

CITY OF CHATFIELD CITY COUNCIL

AGENDA

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

May 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. [2025.03.24 Regular Meeting Minutes](#)
 - b. [2025.04.14 Regular Meeting Minutes](#)
 - c. [2025.05.05 Regular Meeting Minutes](#)
 - d. [2025.05.12 Regular Meeting Minutes](#)
 - e. [Accounts Payable Claims Listings](#)
 - f. [Approve one pay-step increase for Kevin Landorf to Grade 7 Step 6 effective on the employment anniversary](#)
 - g. [Approve one pay-step increase for Dan Funk to Grade 6 Step 7 effective on the employment anniversary](#)
 - h. [Chatfield Youth Trap Organization Application for Exempt Permit](#)
 - i. [Resolution 2025-31 Mayoral Appointments](#)
 - j. [Resolution 2025-30 Closing 2022A Construction Fund](#)
 - k. [Use of Groen Park for Tuohy's Annual Picnic Thursday, August 21, 2025](#)
- V. Department Reports
 - a. [Hydrant and Catch Basin Replacement 2025](#)
Motion to approve as recommended by the Personnel Budget Committee
- VI. Committee Reports
 - a. [Public Services Committee Report](#)
 - b. [Park & Recreation Committee Report](#)
- VII. Mayor's Report
- VIII. City Administrator's Report
- IX. Roundtable
- X. Next Meetings

Monday, June 9th, 2025: Personnel | Budget Committee (4:30 p.m.), Public Works (5:30 p.m.), and City Council (7:00 p.m.)

XI. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: 2025.03.24 Regular Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025.03.24 Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, March 24, 2025

The Common Council of the City of Chatfield met in regular session on Monday, March 24, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

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

Approve Agenda – Additions or Corrections

Mike Urban entered a motion, with a second by Pam Bluhm, to adopt the agenda with the following additions to the consent agenda:

1. Approve a pay increase for Desiree Schlichter to Grade 6, Step1 on her anniversary date
2. Accepting the resignation of our Water Aerobics Instructor and authorization for posting the open position.
3. Removal of Makayla Anderson from EDA and authorization to post for the opening.
4. Authorization of the Spring Residential Clean-up on Monday, May 5, 2025.

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

Nays: None

Motion carried.

Consent Agenda

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

1. Accounts Payable Claims

Batch Name	Amount
2025 03FA02	\$208,274.93
2025 0313VNDRPR	\$55,165.92
2025 03ADM02	\$18,192.14
2025 03ADM03	\$2,692.50
Total	\$284,325.49

2. Resolution 2025-11 Accepting a Donation, Library
3. Resolution 2025-12 Accepting a Donation, Library
4. Resolution 2025-13 Accepting Donations, Fire Department
5. Resolution 2025-14 Approving a Budget Amendment
6. Purchase of Flower Baskets and Hangers
7. Resolution 2025-16 Grant Navigator Grant Application Approval

Monday, March 24, 2024 - Regular Meeting

8. MNDOT Amendment of Limited Use Permit
9. Approve a pay increase for Desiree Schlichter to Grade 6, Step 1 on her anniversary date
10. Accepting the resignation of our Water Aerobic Instructor and authorization for posting the open position
11. Removal of Makayla Anderson from EDA and authorization to post for the opening
12. Authorization of the Spring Residential Clean-up on Monday, May 5, 2025

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

Nays: None

Motion carried.

Department Reports

Wastewater: Phosphorus Management Plan

The Phosphorus Management Plan can help gain a better understanding of your phosphorus levels and to outline ways to reduce phosphorus.

Josh Broadwater entered a motion, with a second by Dave Frank, to Motion to accept the completed Phosphorus Management Plan.

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

Nays: None

Motion carried.

Certificate of Accommodation

Mayor McBroom presented a Certificate of Accommodation for Exceptional Compliance during the 2024 review period to Wastewater Superintendent Steven Schlichter and Assistant Wasterwater Operator Mitch Irish.

Continued Business

Ordinance 478 – Mediacom Franchise Agreement

Paul Novotny entered a motion, with a second by Josh Broadwater, to Motion to approve Ordinance #478, a Franchise Agreement with Mediacom as presented.

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

Nays: None

Motion carried.

Josh Broadwater entered a motion, with a second by Paul Novotny, to Motion to approve the publishing of Ordinance #478, a Franchise Agreement with Mediacom.

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

Nays: None

Motion carried.

New Business

Deputy Clerk Position

Paul Novotny entered a motion, with a second by Dave Frank, to Motion to approve posting the deputy clerk position.

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

Nays: None

Motion carried.

Comprehensive Plan Update Proposal

Josh Broadwater entered a motion, with a second by Paul Novotny, to Motion to approve the proposal to update the 2015 Comprehensive Plan as recommended by the Planning & Zoning Commission.

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

Nays: None

Motion carried.

Committee Reports

Public Services Committee

Topics included DEF Fluid Bulk Purchase and Body Camera Policy.

Park & Rec Committee

Topics included possible Tennis Court relocation and the MN Driftless Hiking Trail.

Mayor's Report

No report.

City Administrator's Report

Community Development Director Alison Bentley applied for and received a grant through the Community Foundation to help cover the cost of the flower baskets and hangers.

Staff will be reviewing our sewer billing policies and possibly making recommendations for change.

Staff is also exploring ways to encourage new development within the city.

Roundtable

City Clerk, Beth Carlson, thanked council for allowing staff to go to conferences and other training opportunities.

Councilor Bluhm reminded everyone of city-wide rummage sales May 3, 2025 and city wide clean-up starting May 5, 2025.

Councilor Urban - Congratulations to Steven Schlichter and Mitch Irish for their award.

Adjourn

Mike Urban entered a motion, with a second by Pam Bluhm, to adjourn at 7:10PM.

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

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: 2025.04.14 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:

[2025.04.14 Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, April 14, 2025

The Common Council of the City of Chatfield met in regular session on Monday, April 14, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

Others Present: Peter Erickson, Steven Schlichter, Paul Zager, Karen Reisner, Shane Fox, Lynda Karver, Michele Peterson, Craig Britton, Brian Burkholder, and Beth Carlson.

Approve Agenda – Additions or Corrections

Staff asked to make additions. The first to the consent agenda, the Ambulance Activities Association Gambling Permit Application. The second to the Public Works Committee Report, the Mill And Overlay Quote.

Paul Novotny entered a motion, with a second by Josh Broadwater, to adopt the agenda with said changes.

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

Nays: None

Motion carried.

Consent Agenda

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

01. 2025.03.10 Regular Meeting Minutes

02. Accounts Payable Claims Listings

Batch Name	Amount
2025 0321 Payroll Exp Reimb - 2025 0424	\$161.00
2025 04FA01	\$326,072.78
2025 04FA01U	\$21,431.00
2025 03274VNDRPR	\$30,755.90
2025 03ADM04	\$735.79
2025 04ADM01	\$3,572.61
2025 04ADM02	\$1,184.61
2025 0410VNDRPR	\$33,471.68
Total	\$417,385.37

03. Public Works Seasonal Positions

04. Resolution 2025-15 Approving Administrative Budget Amendment to combine Community Development Operation into one fund 241 and move 801 Capital Goods Heritage "bucket" to fund 242 Community Development-Capital Net \$0

05. Resolution 2025-17 Authorizing Administrative Transfer and Closure of Project Bucket and Budget Amendment to transition 801 Community Development Reserve Tourism Bucket to 242 Community Development Capital Fund
06. Library Board Resignation - Mike Speck
07. Resolution 2025-18 Accepting Donation for Batting Cage Project
08. Resolution 2025-19 Accepting Donations for Fire Department
09. 4th Street Closure May - October 2025 for the Growers and Makers Market
10. Ambulance Activities Association Gambling Permit Application

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

Nays: None

Motion carried.

Public Hearing

The public hearing was opened at 7:01 PM. The topic was the Police Department's Body Camera Policy. Police Chief Shane Fox gave a brief overview of the policy. No public comments were shared. The public hearing was closed at 7:03 PM.

New Business

2027 MNDOT US 52 Project Presentation

Paul Zager of MN Dept of Transportation went over the HWY 52 project that will last two years.

Memorandum – 2025 Pool Staff

Paul Novotny entered a motion, with a second by Dave Frank, to Motion to approve hiring pool staff as recommended:

Maddie Clemens - Manager, and Katie Goldsmith - Asst. Manager. Head Guards - Isabelle Carr, Emilie Copeman, Evelyn Goldsmith, Keira Kobs, Aiden Johnsrud, Breah Schlink, and Aletta Strande. WSI - Trindy Barkeim, Ava Conway, Rebecca Copeman, John Copeman, Julia Goldsmith, Grace Patten, and Mya Henry. Lifeguards - Cora Evans, Sophia Goldsmith, Hadlee McConaghie, Ruby Ramaker, Avery Schumacher, Avianna Thompson, Sedona Thompson, and Ryan Tighe. Office/Concessions - Zaylee Boyum, Layla Cornell, Addison Johnsrud, Jackson Johnsrud, Taylor Ostby, Katelyn Rindels, and Cael Sinn.

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

Nays: None

Motion carried.

Department Reports

Chatfield Police Department Body Camera Policy

Josh Broadwater entered a motion, with a second by Dave Frank, to Motion to approve the Chatfield Police Department Body Camera Policy as presented.

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

Nays: None

Motion carried.

CCTV – GoPro Camera Purchase

Josh Broadwater entered a motion, with a second by Mike Urban, to Motion to approve purchase of a GoPro Camera, not to exceed \$650, as recommended by the CCTV board.

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

Nays: None
Motion carried.
Committee Reports

Personnel/Budget Committee

Topics included: closing out fund accounts, cameras for building security, sale of old ambulance, seasonal positions, closed captioning, pool staff, and sewer billing items.

Public Works Committee

Topics included: equipment repairs and replacements, snowplow repairs, mill and overlay project - design and observation quote, blacktop quote, annual pump inspections, update on PFA, watch for children signs, and after hour call service.

2026 Mill and Overlay Project – Design and Observation Quote

Josh Broadwater entered a motion, with a second by Dave Frank, to Motion to approve the engineering services for the Mill and Overlay Design and Observations per quote as recommended by the Public Works Committee.

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

Nays: None

Motion carried.

Mayor's Report

Mayor McBroom read an Arbor Day Proclamation.

City Administrator's Report

No report.

Roundtable

Concerns over the return of vandalism were shared. Council asks that people be courteous. Vandalism is expensive to clean up.

A reminder that Trash & Treasure Days are here soon.

Adjourn

Mike Urban entered a motion, with a second by Pam Bluhm, to adjourn at 7:56 PM.

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

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: 2025.05.05 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:

[2025.05.05 Regular Meeting Minutes.pdf](#)

CITY OF CHATFIELD COMMON COUNCIL MEETING MINUTES

Monday, May 5, 2025

The Common Council of the City of Chatfield met in regular session on Monday, May 5, 2025. Mayor John McBroom presided and called the regular meeting to order at 6:30 PM

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

Members absent: None.

Approve Agenda – Additions or Corrections

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

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

Nays: None

Motion carried.

Consent Agenda

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

01. Accounts Payable Claims Listings:

Batch Name	Amount
2025 04FA02	\$56,896.34
2025 04FA02U	\$6,492.70
Total	\$63,389.04

02. Sale of Equipment - 2010 Ambulance on Auction

03. Resolution 2025-2 Grant Navigation Acceptance

04. Resolution 2025-23 A resolution accepting a donation to the city

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

Nays: None

Motion carried.

Committee Reports

Committee of the Whole

Committee of the Whole met and discussed the growth of the city, what are the goals of the city, how do we meet our goals.

Mayor's Report

Mayor McBroom asked that people who are using golf carts to get around town and to the golf course need to keep the carts off of private property such as Strongwell and Media Com.

Adjourn

Mike Urban entered a motion, with a second by Pam Bluhm, to adjourn at 6:35 PM.

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

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: 2025.05.12 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:

[2025.05.12 Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, May 12, 2025

The Common Council of the City of Chatfield met in regular session on Monday, May 12, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

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

Members absent: None.

Others Present: Karen Reisner, Craig Britton, Brian Burkholder, Fred Suhler Jr., Lynda Karver, Brian Mueller, and Michele Peterson.

Approve Agenda – Additions or Corrections

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

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

Nays: None

Motion carried.

Consent Agenda

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

01. March 24, 2025 Regular Meeting Minutes

02. Account Payable Claims Listings

Batch Name	Amount
2025 05FA01	\$77,628.81
2025 05FA01U	\$26,569.23
2025 04ADM03	\$112.35
2025 04ADN04	\$90.00
2025 05ADM01	\$649.60
2025 05ADM02	\$3,678.47
Total	\$108,728.46

03. Quarterly Financial Reports

04. Resolution 2025-24 Accepting a donation for the Fire Department

05. Resolution 2025-25 Accepting a Donation

06. Resolution 2025-26 a Resolution Accepting a Donation to the City

07. Resolution 2025-27 Accepting Donations to the City - Library

08. Approve one pay-step increase to Richard Evans to Grade 7 Step 1 effective on the employment anniversary

09. Approve one pay-step increase to Steve Schmiedeberg to Grade 7 Step 6 effective on the employment anniversary

10. St. Mary's Catholic Church - Application for Exempt Permit

11. Resolution 2025-28 Accepting a Donation to the City from Chatfield Youth Sports Association

Ayes: Councilors: Urban, Broadwater, Frank, and Bluhm
Nays: None
Motion carried.

Department Reports

Public Works – Alley Improvements

Rochester Sand and Gravel is forecasting little work for themselves. For this reason, staff have chosen to bid out our alleys that are in desperate need of resurfacing. Quotes were received for all 18 alleys.

Pam Bluhm entered a motion, with a second by Josh Broadwater, to Motion to approve the Alley & Overlay project as recommended by the Personnel Budget Committee in the amount of \$124,302.

