

CITY OF CHATFIELD CITY COUNCIL

AGENDA

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

January 27, 2025, 7:00 P.M.

- I. Open Meeting
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda - Additions or Corrections
- IV. Consent Agenda
 - a. [Accounts Payable Claims Listings](#)
 - b. [Pay Equity Reporting](#)
 - c. [Staff Resignation - Elder](#)
 - d. [Fire and Ambulance Rural Contracts for 2025-2027](#)
 - e. [2017A GO Tax Abatement \(Enterprise Drive\) Note Pay Off](#)
 - f. [2025 Schoenfelder Farms Lease Agreement](#)
 - g. [Chatfield Youth Sports Association Application for Exempt Permit](#)
- V. Committee Reports
 - a. [Public Services Committee Report](#)
 - b. [Park & Recreation Committee Report](#)
- VI. Mayor's Report
- VII. City Administrator's Report
- VIII. Roundtable
- IX. Next Meetings
Monday, February 10, 2025: Personnel | Budget Committee (4:30 p.m.), Public Works Committee (5:30 p.m.), City Council (7:00 p.m.)
- X. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: Accounts Payable Claims Listings

Subject | Summary: Council will consider approval of accounts payable.

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:

[Batch Listing.1 - 2025 01FA02 \\$150,577.49.00.pdf](#)

[Batch Listing.2 - 2025 01FA02U \\$4,780.69.pdf](#)

[Batch Listing.3 - 2025 01ADM01 \\$7,972.95.pdf](#)

[Batch Listing.4 - 2025 01GRNDSTMHFA \\$7,000.00.pdf](#)

[Batch Listing.5 - 2025 0116VNDRPR \\$55,575.74.pdf](#)



City of Chatfield

Batch Listing - Unposted Summary

Current Period: January 2025

2025 01FA02

01/22/25 2:18 PM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AIRGAS						
	551305	E 230-42270-210	Ambulance	Operating Expenses	\$184.72	OXYGEN
					\$184.72	
AIRGAS						
ANDY OCONNOR						
	LSN202	E 614-49840-302	Cable TV (GENER	Contracted Help	\$435.00	LIASON JAN-DEC 2025
					\$435.00	
ANDY OCONNOR						
BIG GIRL STICKERS						
	2025-0	E 230-42270-205	Ambulance	Service Incentives/Rewa	\$260.00	SBSCRPTN & CFF
					\$260.00	
BIG GIRL STICKERS						
CHATFIELD ALLIANCE, INC						
	OKNWL	E 240-46630-300	Community Dev -	Promotional Expense	\$439.85	*2025 95%* LODGING TAX OKNWL
					\$439.85	
CHATFIELD ALLIANCE, INC						
CHATFIELD BODY SHOP						
	17031	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$94.17	2017 EXP LOF
	16967	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$429.03	2018 EXP SPRK PLG SCN DGNS
	17014	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$68.92	2018 EXP LOF
	16933	E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$37.45	FLT TR RPR
					\$629.57	
CHATFIELD BODY SHOP						
EB ALLEN						
	2024MS	E 614-49840-331	Cable TV (GENER	Travel Expenses	\$457.98	EXP REIMB - 2024 ST VB
					\$457.98	
EB ALLEN						
FIRST NETWORK SYSTEMS						
	PC2025	E 614-49840-302	Cable TV (GENER	Contracted Help	\$607.00	01-12/2025 PC COORD-JAN 2025
	TS2025	E 614-49840-302	Cable TV (GENER	Contracted Help	\$1,400.00	09/2024-12/2025 TECH COORD-JAN 2
					\$2,007.00	
FIRST NETWORK SYSTEMS						
GRANICUS						
	187630	E 100-41500-438	City Clerk	Internet Expenses	\$1,725.49	1/12 08/01/2024-07/31/2025 PKAgnd
					\$1,725.49	
GRANICUS						
GSS						
	27218	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$850.00	WWTP GNRTR PM
	27219	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$950.00	CITY HALL GNRTR PM
	27217	E 100-43100-403	Street Maintenanc	Prev. Maint. Agreements	\$872.04	PW BLDG GNRTR PM
					\$2,672.04	
GSS						
IACP						
	040499	E 100-42110-433	Police Administrati	Dues and Subscriptions	\$275.00	DUES - MAR 2025-FEB 2026
					\$275.00	
IACP						
LMC						
	420411	E 100-41500-309	City Clerk	Conference Expense	\$125.00	CITY DAY ON HILL - MP
	420411	E 240-46630-309	Community Dev -	Conference Expense	\$125.00	CITY DAY ON HILL - AB
					\$250.00	
LMC						
LMCIT P&C/BERKLEY RISK SERVICE						
	2025-2	E 100-41100-360	Legislative	Insurance (GENERAL)	\$1,273.00	FIRST PARTY CYBER
	2025-2	E 100-42110-360	Police Administrati	Insurance (GENERAL)	\$9,528.00	LIABILITY - POLICE
	2025-2	E 100-41500-360	City Clerk	Insurance (GENERAL)	\$2,755.00	LIABILITY - EMPLOYMENT
	2025-2	E 100-43100-360	Street Maintenanc	Insurance (GENERAL)	\$1,882.00	LIABILITY - 1/2 EXPENDITURES
	2025-2	E 100-41910-360	Planning and Zoni	Insurance (GENERAL)	\$2,932.00	LIABILITY - LAND USE



City of Chatfield

Batch Listing - Unposted Summary

Current Period: January 2025

2025 01FA02

01/22/25 2:18 PM

Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	2025-2	E 602-49450-360	Sewer (GENERAL)	Insurance (GENERAL)	\$2,008.00	LIABILITY - SEWER E&O
	2025-2	E 100-43100-360	Street Maintenanc	Insurance (GENERAL)	\$4,890.00	UNSCHEDULED PROPERTY
	2025-2	E 100-41500-360	City Clerk	Insurance (GENERAL)	\$528.00	BOND
	2025-2	E 100-42110-360	Police Administrati	Insurance (GENERAL)	\$4,059.00	AUTO INSRNC
	2025-2	E 602-49450-360	Sewer (GENERAL)	Insurance (GENERAL)	\$603.65	EXCSS LIAB
	2025-2	E 100-42110-360	Police Administrati	Insurance (GENERAL)	\$2,862.44	EXCSS LIAB
	2025-2	E 100-41910-360	Planning and Zoni	Insurance (GENERAL)	\$880.84	EXCSS LIAB
	2025-2	E 100-43100-360	Street Maintenanc	Insurance (GENERAL)	\$565.40	EXCSS LIAB
	2025-2	E 601-49400-360	Water Utilities (GE	Insurance (GENERAL)	\$565.00	EXCSS LIAB
	2025-2	E 100-41500-360	City Clerk	Insurance (GENERAL)	\$827.67	EXCSS LIAB
	2025-2	E 602-49450-360	Sewer (GENERAL)	Insurance (GENERAL)	\$842.00	AUTO INSRNC
	2025-2	E 601-49400-360	Water Utilities (GE	Insurance (GENERAL)	\$310.00	AUTO INSRNC
	2025-2	E 230-42270-360	Ambulance	Insurance (GENERAL)	\$1,476.00	AUTO INSRNC
	2025-2	E 220-42280-360	Fire Department *	Insurance (GENERAL)	\$2,358.00	AUTO INSRNC
	2025-2	E 601-49400-360	Water Utilities (GE	Insurance (GENERAL)	\$1,882.00	LIABILITY - 1/2 EXPENDITURES
	2025-2	E 100-43100-360	Street Maintenanc	Insurance (GENERAL)	\$2,274.00	AUTO INSRNC
	2025-2	E 602-49450-360	Sewer (GENERAL)	Insurance (GENERAL)	\$6,910.00	EQUIPMENT BREAKDOWN (WWTP)
	2025-2	E 602-49450-360	Sewer (GENERAL)	Insurance (GENERAL)	\$8,980.00	PRPRTY INSRNC
	2025-2	E 601-49400-360	Water Utilities (GE	Insurance (GENERAL)	\$6,725.00	PRPRTY INSRNC
	2025-2	E 100-41940-360	Municipal Building	Insurance (GENERAL)	\$8,633.00	PRPRTY INSRNC
	2025-2	E 100-43100-360	Street Maintenanc	Insurance (GENERAL)	\$1,538.00	PRPRTY INSRNC
	2025-2	E 100-45124-360	Swimming Pools -	Insurance (GENERAL)	\$12,968.00	PRPRTY INSRNC
	2025-2	E 100-45200-360	Parks (GENERAL)	Insurance (GENERAL)	\$5,910.00	PRPRTY INSRNC
	2025-2	E 211-45500-360	Libraries (GENERA	Insurance (GENERAL)	\$10,354.00	PRPRTY INSRNC
	2025-2	E 220-42280-360	Fire Department *	Insurance (GENERAL)	\$3,027.00	PRPRTY INSRNC
	2025-2	E 100-45200-360	Parks (GENERAL)	Insurance (GENERAL)	\$331.00	AUTO INSRNC
	2025-2	E 250-46630-360	Community Dev -	Insurance (GENERAL)	\$26,761.00	PRPRTY INSRNC
LMCIT P&C/BERKLEY RISK SERVICE					<u>\$137,439.00</u>	
LYNDA KARVER						
	CCSCM	E 614-49840-302	Cable TV (GENER	Contracted Help	\$140.00	CC, SchlCnrcs, MD & WD 09/2024-12/
LYNDA KARVER					<u>\$140.00</u>	
MARCO TECHNOLOGIES LLC.						
	INV134	E 801-45200-240	Parks (GENERAL)	Small Tools and Minor E	\$32.00	HP EXT SPRT
	INV134	E 221-42280-240	Fire Department *	Small Tools and Minor E	\$32.00	HP EXT SPRT
MARCO TECHNOLOGIES LLC.					<u>\$64.00</u>	
MAYO CLINIC						
	69780	E 230-42270-415	Ambulance	Medical Services	\$340.00	PARAMEDIC INTERCEPT
	70078	E 230-42270-415	Ambulance	Medical Services	\$340.00	PARAMEDIC INTERCEPT
MAYO CLINIC					<u>\$680.00</u>	
MN DEPT OF LABOR & INDUSTRY						
	ALR017	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$100.00	ELV-04359 ELEVATOR ANNUAL OPER
MN DEPT OF LABOR & INDUSTRY					<u>\$100.00</u>	
MN DNR WATER						
	1963-0	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$489.38	1963-0751 WATER PERMIT INVOICE
MN DNR WATER					<u>\$489.38</u>	
NORTON PSYCHOLOGICAL SERVICES						
	1/7/25	E 100-42110-310	Police Administrati	Other Professional Servic	\$175.00	PREMPLMNT EXM
NORTON PSYCHOLOGICAL SERVICES					<u>\$175.00</u>	
NOVOTNY LAW OFFICE, LTD.						



City of Chatfield
Batch Listing - Unposted Summary
Current Period: January 2025
2025 01FA02

01/22/25 2:18 PM
Page 3

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	3476	E 100-42110-304	Police Administrati	Legal Fees	\$649.50	CITY PROSECUTION - DEC 2024
NOVOTNY LAW OFFICE, LTD.					\$649.50	
OLMSTED MEDICAL CENTER CLINIC						
	STMNT	E 100-42110-310	Police Administrati	Other Professional Servic	\$228.00	700000328 PRPLCMNT
OLMSTED MEDICAL CENTER CLINIC					\$228.00	
PHONE STATION INC						
	80389	E 801-49950-240	IT Shared Compon	Small Tools and Minor E	\$173.50	UPS PHONE SYSTM (PWR SRG DSTRY
PHONE STATION INC					\$173.50	
WHV INC						
	120779	E 250-46630-404	Community Dev -	Repairs/Maint Equipment	\$744.00	BLRS - EMRGNCY RPR
WHV INC					\$744.00	
WIT BOYZ INC.						
	10410	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$358.46	SEAL OIL UNIT 6
WIT BOYZ INC.					\$358.46	
2025 01FA02					\$150,577.49	
					\$150,577.49	

([BatchID] in (21032))



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: January 2025
 2025 01FA02U

01/22/25 2:04 PM
 Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ABILITY BUILDING CENTER						
23711		E 100-41940-302	Municipal Building	Contracted Help	\$1,148.51	CLEANING-DEC
ABILITY BUILDING CENTER					\$1,148.51	
CENTURYLINK-TELE						
01/01/2		E 230-42270-321	Ambulance	Telephone	\$130.24	1/5 333683295 T1 F94-179-4395
01/01/2		E 211-45500-321	Libraries (GENERA	Telephone	\$100.78	333944610 2911 LIBRARY ELEVATOR
01/01/2		E 100-41500-321	City Clerk	Telephone	\$109.99	333692580 1500 DID
01/01/2		E 211-45500-321	Libraries (GENERA	Telephone	\$85.08	333527984 3480 LIBRARY
01/01/2		E 100-43100-321	Street Maintenanc	Telephone	\$130.29	1/5 333683295 T1 F94-179-4395
01/01/2		E 100-41500-321	City Clerk	Telephone	\$130.24	1/5 333683295 T1 F94-179-4395
01/01/2		E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	1/5 333683295 T1 F94-179-4395
01/01/2		E 100-42110-321	Police Administrati	Telephone	\$130.24	1/5 333683295 T1 F94-179-4395
CENTURYLINK-TELE					\$947.10	
CHATFIELD BODY SHOP						
16868		E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$37.45	FTIRE REPAIR
CHATFIELD BODY SHOP					\$37.45	
HAWKINS, INC.						
696043		E 601-49400-210	Water Utilities (GE	Operating Expenses	\$40.00	WATER SUPPLY CHEMICALS
HAWKINS, INC.					\$40.00	
MIENERGY COOPERATIVE						
01/08/2		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$37.08	333119001 8500759501 52 SIGN
01/08/2		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$679.71	333119002 85007612 HSD BS
01/08/2		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$399.08	333119003 85007624 JOHNST WELL
01/08/2		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS
01/08/2		E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$40.95	333119004 85007649 STALB LS
MIENERGY COOPERATIVE					\$1,566.82	
QUILL.COM						
422070		E 601-49400-210	Water Utilities (GE	Operating Expenses	\$26.40	UB PERF PAPER ALLOC 20.18%
422070		E 100-41500-210	City Clerk	Operating Expenses	\$173.24	COPIER PAPER HP 20 92 10R
422070		E 100-41500-210	City Clerk	Operating Expenses	\$500.64	415A- CLERK TONER
422070		E 603-49500-210	Refuse/Garbage (Operating Expenses	\$23.50	UB PER PAPER ALLOC 19.24%
422070		E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$68.90	UB PERF PAPER ALLOC 60.58%
QUILL.COM					\$792.68	
ZEP MANUFACTURING						
901072		E 100-43100-210	Street Maintenanc	Operating Expenses	\$248.13	450 ULTRA BLU WIPS
ZEP MANUFACTURING					\$248.13	
2025 01FA02U					\$4,780.69	
					\$4,780.69	

([BatchID] in (21035))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: January 2025

2025 01ADM01

01/13/25 8:02 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
MINNESOTA HOUSING						
060122	D8732	E 456-43200-323	Construction Fund	Administration Expense	\$7,000.00	GRAND ST APT WHDP PROCESSING
MINNESOTA HOUSING					\$7,000.00	
REVTRAK						
112818	DEC 20	E 100-42110-323	Police Administrati	Administration Expense	\$0.97	ADMIN FEE ALLOC
	DEC 20	E 230-42270-323	Ambulance	Administration Expense	\$1.95	ADMIN FEE ALLOC
	DEC 20	E 603-49500-323	Refuse/Garbage (Administration Expense	\$191.87	2024 ADMIN FEE ALLOC 19.24%
	DEC 20	E 602-49450-323	Sewer (GENERAL)	Administration Expense	\$562.62	2024 ADMIN FEE ALLOC 60.58%
	DEC 20	E 601-49400-323	Water Utilities (GE	Administration Expense	\$215.54	2024 ADMIN FEE ALLOC 22.22%
REVTRAK					\$972.95	
2025 01ADM01					\$7,972.95	
					\$7,972.95	

([BatchID] in (21024))



City of Chatfield
Batch Listing - Unposted Summary
Current Period: January 2025
2025 01GRNDSTMHFA

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
MINNESOTA HOUSING							
060122	D8732	E 456-43200-323	Construction Fund	Administration Expense		\$7,000.00	GRAND ST APT WHDP PROCESSING
MINNESOTA HOUSING						\$7,000.00	
2025 01GRNDSTMHFA						\$7,000.00	
						\$7,000.00	

([BatchID] in (21024))



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: January 2025
 2025 0116VNDRPR

01/17/25 12:26 PM
 Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AFLAC						
112819	679516	G 910-21718			\$54.47	PR VNDR LBLTY
	679516	G 910-21712			\$191.68	PR VNDR LBLTY
	679516	G 910-21715			\$73.49	PR VNDR LBLTY
	679516	G 910-21724			\$269.10	PR VNDR LBLTY
	679516	G 910-21713			\$155.48	PR VNDR LBLTY
AFLAC					\$744.22	
BLUE CROSS BLUE SHIELD						
112821	250102	G 910-21721			\$122.17	PR VNDR LBLTY
BLUE CROSS BLUE SHIELD					\$122.17	
CHATFIELD PUBLIC LIBRARY						
112820	2025-0	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
	2025-0	G 910-21728			\$125.00	PR VNDR LBLTY
CHATFIELD PUBLIC LIBRARY					\$0.00	
DELTA DENTAL						
112822	CNS000	G 910-21711			\$1,406.00	PR VNDR LBLTY
DELTA DENTAL					\$1,406.00	
EFTPS						
112823	625469	G 910-21701			\$5,367.85	PR VNDR LBLTY
	625469	G 910-21709			\$2,144.13	PR VNDR LBLTY
	625469	G 910-21703			\$7,148.82	PR VNDR LBLTY
EFTPS					\$14,660.80	
EMPOWER						
112824	126034	G 910-21719			\$918.09	PR VNDR LBLTY
EMPOWER					\$918.09	
HEALTH EQUITY						
112825	38fh17c	G 910-21726			\$2,810.34	PR VNDR LBLTY
HEALTH EQUITY					\$2,810.34	
MN PEIP						
112828	147901	G 910-21706			\$19,253.34	PR VNDR LBLTY
MN PEIP					\$19,253.34	
MN REVENUE						
112826	0-325-6	G 910-21702			\$2,811.08	STATE TAX WH - STAFF
112827	0-029-7	G 910-21727			\$180.64	PR VNDR LBLTY
MN REVENUE					\$2,991.72	
NCPERS GROUP LIFE INSURANCE						
060183	384000	G 910-21707			\$128.00	PR VNDR LBLTY
NCPERS GROUP LIFE INSURANCE					\$128.00	
PERA						
112830	SOMPE	G 910-21705			\$5,060.44	PR VNDR LBLTY
	SOMPE	E 230-42270-121	Ambulance	PERA	\$705.00	CEMTRIP-DEC 24
	SOMPE	G 910-21704			\$6,477.05	PR VNDR LBLTY
PERA					\$12,242.49	
SUN LIFE ASSURANCE COMPANY						
112831	147176	G 910-21720			\$165.24	PR VNDR LBLTY
SUN LIFE ASSURANCE COMPANY					\$165.24	



City of Chatfield

Batch Listing - Unposted Summary

Current Period: January 2025

2025 0116VNDRPR

01/17/25 12:26 PM

Page 2

Check						
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<hr/>						
TASC						
112832	01/16/2	G 910-21714			\$133.33	PR VNDR LBLTY
TASC					\$133.33	
2025 0116VNDRPR					\$55,575.74	
					\$55,575.74	

([BatchID] in (21054))



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: Pay Equity Reporting

Subject | Summary: Review of the completed Pay Equity Report for submittal.

Agenda Category: Consent Agenda

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: Every three years the City is required to submit the Pay Equity Report to the State of Minnesota, Department of Management and Budget. Included in the reporting is the job title, job points, job type, and salary range. Job points are determined using the City's previously adopted scale. The Statistical Analysis test shows an underpayment ratio of 125, anything 80 and above is passing. Additionally, the Salary Range test shows a score of 100, with results of 0 or 80 and above considered passing.

Therefore based on the results of the tests run on the report as submitted the City is compliant. The City Council will need to formally approve the report before the report can be submitted.

Attachments:

[Pay Equity Report.pdf](#)

Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance with pay equity law. For more information about compliance tests, refer to the [Guide to Understanding Pay Equity Compliance](#).

- 1. Completeness and Accuracy Test** - Report is submitted on time, data is correct, and required information has been provided
- 2. Statistical or Alternative Test**- Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report.
- 3. Salary Range Test** - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined).
- 4. Exceptional Service Pay Test** - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction).

T-Test

1. Locate Degrees of Freedom on the Compliance Report.

Compliance Report

Jurisdiction: Stageville Theater First Step to Broadway! Report Year: 2014
 215 Broadway Case: 2- 2014 Data (In Compliance)

Stageville MN 55155

Contact: P. E. Coord Phone: (651) 259-3623 E-Mail: pay.equity@state.mn.us

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 150.00 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	3	1
c. TOTAL	8	4
d. % Below Predicted Pay (b divided by c = d)	37.50	25.00

* (Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 16 Value of T = -3.843

a. Avg. diff. in pay from predicted pay for male jobs = \$2

b. Avg. diff. in pay from predicted pay for female jobs = \$111

2. Cross-reference the T-Test Table to determine the Value of t .If the Value of T on the compliance report is less than or equal to the Value of t on the T-Test Table, the report passes the statistical analysis test, provided there are at least six male classes and one salary range.

T-Test Table (5% Significance)					
<u>DF</u>	<u>Value of t</u>	<u>DF</u>	<u>Value of t</u>	<u>DF</u>	<u>Value of t</u>
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	16	1.746	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645



Minnesota Pay Equity Management System - Chatfield(25-No Submission)

[Home](#)
[Utilities](#)
[Go To](#)
[Log Out](#)

Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Chatfield

21 SE Second Street

Chatfield

Jurisdiction Type: CITY - City

Contact: **Name**

Michele Peterson

Title**Phone**

507-867-3810

Email

mpeterson@ci.chatfield.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240

characters)

The job evaluation system is the same that has been used in previous years, with the addition of one new position.

3. An official notice has been posted at:

(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

(governing body) (*less than 60 characters)

(chief elected official)(*less than 60 characters)

(title) (*less than 60 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference and female classes are not at a disadvantage.

- ☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

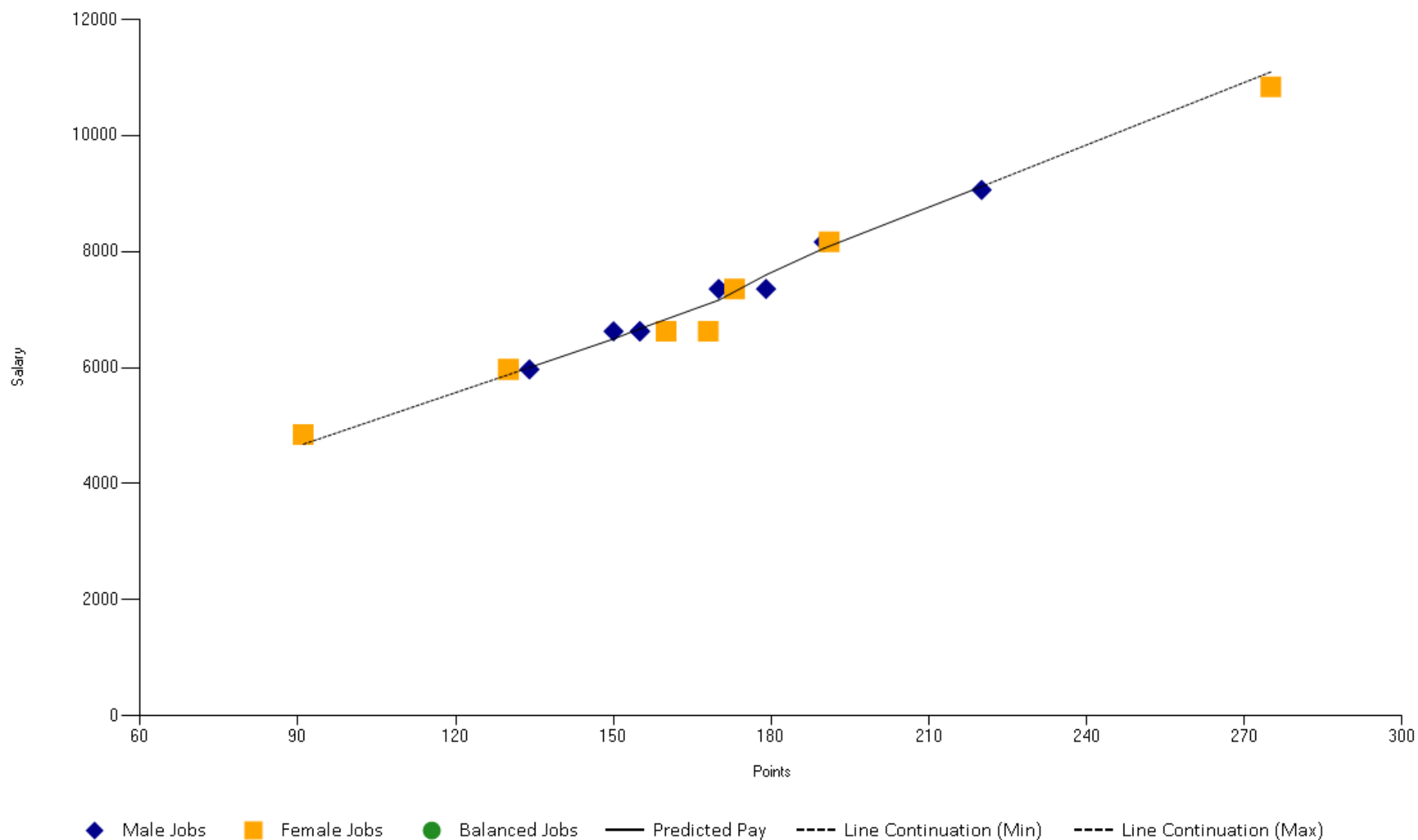
Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

Predicted Pay Report for: Chatfield

Case: 2024 Data



Predicted Pay Report for: Chatfield

Case: 2024 Data

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
19	Assistant Deputy Clerk	0	1			Female	91	4845.0000	4680.1952	164.8048
20	Assistant Ambulance Director	0	1			Female	130	5970.0000	5878.9593	91.0407
17	Assistant Library Director	0	1			Female	130	5970.0000	5878.9593	91.0407
18	Senior Maintenance Worker	1	0			Male	134	5970.0000	6001.6920	-31.6920
23	Assistant Wastewater Operator	1	0			Male	150	6627.0000	6493.7537	133.2463
4	Water Superintendent	1	0			Male	155	6627.0000	6671.2159	-44.2159
7	Patrol Officer	4	0			Male	155	6627.0000	6671.2159	-44.2159
22	Community Development Director	0	1			Female	160	6627.0000	6881.6537	-254.6537
8	Library Director	0	1			Female	168	6627.0000	7095.3465	-468.3465
10	Wastewater Superintendent	1	0			Male	170	7357.0000	7163.8893	193.1107
15	City Clerk	0	1			Female	173	7357.0000	7358.1771	-1.1771
11	Ambulance Director	1	0			Male	179	7357.0000	7599.0771	-242.0771
12	Public Works Director	1	0			Male	190	8166.0000	8056.9874	109.0126
13	Finance & IT Director	0	1			Female	191	8166.0000	8098.7549	67.2451
14	Police Chief	1	0			Male	220	9064.0000	9122.5944	-58.5944
21	City Administrator	0	1			Female	275	10842.0000	11096.6915	-254.6915

Job Number Count: 16

Compliance Report

Jurisdiction: Chatfield
21 SE Second Street

Chatfield, MN 55923

Contact: Michele Peterson

Phone: (507) 867-3810

Report Year: 2025
Case: 1 - 2024 Data (Private (Jur
Only))

E-Mail: mpeterson@ci.chatfiel
d.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	8	8	0	16
# Employees	11	8	0	19
Avg. Max Monthly Pay per employee	7061.45	7050.50		7056.84

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 125 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	4
b. # Below Predicted Pay	5	4
c. TOTAL	8	8
d. % Below Predicted Pay (b divided by c = d)	62.50	50.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 17	Value of T = 0.754
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = -11

b. Avg. diff. in pay from predicted pay for female jobs = -71

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 9.00

B. Avg. # of years to max salary for female jobs = 9.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: Staff Resignation - Elder

Subject | Summary: Resignation of Julie Elder

Agenda Category: Consent Agenda

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:

[Elder Resignation.pdf](#)

1/3/2025

MICHELLE PETERSON

CHATFIELD CITY MANAGER

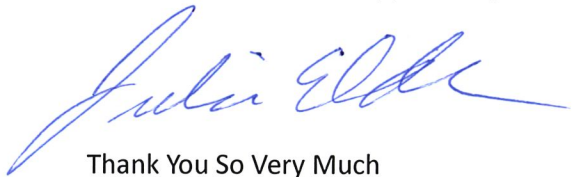
Dear Michelle.

Please consider this letter my formal resignation from my position as deputy city clerk.

I would like my final day to be June 30th 2025.

It has been a pleasure to work with you and everyone employed at the city.

I am grateful I had this opportunity and will always remember my years here with great fondness.

A handwritten signature in blue ink, appearing to read "Julie Elder", is written above the typed name.

Thank You So Very Much

Sincerely

Julie



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: Fire and Ambulance Rural Contracts for 2025-2027

Subject | Summary: 2025-2027 Rural Contracts for Fire and Ambulance

Agenda Category: New Business

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: At the February 21, 2024 Rural Board meeting for Fire and Ambulance it was determined to move away from the annual meetings. In place contracts will be written for a three year term. Therefore, the next meeting of the Rural Board will be the third Wednesday of February, 2027. Both Fire and Ambulance include annual increases of 3% from 2024 to 2027. Population data has been updated for 2025, additional years will be updated as available. Along with the Contracts, a letter and information sheet will be included sharing departmental information for the most recent year.

Attachments:

[TOWN POP EST for use in 2025-2027.pdf](#)

2025-2027 Rural Board Information

AMBULANCE																					
		Budget Year 2024		Budget Year 2025						Budget Year 2026						Budget Year 2027					
COUNTY	TOWNSHIP NAME	2023 PER CAPITA FEE	2023 Fee	2023 EST POP Published 2024	% Served	Served Pop	2025 PER CAPITA FEE	2025 Fee	AMT OF CHANGE	2024 EST POP Published 2025	% Served	Served Pop	2026 PER CAPITA FEE	2026 Fee	AMT OF CHANGE	2025 EST POP Published 2026	% Served	Served Pop	2027 PER CAPITA FEE	2027 Fee	AMT OF CHANGE
Fillmore	Chatfield city (part)	\$ 26.00	\$ 48,932.00	1887	100%	1882	\$ 26.78	\$ 50,399.96	\$ 1,468		100%		\$ 27.58	\$ -	\$ (50,400)		100%		\$ 28.41	\$ -	\$ -
Olmsted	Chatfield city (part)	\$ 26.00	\$ 30,368.00	1118	100%	1168	\$ 26.78	\$ 31,279.04	\$ 911		100%		\$ 27.58	\$ -	\$ (31,279)		100%		\$ 28.41	\$ -	\$ -
			\$ 79,300.00					\$ 81,679.00	\$ 2,379					\$ -	\$ (81,679)				\$ -	\$ -	\$ -
Fillmore	Chatfield township	\$ 26.00	\$ 14,092.00	556	100%	556	\$ 26.78	\$ 14,889.68	\$ 798		100%	0	\$ 27.58	\$ -	\$ (14,890)		100%	0	\$ 28.41	\$ -	\$ -
Olmsted	Elmira township	\$ 26.00	\$ 9,386.00	355	100.0%	355	\$ 26.78	\$ 9,506.90	\$ 121		100.0%	0	\$ 27.58	\$ -	\$ (9,507)		100.0%	0	\$ 28.41	\$ -	\$ -
Fillmore	Fillmore township	\$ 26.00	\$ 338.00	472	2.7%	13	\$ 26.78	\$ 348.14	\$ 10		2.7%	0	\$ 27.58	\$ -	\$ (348)		2.7%	0	\$ 28.41	\$ -	\$ -
Fillmore	Fountain township	\$ 26.00	\$ 208.00	309	2.7%	8	\$ 26.78	\$ 214.24	\$ 6		2.7%	0	\$ 27.58	\$ -	\$ (214)		2.7%	0	\$ 28.41	\$ -	\$ -
Fillmore	Jordan township	\$ 26.00	\$ 10,218.00	389	100.0%	389	\$ 26.78	\$ 10,417.42	\$ 199		100.0%	0	\$ 27.58	\$ -	\$ (10,417)		100.0%	0	\$ 28.41	\$ -	\$ -
Olmsted	Orion township	\$ 26.00	\$ 14,508.00	538	100.0%	538	\$ 26.78	\$ 14,407.64	\$ (100)		100.0%	0	\$ 27.58	\$ -	\$ (14,408)		100.0%	0	\$ 28.41	\$ -	\$ -
Fillmore	Pilot Mound township	\$ 26.00	\$ 4,732.00	397	46.4%	184	\$ 26.78	\$ 4,927.52	\$ 196		46.4%	0	\$ 27.58	\$ -	\$ (4,928)		46.4%	0	\$ 28.41	\$ -	\$ -
Olmsted	Pleasant Grove township	\$ 26.00	\$ 2,730.00	733	13.8%	101	\$ 26.78	\$ 2,704.78	\$ (25)		13.8%	0	\$ 27.58	\$ -	\$ (2,705)		13.8%	0	\$ 28.41	\$ -	\$ -
Fillmore	Sumner township	\$ 26.00	\$ 2,756.00	469	22.2%	104	\$ 26.78	\$ 2,785.12	\$ 29		22.2%	0	\$ 27.58	\$ -	\$ (2,785)		22.2%	0	\$ 28.41	\$ -	\$ -
			\$ 138,268.00	7223		5298		\$ 141,880.44	\$ 5,991	0		0		\$ -	#####	0		0		\$ -	\$ -

FIRE																							
		Budget Year 2024		Budget Year 2025						Budget Year 2026						Budget Year 2027							
COUNTY	TOWNSHIP NAME	2024 PER CAPITA FEE	2024 Fee	2023 EST POP Published 2024	% Served	Served Pop	2025 PER CAPITA FEE	2025 Fee	AMT OF CHANGE	2024 EST POP Published 2025	% Served	Served Pop	2026 PER CAPITA FEE	2026 Fee	AMT OF CHANGE	2025 EST POP Published 2026	% Served	Served Pop	2027 PER CAPITA FEE	2027 Fee	AMT OF CHANGE		
Fillmore	Chatfield city (part)	City matches	\$ 70,325.28	na		City matches total of township				\$ 71,530.38	\$ 1,205	na		\$ -	\$ (1,205)	na		City matches total of township				\$ -	\$ 1,205
Olmsted	Chatfield city (part)		\$ -	na		contracts.				\$ -	\$ -	na		\$ -	\$ -	na		contracts.				\$ -	\$ -
			\$ -					\$ -	\$ -					\$ -	\$ -					\$ -	\$ -		
Fillmore	Chatfield township	35.04	\$ 13,490.40	556	71%	395	36.09	\$ 14,255.55	\$ 765		71%	0	37.17	\$ -	\$ (765)		71%	0	38.29	\$ -	\$ 765		
Olmsted	Elmira township	35.04	\$ 9,600.96	355	76.0%	270	36.09	\$ 9,744.30	\$ 143		76.0%	0	37.17	\$ -	\$ (143)		76.0%	0	38.29	\$ -	\$ 143		
Fillmore	Fillmore township	35.04	\$ -	472	0.0%	0	36.09	\$ -	\$ -		0.0%	0	37.17	\$ -	\$ -		0.0%	0	38.29	\$ -	\$ -		
Fillmore	Fountain township	35.04	\$ -	309	0.0%	0	36.09	\$ -	\$ -		0.0%	0	37.17	\$ -	\$ -		0.0%	0	38.29	\$ -	\$ -		
Fillmore	Jordan township	35.04	\$ 10,336.80	389	75.0%	292	36.09	\$ 10,538.28	\$ 201		75.0%	0	37.17	\$ -	\$ (201)		75.0%	0	38.29	\$ -	\$ 201		
Olmsted	Orion township	35.04	\$ 19,552.32	538	100.0%	538	36.09	\$ 19,416.42	\$ (136)		100.0%	0	37.17	\$ -	\$ 136		100.0%	0	38.29	\$ -	\$ (136)		
Fillmore	Pilot Mound township	35.04	\$ 4,695.36	397	34.0%	135	36.09	\$ 4,872.15	\$ 177		34.0%	0	37.17	\$ -	\$ (177)		34.0%	0	38.29	\$ -	\$ 177		
Olmsted	Pleasant Grove township	35.04	\$ 6,132.00	733	23.0%	169	36.09	\$ 6,099.21	\$ (33)		23.0%	0	37.17	\$ -	\$ 33		23.0%	0	38.29	\$ -	\$ (33)		
Fillmore	Sumner township	35.04	\$ 6,517.44	469	39.0%	183	36.09	\$ 6,604.47	\$ 87		39.0%	0	37.17	\$ -	\$ (87)		39.0%	0	38.29	\$ -	\$ 87		
			\$ 140,650.56	4218		1982		\$ 143,060.76	\$ 2,410	0		0		\$ -	\$ (2,410)	0		0		\$ -	\$ 2,410		

*Population Adjusted to reflect the same proportion of residents as section in the service area.

**As of January of current year - <https://mn.gov/admin/demography/>



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: 2017A GO Tax Abatement (Enterprise Drive) Note Pay Off

Subject | Summary: This is the GO Tax Abatement Note for Enterprise Drive. The debt is paid with levy, small city aid, and Enterprise Drive Lot sales. The fund balance was sufficient enough that this bond was not included in the 2024 or 2025 levy. To align with our goal of providing a consistent tax rate, the recommendation is to pay this note effective 02/01/2025, which is three years earlier than the scheduled final bond payment.

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$202,850.00

Ongoing Cost : \$0

One-Time Cost : \$202,850.00

Included in Current Budget?: No principal or interest payment was budgeted for 2025, as the discussions during budgeting sessions were to pay this off in 2024, however the bond pay off schedule allows for pay off annually on February 1st.

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code: 338 2017A - Principal - 338-47000-601 \$200,000
338 2017A - Interest - 338-47000-611 \$2,850

Background: No principal or interest payment was budgeted for 2025, as the discussions during budgeting sessions were to pay this off in 2024, however the bond pay off schedule allows for pay off annually on February 1st.

Current Debt Service Funds available = \$168,835 | Enterprise Drive Rebate Reserve Funds proposed \$34,015 (still leaves a Enterprise Drive Reserve Fund Balance of ~\$26,000)

Attachments:

[2017A GO Tax Abatement Note Pay Off.pdf](#)

[2024 1217 2017A Bond Pay Off Estimate for Feb 2025 Call.pdf](#)



December 18, 2024

City of Chatfield
Attn: Kay Wangen
21 Second Street SE
Chatfield, MN 55923

RE: City of Chatfield GO Tax Abatement Note Series 2017A

Pay off information provided note is paid on February 1, 2025.

Payment Due: February 1, 2025

Principal	\$200,000.00
Interest	<u>\$ 2,850.00</u>
Total	<u>\$202,850.00</u>

If you have any questions, please email me at jessiem@fmcommunity.com or call me at 507-944-6014.

Jessie Mulford
F & M Community Bank
Accounting Department
1820 W Frontage Rd, Hwy 52 NW
Rochester, MN 55901

Finance Monthly: Policy Checks Task List & Things To Remember Track Work Pap			2024 12v1
		Transaction Month:	Dec-24
Parking Lot Topics to Track On the Radar Parking Lot			
2017A (338) Bond Pay Off Est (Call 2025.02 - Payment Dates Only - 2.85% FM) ~Levy \$			
Notes:	GO Tax Abatement Note for Industrial Drive. Debt to be paid with Stormwater Funds (=Levy) and Small City Aid (Tax Levy if Small City Aid is not available). Enterprise Drive Lot Sales also benefit this Debt Service (funds in 801 Rebate Program Reserve) *Not included in 2024 or 2025 Levy		
2017A Call 2025.02	Estimated Cost to Call - February 2025	Feb-25	\$ (202,850.00)
2017A Call 2025.02	Cash Available Fund 338 2017A Debt Service		\$ 168,835.46
2017A Call 2025.02	Est 12/2024 Additional funds from MMB-Small City Aid		
2017A Call 2025.02	Est 12/2024 Quarterly Interest Earnings		\$ 750.00
2017A Call 2025.02	Est Cash (Short) Over+		\$ (33,264.54)
Additional Note:	Funds in 801 Enterprise Drive Rebate Program Reserve Fund (Expires 08/2025)		\$ 59,000.00
	Enterprise Drive Rebate Program Reserve Funds Proposed to Pay off 2017A		\$ (33,264.54)
	Enterprise Drive Rebate Program Reserve Funds Balance after 2017A Pay off		\$ 25,735.46
Future Enterprise Drive Reserve Fund Balance Projection (as of 10/15/2024)			
	7 Lots Available for Sale		\$ 570,405.29
	7% Realtor Commission		\$ (39,928.37)
	Max Rebate Holdings \$40,000 / lot x 7		\$ (280,000.00)
	Potential Lot Sale Revenue Projection (7 Lots)		\$ 250,476.92
2017A Call 2025.02			
2017A Call 2025.02	Future Interest Payments Savings - +	2025	\$ 2,166.00
2017A Call 2025.02	Future Interest Payments Savings - +	2026	\$ 3,634.00
2017A Call 2025.02	Future Interest Payments Savings - +	2027	\$ 2,209.00
2017A Call 2025.02	Estimated Fund Balance Interest Earnings Passing on if Used @ 4.35%		\$ (7,395.00)
2017A Call 2025.02	Net Interest (Lost) Savings+		\$ 614.00



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: 2025 Schoenfelder Farms Lease Agreement

Subject | Summary: Annual lease renewal review.

Agenda Category: Consent Agenda

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:

[AGRICULTURAL LEASE - 2025.pdf](#)

AGRICULTURAL LEASE

This agreement entered into this 1st day of January 2025, by and between the City of Chatfield, a Minnesota municipal corporation ("City") and Schoenfelder Farms a partnership organized under the laws of the State of Minnesota ("Schoenfelder"),

It is agreed between the parties as follows:

1. **Term.** For the annual payment by Schoenfelder to City of the sum of \$225 per acre, or \$9,000.00 per year, City demises and leases to Schoenfelder the property for the term of January 1, 2025, to December 31, 2025. Payment is due April 1, 2025.
 2. In order to properly maintain the newly created storm water structures, no tillage will take place closer than ten (10) feet from the front of the structures and a thirty (30) foot clear radius will be maintained around the drainpipes on both retention ponds. Reshape the waterways to the basins.
 3. Construct a 10' wide path from County Road 10 field drive along the ditch and along the fence for access to equipment for mowing and maintenance to basin 2.
 4. According to MN Rules Chapter 7041, work with the biosolids manager in the fall when biosolids application is to take place. The following information will be provided to the farmer: harvest restrictions, MANA rates and the amount of nitrogen supplied by biosolids, public access control periods, and immediate incorporation requirements.
 5. Prior to planting, contact Brian Burkholder at 507-273-9597 to ensure access to the retention ponds for the purpose of mowing.
2. **Use.** During the period that this lease, or any extension thereof is in effect, Schoenfelder, or its agents or assigns, shall be permitted to use the property for agricultural purposes, or a use consistent with agricultural pursuits. Schoenfelder shall be required during the term of this lease to use and maintain the property in a manner that minimizes the uncontrolled drainage of surface water, erosion of soil and the growth of noxious weeds, and is consistent with good agricultural practices.
3. **Termination Prior to December 31 of a Given Year.** Notwithstanding the provisions of paragraph 1 herein, City may terminate this lease at any time prior to the end of its term by giving Schoenfelder 30 days written prior notice of termination. Provided, that if City does so subsequent to October 1, of a given year and Schoenfelder has invested labor and other inputs in preparation for cultivating a crop on the property during the remainder of or a renewed term of the lease, City shall reimburse Schoenfelder the reasonable value of such labor and other inputs expended. Provided further, if such early termination of the lease occurs at a time when a crop is under cultivation (but not yet harvested) on the property by Schoenfelder, City, at its option may: (a) permit Schoenfelder to harvest said crop within a reasonable period of time, notwithstanding termination of the lease; or, (b) pay to Schoenfelder the reasonable value of the crop that would have been harvested but for the termination of the early termination of the lease.

Schoenfelder Farms

By

(Title)

By

(Title)

City of Chatfield

By

Mayor

Attest:

City Administrator



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: Chatfield Youth Sports Association Application for Exempt Permit

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:

[LG220 - 2025 05 08 CYSA Fireball Raffle 2025.pdf](#)

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: _____

Previous Gambling
Permit Number: X- _____

____ Tax ID
Number, if any: _____

Federal Employer ID
Number (FEIN), if any: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Name of Chief Executive Officer (CEO): _____

CEO Daytime Phone: _____ Email: _____

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

____ Fraternal ____ Religious ____ Veterans ____ 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.)

____ 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): _____

Physical Address (do not use P.O. box): _____

Check one:

____ City: _____ Zip: _____ County: _____

____ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): _____

Check each type of gambling activity that your organization will conduct:

____ Bingo ____ Paddlewheels ____ Pull-Tabs ____ Tipboards ____ 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)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>The application is acknowledged with no waiting period.</p> <p>_____ 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).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>The application is acknowledged with no waiting period.</p> <p>The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
--	--

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: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>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.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ 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.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
--	--

<p>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</p>	<p>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 Depart-</p>	<p>ment 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.</p>
---	--	--

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

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
<p>Allowable expenses - Gambling funds may be spent for allowable expenses, such as:</p> <ul style="list-style-type: none"> • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. <p>Charitable contributions - Gambling funds may be spent for the following charitable contributions (lawful purpose):</p> <ul style="list-style-type: none"> • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements). 	<ol style="list-style-type: none"> 1. Controlled contribution - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. Financial gain - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. Government - An expenditure may not be made for: <ul style="list-style-type: none"> • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. Law enforcement - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. Pension - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. Conflict of interest - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corporation Act, Minnesota Statutes, Section 317A.255. 7. Alcohol - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. Fundraising - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. Other organizations - With few exceptions, gambling funds may not be contributed to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. Other contributions - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the [Lawful Gambling Manual](#); 3) the online class, “[Conduct of Raffles](#)”; and 4) the [phone number and email address](#) of your county’s Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule 7861.0310 .
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (349.173)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (349.173)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of \$60 or less. (7861.0260)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (7861.0260)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (7861.0260)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed \$50,000 in a calendar year. (349.166)
	8. Cash must not be substituted for merchandise prizes that have been won. (7861.0260 Subp. 4C(2))
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (340A.707)
	10. Only cash, personal checks, cashier’s checks, money orders, travelers’ checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (349.2127) (7861.0260)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization’s control. (349.173)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (349.173) (7861.0310)
	13. Raffle tickets are not sold to or won by persons under age 18. (349.181) (7861.0310)
	14. Purchasers are not required to buy anything other than the ticket. (349.173) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule 7861.0310 are prominently posted at the point of winner selection.
	16. An exempt permit financial report (LG220A) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (349.166)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule 7861.0270 are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (7861.0270 Subp. 2A(1))
	3. House rules include the reasons for potentially cancelling bingo occasions. (7861.0270 Subp. 2A(1))
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (7861.0270 Subp. 5B(1))
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (7861.0270 Subp. 5B(7))
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (7861.0270 Subp. 3A)
	7. No reservation of bingo cards or bingo paper for any person (7861.0270 Subp. 3F)
	8. Bingo records (including bingo program) must be kept for 3½ years. (7861.0270 Subp. 11)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (7861.0310)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (349.12 Subd. 3a) (349.12 Subd. 25) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: January 27, 2025

Agenda Item: Public Services Committee Report

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: January 27, 2025

Agenda Item: Park & Recreation Committee Report

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: