIN CITY STREETS AND SIDEWALKS AS PART OF THE MINNESOTA DRIFTLESS HIKING TRAIL, AS REQUESTED IN THE MINNESOTA DRIFTLESS HIKING TRAIL PROPOSAL SUBMITTED TO THE CITY OF CHATFIELD ON NOVEMBER 19, 2025.

WHEREAS, the City of Chatfield (“City”) recognizes the economic, public health, and quality-of-life benefits associated with outdoor recreation, active transportation, and community trails; and

WHEREAS, the Minnesota Driftless Hiking Trail initiative seeks to create a continuous, well-signed hiking route that highlights the landscape, culture, businesses, and outdoor amenities of the Southeastern Minnesota, connecting communities across the region; and

WHEREAS, on November 19, 2025, the Minnesota Driftless Hiking Trail partners submitted a proposal to the City of Chatfield requesting the designation of specific segments of existing City streets and sidewalks as official portions of the Minnesota Driftless Hiking Trail within City limits, together with proposed routing, signage guidelines, and maintenance expectations; and

WHEREAS, establishing a designated route within Chatfield will (a) promote safe, non-motorized mobility, (b) encourage healthy, year-round outdoor activity for residents and visitors, (c) support local businesses and tourism through increased foot traffic, and (d) strengthen regional collaboration with neighboring jurisdictions, agencies, and nonprofits working to advance recreation and conservation across the Driftless Area; and

WHEREAS, the proposed designation relies on existing public rights-of-way and sidewalks, does not transfer ownership or control of City infrastructure, and can be implemented in a manner consistent with City ordinances, Americans with Disabilities Act (ADA) considerations, Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD) standards for wayfinding, and other applicable laws and policies; and

WHEREAS, alignment with regional partners—including counties, state agencies, and nonprofit organizations—will enable coordinated marketing, volunteer stewardship, grant opportunities, and technical assistance for wayfinding, safety, and trail-user education; and

WHEREAS, the City finds that the proposed designation is in the public interest and advances goals commonly found in comprehensive planning, economic development, tourism promotion, and public health initiatives.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chatfield, Minnesota, that:

1. **Support for Designation.** The City expresses its support for designating certain City streets and sidewalks, as generally depicted in *Exhibit A (Chatfield Driftless Route Map)*, as part of the Minnesota Driftless Hiking Trail.
2. **Authorization to Execute Agreement.** The City Administrator (or designee) is authorized to negotiate, finalize, and execute an agreement or memorandum of understanding (“MOU”) with the Minnesota Driftless Hiking Trail partners substantially consistent with the November 17, 2025 proposal, subject to review and approval by the City Attorney.
3. **No Transfer of Ownership or Control.** The designation shall not convey any property interest, nor limit the City’s authority to manage, close, reconstruct, or reroute streets and sidewalks for public safety, maintenance, utilities, or capital projects. Any temporary detours or permanent route adjustments shall be coordinated with trail partners.
4. **Standards, Accessibility, and Safety.** Wayfinding and informational signage shall be consistent with City standards and applicable guidance (including ADA considerations and MnMUTCD where relevant). The route shall prioritize pedestrian safety and accessibility to the extent feasible within the existing built environment.
5. **Signage and Wayfinding.** Subject to City approval, the Minnesota Driftless Hiking Trail partners may fund, install, and maintain route signage and decals/markings within public right-of-way consistent with City-approved locations, materials, and specifications. The City may remove or require relocation of signage for good cause (e.g., safety, construction, redundancy, damage, or policy updates).
6. **Maintenance Responsibilities.** Routine maintenance of streets and sidewalks (e.g., surface upkeep, snow/ice control, sweeping) shall remain the City’s responsibility consistent with existing practices and policies. Specialized trail-branded signage and furnishings provided by trail partners shall be installed and maintained at no net cost to the City unless otherwise agreed in writing.
7. **Liability and Insurance.** The agreement/MOU shall include customary indemnification and insurance provisions appropriate for activities in the public right-of-way, including volunteer activities, signage installation, and events hosted by trail partners.
8. **Regional Partnership and Promotion.** The City supports collaborative outreach and tourism promotion with regional partners, including coordinated mapping, digital content, and events that highlight Chatfield’s downtown, parks, historical and cultural resources, and local businesses along or near the route.
9. **Grants and Funding.** The City Administrator (or designee) is authorized to collaborate with the trail partners to pursue grants or other funding that advance wayfinding, safety enhancements, accessibility improvements, and supportive amenities along the designated route.

10. ****Consistency with City Plans.**** Staff is directed to reference the designated route in relevant City planning documents and to consider reasonable, cost-effective improvements that enhance pedestrian safety and accessibility as opportunities arise.

11. ****Effective Date.**** This Resolution is effective upon passage. The route designation shall become effective upon execution of the agreement/MOU and installation of City-approved signage as documented by staff.

PASSED AND ADOPTED by the City Council of the City of Chatfield, Minnesota, this 8 day of December, 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield

Minnesota Driftless Hiking Trail

Chatfield Route Proposal



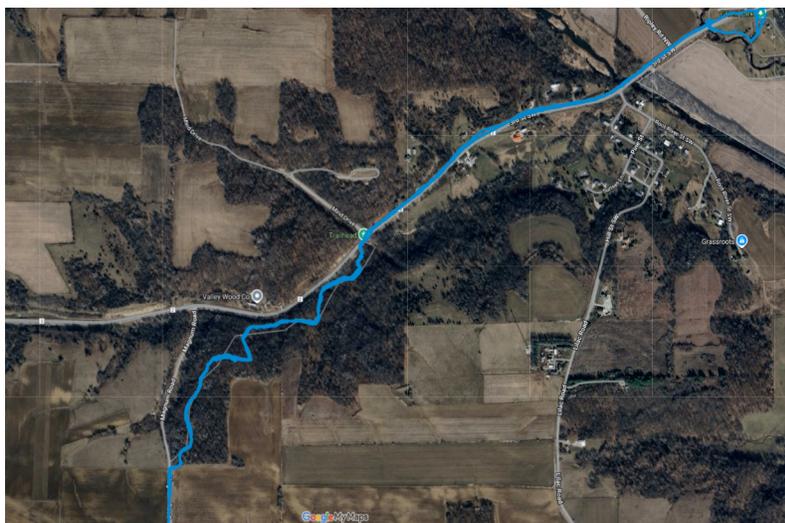
November 2025

Vision of the Minnesota Driftless Hiking Trail

The Minnesota Driftless Hiking Trail (MDHT) is an effort to establish a 100+ mile backpacking trail through the Driftless Region of Minnesota, in the style of the National Scenic and Recreational Trails, supported by volunteers and operating as an independent organization.

We're looking to be the new long distance trail in our region. Currently, there are no long distance trails (25 miles or more of a continuous footpath) in all of Southern Minnesota. Once built, the MDHT will represent the closest long distance trail for millions of people including individuals from the Metro area, parts of Wisconsin and Iowa, and nearly all of Southern Minnesota. MDHT will greatly increase access to recreation including backpacking, trail running, fishing, and more.

MDHT is a 501(C)3 non-profit organization, and a grassroots effort. Since forming in 2019, MDHT has been led by volunteers who live in and around the proposed trail corridor. This project relies heavily on community involvement and MDHT leadership continue to position the organization to serve as a resource for the communities the trail passes through. MDHT has worked closely with the University of Minnesota Extension program, Empowering Small Minnesota Communities (ESMC), to host listening sessions. These sessions have ensured a continued emphasis on community involvement.



Proposed Chatfield Route:
Blue Route: Route Option. **Red Route:** Alternate Route

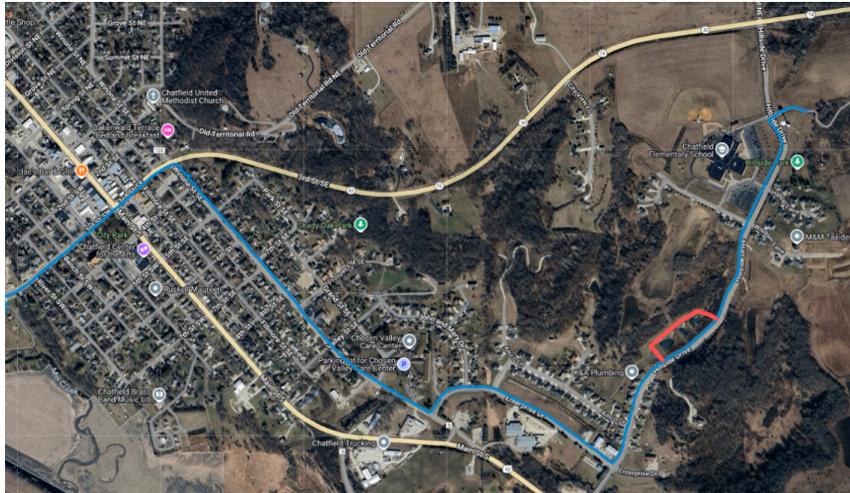
MDHT proposes the new Chatfield Trail segment/route begin at the eastern starting point of the Lost Creek Hiking Trail, at the parking lot for Groen Park.

The trail would follow 3rd St SW, crossing Main St and heading towards Winona St. SE at Hendricks Park. MDHT has

reached out to the local Girl Scouts to discuss integrating the trail into Hendricks Park, including

a possible shade structure or potable water. From there, the trail would head south on Winona St SE towards Enterprise Dr.

The trail would follow Enterprise Dr. (on either side of the road as deemed appropriate by the



City) until reaching Hillside Drive, turning uphill. The route may be updated as the City of Chatfield adopts new development plans.

Alt. Route 2 Option: The trail could head north to cross around the retention ponds (red line) before reconnecting with Hillside Drive.

The trail follows Hillside Drive to the water tower in Hillside Park, where we will install signage for the

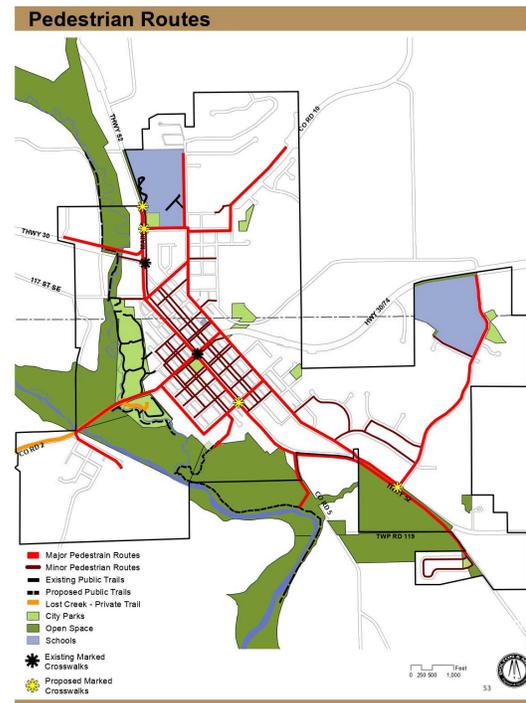
eastern trail head similar to in Groen Park. As of November 2025, the Water Tower Park would be the eastern trailhead for the Chatfield section of the Minnesota Driftless Hiking Trail. MDHT is working on several options to extend the trail further east towards Eagle Bluff Environmental Learning Center, which could result in an extension or reroute, which could easily be accommodated from this location.

In addition to the specific route planned here, MDHT has been in conversation with the City of Chatfield and other regional trail partners about ways the MDHT project could align with future trail extensions, other existing trail systems, and future outdoor recreation amenities. These features will be added to our plan if needed as they become more certain.

The proposed route generally follows [Chatfield's Major Pedestrian Routes](#).

Existing Progress & Next Steps

This project relies heavily on the designation of existing trails and pedestrian routes. The Minnesota Driftless Hiking Trail has worked closely with the Bluff Country Hiking Club (BCHC) to explore the possibility of having the



Lost Creek Hiking Trail (LCHT) become the western terminus of the Minnesota Driftless Hiking Trail. The BCHC and MDHT are reviewing a rough draft of a memorandum of understanding (MOU) in hopes of developing a contract that can lead to an effective and productive trail co-management strategy. Once the MOU is complete, designation of the LCHT can begin.

The designation process involves designing and purchasing adequate trail signage, including confidence markers, trailhead kiosk signs, and any point of interest/educational components. These signs would then be installed along the route to identify the existing trail, utilizing existing posts where possible.

The proposed trail would leave the Lost Creek Hiking Trail near Groen Park and would continue through the town of Chatfield. MDHT would like to install signage along the route to identify the trail segment. This would include a possible educational trail segment along Hillside Drive that identifies local flora and fauna and discusses the unique topography and ecology of the area. Additionally, MDHT is interested in exploring adding signage to Hendricks Park to inform hikers the water is not potable. MDHT would also be interested in installing amenities such as benches or pavilions where hikers can rest.

Before the project can move forward, MDHT needs approval from the City of Chatfield over the proposed route. From there, MDHT can work with city officials to develop signage, followed by the purchase and installation of all trail signs.

MDHT also requests an annual visit with City of Chatfield staff to review plans for trail updates and maintenance, reroutes, and other needs.

Contact

To continue the conversation, Alexa Shapiro, MDHT's Trail Director, is available to answer any questions and discuss next steps.

Alexa Shapiro
Trail Director
director@mndriftlesshikingtrail.org
(760) 274-7493



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Transportation Management Organization (TMO)

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the Memorandum of Understanding (MOU), Contract with the State of Minnesota, and RFQ.

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:

[TMO III City-SE MN Together MOU.pdf](#)

[SE MN TMO Work Plan 2025.pdf](#)

[Signatures Needed - 1061437 City of Chatfield TMO Agreement.pdf](#)

[RFQ Notice TMO Phase II \(B\).docx](#)

Memorandum of Understanding
November 18, 2025

This Memorandum of Understanding (MOU) is intended to create a clear understanding between the City of Chatfield, a municipal corporation (City) and Southeast Service Cooperative acting as fiscal host for SE MN Together (SSC) in support of the Transit Management Organization (TMO) project, in accordance with the Laws of Minnesota 2025, chapter 8, article 1, section 2, subdivision 2, as follows:

(b) Transit and Active Transportation: This appropriation is from the general fund. \$45,000 in fiscal year 2026 is for a grant to the city of Chatfield for the next phase of development of a transportation management organization in southeastern Minnesota. This appropriation is for: (1) the development of organizational structure, including staffing, an oversight committee, and responsibilities of the host organization; and (2) community outreach and education. Up to \$1,000 of the appropriation is for related administrative costs for the city of Chatfield. Notwithstanding Minnesota Statutes, section 16B.98, subdivision 14, the commissioner must not use any amount of this appropriation for administrative costs. This is a onetime appropriation and is available until June 30, 2027.

The TMO project focuses on foundational steps to advance the TMO, including the establishment of organizational structure and governance of the TMO, raising awareness, support, and funding for the Transportation Management Organization in the counties of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona.

It is the mutual understanding of the City and SSC that the City's role in this project is merely administrative in nature and for the purposes of providing a conduit for the appropriation referenced above. The City will not be held liable for the quality or quantity of work performed by SSC or its selected vendors related to the TMO project. As related to this project and in furtherance of its goals, the City will only act upon the reasonable advice and consent of SSC.

To this end, the City agrees:

1. To enter into a grant contract (Contract) as shown in Exhibit B herein, with the Minnesota commissioner of transportation (State) for the purpose of enumerating the roles, responsibilities, and procedures of implementing, accessing, reporting, record keeping, and other such activities required by the State in order to utilize the state funds appropriated to the City.
2. On the advice and consent of SSC, enter into reasonable agreements for professional services with vendors that will meet the terms and conditions of the Contract and fulfill the purpose of the TMO project.
3. On the advice and consent of SSC, pay, in a timely manner, costs incurred for such professional services provided by vendors, per the terms of any subsequent agreements between the City and such vendors. Only costs that are reimbursable by the State under the Contract will be paid by the City.
4. Facilitate communications, reporting, requests for payment/reimbursement from the State.
5. Coordinate with SSC and the TMO project leadership to facilitate State reporting requirements, reimbursement requests, city audit related matters, and other administrative tasks that may arise.

SSC agrees:

6. To carry out the TMO project per the scope of work as shown in Exhibit A and per the requirements of the Contract.
7. That they have read and understand the scope and all requirements of the Contract.
8. Only activities, costs, and actions allowable under the Contract will be brought forward for City approval and/or payment.
9. Provide all necessary information for timely reporting of activities or questions required by the State.
10. To identify a project manager and/or committee lead that represents SSC's interests in this project and serve as the contact point between the City and SSC. Only recommendations from the project manager and/or committee lead will be accommodated.
11. To hold harmless the City for any actions or inactions of SSC, SSC staff, or TMO project volunteers.
12. Provide any and all TMO project materials requested by the City or State as required under the Contract, even after the term of this MOU expires.
13. To reimburse the City for administrative expenses totaling \$1,000 payable in one lump sum prior to the term of this MOU expiring. This reimbursement shall cover the City's time and real costs associated with facilitating this MOU.

The term of this MOU shall run until the TMO project concludes and the City receives a written grant adjustment notice from the State to notify the City that the terms and conditions of the Contract are fulfilled and closed. This date may occur after the TMO project activities conclude.

Once this MOU is approved by both parties, it can only be modified upon the written consent of both parties.

This MOU represents the entire agreement between the City and SSC.

Approved:

City of Chatfield

**Southeast Service Cooperative
SE MN Together Fiscal Host**

Mayor Date

Date

City Administrator Date

Southeast Minnesota Transportation Management Organization (TMO) Scope of Work

The City of Chatfield received a 2023 legislative special appropriation to hire a consultant to build on the MnDOT- and DHS-funded planning work completed in 2018-2019. The TMO feasibility study was conducted in 2024 and 2025 and continued through June 2025. The project was also completed under the \$350,000 budget allocated within the legislation. Below is the scope of work to begin implementation of the study recommendations using the \$45,000 of unexpended funds.

The next phase of the work plan has been designed to translate the strategic direction into a time-bound, actionable implementation roadmap. It is organized chronologically, beginning with Pre-Launch activities, and progressing through each phase of implementation. The timeline chart below summarizes the schedule of the priority services and their key supporting activities. The Scope of Work for this proposal would allow completion of all proposed Pre-Launch activities, as detailed below.

	Pre-Launch	Year 1	Year 2	Year 3+
1. TMO Governance & Administration				
Organizational Set-Up and Staffing				
Governance and Partner Engagement				
Branding, Communications, and Visibility				
Financial Sustainability and Long-Term Positioning				
Performance Tracking and Strategic Planning				
2. Improving Transit Through Regional Collaboration				
Transit Coordination Work Group				
Regional Transportation Tool/Website + Resource Development				
Create a Unified Transit Voice				
3. Communicating Travel Options				
Outreach and User Education				
Develop a Try Transit Campaign				
Travel Training				

Pre-Launch Phase: This phase focuses on foundational steps to advance the TMO. This includes the essential functions of administration and governance, including securing funding, formalizing partnerships, and laying the groundwork for staffing, leadership, and early support structures. It also includes intentional outreach and visibility for the purpose of regional awareness building, and communications which will require a brand identity, and development and distribution of collateral.

The primary focus at the outset will be to develop and launch a compelling roadshow presenting study findings. This would allow us to continue to engage with interested Steering Committee members, promote and maintain momentum, and leverage the collective knowledge and expertise of partners and providers. These advocates can also help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.

Priority Pre-Launch Activities: We propose to allocate the remaining \$45,000 of legislated funds to complete the Pre-Launch activities as recommended in the Feasibility Study, to include the following tasks:

- Finalize the TMO Manager job description, post, recruit, interview, select, hire, and onboard a part-time TMO Manager to lead the work plan activities.
- Engage with interested TMO Steering Committee members to maintain momentum and leverage their collective knowledge and expertise. Steering committee members can help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.
- Develop a slide presentation and handout to share with stakeholders during roadshow outreach. Prepare partners to help with roadshow presentations.
- Present virtually at three convenings hosted by SE MN Together to gather input and garner support. Present in person or virtually for additional visits, presentations, and meetings scheduled as part of the roadshow activities.
- Coordinate logistics for the roadshow outreach, including the scheduling of presentations at existing meetings of city councils, regional governmental and nonprofit organizations, MnDOT representatives, and employers to share study findings and gain support.
- Ensure comprehensive promotion of meetings and/or public meetings and convenings, including registration, communications, site logistics, supply prep, etc.
- Using documentation developed during the Feasibility Study, determine priority levels for potential funders, develop funding requests, and track and manage applications.
- Develop a contact database and create an account to organize audiences using an email platform.
- Developing a logo and brand identity.
- Draft functional goals for a regional transportation tool and website (including data needs, accessibility requirements, and integration needs).
- Enhance relationships with transit providers, employers, workforce agencies, human service organizations, MnDOT, local governments, and chambers.
- Convene TMO Steering Committee quarterly and maintain ongoing communications.
- Recruit members to serve on the TMO's Executive Committee or Advisory Board and actively engage in future Working Groups. The Executive Committee will be the TMO decision-making body while the Advisory Board will be a larger group of individuals representing local, regional, and state government, transit agencies, employers, human services organizations, and other stakeholders who will guide TMO staff and the Executive Committee.
- Create resolutions to obtain commitments of support from transit agencies, municipal partners, and other stakeholders.

Additional Implementation Activities: If any remaining legislative funds remain after all deliverables for Pre-Launch have been completed, the TMO Manager would begin to address priority work in transit coordination and user education and laying the groundwork for key tools such as the regional website.

STATE OF MINNESOTA
State Fiscal Year 2026 City of Chatfield Grant Agreement

This Grant Agreement is between the STATE of Minnesota, acting through its Commissioner of Transportation (“STATE”) and City of Chatfield (“RECIPIENT”), a governmental entity.

BACKGROUND

The purpose of this Grant Agreement is to administer state financial assistance to the RECIPIENT in accordance with the **Laws of Minnesota 2025, 1st Special Session, chapter 8, article 1, section 2(b)** as follows:

\$45,000 in fiscal year 2026 is for a grant to the city of Chatfield for the next phase of development of a transportation management organization in southeastern Minnesota. This appropriation is for: (1) the development of organizational structure, including staffing, an oversight committee, and responsibilities of the host organization; and (2) community outreach and education. Up to \$1,000 of the appropriation is for related administrative costs for the city of Chatfield. Notwithstanding Minnesota Statutes, section 16B.98, subdivision 14, the commissioner must not use any amount of this appropriation for administrative costs. This is a onetime appropriation and is available until June 30, 2027.

GRANT AGREEMENT

1. Terms of Grant Agreement

- 1.1 Effective Date/Commencement of Work:** This Grant Agreement is effective on, and RECIPIENT must not begin work until, the date the STATE obtains all required signatures under Minnesota Statutes, § 16B.98, Subdivision 5.
- 1.2 Offer and Acceptance Terms:** When transmitted by STATE to RECIPIENT, this Grant Agreement constitutes an offer which expires if RECIPIENT does not accept, sign and return to STATE within 45 calendar days of transmittal, unless STATE grants an extension in writing at RECIPIENT’s request.
- 1.3 Expiration Date:** This Grant Agreement will expire on June 30, 2027, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.4 Survival of Terms:** All clauses in this Grant Agreement 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 Grant Agreement.
- 1.5 Exhibits:** All exhibits are incorporated into this Grant Agreement.

2. RECIPIENT’s Duties

- 2.1** RECIPIENT will receive financial assistance under this grant to provide telework resources, assistance, information, and related activities on a state-wide basis and/or to provide programming and service expansion to assist companies and commuters with carpool, vanpool, bicycle commuting, telework, and transit.
 - 2.1.1** RECIPIENT’s Scope of Work as approved by STATE, is incorporated by reference in this Grant Agreement as **Exhibit II**. The Scope of Work may be changed upon written approval by STATE.
- 2.2 Records and Reports**
 - 2.2.1 Records.** RECIPIENT and third-party contractors will establish a set of accounts in which costs are recorded so that they may be clearly identified, easily traced, and substantially documented. All accounting practices applied, and all records maintained must be in

accordance with Generally Accepted Accounting Principles. The records must permit audit verification of allowable costs claimed during the Grant Agreement period.

Reports. At the end of each quarter of operation, a RECIPIENT shall provide the STATE with a report summarizing allowable costs and services provided for the period. Reports will be completed on forms approved by the STATE and submitted no later than the last day of the month following the reporting period. Expenses must be incurred within the term of this Grant Agreement. RECIPIENT will submit to the STATE the final report for the agreement period no later than 60 days after the agreement period ends. At the end of the Grant Agreement, RECIPIENT shall provide STATE with a report summarizing the progress of the Scope of Work.

2.3 Procurement and Third-Party Contracts

2.3.1 Submission of Contracts to STATE for review

2.3.1.1 Solicitation: Prior to publication, RECIPIENT will submit to STATE all solicitations for work (e.g. Requests For Proposals) to be funded by this Grant Agreement between RECIPIENT and third parties or subcontractors for the STATE's review and approval. STATE's Authorized Representative will respond to requests from RECIPIENT to review the solicitation for work within ten (10) working days of receiving the request.

2.3.1.2 Third Party Contract: RECIPIENT shall not execute a third-party contract or subcontract or otherwise enter into a binding agreement that is funded by this Grant Agreement until it has first received written approval from STATE's Authorized Representative. STATE's Authorized Representative will respond to requests from RECIPIENT for authorization to subcontract within ten (10) working days of receiving the request. The use of third-party contractors does not relieve RECIPIENT from performing and delivering the work stated in this Grant Agreement.

All contracts between RECIPIENT and third parties or subcontractors must contain all applicable provisions of this contract. STATE retains the rights to disapprove a third-party contract or subcontract that is funded in part with this Grant Agreement. A STATE-approved third-party contract or subcontract becomes part of RECIPIENT's Scope of Work and is subject to all applicable federal, STATE, and local laws, rules and regulations.

2.4 Independent Contractor

- 2.4.1 Under the terms of this Grant Agreement, RECIPIENT is an independent contractor and retains full control over the employment, direct compensation, and discharge of all persons engaged in this Grant Agreement.
- 2.4.2 RECIPIENT is solely responsible for all matters relating to payment of employees, including compliance with social security, payroll taxes and withholdings, unemployment compensation, and all other regulations governing these matters.
- 2.4.3 RECIPIENT is responsible for its own acts and those of its subordinates, employees, and any and all third-party contractors during the term of this Grant Agreement.
- 2.4.4 The STATE does not have an obligation or a responsibility to claims that may arise by RECIPIENT'S subordinates, employees or any third-party contractors under the *Minnesota Workers' Compensation Act*
- 2.4.5 The STATE does not have an obligation or a responsibility to third party claims that arise from an act or omission on the part of RECIPIENT'S subordinates, employees, or any third-party contractor are not the STATE's obligation or responsibility.

2.5 Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred in the performance of this Grant Agreement, whether by RECIPIENT or a third party or subcontractor hired under this Grant Agreement will not exceed the amounts provided in the current Minnesota Management and Budget Commissioner's Plan which is incorporated by reference. Out of state travel is not allowed without prior approval by STATE. Minnesota will be considered the home state for determining whether travel is out of state.

2.6 Website

If RECIPIENT has a website, the names and contact information for the grant administrator(s) and organization's leadership must be clearly published.

3. STATE Responsibilities

3.1 Consideration: The STATE will pay for all services performed by the RECIPIENT under this Grant Agreement as follows:

3.1.1 Compensation: The STATE will provide an amount as indicated in **Exhibit I**, Financial Assistance, which is attached and incorporated into this Grant Agreement. STATE has determined that the funds available for eligible costs to RECIPIENT shall not exceed the amounts in **Exhibit I**, Financial Assistance.

3.2 Payment:

3.2.1 Invoices: STATE will pay RECIPIENT the STATE share of eligible costs when RECIPIENT submits to STATE a Request for Funds prescribed by STATE and accompanying invoice(s) and supporting documents as requested by the STATE.

3.2.2 Availability of STATE Funds: STATE retains the sole and exclusive right to determine the amounts of STATE funds available for payment to RECIPIENT under the terms of this Grant Agreement.

3.2.3 Partial Payment: STATE may withhold a partial payment of the state share if STATE determines that the cost is unallowable or that the payment is not necessary according to RECIPIENT's Scope of Work.

3.3 Financial Reconciliation and Monitoring

On all grants of \$50,000 or more, STATE must conduct a financial reconciliation of RECIPIENT's expenditures at least once during the period of performance, or more frequently if it determines a need to do so, during the term of this Grant Agreement. STATE will provide the necessary forms and documentation to be completed by RECIPIENT. A financial reconciliation involves reconciling a RECIPIENT's supporting documentation of costs and revenues such as; purchase orders, receipts and payroll records. During the period of performance or annually, the STATE will make at least make at least one monitoring visit.

4. Conditions of Payment

All services provided by the RECIPIENT under this Grant Agreement must be performed to the STATE's satisfaction, as determined at the sole discretion of the STATE's Authorized Representative and in accordance with all applicable federal, STATE and local laws, ordinances, rules and regulations. The RECIPIENT will not receive payment for work found by the STATE to be unsatisfactory or performed in violation of federal, State and local laws.

5. STATE Audits

RECIPIENT and any third-party contractor will establish a set of accounts in which all costs and revenues are recorded so that they may be clearly identified, easily traced and substantially documented. All accounting practices applied and all records maintained must be in accordance with Generally Accepted

Accounting Principles. The books, records, documents and accounting procedures and practices of RECIPIENT and any third-party contractor relative to this Grant Agreement are subject to examination by the Auditor, Attorney General, Commissioner of Administration, State Auditor, and the Legislative Auditor, during regular working hours, whenever necessary.

RECIPIENT will have 14 calendar days from receipt of a final audit to respond to the audit. Failure to respond to the audit within 14 calendar days may be deemed to be acceptance of the audit findings by RECIPIENT, after which STATE may proceed to final closeout of the Grant Agreement. All required records must be maintained for at least six years from the date of final payment or the expiration date of this Grant Agreement, whichever occurs last.

COST PRINCIPLE ALLOCATION CERTIFICATION

RECIPIENTS claiming indirect costs, de minimus, or direct agency (local government or non-profit agencies) costs under this Grant Agreement must have either a federal cognizant agency certification or a MnDOT approved certification under the category declared. All costs identified in the budget must reflect their approved category certification. No direct, cost allocation, indirect rate or de minimus expense will be allowed unless the appropriate certification is on file with MnDOT. STATE may audit and adjust the indirect cost rate and/or adjust associated billings accordingly.

6. Authorized Representatives

6.1 The STATE's Authorized Representative is:
MnDOT, Office of Transit and Active Transportation
395 John Ireland Boulevard, MS 430
St. Paul, MN 55155-1800

6.2 The RECIPIENT's Authorized Representative is the following or their successor:

Michele Peterson
City Administrator
21 SE Second St, Chatfield, MN 55923
(507) 867-3810
mpeterson@cityofchatfieldmn.gov

If the RECIPIENT's Authorized Representative changes at any time during this Grant Agreement, the RECIPIENT must immediately notify the STATE.

7. Governing Law, Jurisdiction and Venue

The laws of the State of Minnesota govern this Grant Agreement. Venue for all legal proceedings arising out of this Grant Agreement, or its breach of this Grant Agreement, is in state or federal court with competent jurisdiction in Ramsey County, Minnesota.

8. Liability

To the extent permitted by law, the RECIPIENT will indemnify, save and hold STATE, its agents and employees harmless from any and all claims or causes of action arising from the performance of this Grant Agreement by RECIPIENT's agents or employees. This clause does not bar any legal remedies RECIPIENT may have for STATE's failure to fulfill its obligations pursuant to this Grant Agreement.

9. Assignment, Transfer, Waiver

RECIPIENT may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the STATE and a fully executed Assignment Agreement, executed and approved by the RECIPIENT, STATE and the new recipient.

This Grant Agreement contains all prior negotiations and agreements between the STATE and the RECIPIENT. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

The STATE's failure to enforce any provisions of this Grant Agreement does not waive the provision or its right to subsequently enforce it.

10. Electronic Signatures and Records; Amendments

The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records. An amendment to this Grant Agreement must be in writing and executed by all parties who executed and approved this Grant Agreement.

11. Data Practices

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

If RECIPIENT receives a request to release the data referred to in this clause, the RECIPIENT must immediately notify the STATE. The STATE will give the RECIPIENT instructions concerning the release of the data to the requesting party before the data is released.

12. Data Disclosure

Under Minnesota Statutes § 270C.65, and other applicable law, the RECIPIENT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the STATE, to federal and STATE tax agencies and STATE personnel involved in the payment of STATE obligations. These identification numbers may be used in the enforcement of federal and STATE laws, which could result in action requiring the RECIPIENT to file STATE tax returns and pay delinquent STATE tax liabilities, if any.

13. Insurance

13.1 Certificate of Insurance: For the term of the Grant Agreement RECIPIENT will obtain the insurance required under Article 13 for the term of this Grant Agreement. Within 30 days of expiration of an insurance policy, RECIPIENT will provide STATE with evidence that a new policy has been obtained. RECIPIENT will notify STATE immediately upon a change in the terms or conditions of an insurance policy.

13.2 Types of Insurance Required

13.2.1 Worker's Compensation Insurance: RECIPIENT will provide workers' compensation insurance for all RECIPIENT's employees and, in case any work to be performed by a third-party contractor, RECIPIENT will require the third-party contractor to provide workers' compensation insurance in accordance with the statutory requirements under Chapter 176 of the State of Minnesota.

13.2.2 Commercial General Liability Insurance: RECIPIENT is required to maintain insurance protecting them from claims for damages for bodily injury, including sickness or disease,

death and for care and loss of services as well as from claims for property damage, including loss of use which may arise from operations under this Grant Agreement whether the operations are by RECIPIENT or by a subcontractor or by anyone directly or indirectly employed under this Grant Agreement.

For RECIPIENTS that are governmental entities, the tort liability amounts provided in Minnesota Statutes, Section 466.04 govern. All other RECIPIENTS must have minimum insurance coverage of \$2,000,000 per occurrence.

The following coverages will be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability
- State of Minnesota named as an Additional Insured

13.2.3 Commercial Automobile Liability: RECIPIENT is required to maintain insurance protecting RECIPIENT from claims for damages for bodily injury, including sickness or disease, death, and for care and loss of services, as well as from claims for property damage including loss of use which may arise from operations under this Grant Agreement whether such operations were by RECIPIENT or by a subcontractor or by anyone directly or indirectly employed under this Grant Agreement.

For RECIPIENTS that are governmental entities, the tort liability amounts provided in Minnesota Statutes, Section 466.04 govern. All other RECIPIENTS must have minimum insurance coverage of \$2,000,000.00 combined single limit.

In addition, the following coverages should be included:

- Owned, Hired, and Non-owned Automobile

13.2.4 Excess Insurance: An Umbrella or Excess Liability insurance policy may be used to supplement Contractor's policy limits to satisfy the full policy limits required by this Grant Agreement.

13.2.5 Rating:

RECIPIENT will obtain insurance policies from an insurance company having an "AM BEST" rating of A- (minus); Financial Size Category (FSC) VII or better and must be authorized to do business in the State of Minnesota or RECIPIENT will obtain coverage comparable under a program of self-insurance.

13.3 Self-Insured Requirements:

If RECIPIENT is self-insured the following is required:

RECIPIENT is able to provide for the tort liability amounts provided in Minnesota Statutes, section 466.04.

14. Endorsement

14.1 Endorsement: The RECIPIENT must not claim that the STATE endorses its products or services.

15. Termination; Suspension

15.1 Termination:

STATE or the Commissioner of Administration may unilaterally terminate this Grant Agreement at any time, with or without cause prior to completion if the commissioner determines that further performance under the grant agreement would not serve agency purposes or is not in the best

interests of the state. Upon termination, the RECIPIENT will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

This Grant Agreement will immediately be terminated if RECIPIENT is convicted of a criminal offense relating to a state grant agreement.

In the event STATE cannot or does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a level sufficient to allow for the payment of the services contained herein, this Grant Agreement may be immediately cancelled, at STATE's option, by written notice of cancellation at the address specified in this Grant Agreement. STATE will not be obligated to pay for any services provided by RECIPIENT after such notice of cancellation.

15.2 Non-Performance:

STATE may withhold payment or terminate this Grant Agreement at any time if RECIPIENT fails to comply with the provisions of this Grant Agreement. Neither party will be held responsible for delay or failure to perform when such delay or failure is due to any of the following, unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure: fire, flood, epidemic, strikes, wars, acts of God, and unusually severe weather, provided that the defaulting party gives notice as soon as possible to the other party for the inability to perform.

15.3 Suspension:

STATE may immediately suspend its payment obligations under this Grant Agreement in the event funding is canceled, withdrawn or terminated, including in the event of a "government shutdown" due to the failure to have an approved budget by the legal deadline. Suspension of performance is temporary until funds become available again and does not release State from its obligations under the agreement.

- 16. Fund Use Prohibited-Suspended/Debarred Vendor:** RECIPIENT will not utilize any funds received pursuant to this Grant Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a STATE contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent RECIPIENT from utilizing these funds to pay any party who might be disqualified or debarred after the RECIPIENT's contract award on this Project. The STATE Suspended/Debarred Vendor list can be found at: [Suspended/Debarred Vendors / Minnesota Office of State Procurement \(mn.gov\)](https://www.mn.gov/State-Procurement)
- 17. Discrimination Prohibited By Minnesota Statutes §181.59:** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the

state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

- 18. Certification:** By signing this Grant Agreement, the RECIPIENT certifies that it is not suspended or debarred from receiving federal or state awards.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

1. RECIPIENT

RECIPIENT certifies that the appropriate person(s) have executed the agreement on behalf of RECIPIENT required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Mayor

Date: _____

OR

By: _____

Title: City Administrator

Date: _____

MnDOT ENCUMBRANCE VERIFICATION

The individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15.

By: _____

Date: _____

SWIFT Contract # _____

SWIFT Purchase Order # _____

COMMISSIONER of TRANSPORTATION, as delegated

By: _____

Date: _____

OFFICE of CONTRACT MANGEMENT, for form and execution

By: _____

Date: _____

Financial Assistance

Legal Name	City of Chatfield
Contract Number	1061437
Contract Type or Program	State General Funds
Project	City of Chatfield - Transportation Management Organization (TMO) Contract

Program	State Funds 100%	Total 100%
City of Chatfield TMO	\$45,000.00	\$45,000.00
Grand Totals	\$45,000.00	\$45,000.00

Exhibit I

Exhibit II

Southeast Minnesota Transportation Management Organization (TMO) Scope of Work

The City of Chatfield received a 2023 legislative special appropriation to hire a consultant to build on the MnDOT- and DHS-funded planning work completed in 2018-2019. The TMO feasibility study was conducted in 2024 and 2025, and continued through June 2025. The project was also completed under the \$350,000 budget allocated within the legislation. Below is the scope of work to begin implementation of the study recommendations using the \$45,000 of unexpended funds.

The next phase of the work plan has been designed to translate the strategic direction into a time-bound, actionable implementation roadmap. It is organized chronologically, beginning with Pre-Launch activities and progressing through each phase of implementation. The timeline chart below summarizes the schedule of the priority services and their key supporting activities. The Scope of Work for this proposal would allow completion of all proposed Pre-Launch activities, as detailed below.

	Pre-Launch	Year 1	Year 2	Year 3+
1. TMO Governance & Administration				
Organizational Set-Up and Staffing				
Governance and Partner Engagement				
Branding, Communications, and Visibility				
Financial Sustainability and Long-Term Positioning				
Performance Tracking and Strategic Planning				
2. Improving Transit Through Regional Collaboration				
Transit Coordination Work Group				
Regional Transportation Tool/Website + Resource Development				
Create a Unified Transit Voice				
3. Communicating Travel Options				
Outreach and User Education				
Develop a Try Transit Campaign				
Travel Training				

Pre-Launch Phase: This phase focuses on foundational steps to advance the TMO. This includes the essential functions of administration and governance, including securing funding, formalizing partnerships, and laying the groundwork for staffing, leadership, and early support structures. It also includes intentional outreach and visibility for the purpose of regional awareness building, and communications which will require a brand identity, and development and distribution of collateral.

Exhibit II

The primary focus at the outset will be to develop and launch a compelling roadshow presenting study findings. This would allow us to continue to engage with interested Steering Committee members, promote and maintain momentum, and leverage the collective knowledge and expertise of partners and providers. These advocates can also help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.

Priority Pre-Launch Activities: We propose to allocate the remaining \$45,000 of legislated funds to complete the Pre-Launch activities as recommended in the Feasibility Study, to include the following tasks:

- Finalize the TMO Manager job description, post, recruit, interview, select, hire, and onboard a part-time TMO Manager to lead the work plan activities.
- Engage with interested TMO Steering Committee members to maintain momentum and leverage their collective knowledge and expertise. Steering committee members can help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.
- Develop a slide presentation and handout to share with stakeholders during roadshow outreach. Prepare partners to help with roadshow presentations.
- Present virtually at three convenings hosted by SE MN Together to gather input and garner support. Present in person or virtually for additional visits, presentations, and meetings scheduled as part of the roadshow activities.
- Coordinate logistics for the roadshow outreach, including the scheduling of presentations at existing meetings of city councils, regional governmental and nonprofit organizations, MnDOT representatives, and employers to share study findings and gain support.
- Ensure comprehensive promotion of meetings and/or public meetings and convenings, including registration, communications, site logistics, supply prep, etc.
- Using documentation developed during the Feasibility Study, determine priority levels for potential funders, develop funding requests, and track and manage applications.
- Develop a contact database and create an account to organize audiences using an email platform.
- Developing a logo and brand identity.
- Draft functional goals for a regional transportation tool and website (including data needs, accessibility requirements, and integration needs).
- Enhance relationships with transit providers, employers, workforce agencies, human service organizations, MnDOT, local governments, and chambers.
- Convene TMO Steering Committee quarterly and maintain ongoing communications.
- Recruit members to serve on the TMO's Executive Committee or Advisory Board and actively engage in future Working Groups. The Executive Committee will be the TMO decision-making body while the Advisory Board will be a larger group of individuals representing local, regional, and state government,

Exhibit II

transit agencies, employers, human services organizations, and other stakeholders who will guide TMO staff and the Executive Committee.

- Create resolutions to obtain commitments of support from transit agencies, municipal partners, and other stakeholders.

Additional Implementation Activities: If any remaining legislative funds remain after all deliverables for Pre-Launch have been completed, the TMO Manager would begin to address priority work in transit coordination and user education, and laying the groundwork for key tools such as the regional website.

City of Chatfield, Minnesota (Use Letterhead)

Request For Quotes (RFQ) Notice **(B)**

Date of Request Notification: [date the request being released]

RFQ for Purposes of: Southeast Minnesota Transit Management Organization (TMO) Pre-Launch Activities

The City of Chatfield is requesting quotes for the purpose of determining the preferred vendor that provides the best value for meeting our project needs. All vendors who submit a proposal in accordance with this Notice will be considered for this project.

The City of Chatfield is considering the following project;

Project Overview: As the recipient of a legislative grant to further the establishment of a transit management organization (TMO) to serve southeast Minnesota, the City of Chatfield (City) seeks a contractor to complete the pre-launch activities as stated in the Southeast Minnesota TMO Feasibility Study Final Report published June 2025.

This phase focuses on foundational steps to advance the TMO. This includes the essential functions of administration and governance, including securing funding, formalizing partnerships, and laying the groundwork for staffing, leadership, and early support structures. It also includes intentional outreach and visibility for the purpose of regional awareness building, and communications which will require brand identity, and development and distribution of collateral materials.

The primary focus at the outset will be to develop and launch a compelling roadshow presenting study findings. This is intended to foster the continued engagement of the TMO Feasibility Study's Steering Committee members, promote and maintain momentum, and leverage the collective knowledge and expertise of partners and providers. These advocates can also help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.

In order for a vendor to be qualified for this project, the following requirements must be addressed in the Proposal.

Qualifications:

- Demonstrated relationships with local governments throughout the 11-county region of southeast Minnesota.
- Demonstrated ability to develop and manage logistics related to convening stakeholder meetings.

- Demonstrated ability to develop and distribute informative and educational documents, websites, public presentations, social media tools, and the like.
- Demonstrated ability to provide organizational support including but not limited to personnel management, technical support services, organizational development, payroll and benefit management, etc.
- Demonstrated ability and desire to support and/or host the on-going operation of a Transit Management Organization.

Specific Tasks & Deliverables:

Hire, appoint someone within your organization or otherwise perform the duties of Startup Project Coordinator (SPC), responsible for the fulfillment of the following tasks:

- Engage with interested TMO Steering Committee members to maintain momentum and leverage their collective knowledge and expertise. Steering committee members can help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.
- Roadshow Outreach: (The purpose of the Roadshow is to share the findings of the TMO Feasibility Study with stakeholders and to build support for the establishment of a TMO. SE MN Together has committed to scheduling and convening three public meetings throughout the region. Alta Planning + Design has developed a slide deck summarizing the Feasibility Study results.)
 - Coordinate logistics for the roadshow outreach, including the scheduling of presentations at existing meetings of city councils, regional governmental and nonprofit organizations, MnDOT representatives, and employers to share study findings and gain support. (SE MN Together will provide leadership and support to schedule and host the regional events.)
 - Develop a slide presentation and handout to share with stakeholders during roadshow outreach. (Alta Planning + Design is available as a resource.)
 - Present at three convenings hosted by SE MN Together and at the meetings referenced above to gather input and garner support.
 - Create resolutions to obtain commitments of support from transit agencies, municipal partners, and other stakeholders.
- Enhance relationships with transit providers, employers, workforce agencies, human service organizations, MnDOT, local governments, and chambers.
- Using documentation developed during the Feasibility Study, determine priority levels for potential funders, develop funding requests, and track and manage applications.
- Finalize the TMO Manager job description, post, recruit, interview, select, hire, and onboard a part-time TMO Manager to lead the work plan activities.
- Draft functional goals for a regional transportation tool and website (including data needs, accessibility requirements, and integration needs).
- Develop a Memorandum of Understanding which outlines the expectations and responsibilities for the TMO Host organization.
- Recruit members to serve on the TMO's Executive Committee or Advisory Board and actively engage in future Working Groups. The Executive Committee will be the TMO decision-making body while the Advisory Board will be a larger group of individuals representing local, regional, and state government, transit agencies, employers, human

services organizations, and other stakeholders who will guide TMO staff and the Executive Committee.

- Develop a logo and brand identity.
- Develop a contact database and create an account to organize audiences using an email platform.
- Creative alternatives to accomplishing the essence of this Request for Quotes are welcome.
- **All activities are expected to be completed within 180 days of the contracts being fully executed.**

The proposal must contain the following information, presented in the order shown:

1. Cover Letter

2. An **Executive Summary** of not more than three pages.

3. Project Personnel Profile

- Identify key project personnel.
- Describe experience with similar type projects in scale and function.

4. **Description of Proposer's Overall Approach** to the Project, including a general description of methods used in achieving the required deliverables outlined in the Priority Pre-Launch Activities described above.

5. **Base Work Plan** with a breakdown of project by phases or tasks.

6. Budgets and Cost Proposal

- An itemized Cost Proposal for the Project must be included within the Proposal. The proposal should be broken down by personnel cost, cost of activity, supplies & reimbursables, etc.

The project timeline will begin one business day after full execution of the Contract and all aspects of work will be completed by [Date]. All payments for this project will be made once [select one] specified portions of **OR** all of the work is completed to the satisfaction of [Name of Agency]. The eventual contract between **the City of Chatfield** and the preferred vendor will outline any agreed upon conditions.

Submit all questions related to specific project requirements in writing by 4:00 PM on Month / Day / Year. All questions should be submitted via email to **Joel Young** at **Joel.Young@cedausa.com**. All questions regarding this RFQ are to be directed only to **Joel Young**. Proposers may be disqualified if any unsolicited contact related to this RFQ is made with an employee or representative of other than the RFQ Administrator during the proposal process.

Submittal of Quote/Proposal is to be sent to:

City of Chatfield, Minnesota
Attn: Beth Carlson, City Clerk
21 Second Street Southeast
Chatfield, MN 55923
bcarlson@cityofchatfieldmn.gov
507-867-1513

The deadline for RFQ submittals is by 4:00 PM on , 2025.

Attachments:

- A: Solicitation Specifications
- B: Non-Collusion Form
- C: Debarment and Suspension
- D: Lobbying Certification



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Sidewalk Installation

Subject | Summary: At the August 26, 2024 meeting of the City Council, a motion was approved to incorporate a walking trail and remove the requirement for sidewalks in the Hilltop Estates subdivision. The design and amendment to the development agreement were to be brought back for approval. Due to this action the developer poured the driveway at this location without a sidewalk. At the September 8, 2025 City Council a motion was approved to deny the amendment requested and keep the requirements for sidewalks within the development. Due to this action the driveway will now need to be partially removed and repoured to incorporate the sidewalk. The request is to approve funding for the work to be completed in 2026. The attached estimate was provided by the City Engineer.

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the work to be completed in 2026.

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:

[11243 Wisdom Ct SE Driveway \(Rev\).pdf](#)

Estimated Project Costs (\$14,500 - \$19,500)

Remove and Replace Driveway (Grey, Teal and Orange Areas)

1. Remove Concrete Driveway = 80 SY x \$20 = \$1,600
2. Concrete Driveway Pvt = 80 SY x \$95 = \$7,600
3. Restoration = \$500
4. Estimated Total = \$9,700 (\$10k - \$15k Budget)

Sidewalk Outside of the Driveway

1. 62 ft x 5 ft = 310 sf x \$12/sf = \$3,720 (\$4,500 Budget)

Total Cost of Driveway and Sidewalk (Along Entire Property)

1. Driveway - \$10k - \$15k
2. Sidewalk - \$4,500
3. Total Estimated Project Cost - \$14,500 - \$19,500

11243 Wisdom Court SE

Concrete Sidewalk (5' Width) -
2% Max Cross Slope





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Solar on Public Buildings Project

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation from the Public Works Committee.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Application Notification_Full Approval_SPB Statewide_Chatfield.pdf](#)

[Booster Stations - 25.2KW Proposal.pdf](#)

[WWTP - 54KW Solar Proposal.pdf](#)

[SITE PLAN_Chatfield Wastewater Plant_encrypted_.jpg](#)

[Grant Contract Agreement #279425.pdf](#)

[Grant Contract Agreement #279425 Part B.pdf](#)



Minnesota Department of Commerce
85 7th Place East, Suite 280
Saint Paul, MN 55101

October 15, 2025

Michele Peterson
City Administrator
City of Chatfield
21 Second Street SE
Chatfield, MN 55923

Dear Michele,

Thank you for your application to the Minnesota Statewide Solar on Public Buildings Program. We are pleased to inform you that your application has been approved. The project and award total are noted below:

- City of Chatfield - Booster Station. Award total: \$60,505.00
- City of Chatfield - Wastewater Treatment Plant. Award total: \$112,000.00

Since your application noted there were no exceptions (Exhibit B in the application) to the State's standard contract language, our contracts team will begin work shortly on your contract and begin routing for signatures once you receive full approval. We encourage timely review and acceptance of the Minnesota state contract language, which will expedite the contracting process and enable solar projects to begin construction on time to file for the Direct Pay tax credits before they expire. Proposed changes to the standard Minnesota state contract language will require legal review and cause contracts under legal negotiations to have to navigate a longer process.

While we hope that the contract will be in place in the very near future, please note that pursuant to State statute, **work is not allowed to begin, and no costs should be incurred until a fully executed contract is in place. Expenses eligible for reimbursement must be incurred while under contract with the Department.** Once a contract is fully executed, Commerce will provide next steps for administering your contract, including submitting invoices for reimbursement.

If you have any questions about this notification, please contact energy.contracts@state.mn.us with "Solar on Public Buildings" in the subject line. Thank you for your commitment to this process and your enthusiasm for the Minnesota Solar on Public Buildings Program.

Sincerely,

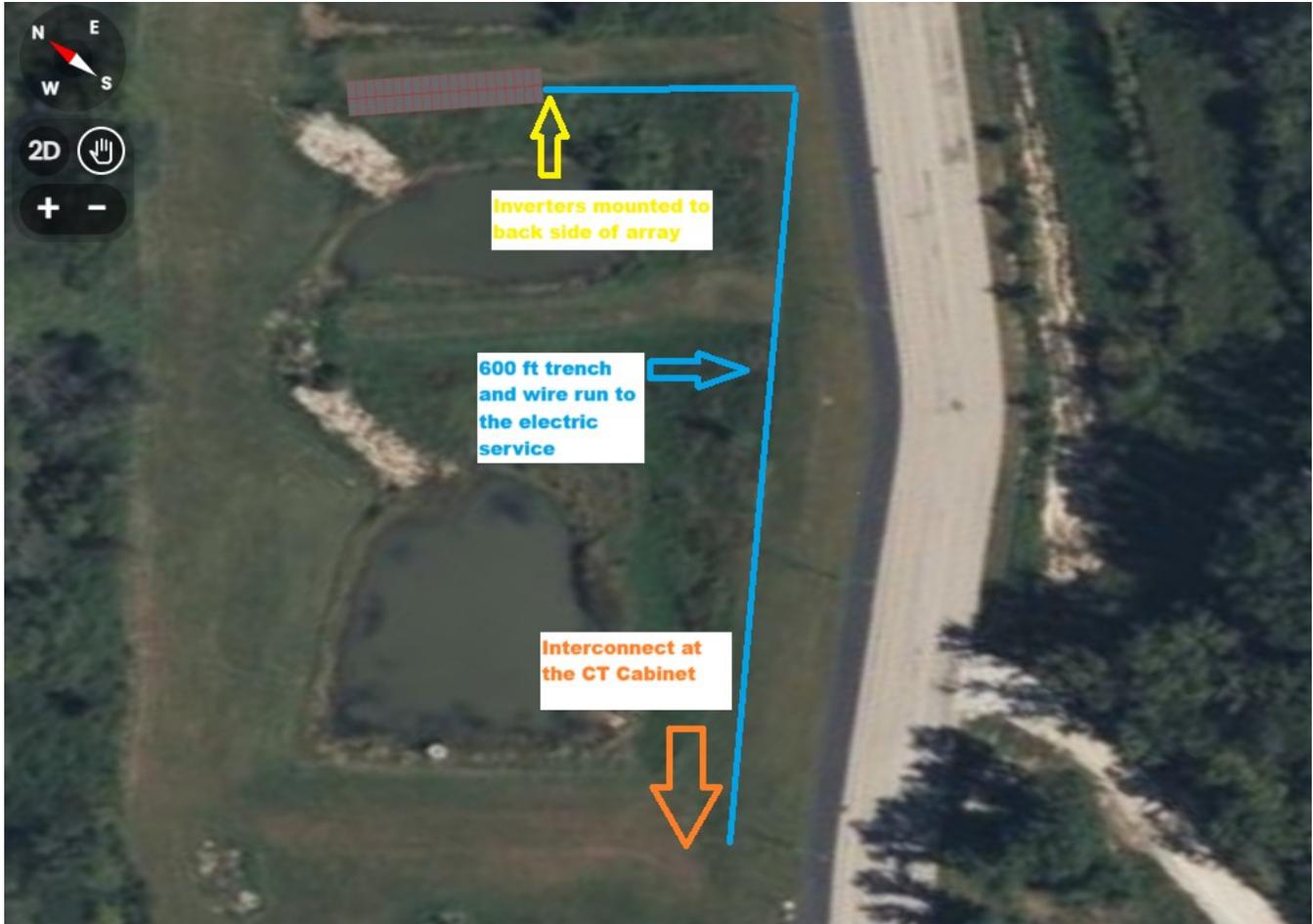
Energy Contracts

CC: Application File

Equal Opportunity Employer

SOLAR CONNECTION

Solar Energy Design & Installation



Booster Station - 25.2KW Solar Proposal

City of Chatfield

547 Hillside Drive -
Chatfield MN 55923

507-867-1510
mpeterson@ci.chatfield.mn.us

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SOLAR CONNECTION

The Region's most Trusted and Experienced Solar Provider!

MINNESOTA

6254 34th Ave. NW, Suite A
Rochester, MN 55901

WISCONSIN

920 10th Ave. North
Onalaska, WI 54650



Solar PV



Solar + Battery Storage



Solar + EV Chargers

OUR HISTORY

Solar Connection Inc. provides comprehensive design and financial analysis for commercial, municipal, Ag, and residential renewable energy projects. We pride ourselves on being the trusted experts our customers seek to reduce their energy costs, lower carbon emissions, and improve efficiencies. We specialize in providing turn-key solutions for solar PV, Energy Storage, and EV charging projects, as well as general electrical services.

Solar Connection Inc. is a licensed electrical contractor in MN, WI, and IA that employs engineers, electricians, installers, and project managers. Our vertical integration allows us to provide turn-key solutions while managing all aspects of your project in house, enhancing the overall customer experience. We set ourselves apart by being experts in our field, and providing honest sustainable energy options for each customer we engage with.

*** Preferred vendor on the state of MN master contract for solar installers**

OUR MISSION

Our mission is to transform the lives of our customers along with the communities we serve by providing sustainable energy options that provide economical and environmental benefits for generations to come. We accomplish this by a commitment to 5 core values:

***Integrity** - We always do the right thing

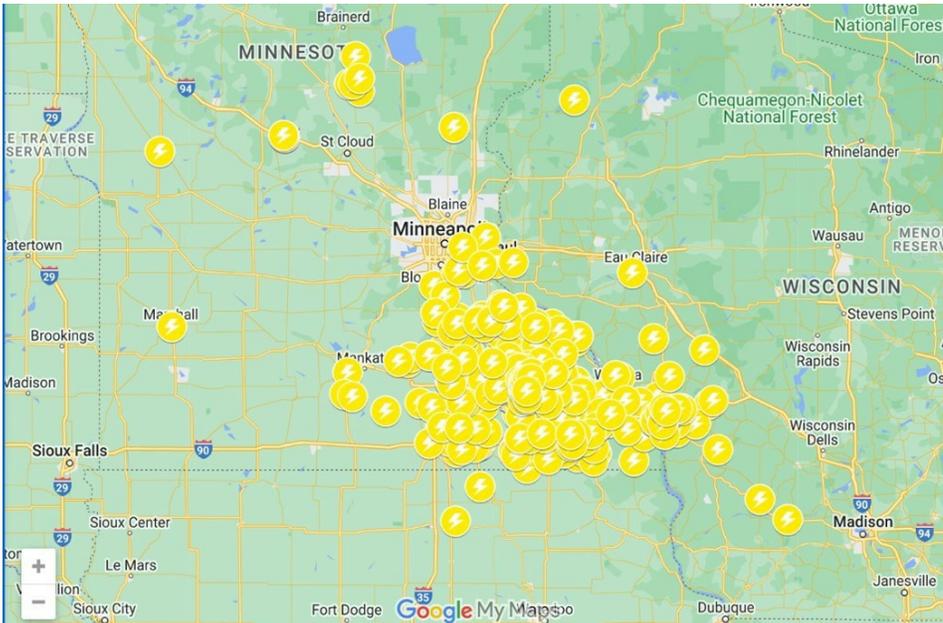
***Custodians** - We are committed to the safety and wellness of our team, and the greater good of our communities

***Accountability** - We don't walk past a problem, and we accept responsibility

***Relationships** - We are committed to developing long-term partnerships with our team, partners and communities

***Excellence** - We are never satisfied as we strive to deliver the highest quality products and services every day

2 PROJECT PORTFOLIO



Over 750 projects completed!

*** Serving Minnesota & Wisconsin since 2010!**

*** Over 11 Megawatts (MW) installed since our inception ranging in size from 10KW to over 1MW.**

*** We handle all aspects of your project with Solar Connection personnel**

PROVEN TRACK RECORD & A 5-STAR CUSTOMER RATING



Hamilton Elementary

System Rating: 97.8 kW DC

Estimated 30 Year Savings:
Over \$300,000 and equivalent to offsetting over 250,000 gallons of gasoline consumed

Location: La Crosse, WI



Torrance Casting

System Rating: 416.8 kW DC

Estimated 30 Year Savings:
Over \$1.2 million and equivalent to offsetting over 24,000 barrels of oil consumed

Location: La Crosse WI



Cottage Grove Ice Arena

System Rating: 281 kW DC

Estimated 30 Year Savings:
Over \$1,000,000 and equivalent to the CO2 offset of planting over 111,000 trees

Location: Cottage Grove, MN

3 PROJECT SUMMARY

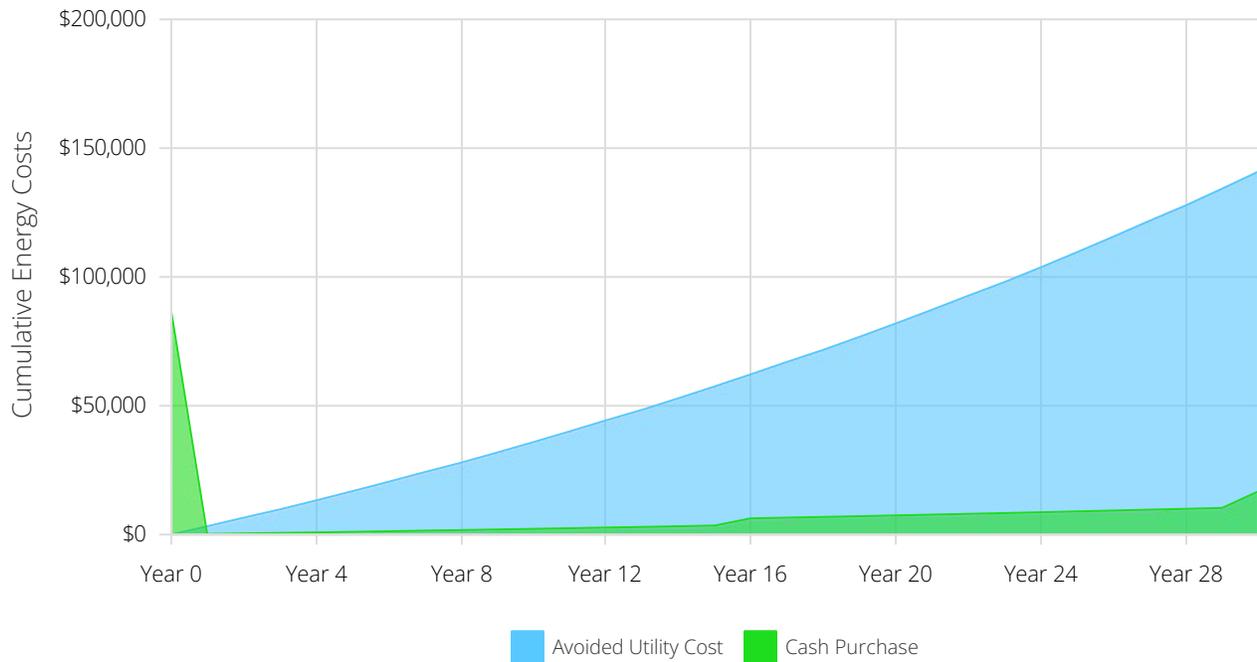
Payment Options	Cash Purchase
IRR - Term	21.7%
LCOE PV Generation	\$0.000 /kWh
Net Present Value	\$55,453
Payback Period	1.0 Years
Total Project Cost	\$86,436
Total Incentives	\$86,436
Net Payments	\$0
Electric Bill Savings - Term	\$140,805
30 Year Cash Flow Benefit	\$124,106

COMBINED SOLAR PV RATING	
Power Rating:	25.2 kW-DC
Power Rating:	20.2 kW-AC

COMBINED ESS RATINGS

Energy Capacity: 0.0 kWh
 Power Rating: 0.0 kW

CUMULATIVE ENERGY COSTS BY PAYMENT OPTION



4.1.1 PV SYSTEM DETAILS

GENERAL INFORMATION

Facility: Booster Station - Mi Energy
 Address: 547 Hillside Drive Chatfield MN 55923

SOLAR PV EQUIPMENT DESCRIPTION

Solar Panels: (42) VSUN600N-144BMH
 Inverters: Standard Inverter

SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
 Inverters: 15 Years

Solar PV System Cost and Incentives

Solar PV System Cost	\$86,436
Direct pay - 30% ITC	-\$25,931
Incentive Amount	-\$60,505

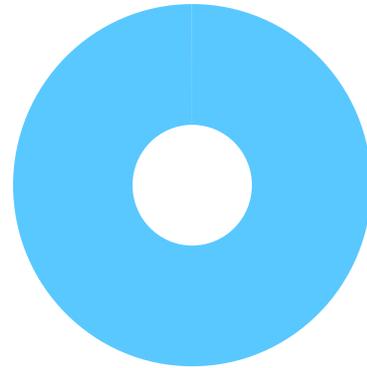
Net Solar PV System Cost \$0

SOLAR PV SYSTEM RATING

Power Rating: 25,200 W-DC

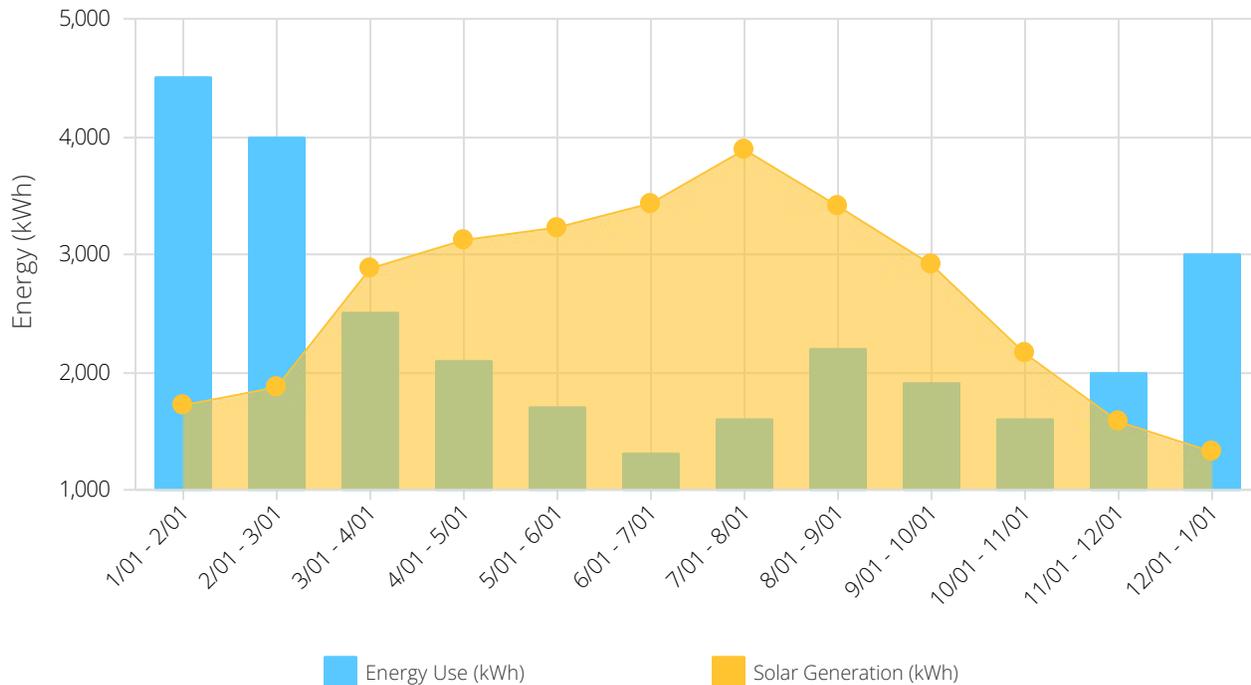
ENERGY CONSUMPTION MIX

Annual Energy Use: 28,400 kWh



Utility	-3,114 kWh (0.00%)
Solar PV	31,514 kWh (100.00%)

MONTHLY ENERGY USE VS SOLAR GENERATION



4.1.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Solar on Public Buildings Grant

State of MN issued grant in the form of a re-imbursement that will award 70% of the cost of the solar project

Total Incentive Value: \$60,505

Direct Pay, Investment Tax Credit (ITC) - 30%

Entities that qualify for direct pay are eligible to receive a 30% direct payment, assuming they meet the established prevailing wage and apprenticeship requirements in order to qualify for the full 30% "increased rate", rather than a 6% "base rate".

Direct pay is only available for entities, including: an entity exempt from the tax, any State government (or political subdivision thereof), the Tennessee Valley Authority, an Indian tribal government, an Alaska Native Corporation, any corporation operating on a cooperative basis which is engaged in furnishing electric energy to persons in rural areas.

Total Incentive Value: \$25,931

4.1.3 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: MiEC - General Purpose

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
Bill Ranges & Seasons	Total	NC / Max	Other	Energy	Demand	Total
1/1/2025 - 2/1/2025 S1	4,500	42	\$65	\$342	\$389	\$796
2/1/2025 - 3/1/2025 S1	4,000	42	\$59	\$304	\$389	\$751
3/1/2025 - 4/1/2025 S1	2,500	36	\$65	\$190	\$333	\$588
4/1/2025 - 5/1/2025 S1	2,100	36	\$63	\$160	\$333	\$556
5/1/2025 - 6/1/2025 S1	1,700	35	\$65	\$129	\$324	\$518
6/1/2025 - 7/1/2025 S1	1,300	32	\$63	\$99	\$296	\$458
7/1/2024 - 8/1/2024 S1	1,600	32	\$65	\$122	\$296	\$483
8/1/2024 - 9/1/2024 S1	2,200	32	\$65	\$167	\$296	\$528
9/1/2024 - 10/1/2024 S1	1,900	32	\$63	\$144	\$296	\$503
10/1/2024 - 11/1/2024 S1	1,600	32	\$65	\$122	\$296	\$483
11/1/2024 - 12/1/2024 S1	2,000	34	\$63	\$152	\$315	\$530
12/1/2024 - 1/1/2025 S1	3,000	36	\$65	\$228	\$333	\$626
Total	28,400	-	\$767	\$2,158	\$3,894	\$6,819

4.1.4 NEW ELECTRIC BILL

RATE SCHEDULE: MiEC - General Purpose

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
Bill Ranges & Seasons	Total	NC / Max	Other	Energy	Demand	Total
1/1/2025 - 2/1/2025 S1	2,782	42	\$65	\$211	\$389	\$665
2/1/2025 - 3/1/2025 S1	2,129	40	\$59	\$162	\$370	\$591
3/1/2025 - 4/1/2025 S1	-380	36	\$65	\$29	\$333	\$369
4/1/2025 - 5/1/2025 S1	-1,022	21	\$63	\$78	\$194	\$180
5/1/2025 - 6/1/2025 S1	-1,527	22	\$65	\$116	\$204	\$153
6/1/2025 - 7/1/2025 S1	-2,134	30	\$63	\$162	\$278	\$178
7/1/2024 - 8/1/2024 S1	-2,288	18	\$65	\$174	\$167	\$58
8/1/2024 - 9/1/2024 S1	-1,208	15	\$65	\$92	\$139	\$112
9/1/2024 - 10/1/2024 S1	-1,011	20	\$63	\$77	\$185	\$171
10/1/2024 - 11/1/2024 S1	-557	20	\$65	\$42	\$185	\$208
11/1/2024 - 12/1/2024 S1	422	34	\$63	\$32	\$315	\$410
12/1/2024 - 1/1/2025 S1	1,679	36	\$65	\$128	\$333	\$526
Total	-3,115	-	\$767	\$237	\$3,090	\$3,619

ANNUAL ELECTRICITY SAVINGS: \$3,200

5.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	21.7%	Net Present Value	\$55,453	Payback Period	1.0 Years
ROI	143.6%	PV Degradation Rate	0.45%	Discount Rate	5.0%
Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%	State Income Tax Rate	0.0%

Years	Cash						PV Generation (kWh)	Total Cash Flow	Cumulative Cash Flow
	Insurance/Operations & Maintenance	Decommissioning Costs	Project Cost	Electric Bill Savings	Incentive Amount	Direct pay - 30% ITC			
Upfront	-	-	-\$86,436	-	-	-	-	-\$86,436	-\$86,436
1	-\$202	-	-	\$3,200	\$60,505	\$25,931	31,516	\$89,434	\$2,998
2	-\$206	-	-	\$3,281	-	-	31,375	\$3,075	\$6,074
3	-\$210	-	-	\$3,364	-	-	31,233	\$3,154	\$9,228
4	-\$214	-	-	\$3,449	-	-	31,091	\$3,235	\$12,463
5	-\$218	-	-	\$3,537	-	-	30,949	\$3,318	\$15,782
6	-\$223	-	-	\$3,626	-	-	30,807	\$3,404	\$19,185
7	-\$227	-	-	\$3,718	-	-	30,665	\$3,491	\$22,676
8	-\$232	-	-	\$3,811	-	-	30,524	\$3,580	\$26,256
9	-\$236	-	-	\$3,908	-	-	30,382	\$3,671	\$29,927
10	-\$241	-	-	\$4,006	-	-	30,240	\$3,765	\$33,692
11	-\$246	-	-	\$4,107	-	-	30,098	\$3,861	\$37,554
12	-\$251	-	-	\$4,210	-	-	29,956	\$3,959	\$41,513
13	-\$256	-	-	\$4,316	-	-	29,814	\$4,060	\$45,573
14	-\$261	-	-	\$4,424	-	-	29,673	\$4,163	\$49,737
15	-\$266	-	-	\$4,535	-	-	29,531	\$4,269	\$54,006
16	-\$2,791	-	-	\$4,649	-	-	29,389	\$1,857	\$55,863
17	-\$277	-	-	\$4,765	-	-	29,247	\$4,488	\$60,352
18	-\$282	-	-	\$4,884	-	-	29,105	\$4,602	\$64,954
19	-\$288	-	-	\$5,006	-	-	28,964	\$4,718	\$69,672
20	-\$294	-	-	\$5,131	-	-	28,822	\$4,838	\$74,510
21	-\$300	-	-	\$5,259	-	-	28,680	\$4,960	\$79,470
22	-\$306	-	-	\$5,390	-	-	28,538	\$5,085	\$84,554
23	-\$312	-	-	\$5,524	-	-	28,396	\$5,213	\$89,767
24	-\$318	-	-	\$5,662	-	-	28,254	\$5,344	\$95,111
25	-\$324	-	-	\$5,802	-	-	28,113	\$5,478	\$100,588
26	-\$331	-	-	\$5,946	-	-	27,971	\$5,615	\$106,204
27	-\$337	-	-	\$6,093	-	-	27,829	\$5,756	\$111,960
28	-\$344	-	-	\$6,244	-	-	27,687	\$5,900	\$117,860
29	-\$351	-	-	\$6,399	-	-	27,545	\$6,048	\$123,908
30	-\$358	-\$6,000	-	\$6,557	-	-	27,403	\$199	\$124,106
Totals:	-\$10,699	-\$6,000	-\$86,436	\$140,805	\$60,505	\$25,931	883,797	\$124,106	-

6 ENVIRONMENTAL BENEFITS



OVER THE NEXT 30 YEARS, YOUR SYSTEM WILL DO MORE THAN JUST SAVE YOU MONEY. ACCORDING TO THE EPA'S GREENHOUSE GAS EQUIVALENCIES CALCULATOR <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>, YOUR SOLAR PV SYSTEM WILL HAVE THE IMPACT OF REDUCING:



741

Ibs of CO2 Offset



1,683,872

Miles Driven By Cars



11,109

Trees Planted

SOLAR CONNECTION

Solar Energy Design & Installation



WWTP - 54KW Ground Proposal

City of Chatfield

547 Hillside Drive -
Chatfield MN 55923

507-867-1510
mpeterson@ci.chatfield.mn.us

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SOLAR CONNECTION

The Region's most Trusted and Experienced Solar Provider!

MINNESOTA

6254 34th Ave. NW, Suite A
Rochester, MN 55901

WISCONSIN

920 10th Ave. North
Onalaska, WI 54650



Solar PV



Solar + Battery Storage



Solar + EV Chargers

OUR HISTORY

Solar Connection Inc. provides comprehensive design and financial analysis for commercial, municipal, Ag, and residential renewable energy projects. We pride ourselves on being the trusted experts our customers seek to reduce their energy costs, lower carbon emissions, and improve efficiencies. We specialize in providing turn-key solutions for solar PV, Energy Storage, and EV charging projects, as well as general electrical services.

Solar Connection Inc. is a licensed electrical contractor in MN, WI, and IA that employs engineers, electricians, installers, and project managers. Our vertical integration allows us to provide turn-key solutions while managing all aspects of your project in house, enhancing the overall customer experience. We set ourselves apart by being experts in our field, and providing honest sustainable energy options for each customer we engage with.

*** Preferred vendor on the state of MN master contract for solar installers**

OUR MISSION

Our mission is to transform the lives of our customers along with the communities we serve by providing sustainable energy options that provide economical and environmental benefits for generations to come. We accomplish this by a commitment to 5 core values:

***Integrity** - We always do the right thing

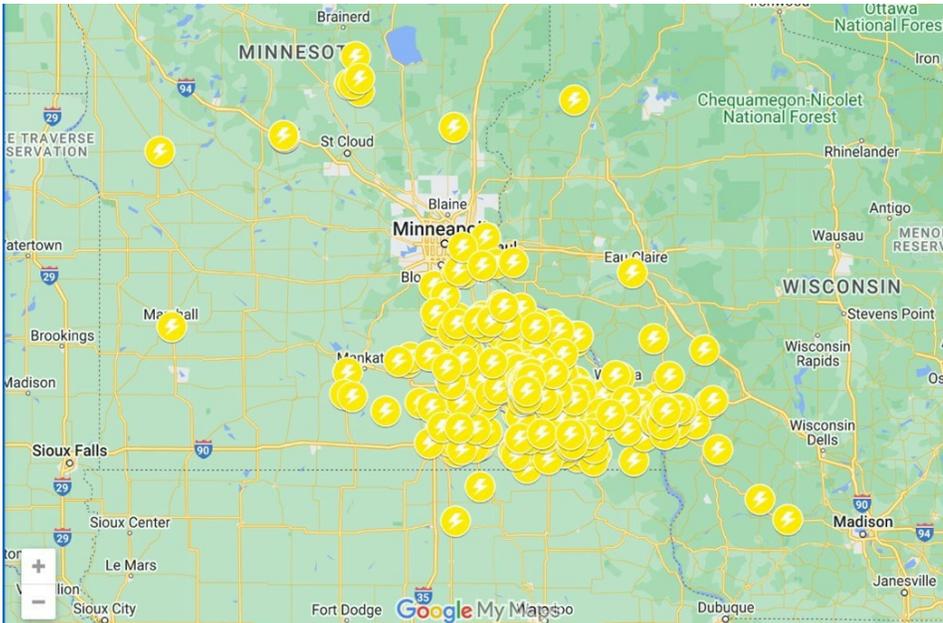
***Custodians** - We are committed to the safety and wellness of our team, and the greater good of our communities

***Accountability** - We don't walk past a problem, and we accept responsibility

***Relationships** - We are committed to developing long-term partnerships with our team, partners and communities

***Excellence** - We are never satisfied as we strive to deliver the highest quality products and services every day

2 PROJECT PORTFOLIO



Over 750 projects completed!

*** Serving Minnesota & Wisconsin since 2010!**

*** Over 11 Megawatts (MW) installed since our inception ranging in size from 10KW to over 1MW.**

*** We handle all aspects of your project with Solar Connection personnel**

PROVEN TRACK RECORD & A 5-STAR CUSTOMER RATING



Hamilton Elementary

System Rating: 97.8 kW DC

Estimated 30 Year Savings:
Over \$300,000 and equivalent to offsetting over 250,000 gallons of gasoline consumed

Location: La Crosse, WI



Torrance Casting

System Rating: 416.8 kW DC

Estimated 30 Year Savings:
Over \$1.2 million and equivalent to offsetting over 24,000 barrels of oil consumed

Location: La Crosse WI



Cottage Grove Ice Arena

System Rating: 281 kW DC

Estimated 30 Year Savings:
Over \$1,000,000 and equivalent to the CO2 offset of planting over 111,000 trees

Location: Cottage Grove, MN

3 PROJECT SUMMARY

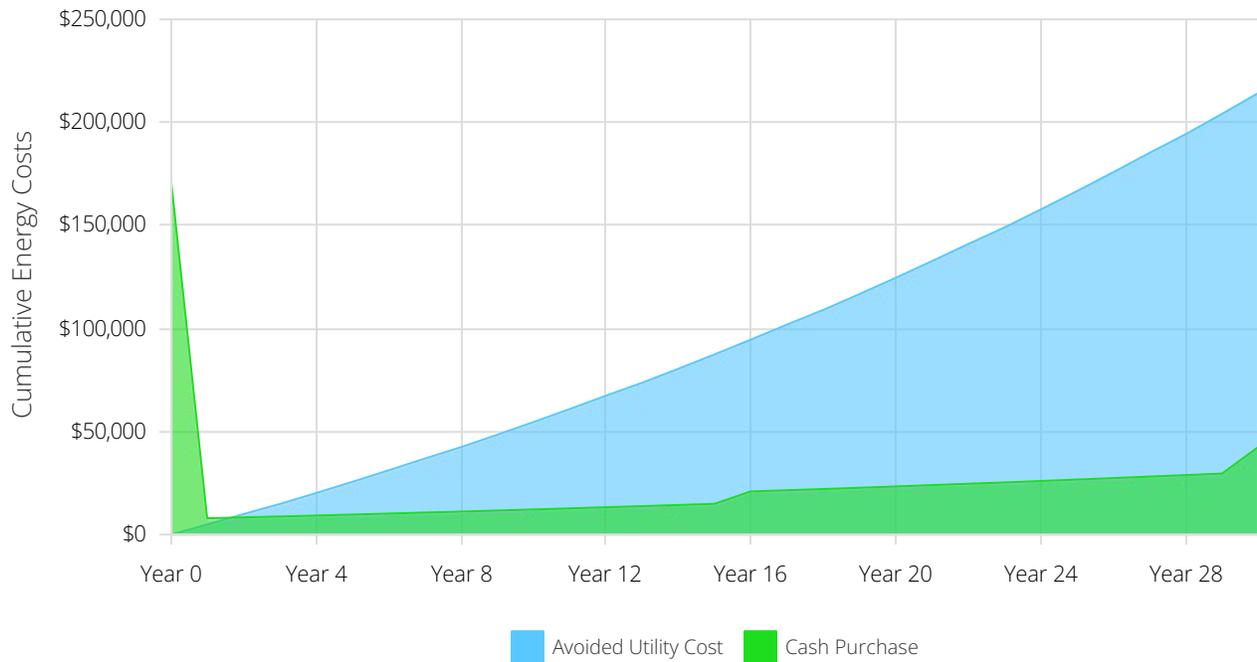
Payment Options	Cash Purchase
IRR - Term	16.5%
LCOE PV Generation	\$0.004 /kWh
Net Present Value	\$71,550
Payback Period	1.7 Years
Total Project Cost	\$170,640
Total Incentives	\$163,192
Net Payments	\$7,448
Electric Bill Savings - Term	\$214,113
30 Year Cash Flow Benefit	\$171,739

COMBINED SOLAR PV RATING	
Power Rating:	54.0 kW-DC
Power Rating:	39.7 kW-AC

COMBINED ESS RATINGS

Energy Capacity: 0.0 kWh
 Power Rating: 0.0 kW

CUMULATIVE ENERGY COSTS BY PAYMENT OPTION



4.1.1 PV SYSTEM DETAILS

GENERAL INFORMATION

Facility: WWTP - People's
 Address: 126 Library Ln SW Chatfield MN 55923

SOLAR PV EQUIPMENT DESCRIPTION

Solar Panels: (90) VSUN600N-144BMH
 Inverters: Standard Inverter

SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
 Inverters: 15 Years

Solar PV System Cost and Incentives

Solar PV System Cost	\$170,640
Direct pay - 30% ITC	-\$51,192
Incentive Amount	-\$112,000

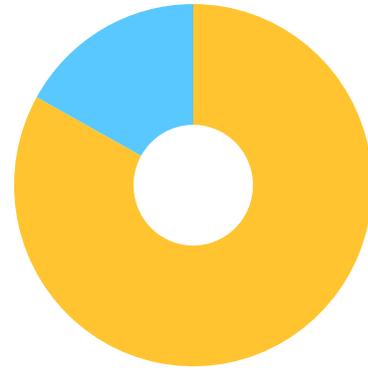
Net Solar PV System Cost \$7,448

SOLAR PV SYSTEM RATING

Power Rating: 54,000 W-DC

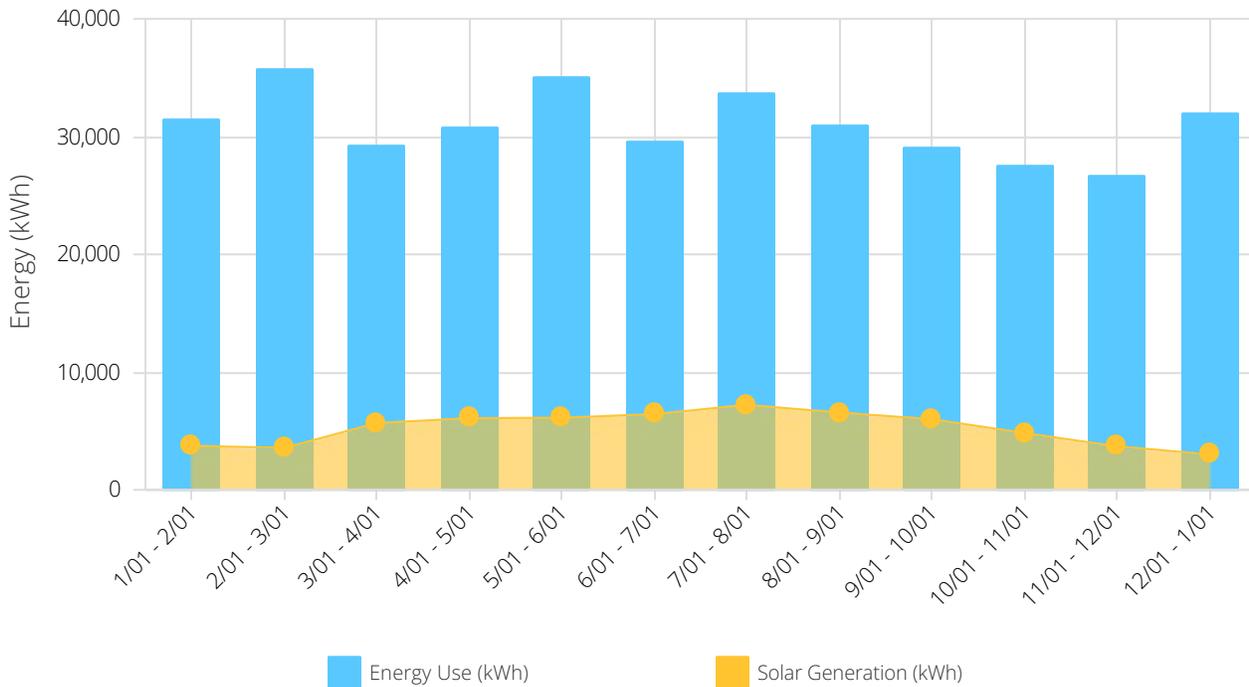
ENERGY CONSUMPTION MIX

Annual Energy Use: 371,600 kWh



Utility	308,677 kWh (83.07%)
Solar PV	62,923 kWh (16.93%)

MONTHLY ENERGY USE VS SOLAR GENERATION



4.1.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Solar on Public Buildings Grant

State of MN issued grant in the form of a re-imbursement that will award 70% of the cost of the solar project

Total Incentive Value: \$112,000

Direct Pay, Investment Tax Credit (ITC) - 30%

Entities that qualify for direct pay are eligible to receive a 30% direct payment, assuming they meet the established prevailing wage and apprenticeship requirements in order to qualify for the full 30% "increased rate", rather than a 6% "base rate".

Direct pay is only available for entities, including: an entity exempt from the tax, any State government (or political subdivision thereof), the Tennessee Valley Authority, an Indian tribal government, an Alaska Native Corporation, any corporation operating on a cooperative basis which is engaged in furnishing electric energy to persons in rural areas.

Total Incentive Value: \$51,192

4.1.3 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: PEC-MN - Large Power and Lighting

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
Bill Ranges & Seasons	Total	NC / Max	Other	Energy	Demand	Total
1/1/2025 - 2/1/2025 W	31,400	65	\$123	\$2,169	\$878	\$3,169
2/1/2025 - 3/1/2025 W	35,800	69	\$123	\$2,473	\$932	\$3,527
3/1/2025 - 4/1/2025 W	29,200	64	\$123	\$2,017	\$864	\$3,004
4/1/2025 - 5/1/2025 W	30,800	65	\$123	\$2,128	\$878	\$3,128
5/1/2025 - 6/1/2025 W	35,000	69	\$123	\$2,418	\$932	\$3,472
6/1/2024 - 7/1/2024 S	29,600	62	\$123	\$2,045	\$1,054	\$3,221
7/1/2024 - 8/1/2024 S	33,600	64	\$123	\$2,321	\$1,088	\$3,532
8/1/2024 - 9/1/2024 S	31,000	64	\$123	\$2,142	\$1,088	\$3,352
9/1/2024 - 10/1/2024 W	29,000	64	\$123	\$2,003	\$864	\$2,990
10/1/2024 - 11/1/2024 W	27,600	62	\$123	\$1,907	\$837	\$2,866
11/1/2024 - 12/1/2024 W	26,600	62	\$123	\$1,838	\$837	\$2,797
12/1/2024 - 1/1/2025 W	32,000	66	\$123	\$2,211	\$891	\$3,224
Total	371,600	-	\$1,470	\$25,671	\$11,141	\$38,282

4.1.4 NEW ELECTRIC BILL

RATE SCHEDULE: PEC-MN - Large Power and Lighting

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
Bill Ranges & Seasons	Total	NC / Max	Other	Energy	Demand	Total
1/1/2025 - 2/1/2025 W	27,660	65	\$123	\$1,911	\$878	\$2,911
2/1/2025 - 3/1/2025 W	32,228	68	\$123	\$2,226	\$918	\$3,267
3/1/2025 - 4/1/2025 W	23,530	64	\$123	\$1,625	\$864	\$2,612
4/1/2025 - 5/1/2025 W	24,713	64	\$123	\$1,707	\$864	\$2,694
5/1/2025 - 6/1/2025 W	28,882	65	\$123	\$1,995	\$878	\$2,995
6/1/2024 - 7/1/2024 S	23,167	55	\$123	\$1,600	\$935	\$2,658
7/1/2024 - 8/1/2024 S	26,381	60	\$123	\$1,822	\$1,020	\$2,965
8/1/2024 - 9/1/2024 S	24,446	54	\$123	\$1,689	\$918	\$2,729
9/1/2024 - 10/1/2024 W	22,997	58	\$123	\$1,589	\$783	\$2,494
10/1/2024 - 11/1/2024 W	22,781	62	\$123	\$1,574	\$837	\$2,533
11/1/2024 - 12/1/2024 W	22,898	62	\$123	\$1,582	\$837	\$2,541
12/1/2024 - 1/1/2025 W	28,993	66	\$123	\$2,003	\$891	\$3,016
Total	308,676	-	\$1,470	\$21,324	\$10,622	\$33,416

ANNUAL ELECTRICITY SAVINGS: \$4,866

5.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	16.5%	Net Present Value	\$71,550	Payback Period	1.7 Years
ROI	100.6%	PV Degradation Rate	0.45%	Discount Rate	5.0%
Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%	State Income Tax Rate	0.0%

Years	Cash						PV Generation (kWh)	Total Cash Flow	Cumulative Cash Flow
	Insurance/Operations & Maintenance	Decommissioning Costs	Project Cost	Electric Bill Savings	Incentive Amount	Direct pay - 30% ITC			
Upfront	-	-	-\$170,640	-	-	-	-	-\$170,640	-\$170,640
1	-\$432	-	-	\$4,866	\$112,000	\$51,192	62,922	\$167,626	-\$3,014
2	-\$441	-	-	\$4,989	-	-	62,639	\$4,549	\$1,534
3	-\$449	-	-	\$5,116	-	-	62,356	\$4,666	\$6,201
4	-\$458	-	-	\$5,245	-	-	62,073	\$4,787	\$10,988
5	-\$468	-	-	\$5,378	-	-	61,790	\$4,910	\$15,898
6	-\$477	-	-	\$5,514	-	-	61,507	\$5,037	\$20,935
7	-\$487	-	-	\$5,653	-	-	61,223	\$5,167	\$26,102
8	-\$496	-	-	\$5,796	-	-	60,940	\$5,300	\$31,401
9	-\$506	-	-	\$5,942	-	-	60,657	\$5,436	\$36,837
10	-\$516	-	-	\$6,092	-	-	60,374	\$5,575	\$42,413
11	-\$527	-	-	\$6,245	-	-	60,091	\$5,718	\$48,131
12	-\$537	-	-	\$6,402	-	-	59,808	\$5,865	\$53,996
13	-\$548	-	-	\$6,563	-	-	59,525	\$6,015	\$60,011
14	-\$559	-	-	\$6,728	-	-	59,241	\$6,169	\$66,180
15	-\$570	-	-	\$6,896	-	-	58,958	\$6,326	\$72,506
16	-\$5,981	-	-	\$7,069	-	-	58,675	\$1,088	\$73,594
17	-\$593	-	-	\$7,246	-	-	58,392	\$6,653	\$80,247
18	-\$605	-	-	\$7,427	-	-	58,109	\$6,822	\$87,069
19	-\$617	-	-	\$7,613	-	-	57,826	\$6,996	\$94,065
20	-\$629	-	-	\$7,803	-	-	57,543	\$7,173	\$101,238
21	-\$642	-	-	\$7,997	-	-	57,259	\$7,355	\$108,594
22	-\$655	-	-	\$8,197	-	-	56,976	\$7,542	\$116,136
23	-\$668	-	-	\$8,400	-	-	56,693	\$7,733	\$123,868
24	-\$681	-	-	\$8,609	-	-	56,410	\$7,928	\$131,796
25	-\$695	-	-	\$8,823	-	-	56,127	\$8,128	\$139,924
26	-\$709	-	-	\$9,042	-	-	55,844	\$8,333	\$148,257
27	-\$723	-	-	\$9,266	-	-	55,560	\$8,543	\$156,800
28	-\$737	-	-	\$9,495	-	-	55,277	\$8,758	\$165,558
29	-\$752	-	-	\$9,730	-	-	54,994	\$8,978	\$174,536
30	-\$767	-\$12,000	-	\$9,970	-	-	54,711	-\$2,797	\$171,739
Totals:	-\$22,925	-\$12,000	-\$170,640	\$214,113	\$112,000	\$51,192	1,764,501	\$171,739	-

6 ENVIRONMENTAL BENEFITS



OVER THE NEXT 30 YEARS, YOUR SYSTEM WILL DO MORE THAN JUST SAVE YOU MONEY. ACCORDING TO THE EPA'S GREENHOUSE GAS EQUIVALENCIES CALCULATOR <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>, YOUR SOLAR PV SYSTEM WILL HAVE THE IMPACT OF REDUCING:



1,479

Ibs of CO2 Offset



3,362,133

Miles Driven By Cars



22,180

Trees Planted





This Grant Contract Agreement is between the State of Minnesota, acting through its Department of Commerce ("State") and City of Chatfield, 21 Second Street SE, Chatfield, MN 55923 ("Grantee").

Recitals

Under [Minn. Stat. § 216C.02](#), subd. 1, the State is empowered to enter into this Grant Contract Agreement. The State seeks to stimulate the installation of solar energy systems on public buildings pursuant to [MN Statutes Sec. 216C.377](#). The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of the State.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 Effective Date. November 21, 2025, or the date the State obtains all required signatures, whichever is later.

Per [Minnesota Statutes § 16B.98, Subd. 5](#), the Grantee must not begin work until this Grant Contract Agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

Per [Minnesota Statutes § 16B.98 Subd. 7](#), no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

1.2 Expiration Date.

A. May 21, 2027, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms. The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2 Specifications, Duties, and Scope of Work

The parties will perform the services outlined in Exhibit A: Specifications, Duties, and Scope of Work.

3 Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. The State is not obligated to extend the grant period.

4 Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

- 4.1 Compensation.** The total obligation of the State under this Grant Contract Agreement, including all compensation and reimbursements, is not to exceed **Sixty Thousand Five Hundred Five dollars (\$60,505.00)**, which shall be paid in accordance with the terms outlined in Exhibit B: Payment Schedule, which is attached and incorporated into this Grant Contract Agreement.
- 4.2 Invoices.** Payments shall be made by the State after the Grantee's presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State's Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State, and according to the following schedule: Please refer to Exhibit B.
- 4.3 Retainage.** No more than 95 percent of the amount due under this grant contract may be paid until the final product of this grant contract has been reviewed by the State's Authorized Representative. The balance due will be paid when the State's Authorized Representative determines that the Grantee has satisfactorily fulfilled all the terms of this grant contract.
- 4.4 Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State.

5 Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Contracting and Bidding Requirements

The Grantee is required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#).

- 6.1** The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- 6.2** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
- 6.3** The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

7 Authorized Representatives

- 7.1** The State's Authorized Representative is **John-Michael Cross, Solar Coordinator**, john-michael.cross@state.mn.us, 651-539-1020, or their successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this Grant Contract Agreement.

If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2 The Grantee's Authorized Representative is **Michele Peterson, City Administrator**, mpeterson@ci.chatfield.mn.us, **507-867-3810**, or their successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify the state.

7.3 The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

8 Assignment, Amendments, Waiver, and Contract Complete

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement, executed and approved by the authorized parties or their successors.

8.2 Amendments. Any amendment to this Grant Contract 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 Grant Contract Agreement or their successors.

8.3 Waiver. If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Contract Complete. This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

9 Subcontracting and Subcontract Payment

9.1 A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

9.2 The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) \(1\)](#) and other relevant statutes and regulations; and that subaward performance goals are achieved.

9.3 During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.

9.4 No sub agreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.

9.5 The Grantee must pay any subrecipient in accordance with [Minnesota Statutes § 16A.1245](#).

9.6 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

10 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from performance of this Grant Contract Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Contract Agreement.

11 State Audits

Under [Minnesota Statutes § 16B.98, Subd. 8](#), the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

12 Government Data Practices and Intellectual Property Rights

12.1 Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minnesota Statutes Chapter 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minnesota Statutes § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

12.2 Intellectual Property Rights. The Grantee shall own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant contract. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant contract.

12.3 License to the State. Subject to the terms and conditions of this grant contract, the Grantee hereby grants to the State a perpetual, irrevocable, no-fee right and license to make, have made, reproduce, modify distribute, perform and otherwise use the works and documents for any and all purposes, in all forms and manners that the State, in its sole discretion, deems appropriate. The Grantee shall upon the request of the State, execute all papers and perform all other acts necessary to document and secure said right and license to the works and documents by the State. At the request of the State, the Grantee shall permit the State to inspect the original documents and provide a copy of any of the document to the State, without cost, for use by the State in any manner the State, in its sole discretion, deems appropriate.

12.4 Obligations. Grantee represents and warrants that materials produced or used under this grant contract do not and will not infringe upon any intellectual property rights of other persons or entities including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to reasonable attorneys' fees arising out of this grant contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in Grantee's or the State's opinion is likely to arise, Grantee shall, at the State's discretion, either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

13 Workers Compensation

The Grantee certifies that it is in compliance with [Minnesota Statutes § 176.181, Subd. 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14 Governing Law, Jurisdiction, Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15 Termination

15.1 Termination by the State.

A. Without Cause.

The State may terminate this Grant Contract Agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

B. With Cause.

The State may immediately terminate this Grant Contract Agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.2 Termination by the Commissioner of Administration.

The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.3 Termination for Insufficient Funding.

The State may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow

for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee's ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving notice.

16 Publicity and Endorsement

16.1 Publicity. Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the grantee's website, when practicable.

16.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

17 Data Disclosure

Under [Minnesota Statutes § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Exhibits

The following Exhibits are attached and incorporated into this Grant Contract Agreement. In the event of a conflict between the terms of this Grant Contract Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Contract Agreement, and then in the following order:

Exhibit A: Specifications, Duties, and Scope of Work

Exhibit B: Payment Schedule

Grant Contract Agreement Signature Page

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15

Print Name: CARLA COLLINS _____

Signature:  _____

Title: Accounting Officer Int Date: 11/13/2025

SWIFT Contract No. SC# 279425 / FY26 PO# 3-21117

State Agency

With delegated authority

Print Name: _____

Signature: _____

Title: _____ Date: _____

Grantee

With delegated authority

Print Name: Beth Carlson _____

Signature: _____

Title: _____ Date: _____

Print Name: _____

Signature: _____

Title: _____ Date: _____

Exhibit A: Specifications, Duties, and Scope of Work

The Grantee shall comply with all applicable grants management policies and procedures, set forth through Minnesota Statutes § 16B.97, subd. 4 (a).

A. Project: SPB25-037; City of Chatfield – Booster Station

B. Project Goal: In 2023 the Minnesota Legislature established the Solar on Public Buildings (SPB) Grant Program ([Minn. Stat. § 216C.377](#)). The purpose of this program is to provide grants to stimulate the installation of solar energy systems on or adjacent to public buildings.

C. The Grantee shall do all things necessary, including partnering with subcontractors, to complete the following tasks according to the following schedule:

Task Description	Deadline
1 System Components	End of month 4
1.1 All PV modules necessary for the System are either ordered with an anticipated arrival time to meet contract deadline, or in possession of Developer or Grantee. 1.2 All other System components, including inverters, are either ordered with an anticipated arrival time to meet contract deadline, or in possession of Developer/Grantee. Deliverable(s): <ul style="list-style-type: none"> • Submit any invoice(s) or receipt of payment(s) for reimbursement. <ul style="list-style-type: none"> ○ Upload supporting documentation including, but not limited to, receipts, shipping label/packing slip, proof of delivery. • If equipment has not been received yet, upload proof of order and/or possession of modules and BOS components and anticipated delivery date. • Enter Task 1 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
Project Updates:	
<ul style="list-style-type: none"> • Provide a thorough update on project progress including: <ul style="list-style-type: none"> ○ Setbacks ○ Timeline updates ○ Anticipated completion ○ System promotion planning ○ Any other relevant updates 	
2 Interconnection	End of month 8
2.1 All necessary interconnection documentation/applications have been filed and submitted to Grantee electric utility. 2.2 All necessary interconnection fees have been paid to Grantee electric utility. Deliverable(s): <ul style="list-style-type: none"> • Submit any invoice(s) or receipt of payment(s), for reimbursement. <ul style="list-style-type: none"> ○ Upload supporting documentation as proof of interconnection paperwork submission 	

Task Description	Deadline
<p>and related fee payments.</p> <ul style="list-style-type: none"> Enter Task 2 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Project Updates:</p>	
<ul style="list-style-type: none"> Provide a thorough update on project progress including: <ul style="list-style-type: none"> Setbacks Timeline updates Anticipated completion System promotion planning Any other relevant updates 	
<p>3 System Installation</p>	<p>End of month 18</p>
<p>3.1 All components of the System have been fully installed.</p> <p>3.2 System has been inspected and approved by Grantee Local Authority Having Jurisdiction.</p> <p>3.3 A proof of witness test for the System has been completed by the Grantee electric utility.</p> <p>3.4 At the time of any System level work order execution, Grantee’s Developer returned any damaged and/or defective panels through the distribution chain for recycling and inverters to the manufacturer under warranty.</p> <p>Deliverable(s): <i>(all documentation will be furnished)</i></p> <ul style="list-style-type: none"> Submit any invoice(s) or receipt of payment(s) for reimbursement. <ul style="list-style-type: none"> Upload supporting documentation of proof of interconnection. Upload a <i>Statement of Compliance</i> form. Upload a signed inspection form and proof of witness test. Collect and maintain prevailing wage reports, as required, Minn Stat. 177.27, 177.30. Enter Task 3 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Project Updates:</p>	
<ul style="list-style-type: none"> Provide a thorough update on project progress including: <ul style="list-style-type: none"> Press releases Stories/case studies Webpage development Social media Other in-person promotional events 	
<p>4 Promotion</p>	<p>End of month 18</p>
<p>Media Kit Acknowledgement</p> <p>When a local government building goes solar, it's an opportunity for the entire community to learn about the benefits and partnership with the Department. To help Grantees with promoting the work under this grant, the Department will provide an online Media Kit, and will be available on the Solar on Public Buildings webpage. It will include:</p> <ul style="list-style-type: none"> Press release template Article template (for website or newsletter) Social media handles, example language, and graphics 	

Task Description	Deadline
<ul style="list-style-type: none"> • Customizable poster • Customizable event flyer <p>4.1 For any public communications about the solar project, on websites, newsletters, news media, social media, etc., the Grantee will recognize funding from the Minnesota Department of Commerce Solar on Public Buildings Program. Upload an example of such public communication.</p> <p>4.2 For any public events about the solar project, Grantee will extend an invitation to the Minnesota Department of Commerce by sending event details and an invitation to the State’s Authorized Representative.</p> <p>4.3 Once the System is installed and operational, the Grantee will provide 1+ photo to the State of the System. Grantee is responsible for photo consent forms.</p> <p>4.4 Grantee is encouraged to use the media kit and promotional templates provided by the Minnesota Department of Commerce. Upload a sample of public publicity such as a poster or event flyer.</p> <p>Deliverable(s):</p> <ul style="list-style-type: none"> • Acknowledge review of Media Kit materials. • Any final invoice(s) or receipt of payment(s), including supporting documentation, have been submitted for reimbursement. • Enter Task 4 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Promotion Plan Updates:</p>	
<ul style="list-style-type: none"> • The local unit of government is required to publicly acknowledge the Solar on Public Buildings grant award from the Minnesota Department of Commerce. Provide an update on project promotional plan, including the timeline. This may include, but is not limited to: <ul style="list-style-type: none"> ○ Public presentation(s) at Council or Board meetings, at conferences, community events ○ Press releases ○ Stories/case studies ○ Webpage development ○ Ribbon cutting ○ Other in-person promotional events 	
<p>5 Reporting and Invoicing</p>	Ongoing
<p>5.1 The Grantee must inform the State’s Authorized Representative, as often as necessary, to discuss issues requiring immediate attention, such as schedule deviations, scope of work modifications, concerns related to the project’s progress, budget issues or questions, and any other topic that might require a dialogue regarding the best way to proceed.</p> <p>5.2 The Grantee will provide the State’s Authorized Representative with any additional information requested throughout the project pertaining to project status upon request.</p> <p>5.3 The Grantee will submit invoices for reimbursement at least as often as requested in Tasks 1-4 above and as often as monthly.</p> <p>5.4 The Grantee will submit documentation of federal tax credits (including any bonus credits) received for the project.</p>	
<p>6. System Component Reporting and End of Life Recycling</p>	Ongoing
<p>6.1 System Level Work Order Execution: At the time of any System level work order execution, Grantee’s Developer shall be responsible for returning damaged and/or defective panels</p>	

Task Description	Deadline
<p>through the distribution chain for recycling and inverters to the manufacturer under warranty.</p> <p>6.2 Operations and Maintenance (O&M): While engaged in an O&M contract, Grantee’s Developer shall be responsible for tracking solar system equipment that ceases to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.</p> <p>6.3 System Components Under Warranty: Grantee’s Developer shall be responsible for tracking System equipment under warranty that cease to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.</p> <p>6.4 Third Party Ownership: While engaged in a power purchase agreement (or third-party ownership model) contract, the Grantee’s contractor shall be responsible for tracking solar system equipment that ceases to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.</p> <p>6.5 End of Life Decommissioning and Recycling: At the time of decommissioning or System removal, the Grantee shall be responsible for the recycling any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6 below.</p> <p>6.6 Tracking and Reporting: All tracking and recycling of System Equipment that ceases to function as intended (for any reason) shall include counts of modules and inverter types and be reported on an annual basis, by March 31 for the previous calendar year, to the Minnesota Pollution Control Agency (MPCA). A recycling and reporting form will be available on the Department’s webpage and provided upon contract execution.</p> <p>Deliverable(s):</p> <ul style="list-style-type: none"> • Throughout the System’s lifetime, a copy of the previous year’s recycling and reporting form (which must be submitted to MPCA annually by March 31st for the previous year) is also submitted to the Department by uploading an <i>Annual Check-In</i> form. • Throughout the System’s lifetime, the Grantee will upload an <i>Annual Check-In</i> form is uploaded annually beginning 12 months after System commissioning. 	

Exhibit B: Payment Schedule

Project: SPB25-037; City of Chatfield – Booster Station

Budget: List the detailed budget, broken down in the below tables by Grantee System installation expenses and Grantee System installation funding sources. Categories have been pre-populated via budget values provided via the Grant Application. Review, add additional details, and edit the budget as necessary. Eligible expenses include only those costs incurred by Grantee towards purchase and installation of the System.

Note: The payment schedule must match the schedule between the Grantee and Developer per the contract with the Developer.

PAYMENT SCHEDULE	Item (Expense)	Details	Total Cost
Payment to Developer	Procurement	5%	\$4,322.00
Payment to Developer	Construction Begins	55%	\$47,540.00
Payment to Developer	Substantial Completion	30%	\$25,930.00
Payment to Developer	Final Payment	10%	\$8,644.00
TOTAL GRANTEE SYSTEM INSTALLATION EXPENSES			\$86,436.00

FUNDING SOURCES:	Item	Details	Total Cost
	Solar on Public Buildings	Grant	\$60,505.00
	ITC	30%	\$25,931.00
TOTAL GRANTEE SYSTEM INSTALLATION FUNDING SOURCES			\$86,436.00

In accordance with [Minnesota Management and Budget Statewide Operating Policy 0801-01](#), payment shall be made within 30 days following the State’s Authorized Representative approval of an invoice. Payments will not be made if reports or other deliverables are outstanding.



This Grant Contract Agreement is between the State of Minnesota, acting through its Department of Commerce ("State") and City of Chatfield, 21 Second Street SE, Chatfield, MN 55923 ("Grantee").

Recitals

Under [Minn. Stat. § 216C.02](#), subd. 1, the State is empowered to enter into this Grant Contract Agreement. The State seeks to stimulate the installation of solar energy systems on public buildings pursuant to [MN Statutes Sec. 216C.377](#). The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of the State.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 Effective Date. November 21, 2025, or the date the State obtains all required signatures, whichever is later.

Per [Minnesota Statutes § 16B.98, Subd. 5](#), the Grantee must not begin work until this Grant Contract Agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

Per [Minnesota Statutes § 16B.98 Subd. 7](#), no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

1.2 Expiration Date.

A. May 21, 2027, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms. The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2 Specifications, Duties, and Scope of Work

The parties will perform the services outlined in Exhibit A: Specifications, Duties, and Scope of Work.

3 Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause two "Specifications, Duties, and Scope of Work" within the grant period. The State is not obligated to extend the grant period.

4 Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

- 4.1 Compensation.** The total obligation of the State under this Grant Contract Agreement, including all compensation and reimbursements, is not to exceed **One Hundred Twelve Thousand dollars (\$112,000.00)**, which shall be paid in accordance with the terms outlined in Exhibit B: Payment Schedule, which is attached and incorporated into this Grant Contract Agreement.
- 4.2 Invoices.** Payments shall be made by the State after the Grantee’s presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State’s Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State, and according to the following schedule: Please refer to Exhibit B.
- 4.3 Retainage.** No more than 95 percent of the amount due under this grant contract may be paid until the final product of this grant contract has been reviewed by the State’s Authorized Representative. The balance due will be paid when the State’s Authorized Representative determines that the Grantee has satisfactorily fulfilled all the terms of this grant contract.
- 4.4 Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State.

5 Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to the State’s satisfaction, as determined at the sole discretion of the State’s Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Contracting and Bidding Requirements

The Grantee is required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#).

- 6.1** The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- 6.2** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
- 6.3** The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

7 Authorized Representatives

- 7.1** The State’s Authorized Representative is **John-Michael Cross, Solar Coordinator**, john-michael.cross@state.mn.us, **651-539-1020**, or their successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services provided under this Grant Contract Agreement.

If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2 The Grantee's Authorized Representative is **Michele Peterson, City Administrator**, mpeterson@ci.chatfield.mn.us, **507-867-3810**, or their successor. If the Grantee's Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify the state.

7.3 The Grantee must clearly post on the Grantee's website the names of, and contact information for, the Grantee's leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

8 Assignment, Amendments, Waiver, and Contract Complete

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement, executed and approved by the authorized parties or their successors.

8.2 Amendments. Any amendment to this Grant Contract 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 Grant Contract Agreement or their successors.

8.3 Waiver. If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Contract Complete. This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

9 Subcontracting and Subcontract Payment

9.1 A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

9.2 The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) \(1\)](#) and other relevant statutes and regulations; and that subaward performance goals are achieved.

9.3 During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State's Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.

9.4 No sub agreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.

9.5 The Grantee must pay any subrecipient in accordance with [Minnesota Statutes § 16A.1245](#).

9.6 The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

10 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from performance of this Grant Contract Agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this Grant Contract Agreement.

11 State Audits

Under [Minnesota Statutes § 16B.98, Subd. 8](#), the Grantee's books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

12 Government Data Practices and Intellectual Property Rights

12.1 Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minnesota Statutes Chapter 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minnesota Statutes § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

12.2 Intellectual Property Rights. The Grantee shall own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents. The "works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant contract. "Works" includes documents. The "documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant contract.

12.3 License to the State. Subject to the terms and conditions of this grant contract, the Grantee hereby grants to the State a perpetual, irrevocable, no-fee right and license to make, have made, reproduce, modify distribute, perform and otherwise use the works and documents for any and all purposes, in all forms and manners that the State, in its sole discretion, deems appropriate. The Grantee shall upon the request of the State, execute all papers and perform all other acts necessary, to document and secure said right and license to the works and documents by the State. At the request of the State, the Grantee shall permit the State to inspect the original documents and provide a copy of any of the document to the State, without cost, for use by the State in any manner the State, in its sole discretion, deems appropriate.

12.4 Obligations. Grantee represents and warrants that materials produced or used under this grant contract do not and will not infringe upon any intellectual property rights of other persons or entities including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to reasonable attorneys' fees arising out of this grant contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in Grantee's or the State's opinion is likely to arise, Grantee shall, at the State's discretion, either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

13 Workers Compensation

The Grantee certifies that it is in compliance with [Minnesota Statutes § 176.181, Subd. 2](#), pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

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Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

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15.3 Termination for Insufficient Funding.

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Under [Minnesota Statutes § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

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Grant Contract Agreement Signature Page

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15

Print Name: CARLA COLLINS

Signature:  _____
0EAA561D324F4...

Title: Accounting Officer Int Date: 11/14/2025

SWIFT Contract No. SC# 279426 / FY26 PO# 3-21118

State Agency

With delegated authority

Print Name: _____

Signature: _____

Title: _____ Date: _____

Grantee

With delegated authority

Print Name: Beth Carlson

Signature: _____

Title: _____ Date: _____

Print Name: _____

Signature: _____

Title: _____ Date: _____

Exhibit A: Specifications, Duties, and Scope of Work

The Grantee shall comply with all applicable grants management policies and procedures, set forth through Minnesota Statutes § 16B.97, subd. 4 (a).

A. Project: SPB25-038; City of Chatfield – Wastewater Treatment Plant

B. Project Goal: In 2023 the Minnesota Legislature established the Solar on Public Buildings (SPB) Grant Program ([Minn. Stat. § 216C.377](#)). The purpose of this program is to provide grants to stimulate the installation of solar energy systems on or adjacent to public buildings.

C. The Grantee shall do all things necessary, including partnering with subcontractors, to complete the following tasks according to the following schedule:

Task Description	Deadline
1 System Components	End of month 4
1.1 All PV modules necessary for the System are either ordered with an anticipated arrival time to meet contract deadline, or in possession of Developer or Grantee. 1.2 All other System components, including inverters, are either ordered with an anticipated arrival time to meet contract deadline, or in possession of Developer/Grantee. Deliverable(s): <ul style="list-style-type: none"> • Submit any invoice(s) or receipt of payment(s) for reimbursement. <ul style="list-style-type: none"> ○ Upload supporting documentation including, but not limited to, receipts, shipping label/packing slip, proof of delivery. • If equipment has not been received yet, upload proof of order and/or possession of modules and BOS components and anticipated delivery date. • Enter Task 1 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
Project Updates:	
<ul style="list-style-type: none"> • Provide a thorough update on project progress including: <ul style="list-style-type: none"> ○ Setbacks ○ Timeline updates ○ Anticipated completion ○ System promotion planning ○ Any other relevant updates 	
2 Interconnection	End of month 8
2.1 All necessary interconnection documentation/applications have been filed and submitted to Grantee electric utility. 2.2 All necessary interconnection fees have been paid to Grantee electric utility. Deliverable(s): <ul style="list-style-type: none"> • Submit any invoice(s) or receipt of payment(s), for reimbursement. <ul style="list-style-type: none"> ○ Upload supporting documentation as proof of interconnection paperwork submission 	

Task Description	Deadline
<p>and related fee payments.</p> <ul style="list-style-type: none"> Enter Task 2 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Project Updates:</p>	
<ul style="list-style-type: none"> Provide a thorough update on project progress including: <ul style="list-style-type: none"> Setbacks Timeline updates Anticipated completion System promotion planning Any other relevant updates 	
<p>3 System Installation</p>	<p>End of month 18</p>
<p>3.1 All components of the System have been fully installed.</p> <p>3.2 System has been inspected and approved by Grantee Local Authority Having Jurisdiction.</p> <p>3.3 A proof of witness test for the System has been completed by the Grantee electric utility.</p> <p>3.4 At the time of any System level work order execution, Grantee’s Developer returned any damaged and/or defective panels through the distribution chain for recycling and inverters to the manufacturer under warranty.</p> <p>Deliverable(s): <i>(all documentation will be furnished)</i></p> <ul style="list-style-type: none"> Submit any invoice(s) or receipt of payment(s) for reimbursement. <ul style="list-style-type: none"> Upload supporting documentation of proof of interconnection. Upload a <i>Statement of Compliance</i> form. Upload a signed inspection form and proof of witness test. Collect and maintain prevailing wage reports, as required, Minn Stat. 177.27, 177.30. Enter Task 3 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Project Updates:</p>	
<ul style="list-style-type: none"> Provide a thorough update on project progress including: <ul style="list-style-type: none"> Press releases Stories/case studies Webpage development Social media Other in-person promotional events 	
<p>4 Promotion</p>	<p>End of month 18</p>
<p>Media Kit Acknowledgement</p> <p>When a local government building goes solar, it's an opportunity for the entire community to learn about the benefits and partnership with the Department. To help Grantees with promoting the work under this grant, the Department will provide an online Media Kit, and will be available on the Solar on Public Buildings webpage. It will include:</p> <ul style="list-style-type: none"> Press release template Article template (for website or newsletter) Social media handles, example language, and graphics 	

Task Description	Deadline
<ul style="list-style-type: none"> • Customizable poster • Customizable event flyer <p>4.1 For any public communications about the solar project, on websites, newsletters, news media, social media, etc., the Grantee will recognize funding from the Minnesota Department of Commerce Solar on Public Buildings Program. Upload an example of such public communication.</p> <p>4.2 For any public events about the solar project, Grantee will extend an invitation to the Minnesota Department of Commerce by sending event details and an invitation to the State’s Authorized Representative.</p> <p>4.3 Once the System is installed and operational, the Grantee will provide 1+ photo to the State of the System. Grantee is responsible for photo consent forms.</p> <p>4.4 Grantee is encouraged to use the media kit and promotional templates provided by the Minnesota Department of Commerce. Upload a sample of public publicity such as a poster or event flyer.</p> <p>Deliverable(s):</p> <ul style="list-style-type: none"> • Acknowledge review of Media Kit materials. • Any final invoice(s) or receipt of payment(s), including supporting documentation, have been submitted for reimbursement. • Enter Task 4 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Promotion Plan Updates:</p>	
<ul style="list-style-type: none"> • The local unit of government is required to publicly acknowledge the Solar on Public Buildings grant award from the Minnesota Department of Commerce. Provide an update on project promotional plan, including the timeline. This may include, but is not limited to: <ul style="list-style-type: none"> ○ Public presentation(s) at Council or Board meetings, at conferences, community events ○ Press releases ○ Stories/case studies ○ Webpage development ○ Ribbon cutting ○ Other in-person promotional events 	
<p>5 Reporting and Invoicing</p>	Ongoing
<p>5.1 The Grantee must inform the State’s Authorized Representative, as often as necessary, to discuss issues requiring immediate attention, such as schedule deviations, scope of work modifications, concerns related to the project’s progress, budget issues or questions, and any other topic that might require a dialogue regarding the best way to proceed.</p> <p>5.2 The Grantee will provide the State’s Authorized Representative with any additional information requested throughout the project pertaining to project status upon request.</p> <p>5.3 The Grantee will submit invoices for reimbursement at least as often as requested in Tasks 1-4 above and as often as monthly.</p> <p>5.4 The Grantee will submit documentation of federal tax credits (including any bonus credits) received for the project.</p>	
<p>6. System Component Reporting and End of Life Recycling</p>	Ongoing
<p>6.1 System Level Work Order Execution: At the time of any System level work order execution, Grantee’s Developer shall be responsible for returning damaged and/or defective panels</p>	

Task Description	Deadline
<p>through the distribution chain for recycling and inverters to the manufacturer under warranty.</p> <p>6.2 Operations and Maintenance (O&M): While engaged in an O&M contract, Grantee’s Developer shall be responsible for tracking solar system equipment that ceases to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.</p> <p>6.3 System Components Under Warranty: Grantee’s Developer shall be responsible for tracking System equipment under warranty that cease to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.</p> <p>6.4 Third Party Ownership: While engaged in a power purchase agreement (or third-party ownership model) contract, the Grantee’s contractor shall be responsible for tracking solar system equipment that ceases to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6. below.</p> <p>6.5 End of Life Decommissioning and Recycling: At the time of decommissioning or System removal, the Grantee shall be responsible for the recycling any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6 below.</p> <p>6.6 Tracking and Reporting: All tracking and recycling of System Equipment that ceases to function as intended (for any reason) shall include counts of modules and inverter types and be reported on an annual basis, by March 31 for the previous calendar year, to the Minnesota Pollution Control Agency (MPCA). A recycling and reporting form will be available on the Department’s webpage and provided upon contract execution.</p> <p>Deliverable(s):</p> <ul style="list-style-type: none"> • Throughout the System’s lifetime, a copy of the previous year’s recycling and reporting form (which must be submitted to MPCA annually by March 31st for the previous year) is also submitted to the Department by uploading an <i>Annual Check-In</i> form. • Throughout the System’s lifetime, the Grantee will upload an <i>Annual Check-In</i> form is uploaded annually beginning 12 months after System commissioning. 	

Exhibit B: Payment Schedule

Project: SPB25-038; City of Chatfield – Wastewater Treatment Plant

Budget: List the detailed budget, broken down in the below tables by Grantee System installation expenses and Grantee System installation funding sources. Categories have been pre-populated via budget values provided via the Grant Application. Review, add additional details, and edit the budget as necessary. Eligible expenses include only those costs incurred by Grantee towards purchase and installation of the System.

Note: The payment schedule must match the schedule between the Grantee and Developer per the contract with the Developer.

PAYMENT SCHEDULE	Item (Expense)	Details	Total Cost
Payment to Developer	Down Payment	5%	\$8,532.00
Payment to Developer	Construction Begins	55%	\$93,852.00
Payment to Developer	Substantial Completion	30%	\$51,192.00
Payment to Developer	Final Payment	10%	\$17,064.00
TOTAL GRANTEE SYSTEM INSTALLATION EXPENSES			\$170,640.00

FUNDING SOURCES:	Item	Details	Total Cost
	Solar on Public Buildings	Grant	\$112,000.00
	ITC	30%	\$51,192.00
	Operating Budget		\$7,448.00
TOTAL GRANTEE SYSTEM INSTALLATION FUNDING SOURCES			\$170,640.00

In accordance with [Minnesota Management and Budget Statewide Operating Policy 0801-01](#), payment shall be made within 30 days following the State’s Authorized Representative approval of an invoice. Payments will not be made if reports or other deliverables are outstanding.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Resolution 2025-85 2026 Final Tax Levy

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve Resolution 2025-85 as presented with the recommendation from the Personnel Budget Committee.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025-85 2026 Final Tax Levy 5.378%.pdf](#)

**Resolution 2025-85
Certifying the Final Property Tax Levy for Taxes Payable in 2026**

WHEREAS, the City of Chatfield has prepared a budget for the operations of the City of Chatfield for the 2026 calendar year, and

WHEREAS, it has been determined that a property tax levy in the amount stated below is necessary to meet the needs outlined in the budget:

Fund Name	2026
General Fund (100)	\$1,483,285
Library Fund (211)	\$242,231
Fire Department Fund (220)	\$74,000
Ambulance Fund (230)	\$149,428
Community Development (240)	\$171,458
Center for the Arts Fund (250)	\$87,907
Debt Service:	
2016A (335) Disposal Syst. Debt Service	\$98,000
2019A (342) Street Light Debt Service	\$10,000
2022A (343) Water/Storm Debt Service	\$3,448
2022B (344) PW Facility Debt Service	\$61,886
2023A (323) Grnd& Prspct Debt Service	\$198,902
2025A (325) Mill & Overlay	\$95,645
Total Non-Referendum Base Levy	\$467,881
2018A (340) Referendum Based Levy	\$209,450
Total Tax Asking	\$2,885,640

And WHEREAS, the budget and proposed tax levy will be presented to the public at a regular meeting of the City Council in compliance with Truth in Taxation regulations, and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Chatfield, County of Fillmore, Minnesota, that the 2026 final budget and property tax levy be adopted,

BE IT FURTHER RESOLVED that the special levies established by prior resolutions hereby be amended to the above stated amounts.

AND BE IT YET FURTHER RESOLVED that Administration is hereby instructed to share this resolution with the Auditors of Fillmore and Olmsted Counties, Minnesota.

Approved December 8, 2025
/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Personnel Budget Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [December 8, 2025 Meeting Packet](#)

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Personnel Policy 12.01.02 PTO Accrual Amendment

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation for approval of suggested amendments.

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:

[PTO Amendment.docx](#)

Current Policy

Section 12.01.02 PTO Accrual

Employees PTO will accrue per month and PTO accruals will begin on the first day of employment and are available upon successfully completing their probationary period. For the purpose of determining an employee's PTO accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

PTO time is not accrued during periods of unpaid leave, long-term disability leave, or worker's compensation leave (unless required by law). An employee will not earn any PTO leave for any pay period unless they are employed by the city on the last scheduled workday of the pay period. Further, PTO leave will stop accruing as of the effective date of termination.

Employees hired prior to 01/01/2024 have the following accrual rate:

Completed Years of Service	Total Annual Accrual Days*	Total Annual Accrual Hours	PTO Accrual Hours per Pay Month
0- 5 years	22	176.40	14.70
6-10 years	27	216.00	18.00
11-15 years	29.5	235.92	19.66
16-20 years	32	255.96	21.33
21-25 years	34.5	276.00	23.00
26 and beyond years	37	296.16	24.68

*Based on an 8-hour workday

Employees hired after 01/01/2024 have the following accrual rate:

Completed Years of Service	Total Annual Accrual Days*	Total Annual Accrual Hours	PTO Accrual Hours per Pay Month
0- 5 years	10	80.4	6.7
6-10 years	16	129.6	10.8
11-15 years	20	159.12	13.26
16-20 years	25	198.36	16.53
21-25 years	30	237.6	19.8
26 and beyond years	32	257.76	21.48

*Based on an 8-hour workday

The maximum carry over of hours for full-time employees will be as follows, as of:

- December 31, 2023, will be 1280 hours
- December 31, 2024, will be 1200 hours
- December 31, 2025, will be 1120 hours
- December 31, 2026, will be 1040 hours
- December 31, 2027, will be 960 hours
- December 31, 2028, will be 880 hours

Regular part-time employees who work an average of twenty (20) hours per week will accrue PTO at one-half the rate of regular full-time employees and can carry no more than 200 hours of PTO leave. Regular part-time employees who work an average of thirty (30) hours per week will accumulate PTO leave at three-fourths the rate of full-time employees, up to a maximum of 500 hours.

Proposed Policy:

Section 12.01.02 PTO Accrual

Employees PTO will accrue per month and PTO accruals will begin on the first day of employment and are available upon successfully completing their probationary period. For the purpose of determining an employee’s PTO accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

PTO time is not accrued during periods of unpaid leave, long-term disability leave, or worker’s compensation leave (unless required by law). An employee will not earn any PTO leave for any pay period unless they are employed by the city on the last scheduled workday of the pay period. Further, PTO leave will stop accruing as of the effective date of termination.

Employees hired prior to 01/01/2024 have the following accrual rate:

Completed Months of Service	PTO Accrual Hours per Month
0-60	14.70
61-120	18.00
121-180	19.66
181-240	21.33
241-300	23.00
301 and beyond	24.68

Employees hired after 01/01/2024 following accrual rate:

Completed months of Service	PTO Accrual Hours per Month
0-60	8
61-120	11
121-180	14
181-240	17
241-300	20
301 and beyond	23

*Accruals are based on an eight hour work day.

The maximum carry over of hours for full-time employees will be as follows, as of:

- December 31, 2026, will be 1040 hours
- December 31, 2027, will be 960 hours
- December 31, 2028, will be 880 hours
- December 31, 2029, will be 800 hours
- December 31, 2030, will be 720 hours
- December 31, 2031, will be 640 hours

Regular part-time employees who work an average of twenty (20) hours per week will accrue PTO at one-half the rate of regular full-time employees and can carry no more than 200 hours of PTO leave. Regular part-time employees who work an average of thirty (30) hours per week will accumulate PTO leave at three-fourths the rate of full-time employees, up to a maximum of 500 hours.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Request to close the City Office December 26, 2025 and January 2, 2026

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve City Office Closure as presented with the recommendation from the Personnel Budget Committee.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: MN Paid Leave

Subject | Summary: Per the information sheet provided by the state, Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of wages up to the cap set by Social Security’s Old-Age, Survivors, and Disability Insurance program (currently \$185,000). Your employer may deduct up to 0.44% of your wages to fund your portion of the premium.

I suggest staying with the 50/50 split of the premium between employer and employee. Money used to pay the employee portion of the premium is taxable income. If the employer chooses to pay more than 50% of the premium, employees will have to pay tax on the premium amount above 50%.

By law, notices about MN Pay Leave needed to be sent by 12/1/2025. If we choose to pay more than the 50%, supplemental notices will be needed.

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Approve a 50/50 split of the premium for MN Paid Leave, as allowed by law.

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:

[MN Paid Leave Employee Notice sent 2025 11 26.pdf.pdf](#)

Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages** up to the cap set by Social Security’s Old-Age, Survivors, and Disability Insurance program (currently \$185,000). Your employer **may deduct up to 0.44% of your wages** to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family Leave (0.27%).

Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

Total Medical Leave Premium: 0.61%				
Medical Leave	<i>(Employer Name)</i>	will contribute	.305%	of the Medical Leave contribution
		and the remaining	.305%	will be deducted from your wages

Total Family Leave Premium: 0.27%				
Family Leave	<i>(Employer Name)</i>	will contribute	.135%	of the Family Leave contribution
		and the remaining	.135%	will be deducted from your wages

Total deducted from your wages	.44%
---------------------------------------	-------------

How do I take Paid Leave?

1. Notify your employer.
2. Apply with Paid Leave. You will be able to apply for Paid Leave at paidleave.mn.gov. You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

Learn more

Visit paidleave.mn.gov to apply or for more information about Paid Leave, including calculators to help you estimate your premium costs and the payments you could receive under Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:	City of Chatfield
Mailing Address:	21 Second Street SE, Chatfield, MN 55923
Employer Identification Number (FEIN):	41-6005045

Employee Acknowledgement:

<input type="checkbox"/>	I acknowledge receipt of this notification
Name	
Signature	
Date	



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Public Works Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [December 8, 2025 Meeting Packet](#)

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments: