

CITY OF CHATFIELD CITY COUNCIL

AGENDA

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

August 25, 2025, 7:00 P.M.

- I. Open Meeting
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda
Motion to approve the agenda as presented, or consider any amendment requests.
- IV. Consent Agenda
 - a. [Resolution 2025-54 Accepting Ambulance Donations](#)
 - b. [Approve one pay-step increase for Michele Peterson to Grade 12 Step 6 effective on the employment anniversary](#)
 - c. [Resolution 2025-55
A Resolution Approving an LG220 Application for Exempt Permit for Chatfield Center for the Arts](#)
 - d. [Resolution 2025-56 Entering into a Grant agreement for the SE MN TMO project](#)
 - e. **[RESOLUTION 2025-57 A RESOLUTION ACCEPTING A DONATION TO THE CITY.](#)**
 - f. [Accounts Payable Claims Listings](#)
- V. Continued Business
 - a. [Second Reading: Ordinance 479 Drainage of Pool Water Ordinance Update](#)
1) Motion to approve Ordinance 479 Drainage of Pool Water. 2) Motion to approve publication of Ordinance 479.
- VI. Committee Reports
 - a. [Public Services Committee
August 25, 2025 Agenda](#)
 - b. [Mobile Radios for Squad Vehicles](#)
Motion to approve the purchase of the mobile radios for the squad vehicles.
 - c. [Chatfield Fire Department Retirement Plan Proposed Increase](#)
Motion to approve proposed increase with the recommendation from Public Services.
 - d. [Committee of the Whole](#)
- VII. New Business
 - a. [Resolution 2025-49 disbursing funds for CCTV Operations and Capital and closing the Capital Fund](#)

Motion to approve Resolution 2025-49 disbursing funds for CCTV Operations and Capital.

b. [Personnel Policy 2.04 Appearance](#)

Motion to approve policy 2.04 as recommended by the Personnel Budget Committee.

c. [Potential Liquor License Violation](#)

Consider Recommendation from Chief Fox.

VIII. Mayor's Report

IX. City Administrator's Report

X. Roundtable

XI. Next Meetings

XII. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Resolution 2025-54 Accepting Ambulance Donations

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

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:

[2025-54 to Accept Ambulance Donations.docx](#)

City of Chatfield
Resolution 2025-54
Resolution Accepting Annual
Chatfield Ambulance Department Fund Drive Donations

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

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

Contributions Received To:	Month	Contribution Total
Ambulance Donation- R 231-42270-36230	AUGUST 2025	\$2,475.00

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

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

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

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

Passed by the City Council of Chatfield, Minnesota this 25th day of August 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Approve one pay-step increase for Michele Peterson to Grade 12 Step 6 effective on the employment anniversary

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

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: August 25, 2025

Agenda Item: Resolution 2025-55

A Resolution Approving an LG220 Application for Exempt Permit for Chatfield Center for the Arts

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

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:

[2025-55 to Acknowledge a LG220 Application for Exempt Permit.pdf](#)

City of Chatfield

Resolution 2025-55

A Resolution Approving an LG220 Application for Exempt Permit for Chatfield Center for the Arts

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

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

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

Name of Nonprofit Organization:	Chatfield Center for the Arts
Name of premises where the gambling event will be conducted:	Chatfield Center for the Arts
Date(s) of Activity:	October 31, 2025
Type of Gambling Activity:	Raffle

; and

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

ADOPTED by the City Council of Chatfield, Minnesota this 25th day of August 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Resolution 2025-56 Entering into a Grant agreement for the SE MN TMO project

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

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:

[2025-56 Local Gov Resolution TMO.pdf](#)

[SE MN TMO Implementation Proposal.docx](#)

City of Chatfield
Resolution #2025-56

2025 Southeast Minnesota Transportation Management Comprehensive Study

Whereas, the City of Chatfield enters into an Agreement with the State of Minnesota to implement a roadmap for the creation of a transportation management organization (TMO) in the counties of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona, and;

Whereas, the implementation plan will layout how the TMO can be developed to meet the region's growing and changing transportation needs and prioritize transportation-related challenges that affect the region's workforce, access to health care and postsecondary education, and quality of life, and;

Whereas, no local match is required.

NOW THEREFORE BE IT RESOLVED,

That the City of Chatfield directs and authorizes the Mayor or City Administrator and their successors in office to execute the Agreement, any amendments thereto, and all associated administrative actions to implement the Agreement.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of Chatfield at a duly authorized meeting held on August 25th, 2025.

Beth Carlson
City Clerk

Date

Southeast Minnesota Transportation Management Organization (TMO) Scope of Work

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

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

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

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

Partners, Deliverables, and Budget Allocations

We propose to allocate the remaining \$45,000 of legislated funds to complete the Pre-Launch activities as recommended in the Feasibility Study. Below is a breakdown of those specific activities, aligned with the responsible party, agreed upon deliverables, and budget allocated. If funds remain after completion of these activities, work would continue into the Year One priority activities, which are outlined below as well.

1) City of Chatfield Admin Fee - \$1,000 Admin Fee

2) Alta Planning and Design - \$15,000 Contract:

- Develop a slide presentation and handout to share with stakeholders during roadshow outreach.
- Prepare partners to help with roadshow presentations.
- Present virtually at three convenings hosted by SE MN Together to gather input and garner support.
- Present in person or virtually for additional visits, presentations, and meetings scheduled as part of the roadshow activities.
- Provide technical assistance, content-area expertise, and field questions related to the TMO feasibility study, recommendations, and next steps.

3) Southeast Service Cooperative - \$29,000 Contract:

- Finalize the TMO Manager job description, post, recruit, interview, select, hire, and onboard a part-time TMO Manager to lead the work plan activities.
- Engage with interested TMO Steering Committee members to maintain momentum and leverage their collective knowledge and expertise. Steering committee members can help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.
- Coordinate logistics for the roadshow outreach, including the scheduling of presentations at existing meetings of city councils, regional governmental and nonprofit organizations, MnDOT representatives, and employers to share study findings and gain support.
- Ensure comprehensive promotion of meetings and/or public meetings and convenings, including registration, communications, site logistics, supply prep, etc.
- Using documentation developed during the Feasibility Study, determine priority levels for potential funders, develop funding requests, and track and manage applications.
- Develop a contact database and create an account to organize audiences using an email platform.
- Developing a logo and brand identity.
- Draft functional goals for a regional transportation tool and website (including data needs, accessibility requirements, and integration needs).
- Enhance relationships with transit providers, employers, workforce agencies, human service organizations, MnDOT, local governments, and chambers.

- Convene TMO Steering Committee quarterly and maintain ongoing communications.
- Recruit members to serve on the TMO's Executive Committee or Advisory Board and actively engage in future Working Groups. The Executive Committee will be the TMO decision-making body while the Advisory Board will be a larger group of individuals representing local, regional, and state government, transit agencies, employers, human services organizations, and other stakeholders who will guide TMO staff and the Executive Committee.
- Create resolutions to obtain commitments of support from transit agencies, municipal partners, and other stakeholders.
- This contract also includes line items for marketing materials, collateral printing, copies, and other supplies (\$1,500) and for convening expenses, space rental, mileage reimbursements, and other expenses (\$5,000) as required to complete the work outlined above.

Additional Implementation Activities: After these designated Pre-Launch activities have been completed, Year One implementation activities will begin. These items are focused on standing up the TMO as a functional, credible organization and launching early programmatic activities. This includes establishing governance structures, initiating priority work in transit coordination and user education, and laying the groundwork for key tools such as the regional website. If any remaining legislative funds remain after all deliverables for Pre-Launch have been completed, the TMO Manager would begin to address the following action items:

- Set up performance measures and reporting structures to comply with funding requirements.
- Convene the Executive Committee and Advisory Board to formally launch TMO operations, confirm TMO goals, clarify roles and responsibilities, review priorities and work plan, determine logistics, and discuss the organization's brand identity.
- Develop outreach strategy for employer engagement, workforce partners, and community-based organizations.
- Create initial outreach collateral templates for employer meetings, community presentations, and human service partners.
- Recruit initial Transit Coordination Working Group members (transit providers, local governments, workforce partners, human services, employers, MnDOT).
- Conduct individual stakeholder meetings to gather input on early coordination opportunities.
- Compile baseline inventory of transit services: routes, schedules, fares, transfer points, and specialized services.
- Develop a calendar for upcoming state, regional, and local transportation planning processes and engagement opportunities.
- Begin developing modules for community presentations, workforce development partners, and other relevant stakeholders/partners.
- Begin internal planning for a Try Transit campaign.

- Explore additional funding opportunities, based on pre-launch findings.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item:

RESOLUTION 2025-57 A RESOLUTION ACCEPTING A DONATION TO THE CITY.

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

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:

[2025-57 to Accept a Donation of Gambling Funds.docx](#)

RESOLUTION 2025-57
A RESOLUTION ACCEPTING A DONATION TO THE CITY.

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

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

<u>Chatfield Firefighters Activity Association</u>	<u>\$2135.50</u>
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WHEREAS, the terms or conditions of the donations, if any, are as follows:

To be used for purchase of Ambulance AED

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

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

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

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

Passed by the City Council of Chatfield, Minnesota this 25th day of August, 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Accounts Payable Claims Listings

Subject | Summary: Consider accounts payable for approval.

Agenda Category: Consent

Submitted By: Alison Bentley

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$267,377.47

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Batch Listing1 - 2025 08FA02 \\$169,867.49.pdf](#)

[Batch Listing2 - 2025 08FA02U \\$29,812.93.pdf](#)

[Batch Listing3 - 2025 08ADM01 \\$2,633.37.pdf](#)

[Batch Listing4 - 2025 0814VDRPR \\$65,063.68.pdf](#)



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2025

2025 08FA02

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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BAKER & TAYLOR BOOKS							
	07/3/20	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$617.95	ACCOUNT L6248262	
						\$617.95	
BAKER & TAYLOR BOOKS							
CHATFIELD BODY SHOP							
	18164	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$111.77	LOF 2014 FRD EXP	
	18209	E 100-42110-404	Police Administrati	Repairs/Maint Equipment	\$70.42	LOF 2018 FRD EXP	
						\$182.19	
CHATFIELD BODY SHOP							
CHATFIELD PUBLIC SCHOOLS							
	TRNST	E 614-49840-811	Cable TV (GENERA	Pass Through Account	\$31,458.00	RSLTN 2025-49 50% 614 DSTRBTN	
	TRNST	E 614-49840-811	Cable TV (GENERA	Pass Through Account	\$9,054.63	RSLTN 2025-49 50% 615 BLNC DSTRB	
	TRNST	E 614-49840-811	Cable TV (GENERA	Pass Through Account	\$2,003.36	RSLTN 2025-49 50% 2ND QTR FF MD	
						\$42,515.99	
CHATFIELD PUBLIC SCHOOLS							
CREATIVE PRODUCT SOURCE, INC.							
	CPI107	E 100-42110-210	Police Administrati	Operating Expenses	\$107.47	BLCK NTRLE GLVS CLNG SCRF	
						\$107.47	
CREATIVE PRODUCT SOURCE, INC.							
CUSTOM ALARM							
	616427	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$231.48	LIBRARY #4926	
						\$231.48	
CUSTOM ALARM							
DAVID DROWN ASSOCIATES							
	000062	E 332-47000-310	Debt Service (GEN	Other Professional Servic	\$680.00	CONT DISC FILING - YE 2024- 2012A	
	000062	E 100-41500-310	Administration	Other Professional Servic	\$680.00	CONT DISC FILING - YE 2024 - 2014A	
	000062	E 340-47000-310	Debt Service (GEN	Other Professional Servic	\$680.00	CONT DISC FILING - YE 2024 - 2018A	
	000062	E 323-47000-310	Debt Service (GEN	Other Professional Servic	\$680.00	CONT DISC FILING - YE 2024 - 2023A	
	000062	E 335-47000-310	Debt Service (GEN	Other Professional Servic	\$680.00	CONT DISC FILING - YE 2024 - 2016A	
						\$3,400.00	
DAVID DROWN ASSOCIATES							
E&J UNDERGROUND LLC							
	1400	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$4,200.00	DRCTNL BRNG-STRM DMG	
						\$4,200.00	
E&J UNDERGROUND LLC							
GALLS							
	031900	E 100-42110-153	Police Administrati	Uniform Allowance	\$233.56	DNNR BOOT	
	031938	E 100-42110-153	Police Administrati	Uniform Allowance	\$402.33	FRST RSPNSE KNF CMMND PNT	
						\$635.89	
GALLS							
GP TRUCK PAINTING							
	6380	E 801-43100-550	Street Maintenanc	Cap. Outlay-Vehicles/Equ	\$1,206.67	S182 1999 STRLNG FLSHR PNT	
						\$1,206.67	
GP TRUCK PAINTING							
GRANICUS							
	187630.	E 100-41500-438	Administration	Internet Expenses	\$1,725.49	1/12 08/01/2024-07/31/2025 PKAgnd	
						\$1,725.49	
GRANICUS							
HUNTINGTON ELECTRIC LLC							
	7410	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$21,843.22	STORM DMG RPR-ELCTRCL	
	7412	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$4,998.54	STORM DMG-ELCTRCL RPR	
						\$26,841.76	
HUNTINGTON ELECTRIC LLC							
INTEGRITY TREE SERVICE LLC							
	1089	E 100-43100-411	Street Maintenanc	Tree Maintenance	\$7,950.00	2025 0728 STRM DAMAGE CLEANUP	
						\$7,950.00	
INTEGRITY TREE SERVICE LLC							
LOFFLER							



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2025

2025 08FA02

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
LOFFLER						
509023		E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$30.11	CANON DXC3725I OVERAGE CHARGE
					\$30.11	
MINNESOTA LIBRARY ASSOCIATION						
200008		E 211-45500-332	Libraries (GENERA	Continuing Education	\$250.00	2025 MLA CNFRNC EBD
MINNESOTA LIBRARY ASSOCIATION					\$250.00	
MISSION COMMUNICATIONS, LLC						
201121		E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$402.00	CNTRCT 82950 DIVISION ST 09/01/20
201121		E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$402.00	CNTRCT 82952 LONE STONE 09/01/20
MISSION COMMUNICATIONS, LLC					\$804.00	
MN POLLUTION CONTROL AGENCY						
LTRAUG		E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$45.00	PRTCPT ID: 56507058 SS CLASS A C
MN POLLUTION CONTROL AGENCY					\$45.00	
MN REVENUE						
113045	L00670	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$25.00	7316521-001 PTRLM SPCL FUEL LCNS
MN REVENUE					\$25.00	
NORTH BRANCH WELDING						
1792		E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$2,358.38	RPR VAC TRCK WTR TNKS
NORTH BRANCH WELDING					\$2,358.38	
OLMSTED COUNTY - FNC PRL TRSRY						
EMABA		E 360-46620-308	Revolving Loan Fu	Loan Dispersment	\$46.00	NEW FED LOAN RECORDING FEE - PE
ASSE-1		E 425-43200-310	Construction Fund	Other Professional Servic	\$80.00	RGSTN FEE 2025A NOTE
ABEMA		E 360-46620-308	Revolving Loan Fu	Loan Dispersment	\$138.00	NEW FED LOAN MORTGAGE TAX - PED
OLMSTED COUNTY - FNC PRL TRSRY					\$264.00	
PEDDLE TEA AND COFFEE						
ABEMA		E 360-46620-308	Revolving Loan Fu	Loan Dispersment	\$59,816.00	PEDDLE TEA AND COFFEE LOAN DISB
PEDDLE TEA AND COFFEE					\$59,816.00	
SCHUMACHER ELEVATOR CO						
906556		E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$176.67	LIB ELEV MAINT
SCHUMACHER ELEVATOR CO					\$176.67	
SHORT ELLIOTT HENDRICKSON, INC.						
493085		E 602-49450-500	Sewer (GENERAL)	Cap. Outlay-GENERAL	\$3,109.19	Prjct#186646 CHATF WWTF FACILITY
492881		E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$1,200.00	Project#184488 CHATF GRANTS FOR
SHORT ELLIOTT HENDRICKSON, INC.					\$4,309.19	
TASC						
113058	SEP 202	E 100-41500-310	Administration	Other Professional Servic	\$21.25	COBRA MO ADM FEE-SEP 2025
TASC					\$21.25	
WIDSETH SMITH NOLTING & ASSOC.						
239585		E 425-43200-503	Construction Fund	Cap. Proj-Engineering Fe	\$12,153.00	2025-10567 MLL OVRLY
WIDSETH SMITH NOLTING & ASSOC.					\$12,153.00	
2025 08FA02					\$169,867.49	
					\$169,867.49	

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City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2025

2025 08FA02U

08/20/25 3:28 PM

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Check Nbr Invoice Account	Dept Descr	Object Descr	Amount	Comments
ABILITY BUILDING CENTER				
26708 E 100-41940-302	Municipal Building	Contracted Help	\$1,383.41	CLEANING-JULY
			\$1,383.41	
ABILITY BUILDING CENTER				
AIRGAS				
551795 E 230-42270-210	Ambulance	Operating Expenses	\$207.09	OXYGEN- LG XS HAZMAT
			\$207.09	
AIRGAS				
CENTURYLINK-TELE				
E 100-41500-321	Administration	Telephone	\$106.23	333692580 1500 DID
E 100-43100-321	Street Maintenanc	Telephone	\$121.42	1/5 333683295 T1 F94-179-4395
E 601-49400-321	Water Utilities (GE	Telephone	\$121.41	1/5 333683295 T1 F94-179-4395
E 211-45500-321	Libraries (GENERA	Telephone	\$99.50	333944610 2911 LIBRARY ELEVATOR
E 100-41500-321	Administration	Telephone	\$121.41	1/5 333683295 T1 F94-179-4395
E 211-45500-321	Libraries (GENERA	Telephone	\$83.36	333527984 3480 LIBRARY
E 230-42270-321	Ambulance	Telephone	\$121.41	1/5 333683295 T1 F94-179-4395
E 100-42110-321	Police Administrati	Telephone	\$121.41	1/5 333683295 T1 F94-179-4395
			\$896.15	
CENTURYLINK-TELE				
CHATFIELD BODY SHOP				
18223 E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$76.42	OIL FILTER
			\$76.42	
CHATFIELD BODY SHOP				
CHATFIELD LUMBER OF EYOTA				
26166 E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$122.12	DRN TILE W SCK
			\$122.12	
CHATFIELD LUMBER OF EYOTA				
CHS				
ICI371 E 100-45200-212	Parks (GENERAL) -	Vehicle Operating Suppli	\$114.91	PRK DSL 9%
ICI371 E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$38.29	WWTP 3%
ICI372 E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$39.54	FD GAS 2%
ICI372 E 100-42110-212	Police Administrati	Vehicle Operating Suppli	\$988.58	PD GAS 50%
ICI371 E 220-42280-212	Fire Department *	Vehicle Operating Suppli	\$127.68	FD DSL 10%
ICI371 E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$561.77	STRT DSL 44%
ICI372 E 100-45200-212	Parks (GENERAL) -	Vehicle Operating Suppli	\$395.43	PRK GAS 20%
ICI371 E 230-42270-212	Ambulance	Vehicle Operating Suppli	\$434.10	AMB DSL 34%
ICI372 E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$217.49	STRT GAS 11%
ICI372 E 602-49450-212	Sewer (GENERAL)	Vehicle Operating Suppli	\$138.40	WWTP GAS 7%
ICI372 E 601-49400-212	Water Utilities (GE	Vehicle Operating Suppli	\$197.71	WTR GAS 10%
II6857 E 100-43100-210	Street Maintenanc	Operating Expenses	\$106.04	BUCCANEER HERB
			\$3,359.94	
CHS				
FIRE SAFETY USA, INC				
193742 E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$347.50	LIB -ANN INSP CERT - LGHTNG & EXT
198463 E 220-42280-240	Fire Department *	Small Tools and Minor Eq	\$388.90	HLMT & VSR
197429 E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$115.00	LIB -EMGY -LGHTNG & EXT
			\$851.40	
FIRE SAFETY USA, INC				
HATHAWAY TREE SERVICE INC				
25-0520 E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	\$555.00	NTRL MULCH AND DELV
			\$555.00	
HATHAWAY TREE SERVICE INC				
HAWKINS, INC.				
716783 E 601-49400-210	Water Utilities (GE	Operating Expenses	\$30.00	WATER SUPPLY CHEMICALS
716113 E 100-45124-210	Swimming Pools -	Operating Expenses	\$2,364.02	POOL CHEMICALS
716099 E 601-49400-210	Water Utilities (GE	Operating Expenses	\$887.77	WATER SUPPLY CHEMICALS



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2025

2025 08FA02U

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
HAWKINS, INC.					\$3,281.79	
INTEGRITY TREE SERVICE LLC						
1090		E 100-43100-411	Street Maintenanc	Tree Maintenance	\$500.00	DRP 2 OK SHDY OK PRK
INTEGRITY TREE SERVICE LLC					\$500.00	
MACQUEEN EQUIPMENT						
P66806		E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$137.34	RBR ELBW 6"
MACQUEEN EQUIPMENT					\$137.34	
MED-TECH RESOURCE, LLC						
154460		E 100-42110-210	Police Administrati	Operating Expenses	\$558.30	2 MTRLA APX 7000
MED-TECH RESOURCE, LLC					\$558.30	
METERING & TECHNOLOGY SOLUTION						
INV871		E 602-49450-500	Sewer (GENERAL)	Cap. Outlay-GENERAL	\$3,542.91	50% NW HS MTRS
INV871		E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$3,542.91	50% NW HS MTRS
METERING & TECHNOLOGY SOLUTION					\$7,085.82	
MIENERGY COOPERATIVE						
08/07/2		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$583.92	333119003 85007624 JOHNST WELL
08/07/2		E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$40.35	333119001 8500759501 52 SIGN
08/07/2		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$543.16	333119002 85007612 HSD BS
08/07/2		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$451.00	333119005 85010070 HSD STLGHTS
08/07/2		E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$45.67	333119004 85007649 STALB LS
MIENERGY COOPERATIVE					\$1,664.10	
MN DEPT OF HEALTH						
		E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$2,767.00	SYSTEM 123002 QTRLY 1,139 CNNCTN
MN DEPT OF HEALTH					\$2,767.00	
OLMSTED COUNTY - HEALTH DEPART.						
1004		E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$202.50	BACTERIA
OLMSTED COUNTY - HEALTH DEPART.					\$202.50	
OTIS ELEVATOR COMPANY						
CLR157		E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$1,028.47	CCA Lrg ELVTR MAINT - MMM
CLR157		E 250-46630-404	Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$1,197.00	CCA Lrg ELVTR MAINT
OTIS ELEVATOR COMPANY					\$2,225.47	
QUADIENT - POSTAGE						
07/28/2		E 100-41500-322	Administration	Postage	\$300.00	POSTAGE
QUADIENT - POSTAGE					\$300.00	
QUILL.COM						
450840		E 100-41940-210	Municipal Building	Operating Expenses	\$70.46	Z FLD TWLS
450840		E 100-41940-210	Municipal Building	Operating Expenses	\$71.38	2PLY BTH TSS
450840		E 100-41940-210	Municipal Building	Operating Expenses	\$49.13	MLT PRP CLNR
QUILL.COM					\$190.97	
ROWLAND WELL CO., INC.						
33854		E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$2,378.46	STARITE JT PMP
ROWLAND WELL CO., INC.					\$2,378.46	
SOUTHEAST MECHANICAL						
37367		E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$628.00	BTH FCT RPR AND EYEWSH INT
37769		E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$308.79	URINAL RPR
SOUTHEAST MECHANICAL					\$936.79	



City of Chatfield
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2025 08FA02U

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ZEP MANUFACTURING						
901159	E 100-45124-210	Swimming Pools -	Operating Expenses		\$132.86	SP1700 BLK BG
ZEP MANUFACTURING					\$132.86	
2025 08FA02U					\$29,812.93	
					\$29,812.93	

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City of Chatfield

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2025 08ADM02

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
FORTIS						
113047	08/02/2	E 100-45124-323	Swimming Pools -	Admin Expense 323 34	\$1.00	DSCNT MERCH BNKCD NSD
FORTIS					\$1.00	
PEOPLES ENERGY COOPERATIVE						
060973	08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$188.00	7823600 MEYERS AND TERMAR
	08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$101.10	2154400 10208 HILLSIDE DRIVE
	08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$11.00	2182100 SIREN - 10210 HILLSIDE
	08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$2,185.00	3011800 STREET LIGHTS
	08/05/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$79.87	3376900 EV CHARGER - 405 MAIN ST
	08/05/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$67.40	3211800 250 OLD TERRITORIAL RD
PEOPLES ENERGY COOPERATIVE					\$2,632.37	
2025 08ADM02					\$2,633.37	
					\$2,633.37	

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City of Chatfield
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Current Period: August 2025
2025 0814VNDRPR

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Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AFLAC							
	113048	978020	G 910-21718			\$54.47	PR VNDR LBLTY
		978020	G 910-21724			\$281.84	PR VNDR LBLTY
		978020	G 910-21715			\$73.49	PR VNDR LBLTY
		978020	G 910-21712			\$191.68	PR VNDR LBLTY
		978020	G 910-21713			\$155.48	PR VNDR LBLTY
AFLAC						\$756.96	
BLUE CROSS BLUE SHIELD							
	113049	250801	G 910-21721			\$163.80	PR VNDR LBLTY-SEP PRMM
BLUE CROSS BLUE SHIELD						\$163.80	
CHATFIELD PUBLIC LIBRARY							
	113055	2025-17	G 910-21728			\$125.00	PR VNDR LBLTY
		2025-17	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
CHATFIELD PUBLIC LIBRARY						\$0.00	
EFTPS							
	113056	629690	G 910-21709			\$2,709.40	PR VNDR LBLTY
		629690	G 910-21703			\$9,293.18	PR VNDR LBLTY
		629690	G 910-21701			\$6,724.15	PR VNDR LBLTY
EFTPS						\$18,726.73	
HEALTHEQUITY							
	113050	2025-08	G 910-21726			\$3,716.69	PR VNDR LBLTY
HEALTHEQUITY						\$3,716.69	
LAW ENFORCEMENT LABOR SERVICES							
		AUG-25	G 910-21717			\$292.00	PR VNDR LBLTY
LAW ENFORCEMENT LABOR SERVICES						\$292.00	
MN PEIP							
	113051	154095	G 910-21706			\$23,949.20	PR VNDR LBLTY-SEP
MN PEIP						\$23,949.20	
MN REVENUE							
	113052	0-423-9	G 910-21702			\$3,453.81	PR VNDR LBLTY
MN REVENUE						\$3,453.81	
NCPERS GROUP LIFE INSURANCE							
		384000	G 910-21707			\$128.00	PR VNDR LBLTY
NCPERS GROUP LIFE INSURANCE						\$128.00	
PERA							
	113053	SOMPE	E 230-42270-121	Ambulance	PERA	\$530.00	PR VNDR LBLTY-JUL
		SOMPE	G 910-21705			\$5,287.78	PR VNDR LBLTY
		SOMPE	G 910-21704			\$6,810.97	PR VNDR LBLTY
PERA						\$12,628.75	
TASC							
	113054	08/14/2	G 910-21714			\$304.16	PR VNDR LBLTY
TASC						\$304.16	
VOYA EMPOWER MNDP							
	113057	PAYROL	G 910-21719			\$943.58	PR VNDR LBLTY
VOYA EMPOWER MNDP						\$943.58	
2025 0814VNDRPR						\$65,063.68	



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2025

2025 0814VNDPR

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Check							
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
						\$65,063.68	

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CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Second Reading: Ordinance 479 Drainage of Pool Water Ordinance Update

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: 1) Motion to approve Ordinance 479 Drainage of Pool Water. 2) Motion to approve publication of Ordinance 479.

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:

[479 Swimming pool drainage.pdf](#)

ORDINANCE NO. 479

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA RELATING TO POOLS; REGULATING THE DRAINAGE OF WATER THEREFROM; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 103, ARTICLE IV, SECTION 103-58.

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

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 103, Article IV, Section 103-58 are amended to read:

Sec. 103-58. Drainage of private pool water. A private pool shall be designed and equipped so that its water may be emptied in its entirety to the city's sanitary sewer system; or, to such other suitable disposal system acceptable to the public works director. A private pool shall be designed and equipped so that there is no direct physical connection between its drain or re-circulation system and the city's sanitary sewer system. Any such connection shall feature a suitable air gap or brake to prevent backup of wastewater in the sewer system to the pool or its piping system. Water from a private pool shall not be drained onto any public property or right of way, or property not owned by the pool's owner.

Section 2. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield this day of , 2025.

Approved:

Attest.

By its Mayor

By its City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Public Services Committee

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: [August 25, 2025 Agenda](#)

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: August 25, 2025

Agenda Item: Mobile Radios for Squad Vehicles

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to approve the purchase of the mobile radios for the squad vehicles.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

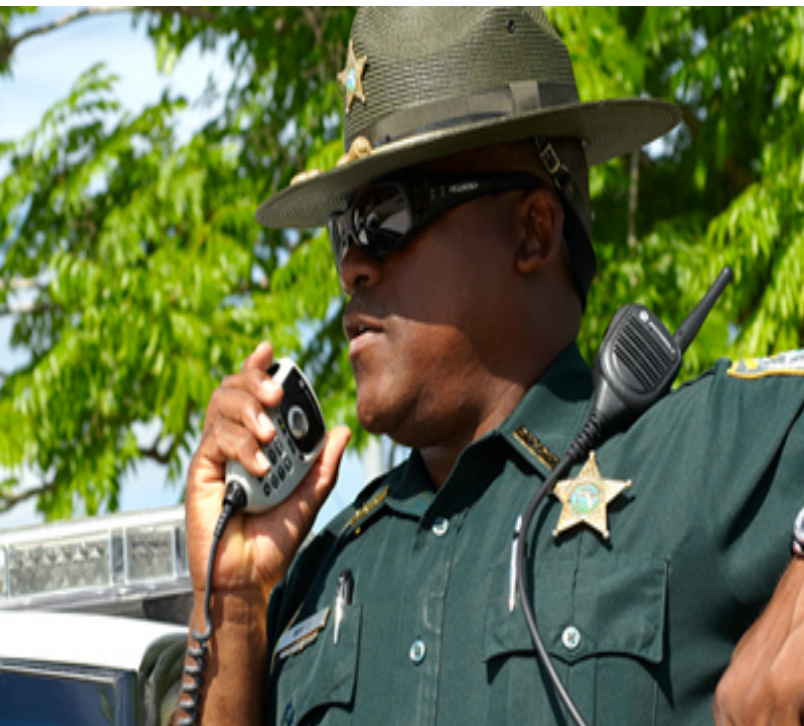
Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Chatfield Police Department APX8500 Quote x 3 08082025.pdf](#)



CHATFIELD POLICE DEPARTMENT

08/08/2025

08/08/2025

CHATFIELD POLICE DEPARTMENT
21 2ND ST SE
CHATFIELD, MN 55923

Dear Shane Fox,

Motorola Solutions is pleased to present CHATFIELD POLICE DEPARTMENT with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide CHATFIELD POLICE DEPARTMENT with the best products and services available in the communications industry. Please direct any questions to Matt Webb at matt@comtec-wireless.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Matt Webb

Motorola Solutions Manufacturer's Representative

Billing Address:
CHATFIELD POLICE
DEPARTMENT
21 2ND ST SE
CHATFIELD, MN 55923
US

Quote Date:08/08/2025
Expiration Date:10/07/2025
Quote Created By:
Matt Webb
matt@comtec-wireless.com

End Customer:
CHATFIELD POLICE DEPARTMENT
Shane Fox
SFox@ci.chatfield.mn.us
(507) 867-3331

Contract: 20927 - MN DOT 209493

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8500					
1	M37TSS9PW1AN	MOBILE RADIO APX8500 ALL BAND MP	3	\$6,558.00	\$4,412.88	\$13,238.64
1a	G851AG	ADD: AES/DES-XL/DES-OFB ENCRYPT APX AND ADP	3	\$941.00	\$632.88	\$1,898.64
1b	G51AT	SOFTWARE LICENSE ENH:SMARTZONE	3	\$1,766.00	\$1,188.00	\$3,564.00
1c	G78AT	ENH: 3 YEAR ESSENTIAL SVC	3	\$288.00	\$288.00	\$864.00
1d	GA05508AA	DEL: DELETE VHF BAND	3	-\$800.00	-\$576.00	-\$1,728.00
1e	GA05509AA	DEL: DELETE UHF BAND	3	-\$800.00	-\$576.00	-\$1,728.00
1f	GA01606AA	ADD: NO BLUETOOTH/ WIFI/GPS ANTENNA NEEDED	3	\$0.00	\$0.00	\$0.00
1g	B18CR	ADD: AUXILIARY SPKR 7.5 WATT APX	3	\$71.00	\$47.52	\$142.56
1h	G89AC	ADD: NO RF ANTENNA NEEDED	3	\$0.00	\$0.00	\$0.00
1i	G444AH	ADD: APX CONTROL HEAD SOFTWARE	3	\$0.00	\$0.00	\$0.00
1j	G67EH	ADD: REMOTE MOUNT E5 MP	3	\$350.00	\$235.44	\$706.32
1k	GA01517AA	DEL: NO J600 ADAPTER CABLE NEEDED	3	\$0.00	\$0.00	\$0.00



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1l	G806BL	SOFTWARE LICENSE ENH: ASTRO DIGITAL CAI OP APX	3	\$607.00	\$408.24	\$1,224.72
1m	GA01670AA	ADD: APX E5 CONTROL HEAD	3	\$767.00	\$516.24	\$1,548.72
1n	W22BA	ADD: STD PALM MICROPHONE APX	3	\$85.00	\$56.88	\$170.64
1o	QA09113AB	ADD: BASELINE RELEASE SW	3	\$0.00	\$0.00	\$0.00
1p	W969BG	SOFTWARE LICENSE ENH: MULTIKEY OPERATION	3	\$388.00	\$279.36	\$838.08
1q	G361AH	SOFTWARE LICENSE ENH: P25 TRUNKING SOFTWARE APX	3	\$353.00	\$237.60	\$712.80
2	HAF4016A	MOBILE ANTENNA, ROOF MOUNT, 1/4 WAVE, 762-870 MHZ	3	\$31.00	\$22.32	\$66.96

Grand Total

\$21,520.08(USD)

Notes:

- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



Purchase Order Checklist NA OM

Marked as PO/ Contract/ Notice to Proceed on Company Letterhead (PO will not be processed without this)
PO Number/ Contract Number
PO Date
Vendor = Motorola Solutions, Inc.
Payment (Billing) Terms/ State Contract Number
Bill-To Name on PO must be equal to the <i>Legal</i> Bill-To Name
Bill-To Address
Ship-To Address (If we are shipping to a MR location, it must be documented on PO)
Ultimate Address (If the Ship-To address is the MR location then the Ultimate Destination address must be documented on PO)
PO Amount must be equal to or greater than Order Total
Non-Editable Format (Word/ Excel templates cannot be accepted)
Tax Exemption Status
Signatures (As required)

NOTE: When an email order is submitted a confirmation is sent from Motorola AutoNotify referencing a **case number**.

Once checklist is complete, order still must go through **Order Validation/Credit Approval**



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Chatfield Fire Department Retirement Plan Proposed Increase

Subject | Summary: The Fire Department has completed an annual review of the Fire Departments Retirement Plan. We found our projected over funding is about 35%. With the recommendations of the plan we feel comfortable with a recommendation of raising our retirement level to \$4,000.00 per year of good service.

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to approve proposed increase with the recommendation from Public Services.

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:

[3840-00 - 2025 PERA SVF Report - City of Chatfield Volunteer Fire Department.pdf](#)

Public Employees Retirement Association of Minnesota
Statewide Volunteer Firefighter Plan
Actuarial Valuation Report as of December 31, 2025 for
the City of Chatfield Volunteer Fire Department



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July 15, 2025

Public Employees Retirement Association of Minnesota
St. Paul, Minnesota

Re: City of Chatfield Volunteer Fire Department Actuarial Valuation as of December 31, 2025

Dear PERA Trustees:

The results of the December 31, 2025 Actuarial Valuation of the City of Chatfield Volunteer Fire Department (the Plan) are presented in this report.

This report was prepared at the request of the Board and is intended for use by the Public Employees Retirement Association (PERA) and the Plan and those designated or approved by the Board or the Plan. This report may be provided to parties other than PERA and the Plan only in its entirety and only with the permission of the Board or the Plan. GRS is not responsible for unauthorized use of this report.

The purposes of the valuation are to measure the Plan's funding progress and to determine the **required contribution for the fiscal year ending December 31, 2026**. This report should not be relied on for any purpose other than the purposes described herein. Determinations of financial results, associated with the benefits described in this report, for purposes other than those identified above may be significantly different.

The contribution in this report is determined using the actuarial assumptions and methods disclosed on page 8 of this report. This report includes risk metrics on page 6 but does not include a more robust assessment of the risks of future experience not meeting the actuarial assumptions. Additional assessment of risks was outside the scope of this assignment.

This valuation assumed the continuing ability of the governing body to make the contributions necessary to fund this plan. A determination regarding whether or not the governing body is actually able to do so is outside our scope of expertise and was not performed.

The findings in this report are based on data and other information through December 31, 2024. The valuation was based upon information furnished by PERA concerning the Plan, financial transactions, plan provisions, and active and terminated members. We checked for internal reasonability and year-to-year consistency, but did not audit the data. We are not responsible for the accuracy or completeness of the information provided by PERA.

Actuarial assumptions, including discount rates, and others identified in this report, are prescribed by Minnesota Statutes Section 353G.08, the Legislative Commission on Pensions and Retirement (LCPR), and the Trustees. These parties are responsible for selecting the plan's funding policy, actuarial valuation methods, asset valuation methods and assumptions. The policies, methods and assumptions used in this valuation are those that have been so prescribed and are described in the Methods and Assumptions section of this report. PERA is solely responsible for communicating to GRS any changes required thereto.

All actuarial assumptions used in this report are reasonable for the purposes of this valuation. The combined effect of the assumptions is expected to have no significant bias (i.e. not significantly optimistic or pessimistic). All actuarial assumptions and methods used in the valuation follow the guidance in the applicable Actuarial Standards of Practice. Additional information about the actuarial assumptions is included in the section of this report entitled Methods and Assumptions. We have assessed that the contribution allocation procedure calculated under the current funding policy is a reasonable Actuarially Determined Employer Contribution (ADEC) and is not significantly inconsistent with the plan accumulating adequate assets to make benefit payments when due.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by actuaries who have substantial experience valuing public employee retirement systems. To the best of our knowledge, the information contained in this report is accurate and fairly presents the actuarial position of the Plan as of the valuation date and was performed in accordance with the requirements of Minnesota Statutes Section 353G.08, and the requirements of the Standards for Actuarial Work established by the LCPR. All calculations have been made in conformity with generally accepted actuarial principles and practices, with the Actuarial Standards of Practice issued by the Actuarial Standards Board, and with applicable statutes.

Bonita J. Wurst and Sheryl L. Christensen are Members of the American Academy of Actuaries (MAAA) and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein. In addition, GRS meets the requirements of "approved actuary" under Minnesota Statutes Section 356.215, Subdivision 1, Paragraph (c).

The signing actuaries are independent of the plan sponsor.

Respectfully submitted,
Gabriel, Roeder, Smith & Company



Bonita J. Wurst, ASA, EA, FCA, MAAA



Sheryl L. Christensen, FSA, EA, FCA, MAAA



Executive Summary

The Required Contributions for 2025 and 2026 are summarized in the following table:

Summary of Results

Plan Data	2025	2024
1. Current Benefit Level	\$ 3,450	\$ 2,450
2. Number of Participants		
a. Active members	26	26
b. Deferred members	4	4
c. Total	30	30
Funded Status	2025	2024
1. Projected Assets at End of Year	\$ 885,519	\$ 726,880
2. Accrued Liability at End of Year	655,572	413,661
3. Surplus / (Deficit)	\$ 229,947	\$ 313,219
4. Funded Ratio	135.08%	175.72%
5. Account Status	Surplus Over Full Funding	Surplus Over Full Funding
Contributions	2025	2024
1. Financial Requirement		
a. Total Financial Requirement	\$ 64,933	\$ 28,414
b. Reduction to the Financial Requirement	(109,700)	(92,346)
c. Required Contribution	\$ 0	\$ 0
2. Contribution Due Date	12/31/2026	12/31/2025

Valuation Results

Financial Requirement for Following Calendar Year

	2025	2024
1. Determination of Surplus / (Deficit)		
a. Projected Assets	\$ 885,519	\$ 726,880
b. Accrued Liability	655,572	413,661
2. Surplus / (Deficit) [1a-1b]	\$ 229,947	\$ 313,219
3. Financial Requirement Charges		
a. Increase/(Decrease) in liability	\$ 86,128	\$ 57,936
b. Administrative Fees	1,800	1,800
c. One-Tenth of Deficit / (Surplus)^	(22,995)	(31,322)
d. Net Financial Requirement Charge [3a+3b+3c, not less than zero]	\$ 64,933	\$ 28,414
4. Financial Requirement Credits		
a. Fire State Aid Current Year x 1.035	\$ (49,309)	\$ (41,661)
b. Supplemental State Aid Current Year	(7,260)	(7,072)
c. 6% interest on Projected Present Assets	(53,131)	(43,613)
d. Net Financial Requirement Credit [4a+4b+4c]	\$ (109,700)	\$ (92,346)
5. Required Contribution [3d+4d, not less than zero]	\$ 0	\$ 0
6. Contribution Due Date	12/31/2026	12/31/2025

Benefit Level Analysis

	2025	2024
1. Current Benefit Level	\$ 3,450	\$ 2,450
2. Financial Requirement Charges	64,933	28,414
3. Fire State Aid (including supplemental aid)	56,569	48,733
4. Fire State Aid Use Ratio	115%	58%

^ Zero if the plan has had a surplus for only one year.

Your organization uses all of the available Fire State Aid towards its financial requirement.

Projection of Accrued Liability

	2025	2024
1. Active Member Liability	\$ 639,880	\$ 398,486
2. Deferred Member Liability	15,692	15,175
3. Total Accrued Liability at year-end (1+2)	\$ 655,572	\$ 413,661
4. Projected Accrued Liability at next year-end	741,700	471,597
5. Increase/(Decrease) in Liability (4-3)	\$ 86,128	\$ 57,936

Projection of Assets

	2025	2024
1. Actual Assets at Beginning of Year	\$ 785,299	\$ 641,940
2. Projected Change in Asset Value		
a. Fire State Aid	47,642	40,252
b. Fire Supplemental Aid	7,260	7,072
c. Required Contribution*	0	0
d. Net Investment Income	47,118	38,516
e. PERA Administrative Fee	(1,800)	(900)
f. Net Change in Present Assets	\$ 100,220	\$ 84,940
3. Projected Assets at End of Year	\$ 885,519	\$ 726,880

(Gain)/Loss

	Assets	Accrued Liability
1. Preliminary Expected Value	\$ 726,880	\$ (471,597)
2. Impact of Benefit Change	N/A	(185,472)
3. Actual Value	785,299	(655,572)
4. (Gain)/Loss [1+2-3]	\$ (58,419)	\$ (1,497)

* Unpaid invoices and anticipated receipts.

Cost Impact of Increase in Benefit Level

Benefit Level	2025			
	\$3,450 (Current)	\$3,550	\$3,650	\$4,450
1. Determination of Surplus / (Deficit)				
a. Projected Assets	\$ 885,519	\$ 885,519	\$ 885,519	\$ 885,519
b. Accrued Liability	655,572	674,119	692,666	841,044
2. Surplus / (Deficit) [1a-1b]	\$ 229,947	\$ 211,400	\$ 192,853	\$ 44,475
3. Funded Ratio [1a/1b]	135.08%	131.36%	127.84%	105.29%
4. Financial Requirement Charges				
a. Increase/(Decrease) in liability	\$ 86,128	\$ 88,609	\$ 91,090	\$ 110,934
b. Administrative Fees	1,800	1,800	1,800	1,800
c. One-Tenth of Deficit / (Surplus)^	(22,995)	(21,140)	(19,285)	(4,448)
d. Net Financial Requirement Charge [4a+4b+4c, not less than zero]	\$ 64,933	\$ 69,269	\$ 73,605	\$ 108,286
5. Financial Requirement Credits				
a. Fire State Aid Current Year x 1.035	\$ (49,309)	\$ (49,309)	\$ (49,309)	\$ (49,309)
b. Supplemental State Aid Current Year	(7,260)	(7,260)	(7,260)	(7,260)
c. 6% interest on Projected Present Assets	(53,131)	(53,131)	(53,131)	(53,131)
d. Net Financial Requirement Credit [5a+5b+5c]	\$ (109,700)	\$ (109,700)	\$ (109,700)	\$ (109,700)
6. Required Contribution [4d+5d, not less than zero]	\$ 0	\$ 0	\$ 0	\$ 0

^ Zero if the plan has had a surplus for only one year.

Summary of Participant Data

	December 31, 2025	December 31, 2024
Active Members		
Number	26	26
Average Age	41.9	40.5
Average Service	9.8	8.7
Deferred Vested Members		
Number	4	4
Average Age	39.5	38.5
Total Benefits	\$ 26,152	\$ 26,152

Risks Associated with Measuring the Accrued Liability and Actuarially Determined Contribution

The determination of the accrued liability and the actuarially determined contribution requires the use of assumptions regarding future economic and demographic experience. Risk measures, as illustrated in this report, are intended to aid in the understanding of the effects of future experience differing from the assumptions used in the course of the actuarial valuation. Risk measures may also help with illustrating the potential volatility in the accrued liability and the actuarially determined contribution that result from the differences between actual experience and the actuarial assumptions.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions due to changing conditions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period, or additional cost or contribution requirements based on the Plan's funded status); and changes in plan provisions or applicable law. The scope of an actuarial valuation does not include an analysis of the potential range of such future measurements.

Examples of risk that may reasonably be anticipated to significantly affect the plan's future financial condition include:

1. **Investment Risk** – actual investment returns may differ from the expected returns;
2. **Asset/Liability Mismatch** – changes in asset values may not match changes in liabilities, and are highly dependent on the timing of lump sum payments, thereby altering the gap between the accrued liability and assets and consequently altering the funded status and contribution requirements;
3. **Contribution Risk** – actual contributions may differ from expected future contributions. For example, actual contributions may not be made in accordance with the plan's funding policy or material changes may occur in the anticipated number of covered employees or other relevant contribution base;
4. **Other Demographic Risks** – members may terminate, retire or become disabled at times or with benefits other than assumed resulting in actual future accrued liability and contributions differing from expected.

The effects of certain trends in experience can generally be anticipated. For example, if the investment return since the most recent actuarial valuation is less (or more) than the assumed rate, the cost of the plan can be expected to increase (or decrease).

The required contribution shown on page 1 may be considered as a minimum contribution that complies with Minnesota Statutes. The timely receipt of the actuarially determined contributions is critical to support the financial health of the plan. Users of this report should be aware that contributions made at the actuarially determined rate do not necessarily guarantee benefit security.

Additional Risk Assessment

Additional risk assessment is outside the scope of the annual actuarial valuation. Additional assessment may include scenario tests, sensitivity tests, stochastic modeling, stress tests, and a comparison of the present value of accrued benefits at low-risk discount rates with the actuarial accrued liability.



Low-Default-Risk Obligation Measure

Actuarial Standards of Practice No. 4 (ASOP No. 4) was revised and reissued in December 2021 by the Actuarial Standards Board (ASB). It includes a new calculation called a Low-Default-Risk Obligation Measure (LDROM) to be prepared and issued annually for defined benefit pension plans. The transmittal memorandum for ASOP No. 4 includes the following explanation:

“The ASB believes that the calculation and disclosure of this measure provides appropriate, useful information for the intended user regarding the funded status of a pension plan. The calculation and disclosure of this additional measure is not intended to suggest that this is the “right” liability measure for a pension plan. However, the ASB does believe that this additional disclosure provides a more complete assessment of a plan’s funded status and provides additional information regarding the security of benefits that members have earned as of the measurement date.”

The following information has been prepared in compliance with this new requirement. Unless otherwise noted, the measurement date, actuarial cost methods, and assumptions used are the same as for the funding valuation covered in this actuarial valuation report.

- A. Low-Default-Risk Obligation Measure of benefits earned as of the measurement date: \$672,020
- B. Discount rate used to calculate the LDROM: 5.54%
- C. Other significant assumptions that differ from those used for the funding valuation: none
- D. Actuarial cost method used to calculate the LDROM: Entry Age Actuarial Cost Method
- E. Valuation procedures to value any significant plan provisions that are difficult to measure using traditional valuation procedures, and that differ from the procedures used in the funding valuation: none
- F. The LDROM is a market-based measurement of the pension obligation. It estimates the amount the plan would need to invest in low risk securities to provide the benefits with greater certainty. This measure may not be appropriate for assessing the need for or amount of future contributions. This measure may not be appropriate for assessing the sufficiency of plan assets to cover the estimated cost of settling the plan’s benefit obligation.

The difference between the two measures (Valuation and LDROM) is one illustration of the savings the sponsor anticipates by taking on the risk in a diversified portfolio.

Methods and Assumptions

Actuarial Methods	
Valuation Date	December 31, 2025, projected from data as of December 31, 2024
Funding Method	Entry age normal level dollar with no pre-retirement decrements per MN Statutes 353G.08
Market Assets	Trustee value plus any receivable income and less any payables
Actuarial Assets	Market assets projected to the end of the valuation year, per MN Statutes 353G.08

Economic Assumptions	
Valuation Rate	6.00%, net of investment expenses
Increases to Fire State Aid	3.50% per year
Future Benefit Level Increases	None
Interest on Deferred Benefits	As indicated in member data

Other Assumptions	
Mortality (pre-retirement)	None
Mortality (post-retirement)	Not Applicable
Disability	None
Withdrawal	None
Retirement Age	Later of Age 50 or 20 years of service
Form of Payment	Lump Sum
Administrative Expenses	\$60 per participant.
Service	For liability purposes, active member service at retirement is rounded.

Assumption Changes: Administrative Expenses were updated to \$60 per participant beginning in plan year 2025.

Summary of Plan Provisions

Following is a summary of the major plan provisions used to determine the plan's financial position. It should not be used in determining plan benefits.

Fire Department	City of Chatfield Volunteer Fire Department
Plan Year	Calendar year
Vesting Schedule	Members are 40% vested upon completion of 5 years of service. The vesting percentage increases by 4% for each complete year of service above 5 years until the member is 100% vested with 20 years of service.
Normal Form of Payment	Lump sum
Deferred Vested Benefit	Eligible upon termination, after completion of at least 5 years of service. Lump sum of \$3,450 per year of service, subject to the vesting schedule, payable at age 50. The benefit may be subject to an interest rate credit during the time that a member is deferred.
Normal Retirement Benefit	Eligible upon attainment of age 50 and completion of 20 years of service. Lump sum of \$3,450 per year of service.

The benefit level changed from \$2,450 per year of service in the December 31, 2024 valuation to \$3,450 per year of service in this valuation.

Plan Member Detail*

As of 12/31/2024									
Member Name	Status	Date of Entry	Total Service Credits	Whole Service Years	Vesting Status^	Vesting %^	Vested Benefit^	12/31/2025 Liability*	Projected Ben at Ret
Adam Hurley	Active	12/7/2020	49	4	Not Vested	0%	\$0	\$10,574	\$69,000
Benjamin Boerger	Active	3/1/2024	8	0	Not Vested	0%	\$0	\$3,864	\$69,000
Bryan Neis	Active	10/1/2018	74	6	Vested	44%	\$9,108	\$15,206	\$72,450
Chris Musty	Active	4/16/2012	152	12	Vested	68%	\$28,152	\$39,419	\$69,000
Cole Mc Kean	Active	7/17/2014	125	10	Vested	60%	\$20,700	\$28,083	\$69,000
Daniel Funk	Active	10/26/2015	110	9	Vested	56%	\$17,388	\$23,878	\$72,450
Drew Hurley	Active	10/1/2023	15	1	Not Vested	0%	\$0	\$3,478	\$79,350
Jake Lane	Active	1/12/2011	167	13	Vested	72%	\$32,292	\$43,660	\$69,000
James Danielson	Active	9/18/2017	87	7	Vested	48%	\$11,592	\$18,565	\$69,000
Jason Baldner	Active	11/12/2009	181	15	Vested	80%	\$41,400	\$43,347	\$79,350
Jill Harstad	Active	9/5/2017	87	7	Vested	48%	\$11,592	\$18,565	\$69,000
Jim Hanson	Active	10/26/2015	110	9	Vested	56%	\$17,388	\$24,724	\$69,000
Leif Erickson	Active	9/26/2011	159	13	Vested	72%	\$32,292	\$39,419	\$69,000
Luke Isensee	Active	9/9/2020	52	4	Not Vested	0%	\$0	\$9,185	\$82,800
Luke Schieffelbein	Active	2/20/2011	166	13	Vested	72%	\$32,292	\$43,660	\$69,000
Luke Thieke	Active	8/30/2010	172	14	Vested	76%	\$36,708	\$43,660	\$69,000
Melissa Burnett	Active	1/2/2018	83	6	Vested	44%	\$9,108	\$18,565	\$69,000
Mitchell Irish	Active	10/26/2015	110	9	Vested	56%	\$17,388	\$18,580	\$96,600
Pat Anderson	Active	10/2/2017	86	7	Vested	48%	\$11,592	\$18,565	\$69,000
Peter Erickson	Active	3/13/2011	165	13	Vested	72%	\$32,292	\$43,660	\$69,000
Ryan Priebe	Active	6/22/2008	198	16	Vested	84%	\$46,368	\$48,585	\$86,250
Steven Schlichter	Active	10/1/2022	27	2	Not Vested	0%	\$0	\$5,972	\$69,000
Steven Schmiedeberg	Active	8/26/2013	136	11	Vested	64%	\$24,288	\$31,644	\$69,000
Titon Haag	Active	10/26/2015	110	9	Vested	56%	\$17,388	\$23,878	\$72,450
Tom Sheehan	Active	9/21/2020	51	4	Not Vested	0%	\$0	\$10,574	\$69,000
Zeb Dudek	Active	10/5/2020	50	4	Not Vested	0%	\$0	\$10,574	\$69,000
Brandon Delaney	Deferred							\$4,058	
Chandler Erickson	Deferred							\$1,441	
John Reed	Deferred							\$3,641	
Wade Baker	Deferred							\$6,552	

*Information was provided by PERA for valuation purposes and should not be relied upon. Any changes in the data provided would produce different valuation results and estimated benefit amounts.

^Based only on service earned in the City of Chatfield Volunteer Fire Department.

&May not sum to total liability shown elsewhere in this report due to rounding.

Reflects data, assumption, methods and plan provisions as of December 31, 2025.

Benefits for active members are based on a benefit level of \$3,450 per whole year of service. Members are 40% vested at 5 years of service, increasing to 100% at 20 years of service. For a more complete description see page 9 of this report.

The SVF Member Plan information should be shared in accordance with the Governing Bodies data practices, as PERA does not provide volunteer firefighters with individual benefit calculations.





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Committee of the Whole

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

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: August 25, 2025

Agenda Item: Resolution 2025-49 disbursing funds for CCTV Operations and Capital and closing the Capital Fund

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to approve Resolution 2025-49 disbursing funds for CCTV Operations and Capital.

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:

[2025-49 Transfer & Closure of Fund - CCTV 614 & 615.pdf](#)

**City of Chatfield
Resolution 2025-49**

**Authorizing Disbursement of the Cable Access Funds Balances
and Closure of the 615 Cable Access Capital Fund**

(Fund 614 Cable Access Operations will serve as a pass thru fund for future HBC and Mediacom Franchise Fees)

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 CCTV Capital Fund according to the June 23rd motion.

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

<u>Fund</u>	<u>07/31/2025 Fund Balance</u>
614 Cable Access Operations Fund	\$62,917.00
• Disburse ½ to Chatfield Public Schools	\$31,458.50
• Transfer ½ to 801 Technology Reserve Fund #801IT.	\$31,458.50
<u>Fund</u>	<u>Mediacom 2nd QtrFF (rec'd after July Bank Reconciliation)</u>
614 Cable Access Operations Fund	\$4,006.72
• Disburse ½ to Chatfield Public Schools	\$2,003.36
• Transfer ½ to 801 Technology Reserve Fund #801IT.	\$2,003.36

<u>Fund</u>	<u>07/31/2025 Fund Balance</u>
615 Cable Access Capital Fund	\$18,109.26
• Disburse ½ to Chatfield Public Schools	\$9,054.63
• Transfer ½ to 801 Technology Reserve Fund #801IT.	\$9,054.63

<u>Fund</u>	<u>Action</u>
615 Cable Access Capital Fund	Authorization to close due to obsolescence

Approved by the Chatfield City Council this 25th day of August 2025.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Personnel Policy 2.04 Appearance

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to approve policy 2.04 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:

[Personnel Policy 2.04.docx](#)

Section 2.04 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor.

When uniforms are required, the city will provide an allowance for them.

Administration –Indoor attire city shirts or a combination of shirts, sweaters, vests, jackets per year with department head approval. This will provide a professional image to citizens and customers approaching the City Offices. The amount of benefit that will be paid out to any one employee will not exceed \$300 in any one year. This allowance is taxable per the IRS regulations.

Police – New employees with the Chatfield Police Department for the first year of employment are provided, at the expense of the City, the complete uniform, equipment, and accessories required by the Police Department which shall remain the property of the City. After the first year of employment, each employee shall be entitled to a uniform/equipment/accessory reimbursement allowance of ~~six hundred seventy five dollars (\$675.00)~~ \$900 in each year of the contract, for the purchase and maintenance of uniforms and equipment. Each employee shall be allowed to carry over up to two hundred dollars (\$200.00) from one calendar year to the next calendar year.

Public Works –The Employer will contribute a maximum of ~~\$700~~ 750 in any one year to include clothing and safety boots as required.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 25, 2025

Agenda Item: Potential Liquor License Violation

Subject | Summary: A potential liquor license violation has occurred.

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Consider Recommendation from Chief Fox.

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:

[Jacs license violation.docx](#)



Chatfield Police Department
Chief Shane Fox

21 2nd St SE
Chatfield, MN 55923
Phone: 507-867-1515
Fax: 507-867-1483

INTEROFFICE MEMORANDUM

Date: August 19, 2025

To: City Council

From: Chief Shane Fox

Subject: Potential Liquor License Violation

Western Days weekend, a business in town with a liquor license was open after-hours in violation of the City's liquor license ordinance.

On both Friday, August 8th and Saturday, August 9th, Jac's was opened to the public at 1:20 am, Saturday morning and 1:20 am Sunday morning for food service. On both nights, customers were ushered out around 1:10 am, and let back into the premises at 1:20 am until 3:00 am.

Friday night/Saturday morning customers were seated in the dining area of the premises and Saturday night/Sunday morning customers were seated in the bar area.

City Ordinance 4-22 (a) states "All persons, except the licensee and the licensee's employees, shall vacate the premises within ten minutes after the time provided for by the provisions of Minn. Stats. § 340A.504 and amendments thereto." For Jac's, that time would be 1:10 am.

Neither the ordinance, nor state statute, makes a distinction between the sale of intoxication liquor or food service. What the ordinance does say is that only the owner and employees can be on the premises after 1:10 am. Customers are not allowed on the premises until 8:00 am the next morning, when alcohol can legally be sold.

Thank you for your consideration.

Shane