

CITY OF CHATFIELD CITY COUNCIL

AGENDA

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

February 24, 2025, 7:00 P.M.

- I. Open Meeting
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda - Additions or Corrections
- IV. Consent Agenda
 - a. [2025.02.10 Regular Meeting Minutes](#)
 - b. [Accounts Payable Claims Listings](#)
 - c. [Seasonal Mowing Position](#)
 - d. [Resolution 2025-06 - Close Construction Project Fund 423 2023A Prospect & Grand Street](#)
 - e. [CCTV Seasonal Event Coordinator - Softball, EB Allen](#)
 - f. [CCTV Seasonal Coordinator Contract - Baseball, Andy O'Connor](#)
 - g. [Resolution 2025-07 Delegating Registration Authority to Fillmore County](#)
 - h. [Fillmore County Ambulance Subsidy Contract](#)
- V. New Business
 - a. [Mill Creek Banner Improvements](#)
Motion to approve the additional size and price increase as recommended.
 - b. [Liability Insurance Coverage Option - CCA Inc](#)
Motion to approve CCA Inc provide their own liability insurance coverage as recommended by the EDA.
 - c. [Public Works 2025 Crack Filling Plan](#)
Motion to approve plan as submitted as recommended by staff and the Public Works Committee.
 - d. [Public Works 2025 Chip Sealing Plan](#)
Motion to approve plan as recommended by staff and the Public Works Committee.
- VI. Committee Reports
 - a. [Public Services Committee](#)
 - b. [Committee of the Whole](#)
- VII. Mayor's Report
- VIII. City Administrator's Report

a. [Pedestrian Bridge Submittal](#)

Review bid as presented, consider alternative options.

IX. Roundtable

X. Next Meetings

Monday, March 10th, 2025: Personnel Budget Committee (4:30 p.m.), Public Works Committee (5:00 p.m.), and City Council (7:00 p.m.)

XI. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: 2025.02.10 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:

[2025.02.10.Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, February 10, 2025

The Common Council of the City of Chatfield met in regular session on Monday, February 10, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: Josh Broadwater.

Others Present: Brian Burkholder, Karen Reisner, Steven Schlichter, Craig Britton, Luke Thieke, Rocky Burnett, Shane Fox, Alison Bentley, Fred Suhler Jr., Michele Peterson, and Beth Carlson.

Approve Agenda – Additions or Corrections

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

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Consent Agenda

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

1. Approve 2025.01.13 Regular Meeting Minutes
and 2025.01.27 Regular Meeting Minutes

| | |
|----------------------|--------------------|
| 2. Batch Name | Amount |
| 2025 02FA01 | \$44,194.05 |
| 2025 02FA01U | \$14,225.65 |
| 2025 0123VNDRPR | \$2,090.72 |
| 2025 0130VNDRPR | \$28,407.01 |
| 2025 01ADM03 | \$440.00 |
| 2025 01ADM04 | \$6,287.54 |
| 2025 01ADM05 | \$89.50 |
| 2025 02ADM01 | \$7.95 |
| Total | \$95,742.42 |

3. Resolution 2025-05 Authorizing Application for an All-Terrain Vehicle Trail Extension
4. Robotic Cleaner Purchase - Pool
5. Approve one step pay increase to Rocky Burnett on employment anniversary, to Grade 8, Step 6
6. Temporary Liquor License - VFW - March 15, 2025

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

Nays: None

Absent: Councilor: Broadwater
Motion carried.

Department Reports

Wastewater Treatment Facility Annual Report

Wastewater Superintendent Steven Schlichter gave the Wastewater Treatment Facility Annual Report. He compared performance of the plant to previous year, stated that 71,423,000 gallons of water were treated. The plant is nearing 20 years old which means more time and resources are needed to keep the plant running as it should. Staff will be looking into preparing a Facility Plan in 2025.

Ambulance Department – 2024 Annual Report

Ambulance Director Rocky Burnett gave the end of the year report for the Ambulance. Membership numbers and hours contributed by those members were discussed. Changes to volunteer wages and call volume were mentioned. Updates on one-time state aid funding and the new ambulance that was put into service were also talked about.

Mr. Burnett was presented with a certificate of appreciation for his 10 years of service to the City of Chatfield.

Police Department – 2024 Annual Report

Police Chief Shane Fox gave the police annual report. Number and type of calls were summarized.

Fire Department – 2024 Annual Report

Fire Chief Luke Thieke gave the Fire Department annual report. The number and type of runs were summarized.

New Business

Minnesota Energy Resources Franchise Agreement – Ordinance 477

This is the first reading of Ordinance 477. No action taken.

Safe Routes to School Plan

Paul Novotny entered a motion, with a second by Dave Frank, to Motion to approve the Safe Routes to School plan as recommended by the Planning & Zoning Commission.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Committee Reports

Public Works Committee

Topics included chip sealing and crack filling, 2026 overlay project, wastewater facility plan, equipment needs, and capital goods.

Dave Frank entered a motion, with a second by Mike Urban, to authorize spending up to \$62,4000 for a new flusher truck purchase.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

Personnel / Budget Committee

Topics included the January 2025 financial report, sale of the 2010 ambulance (possibly to CCTV,) seasonal moving position rehire, and the 2023 street project close out.

Mayor's Report

Reminder, as always, when it snows, get vehicles off the streets so the plow crews can do their job.

City Administrator's Report

No report.

Roundtable

Councilor Frank spoke of the library's seed library & city garden plots. People should be on the look out for kick off events.

Councilor Urban reminded people to get cars off the street and snow and ice off the sidewalks in a timely manner.

Adjourn

Mike Urban entered a motion, with a second by Pam Bluhm, to adjourn at 715 pm.

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

Nays: None

Absent: Councilor: Broadwater

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Accounts Payable Claims Listings

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

Agenda Category: Consent Agenda

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$244,177.80

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Batch Listing.1 - 2025 02FA02 \\$215,781.78.pdf](#)

[Batch Listing.2 - 2025 02FA02U \\$22,197.71.pdf](#)

[Batch Listing.3 - 2025 02FC2024DURfnd2 \\$4,429.32.pdf](#)

[Batch Listing.4 - 2025 02ADM02 \\$1,296.82.pdf](#)

[Batch Listing.5 - 2025 02ADM03 \\$122.17.pdf](#)

[Batch Listing.6 - 2025 02USPSUBPRMT3 \\$350.00.pdf](#)



City of Chatfield

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|-------------------------------------|---------|-----------------|---------------------|---------------------------|-------------|-----------------------------------|
| AIRGAS | | | | | | |
| | 915823 | E 230-42270-210 | Ambulance | Operating Expenses | \$94.52 | OXYGEN |
| | 551373 | E 230-42270-210 | Ambulance | Operating Expenses | \$203.34 | OXYGEN |
| | | | | | \$297.86 | |
| AIRGAS | | | | | | |
| ALTA PLANNING + DESIGN, INC. | | | | | | |
| | 2024.0 | E 806-46636-310 | Community Action | Other Professional Servic | \$13,350.70 | PRJCT 304.0002024.085 SE MN TMO-I |
| ALTA PLANNING + DESIGN, INC. | | | | | \$13,350.70 | |
| ANCOM | | | | | | |
| | 126289 | E 220-42280-240 | Fire Department * | Small Tools and Minor E | \$1,453.00 | 2 G5 DL BND |
| ANCOM | | | | | \$1,453.00 | |
| ANDY OCONNOR | | | | | | |
| | LSN202 | E 614-49840-302 | Cable TV (GENER | Contracted Help | \$435.00 | LIAISON JAN-DEC 2025 |
| ANDY OCONNOR | | | | | \$435.00 | |
| AT&T MOBILITY | | | | | | |
| | 020320 | E 601-49400-438 | Water Utilities (GE | Internet Expenses | \$41.23 | 507.551.8577 WLLHS2 AIRCARD MiFi |
| | 020320 | E 100-42110-321 | Police Administrati | Telephone | \$44.88 | 507.272.5382 POLICE 872 |
| | 020320 | E 100-42110-321 | Police Administrati | Telephone | \$44.88 | 507.272.5386 POLICE 873 |
| | 020320 | E 100-42110-321 | Police Administrati | Telephone | \$49.93 | 507.272.5506 POLICE CHIEF |
| | 020320 | E 100-42110-320 | Police Administrati | Communications (GENER | \$38.23 | 507.513.5937 SQUAD 873 MODEM |
| | 020320 | E 230-42270-321 | Ambulance | Telephone | \$38.23 | 507.551.8200 AMB IBR900 |
| | 020320 | E 100-42110-320 | Police Administrati | Communications (GENER | \$48.23 | 507.551.8478 DELL LT SIM (2024) |
| | 020320 | E 601-49400-438 | Water Utilities (GE | Internet Expenses | \$41.23 | 507.551.8576 WLLHS3 AIRCARD MiFi |
| | 020320 | E 601-49400-438 | Water Utilities (GE | Internet Expenses | \$41.23 | 507.551.8578 WWTP CLLCTR AIRCAR |
| | 020320 | E 220-42280-321 | Fire Department * | Telephone | \$49.93 | 507.884.4423 FIRE |
| | 020320 | E 230-42270-321 | Ambulance | Telephone | \$38.23 | 507-551-8498 AMB CP IBR900 2 |
| AT&T MOBILITY | | | | | \$476.23 | |
| BOUND TREE MEDICAL | | | | | | |
| | 856485 | E 230-42270-210 | Ambulance | Operating Expenses | \$149.10 | SPPLS - SPLNT |
| BOUND TREE MEDICAL | | | | | \$149.10 | |
| CHATFIELD ALLIANCE, INC | | | | | | |
| | 000001 | E 240-46500-300 | Economic Dev (GE | Promotional Expense | \$27,490.00 | ANNL FNDNG-OPS & MRKTNG - 2025 |
| CHATFIELD ALLIANCE, INC | | | | | \$27,490.00 | |
| CHATFIELD PUBLIC SCHOOLS | | | | | | |
| | 1305 | E 614-49840-210 | Cable TV (GENER | Operating Expenses | \$143.92 | FLSH DRVS |
| CHATFIELD PUBLIC SCHOOLS | | | | | \$143.92 | |
| CHS | | | | | | |
| | 1/31/20 | E 230-42270-212 | Ambulance | Vehicle Operating Suppli | \$565.26 | JAN BLK ALLOC-55.12% DSL |
| | 1/31/20 | E 100-43100-212 | Street Maintenanc | Vehicle Operating Suppli | \$460.28 | JAN BLK ALLOC-44.88% DSL |
| | 1/31/20 | E 100-45200-212 | Parks (GENERAL) | Vehicle Operating Suppli | \$175.72 | JAN BLK ALLOC-12.67% GAS |
| | 1/31/20 | E 100-42110-212 | Police Administrati | Vehicle Operating Suppli | \$721.76 | JAN BLK ALLOC-52.04% GAS |
| | 1/31/20 | E 100-43100-212 | Street Maintenanc | Vehicle Operating Suppli | \$178.82 | JAN BLK ALLOC-12.89% GAS |
| | 1/31/20 | E 602-49450-212 | Sewer (GENERAL) | Vehicle Operating Suppli | \$127.57 | JAN BLK ALLOC-9.2% GAS |
| | 1/31/20 | E 601-49400-212 | Water Utilities (GE | Vehicle Operating Suppli | \$183.05 | JAN BLK ALLOC-13.2% GAS |
| CHS | | | | | \$2,412.46 | |
| CMS | | | | | | |
| | 804-25 | E 100-42400-440 | Building Inspectio | Building Inspections | \$104.67 | 23-213 INSPECTIONS |
| CMS | | | | | \$104.67 | |



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| EARL F. ANDERSON | | | | | | |
| 013868 | E 100-43100-404 | Street Maintenanc | Repairs/Maint Equipment | | \$117.70 | SIGN - ROAD CLOSED |
| EARL F. ANDERSON | | | | | \$117.70 | |
| EXPERT BILLING, LLC | | | | | | |
| 12995 | E 230-42270-435 | Ambulance | Licences, Permits and Fe | | \$1,575.00 | TRANSPORTS BILLED - NOV DEC 2024 |
| EXPERT BILLING, LLC | | | | | \$1,575.00 | |
| FIRST NETWORK SYSTEMS | | | | | | |
| 2025.0 | E 614-49840-302 | Cable TV (GENER | Contracted Help | | \$607.00 | 01-12/2025 PC COORD-FEB 2025 |
| TSC202 | E 614-49840-302 | Cable TV (GENER | Contracted Help | | \$1,400.00 | 09/2024-12/2025 CCTV TECH COORD- |
| FIRST NETWORK SYSTEMS | | | | | \$2,007.00 | |
| GRANICUS | | | | | | |
| 187630 | E 100-41500-438 | City Clerk | Internet Expenses | | \$1,725.49 | 1/12 08/01/2024-07/31/2025 PKAgnd |
| GRANICUS | | | | | \$1,725.49 | |
| KORTERRA, INC. | | | | | | |
| 25870 | E 601-49400-433 | Water Utilities (GE | Dues and Subscriptions | | \$1,750.00 | 50% LOCATE MGMT SERVICES |
| 25870 | E 602-49450-433 | Sewer (GENERAL) | Dues and Subscriptions | | \$1,750.00 | 50% LOCATE MGMT SERVICES |
| KORTERRA, INC. | | | | | \$3,500.00 | |
| LMC | | | | | | |
| 423617 | E 230-42270-305 | Ambulance | Safety | | \$1,169.45 | LMCIT / MMUA RGNL SAFETY GRPS T |
| LMC | | | | | \$1,169.45 | |
| LMCIT / WORKERS COMP PLAN | | | | | | |
| 100148 | E 100-45124-151 | Swimming Pools - | Worker s Comp Insuranc | | \$2,212.36 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 230-42270-151 | Ambulance | Worker s Comp Insuranc | | \$5,012.44 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 211-45500-151 | Libraries (GENERA | Worker s Comp Insuranc | | \$507.48 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 601-49400-151 | Water Utilities (GE | Worker s Comp Insuranc | | \$1,458.68 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 602-49450-151 | Sewer (GENERAL) | Worker s Comp Insuranc | | \$2,514.11 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 100-42110-151 | Police Administrati | Worker s Comp Insuranc | | \$22,698.28 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 100-45200-151 | Parks (GENERAL) | Worker s Comp Insuranc | | \$3,338.43 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 220-42280-151 | Fire Department * | Worker s Comp Insuranc | | \$6,676.17 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 100-41100-151 | Legislative | Worker s Comp Insuranc | | \$68.57 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 100-41500-151 | City Clerk | Worker s Comp Insuranc | | \$942.28 | WC FEB 2025-FEB 2026 1001438-9 |
| 100148 | E 100-43100-151 | Street Maintenanc | Worker s Comp Insuranc | | \$820.20 | WC FEB 2025-FEB 2026 1001438-9 |
| LMCIT / WORKERS COMP PLAN | | | | | \$46,249.00 | |
| LYNDA KARVER | | | | | | |
| CCSCM | E 614-49840-302 | Cable TV (GENER | Contracted Help | | \$140.00 | CC, SchlCnrcrts, MD & WD 09/2024-12/ |
| LYNDA KARVER | | | | | \$140.00 | |
| MARCO TECHNOLOGIES LLC. | | | | | | |
| INV134 | E 603-49500-403 | Refuse/Garbage (| Prev. Maint. Agreements | | \$675.00 | 2025 15% MIT - 4,500 /54,000 |
| INV134 | E 801-49950-435 | IT Shared Compon | Licences, Permits and Fe | | \$633.53 | CISCO SMARTNET RNWL-2025 |
| INV135 | E 240-46630-310 | Community Dev - | Other Professional Servic | | \$342.70 | WIN10TO11UPDT-LBR |
| INV135 | E 801-45200-240 | Parks (GENERAL) | Small Tools and Minor E | | \$342.69 | WIN10TO11UPDT-LBR |
| INV135 | E 231-42270-240 | Ambulance | Small Tools and Minor E | | \$342.69 | WIN10TO11UPDT-LBR |
| INV135 | E 602-49450-435 | Sewer (GENERAL) | Licences, Permits and Fe | | \$342.69 | WIN10TO11UPDT-LBR |
| INV135 | E 601-49400-435 | Water Utilities (GE | Licences, Permits and Fe | | \$342.69 | WIN10TO11UPDT-LBR |
| INV135 | E 801-43100-240 | Street Maintenanc | Small Tools and Minor E | | \$342.69 | WIN10TO11UPDT-LBR |
| INV134 | E 220-42280-403 | Fire Department * | Prev. Maint. Agreements | | \$225.00 | 2025 5% MIT - 4,500 /54,000 |
| INV135 | E 801-42110-240 | Police Administrati | Small Tools and Minor E | | \$685.40 | WIN10TO11UPDT-LBR-2 |
| INV134 | E 602-49450-403 | Sewer (GENERAL) | Prev. Maint. Agreements | | \$900.00 | 2025 20% MIT - 4,500 /54,000 |



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| | INV134 | E 100-41500-403 | City Clerk | Prev. Maint. Agreements | \$675.00 | 2025 15% MIT - 4,500 /54,000 |
| | INV134 | E 100-42110-403 | Police Administrati | Prev. Maint. Agreements | \$675.00 | 2025 15% MIT - 4,500 /54,000 |
| | INV134 | E 100-43100-403 | Street Maintenanc | Prev. Maint. Agreements | \$225.00 | 2025 5% MIT - 4,500 /54,000 |
| | INV134 | E 230-42270-403 | Ambulance | Prev. Maint. Agreements | \$225.00 | 2025 5% MIT - 4,500 /54,000 |
| | INV134 | E 601-49400-403 | Water Utilities (GE | Prev. Maint. Agreements | \$900.00 | 2025 20% MIT - 4,500 /54,000 |
| | INV135 | E 801-41500-240 | City Clerk | Small Tools and Minor E | \$1,713.45 | WIN10TO11UPDT-LBR-5 |
| MARCO TECHNOLOGIES LLC. | | | | | \$9,588.53 | |
| MED-TECH RESOURCE, LLC | | | | | | |
| | 152174 | | | | | |
| | 152174 | E 100-42110-210 | Police Administrati | Operating Expenses | \$133.67 | MTRLA IMPRES BTTRY |
| | 152072 | E 100-42110-210 | Police Administrati | Operating Expenses | \$380.42 | MTRLA APX 7000 / 600 / 800 X 2 |
| MED-TECH RESOURCE, LLC | | | | | \$514.09 | |
| MN DEPT OF PUBLIC SAFETY | | | | | | |
| | M-1445 | E 601-49400-435 | Water Utilities (GE | Licences, Permits and Fe | \$100.00 | WELL #3-FAC ID:16641 |
| | M-1445 | E 601-49400-435 | Water Utilities (GE | Licences, Permits and Fe | \$100.00 | WELL #2-FAC ID:3136 |
| MN DEPT OF PUBLIC SAFETY | | | | | \$200.00 | |
| MN RURAL WATER ASSOCIATION | | | | | | |
| | MMBRS | E 602-49450-433 | Sewer (GENERAL) | Dues and Subscriptions | \$542.45 | 50% ANNUAL DUES-2025 02-2026 01 |
| | MMBRS | E 601-49400-433 | Water Utilities (GE | Dues and Subscriptions | \$542.45 | 50% ANNUAL DUES-2025 02-2026 01 |
| MN RURAL WATER ASSOCIATION | | | | | \$1,084.90 | |
| MOTOROLA | | | | | | |
| | 828204 | E 801-42110-580 | Police Administrati | Cap. Outlay-Other Equip | \$1,880.00 | BDY CMRS -6 & STTN |
| MOTOROLA | | | | | \$1,880.00 | |
| NEW LINE MECHANICAL | | | | | | |
| | 25036 | E 250-46630-404 | Community Dev - | Repairs/Maint Equipment | \$1,850.00 | BOILER DRAIN |
| NEW LINE MECHANICAL | | | | | \$1,850.00 | |
| PHONE STATION INC | | | | | | |
| | 80462 | E 100-41500-404 | City Clerk | Repairs/Maint Equipment | \$55.00 | RMT PHN SYS CHNG - AB PU |
| PHONE STATION INC | | | | | \$55.00 | |
| RDO EQUIPMENT CO. | | | | | | |
| | E03858 | E 801-43100-550 | Street Maintenanc | Cap. Outlay-Vehicles/Eq | \$204,338.87 | S179 2025 JD 524P WHLLDR X24866 |
| | E03858 | R 801-43100-3910 | Street Maintenanc | | -\$167,000.00 | S165 21 JD524P WHLLDR Z15222 |
| | E03857 | E 801-43100-550 | Street Maintenanc | Cap. Outlay-Vehicles/Eq | \$44,865.81 | S180 2024 SNWPSHR MAXXPRO - 126 |
| RDO EQUIPMENT CO. | | | | | \$82,204.68 | |
| ROOT RIVER STATE BANK | | | | | | |
| | 2/7/202 | E 100-41500-310 | City Clerk | Other Professional Servic | \$42.00 | 2025 NACHA OPRTNG GDLNS |
| ROOT RIVER STATE BANK | | | | | \$42.00 | |
| SE MINNESOTA EMS | | | | | | |
| | 13383 | E 230-42270-208 | Ambulance | Training and Instruction | \$4,875.00 | 13 SEEMS MDCL DRCTN CNSRTM #61 |
| SE MINNESOTA EMS | | | | | \$4,875.00 | |
| SMITH SCHAFFER & ASSOCIATES LTD | | | | | | |
| | 36097 | E 100-41500-301 | City Clerk | Auditing and Acctg Servi | \$2,375.00 | PROGRESS BILLING 2024.1 |
| | 36097 | E 601-49400-301 | Water Utilities (GE | Auditing and Acctg Servi | \$1,187.50 | PROGRESS BILLING 2024.1 |
| | 36097 | E 602-49450-301 | Sewer (GENERAL) | Auditing and Acctg Servi | \$1,187.50 | PROGRESS BILLING 2024.1 |
| SMITH SCHAFFER & ASSOCIATES LTD | | | | | \$4,750.00 | |
| STEWARTVILLE AUTO CENTER | | | | | | |
| | 25-510 | E 100-42110-311 | Police Administrati | Towing/Wrecker Fees | \$84.50 | VIN 17216454 01 CHV CVLR |



City of Chatfield

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| STEWARTVILLE AUTO CENTER | | | | | | \$84.50 | |
| TASC | | | | | | | |
| | 112850 | MAR 20 | E 100-41500-310 | City Clerk | Other Professional Servic | \$20.50 | COBRA MO ADM FEE - MAR 2025 |
| TASC | | | | | | \$20.50 | |
| WHV INC | | | | | | | |
| | 121169 | | E 250-46630-404 | Community Dev - | Repairs/Maint Equipment | \$988.00 | PIPE BURST - HOT WTR SYS & FRZ AL |
| | 24021 | | E 250-46630-404 | Community Dev - | Repairs/Maint Equipment | \$4,788.00 | ANNUAL PM AGRMNT |
| WHV INC | | | | | | \$5,776.00 | |
| WIT BOYZ INC. | | | | | | | |
| | 10456 | | E 220-42280-152 | Fire Department * | Clothing | \$60.00 | FLAG PTCHS |
| WIT BOYZ INC. | | | | | | \$60.00 | |
| 2025 02FA02 | | | | | | \$215,781.78 | |
| | | | | | | \$215,781.78 | |

([BatchID] in (21129))



City of Chatfield

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|---------------------------------------|---------|-----------------|---------------------|--------------------------|------------|-----------------------------------|
| ABILITY BUILDING CENTER | | | | | | |
| 24195 | | E 100-41940-302 | Municipal Building | Contracted Help | \$1,136.63 | CLEANING-MMM |
| ABILITY BUILDING CENTER | | | | | \$1,136.63 | |
| ALLEGRA | | | | | | |
| 29143 | | E 100-41500-210 | City Clerk | Operating Expenses | \$49.16 | BSNSS CRDS |
| ALLEGRA | | | | | \$49.16 | |
| CENTURYLINK-TELE | | | | | | |
| 02/01/2 | | E 230-42270-321 | Ambulance | Telephone | \$130.24 | 1/5 333683295 T1 F94-179-4395 |
| 02/01/2 | | E 100-42110-321 | Police Administrati | Telephone | \$130.24 | 1/5 333683295 T1 F94-179-4395 |
| 02/01/2 | | E 601-49400-321 | Water Utilities (GE | Telephone | \$130.24 | 1/5 333683295 T1 F94-179-4395 |
| 02/01/2 | | E 100-43100-321 | Street Maintenanc | Telephone | \$130.24 | 1/5 333683295 T1 F94-179-4395 |
| 02/10/2 | | E 211-45500-321 | Libraries (GENERA | Telephone | \$85.86 | 333527984 3480 LIBRARY |
| 02/10/2 | | E 100-41500-321 | City Clerk | Telephone | \$109.99 | 333692580 1500 DID |
| 02/10/2 | | E 211-45500-321 | Libraries (GENERA | Telephone | \$100.78 | 333944610 2911 LIBRARY ELEVATOR |
| 02/01/2 | | E 100-41500-321 | City Clerk | Telephone | \$130.24 | 1/5 333683295 T1 F94-179-4395 |
| CENTURYLINK-TELE | | | | | \$947.83 | |
| EXPRESS PRESSURE WASHERS, INC. | | | | | | |
| I-13446 | | E 100-43100-404 | Street Maintenanc | Repairs/Maint Equipment | \$834.50 | HOSE REEL, BRACKET, WALL MOUNT |
| EXPRESS PRESSURE WASHERS, INC. | | | | | \$834.50 | |
| GREEN LAWN CARE | | | | | | |
| 2025 | | E 100-45124-403 | Swimming Pools - | Prev. Maint. Agreements | \$264.00 | COMMERCIAL SERVICE CONTRACT - S |
| GREEN LAWN CARE | | | | | \$264.00 | |
| GRIFFIN CONSTRUCTION | | | | | | |
| 11588 | | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment | \$3,743.59 | REPAIR WTR MN BRK |
| GRIFFIN CONSTRUCTION | | | | | \$3,743.59 | |
| HAWKINS, INC. | | | | | | |
| 698532 | | E 601-49400-210 | Water Utilities (GE | Operating Expenses | \$40.00 | WATER SUPPLY CHEMICALS |
| 697683 | | E 601-49400-210 | Water Utilities (GE | Operating Expenses | \$880.50 | WATER SUPPLY CHEMICALS |
| HAWKINS, INC. | | | | | \$920.50 | |
| HBC | | | | | | |
| FEB 02 | | E 100-45200-438 | Parks (GENERAL) | Internet Expenses | \$55.49 | 50% 1520399 19 2ND ST SW |
| FEB 02 | | E 601-49400-438 | Water Utilities (GE | Internet Expenses | \$37.50 | 50% 1520399 BNCH/RVR 1 OF 3 CLLC |
| FEB 02 | | E 602-49450-438 | Sewer (GENERAL) | Internet Expenses | \$37.49 | 50% 1520399 BNCH/RVR 1 OF 3 CLLC |
| FEB 02 | | E 602-49450-438 | Sewer (GENERAL) | Internet Expenses | \$37.50 | 50% 1520399 WTR RSVR 1 OF 3 CLLC |
| FEB 02 | | E 601-49400-438 | Water Utilities (GE | Internet Expenses | \$55.49 | 50% 1520399 19 2ND ST SW |
| FEB 02 | | E 602-49450-438 | Sewer (GENERAL) | Internet Expenses | \$39.00 | 50% 1520399 UTLTY PL/HS 1 OF 3 CL |
| FEB 02 | | E 601-49400-438 | Water Utilities (GE | Internet Expenses | \$38.99 | 50% 1520399 UTLTY PL/HS 1 OF 3 CL |
| FEB 02 | | E 601-49400-438 | Water Utilities (GE | Internet Expenses | \$37.49 | 50% 1520399 WTR RSVR 1 OF 3 CLLC |
| HBC | | | | | \$338.95 | |
| MIDWEST LEAK DETECTION L.L.C. | | | | | | |
| 2403 | | E 601-49400-404 | Water Utilities (GE | Repairs/Maint Equipment | \$361.00 | LOCATE WTR BRK |
| MIDWEST LEAK DETECTION L.L.C. | | | | | \$361.00 | |
| MIENERGY COOPERATIVE | | | | | | |
| 02/06/2 | | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$589.38 | 333119003 85007624 JOHNST WELL |
| 02/06/2 | | E 602-49450-380 | Sewer (GENERAL) | Utility Services (GENERA | \$42.14 | 333119004 85007649 STALB LS |
| 02/06/2 | | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | \$836.58 | 333119002 85007612 HSD BS |
| 02/06/2 | | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | \$37.35 | 333119001 8500759501 52 SIGN |



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| 02/06/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$410.00 | 333119005 85010070 HSD STLGHTS |
| MIENERGY COOPERATIVE | | | | | \$1,915.45 | |
| OLMSTED COUNTY - HEALTH DEPART. | | | | | | |
| 092183 | E 601-49400-386 | Water Utilities (GE | Well Testing Fees | | \$202.50 | BACTERIA |
| OLMSTED COUNTY - HEALTH DEPART. | | | | | \$202.50 | |
| PEOPLES ENERGY COOPERATIVE | | | | | | |
| 02/05/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | | \$66.36 | 2428000 MILL CREEK PARK |
| 02/05/2 | E 230-42270-380 | Ambulance | Utility Services (GENERA | | \$350.00 | 2407900 1/3 21 2ND ST SE |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$274.23 | 2154400 10208 HILLSIDE DRIVE |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$11.00 | 2182100 SIREN - 10210 HILLSIDE |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$390.43 | 2400202 PPLS 19 SCND ST SW |
| 02/05/2 | E 211-45500-380 | Libraries (GENERA | Utility Services (GENERA | | \$453.37 | 2402500 LIBRARY 322 MAIN ST S |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$64.24 | 2447300 UNION ST NE - XING |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$187.00 | 7823600 MEYERS AND TERMAR |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$69.41 | 3376900 EV CHARGER - 405 MAIN ST |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$194.28 | 3265100 20 2ND ST SE - LIGHTS |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$105.83 | 3260100 301 TH 52 - TRAFFIC SI |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$185.64 | 3260000 52 3RD ST SW - STL MTR |
| 02/05/2 | E 100-45124-380 | Swimming Pools - | Utility Services (GENERA | | \$300.79 | 3237701 107 UNION ST NE |
| 02/05/2 | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | | \$64.63 | 3211800 250 OLD TERRITORIAL RD |
| 02/05/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | | \$93.78 | 2410200 MAIN ST-CITY PARK |
| 02/05/2 | E 601-49400-380 | Water Utilities (GE | Utility Services (GENERA | | \$1,092.88 | 3011701 BLUFF ST |
| 02/05/2 | E 100-42110-380 | Police Administrati | Utility Services (GENERA | | \$350.00 | 2407900 1/3 21 2ND ST SE |
| 02/05/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | | \$129.00 | 2438500 MILL CREEK PARK |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$69.79 | 2436500 CR 2 HWY S |
| 02/05/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | | \$59.00 | 2432400 400 3RD ST SW |
| 02/05/2 | E 100-45200-380 | Parks (GENERAL) | Utility Services (GENERA | | \$63.00 | 2432200 CHATFIELD SIGN |
| 02/05/2 | E 602-49450-380 | Sewer (GENERAL) | Utility Services (GENERA | | \$3,303.15 | 2430200 126 LIBRARY LN WWTP |
| 02/05/2 | E 602-49450-380 | Sewer (GENERAL) | Utility Services (GENERA | | \$149.08 | 242390 MILL CREEK PK - LIFT ST |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$66.37 | 2410100 1/4 FIRE HALL |
| 02/05/2 | E 220-42280-380 | Fire Department * | Utility Services (GENERA | | \$199.11 | 2410100 3/4 FIRE HALL |
| 02/05/2 | E 220-42280-380 | Fire Department * | Utility Services (GENERA | | \$195.23 | 2410000 318 S MAIN ST-WHISTLE |
| 02/05/2 | E 100-41940-380 | Municipal Building | Utility Services (GENERA | | \$350.00 | 2407900 1/3 21 2ND ST SE |
| 02/05/2 | E 100-43100-380 | Street Maintenanc | Utility Services (GENERA | | \$2,121.00 | 3011800 STREET LIGHTS |
| PEOPLES ENERGY COOPERATIVE | | | | | \$10,958.60 | |
| QUADIENT - POSTAGE ALLOCATION | | | | | | |
| 02/02/2 | E 100-41500-322 | City Clerk | Postage | | \$300.00 | POSTAGE |
| QUADIENT - POSTAGE ALLOCATION | | | | | \$300.00 | |
| THE CHATFIELD NEWS, LLC | | | | | | |
| 6447 | E 100-41500-350 | City Clerk | Print/Binding (GENERAL) | | \$225.00 | CLERK-COUNCIL MIN, ORD,PH, SUMM |
| THE CHATFIELD NEWS, LLC | | | | | \$225.00 | |
| 2025 02FA02U | | | | | \$22,197.71 | |
| | | | | | \$22,197.71 | |

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| BRIAN MILLER | | | | | | |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$131.20 | UB ASSMNT RFN 26.0105.000 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$147.44 | UB ASSMNT RFN 26.0105.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$384.87 | UB ASSMNT RFN 26.0105.000 |
| BRIAN MILLER | | | | | \$663.51 | |
| JEFF & DIANE OVERLY | | | | | | |
| | | R 601-49400-3610 | Water Utilities (GE | | \$33.59 | UB ASSMNT RFN 26.0767.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$87.66 | UB ASSMNT RFN 26.0767.000 |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$29.88 | UB ASSMNT RFN 26.0767.000 |
| JEFF & DIANE OVERLY | | | | | \$151.13 | |
| JIM VESSEY | | | | | | |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$155.01 | UB ASSMNT RFN 26.0324.000 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$59.40 | UB ASSMNT RFN 26.0324.000 |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$52.84 | UB ASSMNT RFN 26.0324.000 |
| JIM VESSEY | | | | | \$267.25 | |
| JUSTIN GUDMUNDSON | | | | | | |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$15.42 | UB ASSMNT RFN 26.0104.000 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$17.32 | UB ASSMNT RFN 26.0104.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$45.22 | UB ASSMNT RFN 26.0104.000 |
| JUSTIN GUDMUNDSON | | | | | \$77.96 | |
| NICOLE RUDD | | | | | | |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$100.18 | UB ASSMNT RFN26.0030.040 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$112.59 | UB ASSMNT RFN26.0030.040 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$293.89 | UB ASSMNT RFN26.0030.040 |
| NICOLE RUDD | | | | | \$506.66 | |
| ROCKY BURNETT | | | | | | |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$49.75 | UB ASSMNT RFN 26.0061.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$145.93 | UB ASSMNT RFN 26.0061.000 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$55.91 | UB ASSMNT RFN 26.0061.000 |
| ROCKY BURNETT | | | | | \$251.59 | |
| ST MATHEWS EPISCOPAL CHURCH | | | | | | |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$29.06 | UB ASSMNT RFN 26.0137.010 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$85.24 | UB ASSMNT RFN 26.0137.010 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$32.65 | UB ASSMNT RFN 26.0137.010 |
| ST MATHEWS EPISCOPAL CHURCH | | | | | \$146.95 | |
| ST. CHARLES COLD STORAGE LLC | | | | | | |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$49.11 | UB ASSMNT RFN 26.0274.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$144.07 | UB ASSMNT RFN 26.0274.000 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$55.22 | UB ASSMNT RFN 26.0274.000 |
| ST. CHARLES COLD STORAGE LLC | | | | | \$248.40 | |
| THE CHATFIELD NEWS, LLC | | | | | | |
| | | R 601-49400-3610 | Water Utilities (GE | | \$63.15 | UB ASSMNT RFN 26.0168.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$164.74 | UB ASSMNT RFN 26.0168.000 |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$56.15 | UB ASSMNT RFN 26.0168.000 |
| THE CHATFIELD NEWS, LLC | | | | | \$284.04 | |
| TROY FOX | | | | | | |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$175.99 | UB ASSMNT RFN 26.0228.000 |



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| | | R 601-49400-3610 | Water Utilities (GE | | \$197.89 | UB ASSMNT RFN 26.0228.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$516.30 | UB ASSMNT RFN 26.0228.000 |
| TROY FOX | | | | | \$890.18 | |
| VALERIE MCCOOK | | | | | | |
| | | R 601-49400-3610 | Water Utilities (GE | | \$45.56 | UB ASSMNT RFN 26.0101.000 |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$40.52 | UB ASSMNT RFN 26.0101.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$118.88 | UB ASSMNT RFN 26.0101.000 |
| VALERIE MCCOOK | | | | | \$204.96 | |
| WAYNE STEPHAS | | | | | | |
| | | R 601-49400-3610 | Water Utilities (GE | | \$91.89 | UB ASSMNT RFN 26.0103.000 |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$81.77 | UB ASSMNT RFN 26.0103.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$239.86 | UB ASSMNT RFN 26.0103.000 |
| WAYNE STEPHAS | | | | | \$413.52 | |
| WESLEY TEMPERO | | | | | | |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$25.01 | UB ASSMNT RFN26.0095.000 |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$73.38 | UB ASSMNT RFN26.0095.000 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$28.12 | UB ASSMNT RFN26.0095.000 |
| WESLEY TEMPERO | | | | | \$126.51 | |
| ZACH WINTER | | | | | | |
| | | R 602-49450-3610 | Sewer (GENERAL) | | \$114.06 | UB ASSMNT RFN 26.0334.000 |
| | | R 603-49500-3610 | Refuse/Garbage (| | \$38.88 | UB ASSMNT RFN 26.0334.000 |
| | | R 601-49400-3610 | Water Utilities (GE | | \$43.72 | UB ASSMNT RFN 26.0334.000 |
| ZACH WINTER | | | | | \$196.66 | |
| 2025 02FC2024DURfnd2 | | | | | \$4,429.32 | |
| | | | | | \$4,429.32 | |

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| CHATFIELD COMMERCIAL CLUB | | | | | | |
| 060265 | 2025 0 | E 100-41100-205 | Legislative | Service Incentives/Rewa | \$100.00 | SERVICE AWARDS - CHAT DOLLARS 1 |
| CHATFIELD COMMERCIAL CLUB | | | | | \$100.00 | |
| MWOA | | | | | | |
| 060264 | 2025 0 | E 602-49450-208 | Sewer (GENERAL) | Training and Instruction | \$20.00 | SE SCTN MTG - FEB 12 ALFD |
| 060263 | 2025 0 | E 602-49450-208 | Sewer (GENERAL) | Training and Instruction | \$20.00 | SE SCTN MTG - FEB 12 ALFD |
| MWOA | | | | | \$40.00 | |
| REVTRAK | | | | | | |
| 112851 | JAN 20 | E 100-42110-323 | Police Administrati | Administration Expense | \$7.64 | ADMIN FEE ALLOC |
| | JAN 20 | E 230-42270-323 | Ambulance | Administration Expense | \$54.25 | ADMIN FEE ALLOC |
| | JAN 20 | E 603-49500-323 | Refuse/Garbage (| Administration Expense | \$216.58 | 2024 ADMIN FEE ALLOC 19.24% |
| | JAN 20 | E 602-49450-323 | Sewer (GENERAL) | Administration Expense | \$635.06 | 2024 ADMIN FEE ALLOC 60.58% |
| | JAN 20 | E 601-49400-323 | Water Utilities (GE | Administration Expense | \$243.29 | 2024 ADMIN FEE ALLOC 22.22% |
| REVTRAK | | | | | \$1,156.82 | |
| 2025 02ADM02 | | | | | \$1,296.82 | |
| | | | | | \$1,296.82 | |

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| Nbr | Invoice | Account | | | | |
| BLUE CROSS BLUE SHIELD | | | | | | |
| 112864 | 250131 | G 910-21721 | | | \$122.17 | PRVNDR LBLTY |
| BLUE CROSS BLUE SHIELD | | | | | \$122.17 | |
| 2025 02ADM03 | | | | | \$122.17 | |
| | | | | | \$122.17 | |

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| UNITED STATES POSTAL SERVICE | | | | | | | |
| | 112865 | UBPRM | E 603-49500-322 | Refuse/Garbage (| Postage | \$67.26 | PRMT#3 ALLCTN 19.22% 2025 |
| | | UBPRM | E 602-49450-322 | Sewer (GENERAL) | Postage | \$203.32 | PRMT#3 ALLCTN 58.09% 2025 |
| | | UBPRM | E 601-49400-322 | Water Utilities (GE | Postage | \$79.42 | PRMT#3 ALLCTN 22.69% 2025 |
| UNITED STATES POSTAL SERVICE | | | | | | \$350.00 | |
| 2025 02USPSUBPRMT3 | | | | | | \$350.00 | |
| | | | | | | \$350.00 | |

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CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Seasonal Mowing Position

Subject | Summary: Consideration of re-hiring a seasonal mowing position and changing the rate of pay to Grade 1, Step 3.

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?: Yes

FISCAL DETAILS:

Fund Name(s) (Operations | Capital): Street/Park Operations

Account Code:

Background:

Attachments:

[2025.02.10 Personnel-Budget Notes.pdf](#)

Personnel-Budget Committee Meeting Notes**February 10, 2025****Members Present:** Councilors Mike Urban and Paul Novotny**Members Absent:** None**Others Present:** Rocky Burnett, Brian Burkholder, Steven Schlichter, Shane Fox, Kay Wangen, and Michele Peterson.**A. Minutes**

1. Minutes of the January 13, 2025, meeting: Minutes were accepted as presented.

B. Financial Report

1. January Monthly Financial Report: No concerns were noted.

C. Continued Business

1. Sale of Equipment – 2010 Ambulance: Director Burnett noted that an offer has not been submitted on the vehicle as of yet. Discussion was had regarding CCTV and if the vehicle could be used for their purposes. The idea will be presented to the CCTV board, and brought back to the Personnel Budget Committee next month.
2. Weekend/Holiday Rotation Amendment: Discussion will be continued. A meeting of the team members and committee members will be held Thursday, February 13th at 1:00 p.m.

D. New Business

1. Seasonal Mowing Position: Members noted recommending approval of appointing Jeremy Lonien to the seasonal mowing position for 2025. The recommendation includes Lonien be brought back at the Grade 1, Step 3 pay scale. Discussion will be forwarded to Council for consideration.
2. Close 2023 Street Construction Project Fund: Members reviewed the memo submitted by Finance Director Wangen. The recommendation to forward to the Council to close out the Construction Project, and transfer the remaining balance into the debt service account.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Resolution 2025-06 - Close Construction Project Fund 423 2023A Prospect & Grand Street

Subject | Summary: Close Completed Street Project Construction Funds & Transfer Balance to the Associated Debt Service Fund

- 423 2023A Prospect & Grand Street \$222,125.54 transfer to 323

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: Close Completed 2023 Street Construction Project Fund & Transfer Balance to the Associated Debt Service Fund

- E 423-43200-700 2023A Prospect & Grand Street CF | R 323-47000-39201 2023A Grand & Prospect DS - \$222,125.54

Background:

Attachments:

[2025-06 Authorizing Transfer of funds and Closure.pdf](#)

City of Chatfield

Resolution 2025-06

Resolution Authorizing the Transfer of Funds and to Close Certain Accounting Funds Due to Obsolescence

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

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

Whereas, there is no longer a need to maintain a Fund for various activities, and

Now Therefore, Be It Resolved that the City Council authorizes the following transfer of funds and to close certain funds:

| <u>Transfer From</u> | <u>Amount</u> | <u>Transfer To</u> | <u>Detail</u> |
|------------------------------------|---------------|--------------------------------------|--------------------|
| 2023A Construction (423-43200-700) | \$63,789.15 | 2023A Debt Service (323-47000-39201) | Project Completion |

| <u>Fund</u> | <u>Action</u> |
|---|--|
| 423 2023A Prospect & Grand St Construction Fund | Authorization to close due to obsolescence |

Approved by the Chatfield City Council this 24th day of February 2025.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: CCTV Seasonal Event Coordinator - Softball, EB Allen

Subject | Summary: Seasonal Event Coordinator Appointment

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:

[CCTV Seasonal Coordinator Contract - GSB - 2025.prpsd.pdf](#)



Contract for Consulting Services

This agreement is made between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and

Consultant: EB Allen

Address: 600 Birchwood Lane SE

City, Chatfield State: MN Zip Code: 55923

(hereinafter "Consultant"), for following role, time period & compensation.

Role: Chatfield Cable Television Seasonal Event Coordinator – Softball-2025

Beginning: 03/01/2025 Ending: End of 2025 Softball Season

Compensation: \$1,680.00 per season

1. This consultant will serve as the primary individual responsible for coordinating the volunteers and activities necessary to film and broadcast Chatfield Public Schools Football (Volleyball / Boys Basketball / Girls Basketball / Wrestling / Cross Country and Track and Golf / Softball / Baseball / Music and Drama / Community Concerts and Parades and Events / City Council & School Board Meetings).
2. This position works closely with the Cable Television Administrator.
3. The primary duties include but are not limited to:
 - a. Recruit and coordinate volunteers for all events during the respective sport or season.
 - b. Volunteer to set up, tear down and return equipment for each event, or recruit a volunteer to do so if you are unavailable.
 - c. Manage the operation of each event, insert the sd card int CCTV computer for the technical coordinator to process the footage.
4. Compensation for these services will be, paid after Cable Television Administrator and City Council approval of the agreement signed by the contractor and Mayor.
5. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
6. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
7. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate at the end of the basketball season.

Agreed to between the parties hereto, for the period set forth above.

Cable Television Liaison
Sign & Date

Contractor
Sign & Date

Mayor
Sign & Date



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: CCTV Seasonal Coordinator Contract - Baseball, Andy O'Connor

Subject | Summary: Seasonal Event Coordinator Appointment

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:

[CCTV Seasonal Coordinator Contract - BSBL - 2025.pdf](#)



Contract for Consulting Services

This agreement is made between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and

Consultant: Andy O'Connor
Address: 1070 John and Mary Dr SE
City, Chatfield State: MN Zip Code: 55923

(hereinafter "Consultant"), for following role, time period & compensation.

Role: Chatfield Cable Television Seasonal Event Coordinator – Baseball -2025

Beginning: 03/01/2025 Ending: At the end of the baseball season

Compensation: \$1,680.00 per season

1. This consultant will serve as the primary individual responsible for coordinating the volunteers and activities necessary to film and broadcast Chatfield Public Schools Football (Volleyball / Boys Basketball / Girls Basketball / Wrestling / Cross Country and Track and Golf / Softball / Baseball / Music and Drama / Community Concerts and Parades and Events / City Council & School Board Meetings).
2. This position works closely with the Cable Television Administrator.
3. The primary duties include but are not limited to:
 - a. Recruit and coordinate volunteers for all events during the respective sport or season.
 - b. Volunteer to set up, tear down and return equipment for each event, or recruit a volunteer to do so if you are unavailable.
 - c. Manage the operation of each event, insert the sd card int CCTV computer for the technical coordinator to process the footage.
4. Compensation for these services will be, paid after the Cable Television Liaison and City Council approval of the agreement signed by the contractor and Mayor.
5. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
6. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.
7. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate at the end of the basketball season.

Agreed to between the parties hereto, for the period set forth above.

Cable Television Liaison
Sign & Date

Contractor
Sign & Date

Mayor
Sign & Date



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Resolution 2025-07 Delegating Registration Authority to Fillmore County

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025-07 Delegating Registration Authority for Cannabys Retailers.pdf](#)

City of Chatfield

Resolution 2025-07

Resolution Delegating Registration Responsibility for Cannabis Retailers

Whereas, the City of Chatfield hereby acknowledges that pursuant to Minnesota Statutes Section 342.13, Fillmore County has set the registration for initial licensed cannabis retailers, cannabis mezzobusinesses, and cannabis microbusinesses in the County at two (2), this is one for every 12,500 residents.

Whereas the City of Chatfield delegates its registration authority for these cannabis businesses to Fillmore County effective immediately.

Whereas the City of Chatfield staff is directed to notify the County and the Minnesota Office of Cannabis Management that this action has been taken and complete and file any forms required by OCM as evidence of that fact.

Now Therefore, Be It Resolved that the City Council authorizes the delegation of registration for Cannabis Retailers to Fillmore County.

Approved by the City Council of Chatfield, Minnesota this 24th day of February 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Fillmore County Ambulance Subsidy Contract

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$6,000.00

Ongoing Cost :

One-Time Cost :

Included in Current Budget?: Yes

FISCAL DETAILS:

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

Account Code: 230-42270-33600

Background:

Attachments:

[Fillmore Cty Ambulance Subsidy.pdf](#)

AGREEMENT

For and in consideration of the promises hereinafter contained, it is hereby agreed as follows:

That Fillmore County (hereinafter referred to as County, a municipal corporation in the State of Minnesota) hereby enters into a contract with the City of Chatfield (hereinafter referred to as Contractor, also a municipal corporation in the State of Minnesota).

I.

Contractor agrees to provide efficient and prompt ambulance service to all persons within their area of service in Fillmore County, Minnesota, both emergency and non-emergency, in accordance with statutory standards and regulations.

II.

The Contractor shall have not less than one licensed ambulance in service and capable of rendering efficient services, fully equipped to meet the requirements of the State of Minnesota, Department of Health, and equipped with mobile communications between the ambulance vehicles and law enforcement agencies.

III.

The Contractor shall keep and maintain the ambulance and equipment in clean and sound operating conditions at all times. Clean and sanitary bed linens shall be provided for each patient carried, and shall be changed as soon as possible after the discharge of the patient.

IV.

The Contractor agrees to provide one driver and attendant to staff said ambulance on each call. All of the attendants shall meet the minimum standards required by the State of MN. A licensed driver and an attendant shall staff the ambulance on each call.

V.

The contractor shall provide ambulance service on a twenty-four (24) hour basis, seven days per week, and shall immediately respond to all requests for service initiated by the County, all law enforcement agencies and/or Fire Departments of the County, by physicians and/or health departments of the County and by Hospitals and the Nursing Homes in the service area. Additionally, the Contractor agrees to respond immediately to all requests for service, requested by any citizen within its area of service in the County of Fillmore.

VI.

The ambulances, the ambulance garages and equipment, techniques and procedures shall be available for inspection by any authorized personnel of the County of Fillmore at all reasonable times. Upon request by such authorized personnel of the County, the Contractor shall operate or demonstrate any vehicles or equipment, techniques or procedures used by the Contractor under this Contract.

VII.

The Contractor shall maintain and pay the premiums for the following policies of insurance, which shall cover the operations hereunder during the effective period of this Contract:

- (a) Motor Vehicle Public Liability Insurance with limits of not less than One Hundred Thousand and no/100 (\$100,000.00) Dollars for bodily injury or death of one person, and Five Hundred Thousand and no/100 (\$500,000.00) dollars for bodily injury or death resulting from any one accident and for the sum of at least Fifty Thousand and no/100 (\$50,000.00) Dollars for damages to property arising from any one accident.
- (b) Workmen' s Compensation Insurance covering the employees of the Contractor.

Certificates of said policies evidencing the existence thereof, shall be delivered to the County upon request.

VIII.

The Contractor guarantees that he has full legal right to render the services provided for in this contract and that he will defend, indemnify and save the County entirely harmless from any and all claims, demands, damages, actions, and/or causes of action arising or to arise against the Contractor or his employees, or the County of Fillmore by reason of the Contractor' s operations under this Contract or the contractor's use of any process, equipment, machinery or material in furnishing of the same.

IX.

In view of the character of the services to be rendered, the Contractor shall neither assign his right to this Contract, nor the rights accruing or to accrue under this contract, unless such assignment is agreed to in writing by the County.

X.

The Contractor agrees to comply with all licensing and ordinances and laws of the County and of the municipalities located therein, the State of Minnesota, the United States of America or any other governmental subdivision.

XI.

Notwithstanding the provisions of the Contract, the Contractor shall be allowed to charge and collect fair and reasonable fees from any individual, partnership or corporation from whom services are performed under this Contract. It is understood and agreed that the county is in no way responsible for the collection of these fees and charges and that this responsibility rests solely with the Contractor.

XII.

The County agrees to pay to the Contractor during the term of this agreement \$6,000.00 for the period of January 1, 2025 through December 31, 2025. The County will make one payment for a total of \$6,000.00 for this contract period. Payment shall be made when all contracts from the contractor herein and other contractors for emergency service in Fillmore County are received.

XIII.

The parties hereto agree that the terms of this Contract shall be a period of 12 months, commencing on January 1, 2025 through December 31, 2025.

XIV.

The funds paid by the County to the Contractor shall be used solely for the Contractor's ambulance service and shall not, for any reason, be used for any purposes not connected directly to said ambulance service. Contractor further agrees to furnish the county a complete itemization of how said funds were utilized for ambulance services not later than 30 days after the termination of this agreement.

In the event that any said funds were not used for ambulance services, this agreement shall be considered breached for said Contractor and any and all funds received by said Contractor under this agreement shall be returned to said County immediately.

XV.

Notwithstanding anything to the contrary, this agreement may be terminated on one hundred twenty (120) days notice in writing by either party to the other. In the event of any lack of compliance with the terms hereof on the part of the Contractor to maintain his insurance, the County shall give to the Contractor written notice of such lack of compliance and the Contractor shall have thirty (30) days within which to remedy such situation. If at the end of said thirty (30) days notice, the lack of compliance has not been remedied, this Contract may be terminated by written notice from the County to the Contractor with one hundred twenty (120) days notice.

If termination occurs before the one year term specified in paragraph XIII above, the City shall keep, or the County shall pay, if not yet paid, that portion of the payments called for, under paragraph XII above, on a pro-rated basis.

XVI.

The County of Fillmore will furnish a twenty-four (24) hour answering service and dispatch service through the County Sheriff's Office. The Contractor will maintain two-way radios in said ambulance to be operated on the same frequency as the Hospital's Radio Communication Equipment, and the Contractor shall obtain all necessary licenses and certificates to operate said radios on said frequency. The County agrees to execute any consent necessary for the Contractor to obtain such licenses.

Dated at Preston, Minnesota this _____ day of _____, 2025.

CITY OF CHATFIELD

FILLMORE COUNTY BOARD OF COMMISSIONERS

By: _____
Mayor

By: _____
Chairman

Clerk

Fillmore County Auditor/Treasurer

Meeting Date: February 24, 2025

Agenda Item: Mill Creek Banner Improvements

Subject | Summary: Banners for Mill Creek

Agenda Category: New Business

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the additional size and price increase 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:

Background:

- Chatfield Banner Program was introduced in 2024 with banners hung from May 1st- October 18th
- With assistance from the Chatfield Alliance, banners were designed and printed through Canva for a minimal fee to support local community youth activities and advertise businesses
- Requirements were a 72x36 inch banner with grommets for hanging, mesh material for flow and \$100 for the year

Recommendation for 2025:

- Introducing two sizes of banner:
 - Large (96x48 inches) - \$130
 - Medium (72x36 inches)- \$100
 - * only option offered in 2024
- Re-marketing of the 2024 banners:
 - We currently have (3) businesses from last year with banners in great shape
 - \$50 to cover the cost of hanging/ taking down/storage/park improvements)

Looking Ahead: We are excited to allow businesses to advertise for a minimal amount as well as support our Parks and Recreations Department while supporting Youth Activities.

Attachments:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Liability Insurance Coverage Option - CCA Inc

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve CCA Inc provide their own liability insurance coverage as recommended by the EDA.

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:

[2024 2.18 EDA Special Meeting Minutes.pdf](#)

ECONOMIC DEVELOPMENT AUTHORITY

MEETING MINUTES TUESDAY, FEBRUARY 18, 2025

MEMBERS PRESENT: SUE KEEFE, LUKE ISENSEE, PAUL NOVOTNY, MICHAEL TUOHY, MARK RYNEARSON

MEMBERS ABSENT: MIKE URBAN

OTHERS PRESENT: ALISON BENTLEY

With a quorum present, the special meeting was called to order at 12:31 p.m. by Tuohy at the Thurber Municipal Center.

- A. The board reviewed the CCA, Inc. liability insurance quote packet of information.
- B. Discussion was had around the quote price and ensuring it being the same amount as what the city has been providing.
- C. Additional discussion was had on the lack on involvement from the city on hiring volunteers and staff, with the city being responsible for any issues that may arise.
- D. Motion by Keefe, second by Rynearson to approve the motion for CCA, Inc. to obtain their own liability insurance coverage. The motion carried unanimously.
- E. Motion by Tuohy, second by Isensee to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 12:50 PM.

Respectfully submitted by: Alison Bentley

EDA President Signature: _____

Michael P. Tuohy



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Public Works 2025 Crack Filling Plan

Subject | Summary: 2025 Crack Filling Plan

Agenda Category: Department Report

Submitted By: Michele Peterson

Recommended Motion: Motion to approve plan as submitted as recommended by staff and the Public Works Committee.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$29,025.50

Ongoing Cost :

One-Time Cost :

Included in Current Budget?: Yes

FISCAL DETAILS:

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

Account Code: 801-43100-520

Background:

Attachments:

[2025 2-18 2025 Crackfilling Project.pdf](#)

INTEROFFICE MEMORANDUM

TO: Members of Council
FROM: Brian Burkholder, SCS
SUBJECT: 2025 Crack-filling Plan
DATE: 2/18/2025

Action Requested: To consider and to approve my 2025 crack-filling plan to be completed by Durst Outdoor Services this summer for \$29,025.50.

Background: I received a quote from Durst Outdoor Services for \$29,025.50 to complete my 2025 crack-filling project. The streets will be chip sealed this year after crack-filling is completed. Old Territorial Rd will be only crack-filled due to having large cracks, but the wear course is in still decent.

*Attached is a list of streets along with the quote.

Thanks for your time,
Brian Burkholder

2025 Crack-filling Plan

January 6, 2025

1. River St.
2. 7th St.
3. 6th St.
4. 4th St.
5. Old Territorial Rd
6. Grove St

3rd St – 7th St
Hwy 52 – Twiford St.
Hwy 52 – River St.
Fillmore St. - Twiford St.
1st St – Gravel
Hwy 52 – Spring St

Durst Outdoor Services

5135 Lehman Ln NW
 Rochester, MN 55901 US
 507-208-4020
 office@durstoutdoorservices.com

**Estimate****ADDRESS**

City Of Chatfield (C)
 21 2nd Street SE
 Chatfield, MN 55923

ESTIMATE**DATE**

3096

02/04/2025

| DESCRIPTION | QTY | RATE | AMOUNT |
|----------------------|-----|-----------|--------------------|
| Crack Fill 2025 | | | |
| River Street | 1 | 14,700.00 | 14,700.00 |
| 7th Street | 1 | 2,760.00 | 2,760.00 |
| 6th Street | 1 | 5,520.00 | 5,520.00 |
| 4th Street | 1 | 2,415.00 | 2,415.00 |
| Old Territorial Road | 1 | 3,410.00 | 3,410.00 |
| Grove Street | 1 | 220.50 | 220.50 |
| SUBTOTAL | | | 29,025.50 |
| TAX | | | 0.00 |
| TOTAL | | | \$29,025.50 |

Accepted By

Accepted Date



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Public Works 2025 Chip Sealing Plan

Subject | Summary: 2025 Chip Sealing Plan

Agenda Category: Department Report

Submitted By: Michele Peterson

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

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$47,973.48

Ongoing Cost :

One-Time Cost :

Included in Current Budget?: Yes

FISCAL DETAILS:

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

Account Code: 801-43100-520

Background:

Attachments:

[2025 2-18 2025 Chip-Sealing Project.pdf](#)

INTEROFFICE MEMORANDUM

TO: Members of Council
FROM: Brian Burkholder, SCS
SUBJECT: 2025 Chip Sealing Plan
DATE: 2/18/2025

Action Requested: To consider the approval of my proposed 2025 Chip Sealing Plan at a cost of \$47,973.48.

Background: I did not complete any chip sealing in 2024 as I have been on every other year schedule due to completing larger amounts at a better rate.

The streets that I identified this year are streets that had been chipped sealed years back by Olmsted County with the small River Rock. These streets are in decent shape with cracks but little to no allegation but has reduced wear course left. These streets will be cracked filled prior to completing.

I received a quote from Pearson Brothers for a total of \$47,973.48 @ \$2.12 per sq yd up from \$2.00 in 2023.

Included is a list of proposed streets along with a quote.

Thanks for your time,
Brian Burkholder

2025 Chip-sealing Plan-Street List

March 14, 22024

| | | |
|--|---------------|------------------------------------|
| 1. Lonestone Court | | Total- 87,978 sq ft= 9,775 sq yds. |
| 2. River St – 3 rd St to 4 th St | 11,712 sq ft= | |
| 4 th St to 5 th St | 11,488 sq ft= | Total-46,432 sq ft = 5,159 sq yds. |
| 5 th St to 6 th St | 11,584 sq ft= | |
| 6 th St to 7 th St | 11,648 sq ft= | |
| 3. 7 th St – Hwy 52 to Twiford St | 10,650 sq ft | 1,183 sq yds. |
| 4. 4 th St- Fillmore St to Hwy 52 | 12,002 sq ft | 1,334 sq yds. |
| 4 th St- Hwy 52 to Twiford St | 12,206 sq ft. | 1,356 sq yds. |
| 5. 6 th St – Hwy 52 to Twiford St | 11,2332 sq ft | |
| Twiford St to Bench St | 11,488 sq ft | Total- 34,400 sq ft = 3,822 sq yds |
| Bench St to River St | 11,680 sq ft | |

Total sq yds= 22,629 sq yds

\$2.12 X 22,629 sq yds = \$47,973.48

Pearson Bros., Inc.

11079 Lamont Avenue N.E. ~ Hanover, MN 55341

Phone: (763) 391-6622 ~ Fax: (763) 391-6627

ATTENTION: Brian Burkholder

PHONE #: 507-273-9597 Cell
507-867-3810 Office

FAX #: bburkholder@ci.chatfield.mn.us

JOB LOCATION: City Of Chatfield
ADDRESS: 21 Second Street SE
Chatfield, MN 55923

DATE: Feb 3, 2025

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: (22,629) APPROX. SQUARE YARDS OF BITUMINOUS SEAL COATING. Square yards are estimated and PBI bills for actual yards unless otherwise specified.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS-2P Liquid Asphalt at .28-.30 gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install FA-2 Class A Granite/Trap Rock 15-20 lbs per square yard.

ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK- UP SWEEP: Excess rock shall be picked up by and disposed of by the City

START DATE: No earlier than: May 15, 2025 COMPLETION DATE: No later than: Sep 15th, 2025

We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications, for the Sum of: \$47,973.48 Base Bid: 22,629 sq yds @ \$2.12 per sq yd

AUTHORIZED SIGNATURE:



Payment Due Upon Completion

TODD BARTELS
PEARSON BROS., INC.

ACCEPTANCE OF PROPOSAL -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____

DATE: _____

specified.

Proposal good for 30 days.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: February 24, 2025

Agenda Item: Public Services Committee

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: February 24, 2025

Agenda Item: Committee of the Whole

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: February 24, 2025

Agenda Item: Pedestrian Bridge Submittal

Subject | Summary: Pedestrian Bridge Bid Submittal

Agenda Category: City Administrator's Report **Submitted By:** Michele Peterson

Recommended Motion: Review bid as presented, consider alternative options.

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:

[Bridge submittal.pdf](#)

I would put a bid in this for \$8,000. I am a serious buyer that can ACH funds and am located in St Cloud, MN.

Thanks,

Tom Friedrich



Sent by Tom Friedrich

Tom-

Sending on behalf of Michele Peterson, please find the attached photos in regard to the bridge from the City of Chatfield.

Kind regards-
Alison

Alison Bentley
Community Development Director
21 SE Second Street
Chatfield, MN 55923
abentley@ci.chatfield.mn.us
507.867.1523 Phone
507.867.9093 Fax
<Outlook-eiukjkxv.png>

<Jan 2025 Pic 1.jpg>
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