

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: 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:

[2025-54 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: 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: 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: 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:

[2025-55 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: 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:

[2025-56 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: 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:

[2025-57 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> |
|--|------------------|

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: Michele Peterson

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

08/20/25 3:30 PM

Page 1

| 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 |
| BAKER & TAYLOR BOOKS | | | | | | \$617.95 | |
| 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 |
| CHATFIELD BODY SHOP | | | | | | \$182.19 | |
| 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 |
| CHATFIELD PUBLIC SCHOOLS | | | | | | \$42,515.99 | |
| CREATIVE PRODUCT SOURCE, INC. | | | | | | | |
| | CPI107 | E | 100-42110-210 | Police Administrati | Operating Expenses | \$107.47 | BLCK NTRLE GLVS CLNG SCRF |
| CREATIVE PRODUCT SOURCE, INC. | | | | | | \$107.47 | |
| CUSTOM ALARM | | | | | | | |
| | 616427 | E | 211-45500-404 | Libraries (GENERA | Repairs/Maint Equipment | \$231.48 | LIBRARY #4926 |
| CUSTOM ALARM | | | | | | \$231.48 | |
| 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 |
| DAVID DROWN ASSOCIATES | | | | | | \$3,400.00 | |
| E&J UNDERGROUND LLC | | | | | | | |
| | 1400 | E | 100-45200-404 | Parks (GENERAL) - | Repairs/Maint Equipment | \$4,200.00 | DRCTNL BRNG-STRM DMG |
| E&J UNDERGROUND LLC | | | | | | \$4,200.00 | |
| 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 |
| GALLS | | | | | | \$635.89 | |
| GP TRUCK PAINTING | | | | | | | |
| | 6380 | E | 801-43100-550 | Street Maintenanc | Cap. Outlay-Vehicles/Equ | \$1,206.67 | S182 1999 STRLNG FLSHR PNT |
| GP TRUCK PAINTING | | | | | | \$1,206.67 | |
| GRANICUS | | | | | | | |
| | 187630. | E | 100-41500-438 | Administration | Internet Expenses | \$1,725.49 | 1/12 08/01/2024-07/31/2025 PKAgnd |
| GRANICUS | | | | | | \$1,725.49 | |
| 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 |
| HUNTINGTON ELECTRIC LLC | | | | | | \$26,841.76 | |
| INTEGRITY TREE SERVICE LLC | | | | | | | |
| | 1089 | E | 100-43100-411 | Street Maintenanc | Tree Maintenance | \$7,950.00 | 2025 0728 STRM DAMAGE CLEANUP |
| INTEGRITY TREE SERVICE LLC | | | | | | \$7,950.00 | |
| LOFFLER | | | | | | | |



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2025

2025 08FA02

08/20/25 3:30 PM

Page 2

| 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

Page 1

| 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

08/20/25 3:28 PM
 Page 2

| 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
Batch Listing - Unposted Summary
Current Period: August 2025
2025 08FA02U

08/20/25 3:28 PM
Page 3

| 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 | |

([BatchID] in (21866))



City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2025

2025 08ADM02

08/12/25 7:23 AM

Page 1

| 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 | |

([BatchID] in (21870))



City of Chatfield
Batch Listing - Unposted Summary
Current Period: August 2025
2025 0814VNDRPR

08/14/25 11:37 AM
Page 1

| 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

08/14/25 11:37 AM

Page 2

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

([BatchID] in (21889))



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: Michele Peterson

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: Michele Peterson

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: Michele Peterson

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: Michele Peterson

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



Table of Contents

| | |
|--|-----------|
| Cover Letter | - |
| Executive Summary | 1 |
| Summary of Results..... | 1 |
| Valuation Results | 2 |
| Financial Requirement for Following Calendar Year..... | 2 |
| Benefit Level Analysis..... | 2 |
| Projection of Accrued Liability | 3 |
| Projection of Assets..... | 3 |
| (Gain) / Loss..... | 3 |
| Cost Impact of Increase in Benefit Level..... | 4 |
| Summary of Participant Data..... | 5 |
| Assessment of Risk | 6 |
| Low-Default-Risk Obligation Measure | 7 |
| Methods and Assumptions | 8 |
| Summary of Plan Provisions | 9 |
| Plan Member Detail | 10 |



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: 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: 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: Michele Peterson

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: Michele Peterson

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: Michele Peterson

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](#)

[Jac's sanction resolution.pdf](#)



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

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA DETERMINING THAT ARTHUR LLC, L.L.C., THE HOLDER OF THE ON-SALE INTOXICATING LIQUOR LICENSE FOR JAC'S GRILL AND BAR, HAS PERMITTED CONDUCT ON THE LICENSED PREMISES WHICH CONSTITUTES VIOLATIONS OF THE PROVISIONS OF THE *CHATFIELD CODE*; AND, SHOULD BE SANCTIONED FOR SUCH CONDUCT BY IMPOSITION OF AN APPROPRIATE MONETARY PENALTY AGAINST SAID LICENSEE

WHEREAS, the provisions of Minnesota Statutes, Section 340A.415 provide that holder of an on-sale intoxicating liquor licensee issued by the City of Chatfield may be subject to imposition of an appropriate financial penalty if the holder of the license is found to failed to comply with any applicable statute, regulation, or ordinance provision relating to the sale of intoxicating liquor; and,

WHEREAS, the Council has previously issued an on-sale intoxicating liquor license in the City of Chatfield to Arthur LLC, L.L.C., doing business as Jac's Grill and Bar, which has a business address of 129 Main Street South in the City of Chatfield; and,

WHEREAS, the main level of the entire building housing the business at 129 South Main Street South known as Jac's Grill and Bar constitutes the "licensed premises" as is described in the application for the intoxicating liquor license held by Arthur LLC, L.L.C.; and,

WHEREAS, the provisions of Section 4.22(a) of the *Chatfield Code* require that a person issued an on-sale intoxicating liquor license shall not permit any person, except an employee of the licensee, to remain on the licensed premises during a time period which begins 10 minutes following the time which sales of intoxicating liquor on the premises are prohibited until the time that sales are permitted the same day; and,

WHEREAS, an investigation by members of the Chatfield Police Department determined that on August 9, 2025, members of the public, who were not employees of the licensee, were permitted to remain on the licensed premises between the hours of approximately 1:20 a.m. and 3:00 a.m.; and,

WHEREAS, an investigation by members of the Chatfield Police Department determined that on August 10, 2025, members of the public, who were not employees of the licensee, were permitted to remain on the licensed premises between the hours of approximately 1:10 a.m. to 3:00 a.m.; and,

WHEREAS, the members of the Council have received a written report from the Chief of the Chatfield Police Department that summarizes the events of August 9 and 10, 2025, previously noted and establishes that the licensee was knowingly in violation of the provisions of Section 4-22(a) of the *Chatfield Code*, on August 9 and 10, 2025.

NOW THEREFORE, BASED UPON THE FOREGOING, the City Council of the City of

Chatfield FINDS that:

1. Arthur LLC, L.L.C., is the holder of an on-sale intoxicating liquor license issued by the City of Chatfield for the licensed premises located at 129 South Main Street, Chatfield, Minnesota, which is operated as a business known as Jac's Grill and Bar.

2. On both August 9 and August 10, 2025, the manager of Arthur LLC, L.L.C., intentionally permitted persons who were not employees to be physically present on the licensed premises subsequent to the hour of 1:10 a.m. and prior to the hour of 8:00 a.m.

3. The manager of the licensee's allowing persons who were not employees to be physically present on the licensed premises between the hours of 1:10 a.m. and 8:00 a.m. on August 9 and 10, 2025, constituted violations by the licensee of the provisions of Section 4-22(a), *Chatfield Code*, in each instance.

4. As an appropriate sanction for each of these violations the licensee shall pay a civil penalty to the City of Chatfield in the amount of \$ _____, for an aggregate amount of \$ _____.

5. The entire amount of the civil penalty imposed herein shall be paid to the City of Chatfield by the close of business on _____.

6. Failure to remit the entire amount of the civil penalty as directed by the date set forth shall be considered to be basis for the City of Chatfield to impose further sanctions against the licensee.

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

Approved:

Attest:

By its Mayor

By its City Clerk