Ayes: Councilors: Urban, Broadwater, Frank, and Bluhm
Nays: None
Motion carried.

New Business

Resolution 2025-29 Accepting a Donation of Real Property

Dave Frank entered a motion, with a second by Josh Broadwater, to adopt Resolution 2025-29 Accepting a Donation of Real Property.

Ayes: Councilors: Urban, Broadwater, Frank, and Bluhm
Nays: None
Motion carried.

Committee Reports

Personnel/Budget Reports

Topics included quarterly financial reports, closed captioning, water and sewer billing, deputy city clerk position, and city building security options.

Public Works Committee

Topics included equipment replacement, alley improvements, street project, MN Driftless Hiking Trail, and after hours utility calls.

Mayor's Report

EMS Week Proclamation

Mayor McBroom read the following EMS Week Proclamation:

EMS Week Proclamation to designate the Week of May 18-24, 2025, as Emergency Medical Services Week (EMS Week).

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services fills healthcare gaps by providing important, out-of-hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in

thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating the Emergency Medical Services Week; now

THEREFORE, I John McBroom mayor of the City of Chatfield in recognition of this event do hereby proclaim the week of May 18 - 24, 2025, as

EMERGENCY MEDICAL SERVICES WEEK

The 51st anniversary of EMS Week theme is EMS WEEK: We Care. For Everyone. I encourage the community to observe this week with appropriate programs, ceremonies, and activities in honor of the EMS profession and the essential service it provides.

Other issues

Mayor McBroom reminded everyone again to keep golf carts off of Strongwell and Media Com property. He also mentioned keeping grass clippings out of the streets.

City Administrator's Report

Stumpy's will be in the park on Wednesday, May 21, 2025 to help celebrate EMS week.

Letter of Support – Minnesota Driftless Hiking Trail

Pam Bluhm entered a motion, with a second by Josh Broadwater, to approve submission of the Letter of Support for the MN Driftless Hiking Trail.

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

Nays: None

Motion carried.

Deputy City Clerk Position

Twenty-seven people applied for the Deputy City Clerk position. Eight people were interviewed. An offer was made to Andrea Eichoff. With approval from the council, Ms. Eichoff can be brought on to city staff at Grade 4, Step 5. PTO tier 2.

Josh Broadwater entered a motion, with a second by Dave Frank, to approve hiring Andrea Eichoff as Deputy City Clerk, Grade 4. Step 5, and PTO tier 2.

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

Nays: None

Motion carried.

Roundtable

Thanks and appreciation were shared for the EMS volunteers.

Adjourn

Mike Urban entered a motion, with a second by Dave Frank, to adjourn at 7:11 PM.

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

Nays: None

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: Accounts Payable Claims Listings

Subject | Summary: Consider accounts payable for approval.

Agenda Category: Consent

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$101,609.87

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Batch Listing1 - 2025 05FA02 \\$58,300.14.pdf](#)

[Batch Listing2 - 2025 05FA02U \\$4,534.64.pdf](#)

[Batch Listing3 - 2025 0508VNDRPR \\$34,572.46.pdf](#)

[Batch Listing4 - 2025 0508 PyrrlExpnsReimb \\$100.00.pdf](#)

[Batch Listing5 - 2025 05ADM03 \\$2,169.98.pdf](#)

[Batch Listing6 - 2025 05ADM04 \\$1,308.34.pdf](#)

[Batch Listing7 - 2025 05ADM05 \\$624.31.pdf](#)



City of Chatfield
Batch Listing - Unposted Summary
Current Period: May 2025
2025 05FA02

05/21/25 2:53 PM
Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ABSOLUTE SCIENCE						
	JUN 27,	E 211-45500-211	Libraries (GENERA	Program Expenses	\$450.00	SCIENCE SHOW
ABSOLUTE SCIENCE					\$450.00	
AIRGAS						
	551586	E 230-42270-210	Ambulance	Operating Expenses	\$199.20	OXYGEN
AIRGAS					\$199.20	
ALLEGRA						
	30040	E 231-42270-350	Ambulance	Print/Binding (GENERAL)	\$1,626.83	ANNL DNTN MLR
ALLEGRA					\$1,626.83	
ANDY OCONNOR						
	LSN202	E 614-49840-302	Cable TV (GENERA	Contracted Help	\$435.00	LIAISON JAN-DEC 2025
ANDY OCONNOR					\$435.00	
BLACKSTONE PUBLISHING						
	5/10/20	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$146.88	CUSTOMER ID 168011
BLACKSTONE PUBLISHING					\$146.88	
CANON FINANCIAL SERVICES, INC.						
	405255	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
CANON FINANCIAL SERVICES, INC.					\$108.44	
CATHYS CUSTOM FRAMING						
	4/15/20	E 211-45500-211	Libraries (GENERA	Program Expenses	\$267.97	FM CR ATG TP
CATHYS CUSTOM FRAMING					\$267.97	
CHATFIELD BODY SHOP						
	17567	E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$172.30	BTTRY UTV
CHATFIELD BODY SHOP					\$172.30	
CLAREY'S SAFETY EQUIPMENT						
	217076	E 220-42280-240	Fire Department *	Small Tools and Minor Eq	\$134.48	NT NPPL ST
CLAREY'S SAFETY EQUIPMENT					\$134.48	
CUSTOM ALARM						
	609238	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$231.48	LIBRARY #4926
CUSTOM ALARM					\$231.48	
EARL F. ANDERSON						
	013906	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$18.95	SIGNS (PRVSLY801 NOT OPS)
EARL F. ANDERSON					\$18.95	
ESS						
	FF2080	E 801-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$695.00	PD RMPS TRNCTD DMS
ESS					\$695.00	
FIRST NETWORK SYSTEMS						
	PC2025.	E 614-49840-302	Cable TV (GENERA	Contracted Help	\$607.00	01-12/2025 PC COORD-MAY 2025
	TSC202	E 614-49840-302	Cable TV (GENERA	Contracted Help	\$1,400.00	09/2024-12/2025 CCTV TECH COORD-
FIRST NETWORK SYSTEMS					\$2,007.00	
HORSMAN FENCE CO.						
	24869	E 801-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$1,830.00	MCP GATE DNTN RCD
HORSMAN FENCE CO.					\$1,830.00	
KLM ENGINEERING, INC.						
	10796	E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$16,013.00	MIXER - HILLSIDE W86 RPLCD W52



City of Chatfield
Batch Listing - Unposted Summary
Current Period: May 2025
2025 05FA02

05/21/25 2:53 PM
Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
KLM ENGINEERING, INC.					\$16,013.00	
LOFFLER						
	501354	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$84.89	CANON DXC3725I OVERAGE CHARGE
LOFFLER					\$84.89	
LRS						
	MP2736	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$620.00	6 PRK UNTS 2025
LRS					\$620.00	
LYNDA KARVER						
	CCSCM	E 614-49840-302	Cable TV (GENERA	Contracted Help	\$140.00	CC, SchlCncrts, MD & WD 09/2024-12/
LYNDA KARVER					\$140.00	
MARCO TECHNOLOGIES LLC.						
	207153	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	-\$54.88	2024 MIT ALLOC - 10%
	207153	E 240-46630-403	Cmmnty Dvlpmnt	Prev. Maint. Agreements	-\$54.88	2024 MIT ALLOC - 10%
	INV138	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$900.00	2025 20% MIT - 4,500 /54,000
	207153	E 100-41500-403	Administration	Prev. Maint. Agreements	-\$109.75	2024 MIT ALLOC - 20%
	207153	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements	-\$54.88	2024 MIT ALLOC - 10%
	207153	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	-\$54.88	2024 MIT ALLOC - 10%
	INV138	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements	\$450.00	2025 10% MIT - 4,500 /54,000
	207153	E 230-42270-403	Ambulance	Prev. Maint. Agreements	-\$109.75	2024 MIT ALLOC - 20%
	207153	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	-\$109.75	2024 MIT ALLOC - 20%
	INV138	E 100-43100-403	Street Maintenanc	Prev. Maint. Agreements	\$225.00	2025 5% MIT - 4,500 /54,000
	INV138	E 230-42270-403	Ambulance	Prev. Maint. Agreements	\$225.00	2025 5% MIT - 4,500 /54,000
	INV138	E 220-42280-403	Fire Department *	Prev. Maint. Agreements	\$225.00	2025 5% MIT - 4,500 /54,000
	INV138	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$675.00	2025 15% MIT - 4,500 /54,000
	INV138	E 100-41500-403	Administration	Prev. Maint. Agreements	\$675.00	2025 15% MIT - 4,500 /54,000
	INV138	E 240-46630-403	Cmmnty Dvlpmnt	Prev. Maint. Agreements	\$225.00	2025 5% MIT - 4,500 /54,000
	INV138	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$900.00	2025 20% MIT - 4,500 /54,000
MARCO TECHNOLOGIES LLC.					\$3,951.23	
MOLLY DEKARSKI						
	000000	E 211-45500-430	Libraries (GENERA	Misc. TRY NOT TO USE	\$400.00	LOGO DESIGN
MOLLY DEKARSKI					\$400.00	
MOTOROLA						
	828209	E 801-42110-580	Police Administrati	Cap. Outlay-Other Equip	\$3,200.00	RMT DPLMNT
MOTOROLA					\$3,200.00	
OLMSTED COUNTY - HEALTH DEPART.						
	968	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$202.50	BACTERIA
OLMSTED COUNTY - HEALTH DEPART.					\$202.50	
PERA						
	334301	E 220-42280-124	Fire Department *	Fire Pnsn Cntrb SVF3840	\$7,153.04	MEMO SVF 3840-00 VOL CONTRIB
PERA					\$7,153.04	
PLANTPEDDLER						
	208661	E 240-46630-300	Cmmnty Dvlpmnt	Promotional Expense	\$1,043.99	2025 FLWRS
PLANTPEDDLER					\$1,043.99	
QUILL.COM						
	439275	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$69.99	MMBRSHIP
QUILL.COM					\$69.99	
SCHUMACHER ELEVATOR CO						



City of Chatfield
Batch Listing - Unposted Summary
Current Period: May 2025
2025 05FA02

05/21/25 2:53 PM
Page 3

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
906471		E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$176.67	LIB ELEV MAINT
SCHUMACHER ELEVATOR CO					\$176.67	
SUNSHINE FOODS						
002074		E 220-42280-210	Fire Department *	Operating Expenses	\$50.14	FF FOOD WTR
SUNSHINE FOODS					\$50.14	
TASC						
112954	JUN 20	E 100-41500-310	Administration	Other Professional Servic	\$20.50	COBRA MO ADM FEE - JUN 2025
TASC					\$20.50	
THATCHER POOLS						
138027-		E 100-45124-240	Swimming Pools -	Small Tools and Minor Eq	\$202.50	SRVC FAS-DPD KT
THATCHER POOLS					\$202.50	
THE MAGIC OF ISAIAH						
200		E 211-45500-211	Libraries (GENERA	Program Expenses	\$350.00	MAGIC SHOW
THE MAGIC OF ISAIAH					\$350.00	
WIT BOYZ INC.						
10620		E 230-42270-404	Ambulance	Repairs/Maint Equipment	\$290.71	A RIG LOG FNDR FLR
WIT BOYZ INC.					\$290.71	
WM HANSON WASTE REMOVAL						
4058		E 603-49500-325	Refuse/Garbage (Community Clean Up Co	\$16,007.45	2025 05/05-05/09 OC27.17TN FC28.7
WM HANSON WASTE REMOVAL					\$16,007.45	
2025 05FA02					\$58,300.14	
					\$58,300.14	

([BatchID] in (21443))



City of Chatfield
Batch Listing - Unposted Summary
Current Period: May 2025
2025 05FA02U

05/21/25 2:56 PM

Page 1

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ABILITY BUILDING CENTER							
	25431		E 100-41940-302	Municipal Building	Contracted Help	\$1,245.47	CLEANING-APRIL
ABILITY BUILDING CENTER						\$1,245.47	
CENTURYLINK-TELE							
	05/10/2		E 211-45500-321	Libraries (GENERA	Telephone	\$100.85	333944610 2911 LIBRARY ELEVATOR
	05/10/2		E 100-41500-321	Administration	Telephone	\$110.18	333692580 1500 DID
	05/10/2		E 211-45500-321	Libraries (GENERA	Telephone	\$84.38	333527984 3480 LIBRARY
CENTURYLINK-TELE						\$295.41	
CHATFIELD BODY SHOP							
	17508		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$88.22	OIL, WSHR FLD
CHATFIELD BODY SHOP						\$88.22	
GOPHER STATE ONE CALL							
	504028		E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$68.85	ACCOUNT #MN00240
GOPHER STATE ONE CALL						\$68.85	
HAWKINS, INC.							
	706659		E 601-49400-210	Water Utilities (GE	Operating Expenses	\$20.00	WATER SUPPLY CHEMICALS
	707004		E 100-45124-210	Swimming Pools -	Operating Expenses	\$2,239.28	POOL CHEMICALS
HAWKINS, INC.						\$2,259.28	
HBC							
	05/20/2		E 601-49400-438	Water Utilities (GE	Internet Expenses	\$37.49	50% 1520399 BNCH/RVR 1 OF 3 CLLC
	05/20/2		E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$37.50	50% 1520399 BNCH/RVR 1 OF 3 CLLC
	05/20/2		E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$37.50	50% 1520399 WTR RSVR 1 OF 3 CLLC
	05/20/2		E 601-49400-438	Water Utilities (GE	Internet Expenses	\$37.49	50% 1520399 WTR RSVR 1 OF 3 CLLC
	05/20/2		E 601-49400-438	Water Utilities (GE	Internet Expenses	\$38.99	50% 1520399 UTLTY PL/HS 1 OF 3 CL
	05/20/2		E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$39.00	50% 1520399 UTLTY PL/HS 1 OF 3 CL
	05/20/2		E 601-49400-438	Water Utilities (GE	Internet Expenses	\$55.49	50% 1520399 19 2ND ST SW
	05/20/2		E 100-45200-438	Parks (GENERAL) -	Internet Expenses	\$55.49	50% 1520399 19 2ND ST SW
HBC						\$338.95	
MIDWEST MACHINERY CO.							
	104766		E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$103.46	V-BELT
MIDWEST MACHINERY CO.						\$103.46	
WIT BOYZ INC.							
	10616		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$135.00	HVY DTY LBR
WIT BOYZ INC.						\$135.00	
2025 05FA02U						\$4,534.64	
						\$4,534.64	

([BatchID] in (21444))



City of Chatfield
Batch Listing - Unposted Summary
Current Period: May 2025
2025 0508VNDRPR

05/16/25 8:19 AM
Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BLUE CROSS BLUE SHIELD						
112942	250502	G 910-21721			\$122.17	PR VNDR LBLTY
BLUE CROSS BLUE SHIELD					\$122.17	
CHATFIELD PUBLIC LIBRARY						
112943	2025-1	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
	2025-1	G 910-21728			\$125.00	PR VNDR LBLTY
CHATFIELD PUBLIC LIBRARY					\$0.00	
EFTPS						
112944	533939	G 910-21701			\$5,591.57	PR VNDR LBLTY
	533939	G 910-21703			\$7,179.94	PR VNDR LBLTY
	533939	G 910-21709			\$2,166.62	PR VNDR LBLTY
EFTPS					\$14,938.13	
EMPOWER MNDCP						
112945	129585	G 910-21719			\$916.70	PR VNDR LBLTY
EMPOWER MNDCP					\$916.70	
HEALTHEQUITY						
112946	2025-0	G 910-21726			\$3,212.50	PR VNDR LBLTY
HEALTHEQUITY					\$3,212.50	
LAW ENFORCEMENT LABOR SERVICES						
	MAY-25	G 910-21717			\$292.00	PR VNDR LBLTY
LAW ENFORCEMENT LABOR SERVICES					\$292.00	
MN REVENUE						
112948	0-945-1	G 910-21702			\$2,837.26	PR VNDR LBLTY
MN REVENUE					\$2,837.26	
NCPERS GROUP LIFE INSURANCE						
	384000	G 910-21707			\$128.00	PR VNDR LBLTY - 1 MO ADVNC
NCPERS GROUP LIFE INSURANCE					\$128.00	
PERA						
112949	SOMPE	E 230-42270-121	Ambulance	PERA	\$415.00	PR VNDR LBLTY-APR
112950	SOMPE	G 910-21704			\$6,676.59	PR VNDR LBLTY
	SOMPE	G 910-21705			\$4,900.78	PR VNDR LBLTY
PERA					\$11,992.37	
TASC						
112951	05/08/2	G 910-21714			\$133.33	PR VNDR LBLTY
TASC					\$133.33	
2025 0508VNDRPR					\$34,572.46	
					\$34,572.46	

([BatchID] in (21462))

City of Chatfield
Expense Reimbursements to be paid through payroll

2025 Milage Rate = \$0.70/mile

Name	Date of Expe	Date to be paid	Expense Account	Description	Amount
Stacy Krage	4/8/2025	5/8/2025	230-42270-208	Back to Basics: a Trauma Workship	\$ 100.00



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2025

2025 05ADM03

05/16/25 8:46 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
CENTURYLINK-TELE						
060627	MAY 20	E 100-41500-321	Administration	Telephone	\$115.23	1/5 333683295 T1 F94-179-4395
	MAY 20	E 100-43100-321	Street Maintenanc	Telephone	\$115.24	1/5 333683295 T1 F94-179-4395
	MAY 20	E 100-42110-321	Police Administrati	Telephone	\$115.23	1/5 333683295 T1 F94-179-4395
	MAY 20	E 230-42270-321	Ambulance	Telephone	\$115.23	1/5 333683295 T1 F94-179-4395
	MAY 20	E 601-49400-321	Water Utilities (GE	Telephone	\$115.23	1/5 333683295 T1 F94-179-4395
CENTURYLINK-TELE					\$576.16	
CITY OF CHATFIELD						
060629	APR 20	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$75.52	10-00000051-00-9 FIRE HALL
CITY OF CHATFIELD					\$75.52	
MIENERGY COOPERATIVE						
060628	05/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS
	05/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$42.44	333119004 85007649 STALB LS
	05/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$422.58	333119003 85007624 JOHNST WELL
	05/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$607.28	333119002 85007612 HSD BS
	05/07/2	E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$36.00	333119001 8500759501 52 SIGN
MIENERGY COOPERATIVE					\$1,518.30	
2025 05ADM03					\$2,169.98	
					\$2,169.98	

([BatchID] in (21457))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: May 2025

2025 05ADM04

05/16/25 9:51 AM

Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
REVTRAK						
112953	APR 20	E 211-45500-323	Libraries (GENERA	Admin Expense 323 34	\$1.05	ADMIN FEE ALLOC
	APR 20	E 100-45200-323	Parks (GENERAL)	Admin Expense 323 34	\$5.23	ADMIN FEE ALLOC
	APR 20	E 240-46630-323	Cmmnty Dvlpmnt	Admin Expense 323 34	\$3.93	ADMIN FEE ALLOC
	APR 20	E 230-42270-323	Ambulance	Admin Expense 323 34	\$7.72	ADMIN FEE ALLOC
	APR 20	E 603-49500-323	Refuse/Garbage (Admin Expense 323 34	\$248.01	2025 ADMIN FEE ALLOC 19.22%
	APR 20	E 602-49450-323	Sewer (GENERAL)	Admin Expense 323 34	\$749.60	2025 ADMIN FEE ALLOC 58.09%
	APR 20	E 601-49400-323	Water Utilities (GE	Admin Expense 323 34	\$292.80	2025 ADMIN FEE ALLOC 22.69%
REVTRAK					\$1,308.34	
2025 05ADM04					\$1,308.34	
					\$1,308.34	

([BatchID] in (21475))



City of Chatfield
Batch Listing - Unposted Summary
Current Period: May 2025
2025 05ADM05

05/21/25 2:59 PM
Page 1

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
UNITED STATES POSTAL SERVICE							
	112955	660553	E 231-42270-322	Ambulance	Postage	\$624.31	2025 SPRING MAILER
UNITED STATES POSTAL SERVICE						\$624.31	
2025 05ADM05						\$624.31	
						\$624.31	

([BatchID] in (21493))



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

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

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

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

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: Chatfield Youth Trap Organization 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:

[20250512113507661.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: Chatfield Youth Trap Organization Previous Gambling Permit Number: X- [REDACTED]

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

Mailing Address: P.O. Box 416

City: Chatfield State: MN Zip: 55923 County: _____

Name of Chief Executive Officer (CEO): Roger Richardson

CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED]
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): [REDACTED]

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): Chatfield City Park

Physical Address (do not use P.O. box): 305 Main Street Chatfield, MN 55923

Check one:
☒ City: Chatfield Zip: 55923 County: Fillmore
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 8, 9, 10

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.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: Resolution 2025-31 Mayoral Appointments

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:

[2025-31 Mayoral Appointments.pdf](#)

City of Chatfield

Resolution 2025-31

Mayoral Appointments and Committees 2025

Library Board of Trustees	
<u>Three-year Term - 3 Term</u> <u>Limit</u>	<u>Expires January 31,</u> <u>of:</u>
Lisa Martin	2026
Todd Johnson	2026
Ann Halloran	2026
Kathleen Kamnetz	2028
Sandy Sullivan	2028
Karen Greenslade	2028
George Spangler	2027
Debra Collum	2027
Councilor Frank	2027

Approved this 27th day of May 2025.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: Resolution 2025-30 Closing 2022A Construction Fund

Subject | Summary: Authorize the closure of the 2022 Water and Storm project. The last activity for this project occurred in December of 2024. Responses from this contractor have not been timely. Public Works is recommending the closure of the project.

Agenda Category: Consent Agenda

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: ~ \$53,399.70

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital): 443 2022 Water | Storm Construction Fund
343 2022A Debt Service Fund

Account Code: 443-43200-700 | 343-47000-39201

Background:

Attachments:

[2025-30 Transfer & Closure of Fund - 2022A CF 443 to DS 343.pdf](#)

**City of Chatfield
Resolution 2025-30**

**Authorizing Closure of 2022 Water Project Construction Fund (443)
& transfer of fund balance to corresponding 2022A Debt Service Fund (343)**

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

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

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

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

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

<u>Transfer From</u>	<u>Amount</u>	<u>Transfer To</u>	<u>Detail</u>
443 2022A Water Storm Const. Fund 443-43200-700	Fund Balance (~\$53,399.70)	343 2022A Debt Service Fund 343-47000-39201	Transfer completed construction fund balance to corresponding debt service fund.

<u>Fund</u>	<u>Action</u>
443 2022A Water Storm Construction Fund	Authorization to close due to obsolescence

Approved by the Chatfield City Council this 27th day of May 2025.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 27, 2025

Agenda Item: Use of Groen Park for Tuohy's Annual Picnic Thursday, August 21, 2025

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: May 27, 2025

Agenda Item: Hydrant and Catch Basin Replacement 2025

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve as recommended by the Personnel Budget Committee

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: May 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: May 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: