

CITY OF CHATFIELD CITY COUNCIL
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
November 24, 2025, 7:00 P.M.

Notice is hereby given that some City Council members may be participating in the meeting by interactive technology.

- I. Open Meeting
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda - Additions or Corrections
- IV. Consent Agenda
 - IVa. [2025.11.10 Regular Meeting Minutes](#)
 - IVb. [Accounts Payable Claims Listings](#)
 - IVc. [Resolution 2025-80 Accepting Donations to Library](#)
 - IVd. [Resolution 2025-82 Accepting a Donation to the City](#)
- V. Department Reports
 - Va.. [Ambulance Department: Volunteer Ambulance Personnel Policy Update](#)
Motion to approve as recommended by the Personnel Committee.
 - Vb.. [Finance Department: Capital Financial Plan Review and Summary](#)
Review summary information, No action.
- VI. Continued Business
 - Vla.. [2026 Maintenance Agreement with Olmsted County for a portion of CSAH 10 within city limits](#)
Motion to approve the 2026 Maintenance Agreement.
- VII. New Business
 - VIIa. [Ordinance 484 and Policy for Water and Sewer Operations](#)
First Reading of the proposed ordinance and operations policies.
 - VIIb. [Sidewalk Installation](#)
Motion to approve the work to be completed in 2026.
 - VIIc. [Resolution 2025-83 Approving DNR Bridge Agreement](#)
Motion to approve resolution 2025-83.
 - VIIId. [Solar on Public Buildings Project](#)
Motion to accept the agreements and move forward with the project.
- VIII. Committee Reports

VIIIa. [Public Services Committee](#)
November 24, 2025 Meeting Packet

VIIIb. [Park & Recreation Committee](#)
November 24, 2025 Meeting Packet

VIIIc. [Tennis and Pickleball Courts](#)
Motion to approve as recommended by the Park & Rec Committee.

IX. Mayor's Report

X. City Administrator's Report

IXa.. [Resolution 2025-81 Local Road Improvement Program](#)
Motion to approve resolution 2025-81.

XI. Roundtable

XII. Next Meetings

XIII. Adjourn



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: 2025.11.10 Regular Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025.11.10 Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, November 10, 2025

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

Notice is hereby given that some City Council members may be participating in the meeting by interactive technology.

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

Members absent: Paul Novotny.

Please note, Councilor Pam Bluhm joined the meeting at 7:05 pm.

Others Present: Karen Reisner, Fred Suhler Jr. (remotely), Lynda Karver, Brian Mueller, Michele Peterson, and Beth Carlson.

Approve Agenda – Additions or Corrections

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

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

Motion carried.

Consent Agenda

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

1. 2025 09 22 Regular Meeting Minutes
2. 2025 10 13 Regular Meeting Minutes
3. 2025 10 27 Regular Meeting Minutes
4. Accounts Payable Claims Listings

Batch Name	Amount
2025 11FA01U	\$205,922.54
2025 11FA01U	\$10,474.55
242HTI 1 DWNPY	\$10,000.00
2025 1023VNDRPR	\$35,108.93
2025 10ADM07	\$21.25
2025 10RRSB	\$95.80
20251106 PR EE Reimb	\$53.93
Total	\$261,677.00

5. Resolution 2025-78 Lawful Gambling LG220 for Chatfield Youth Sports Association
6. 2026 Maintenance Agreement with Olmsted County for a portion of CSAH 10 within city limits
7. Approve EMT new hire Blake Bigalk
8. 2025-79 Resolution Accepting Annual Chatfield Fire Department Fund Drive Donations

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

Motion carried.

Continued Business

Ordinance 483 2026 Fee Schedule

Josh Broadwater entered a motion, with a second by Dave Frank, to Motion to approve the ordinance as presented and authorize it's publication.

Ayes: Councilors: Urban, Broadwater, and Frank

Nays: None

Absent: Councilors: Novotny, and Bluhm

Motion carried.

New Business

Quarterly Financial Report

City Administrator Michele Peterson presented the quarterly financial report, highlighting that overall finances are on track with the budget.

Concerns about the Center for the Arts building fund, which has had \$42,000 in repair expenses against a \$12,000 budget were mentioned. It was emphasized this is about the building, not the business operations. There has been a five-year trend of increasing maintenance costs for the Center for the Arts building and it is suggested that better planning is needed for sustainability.

Permission for Hunting on the County Road 10 Property owned by the City

A request for hunting permission on the County Road 10 property owned by the city was discussed. No one currently has permission to hunt on city land. The council decided to leave the no-hunting policy in place for now and revisit the issue next year.

Committee Reports

Personnel Budget Committee

Topics included the quarterly financial report, volunteer ambulance personnel policy update and volunteer numbers/hours for the ambulance.

Public Works Committee

Topics included public works utility trailer purchase, tree concern, storm drain concern, ordinance 484 and the policy for water and sewer operations.

Josh Broadwater entered a motion, with a second by Dave Frank, to authorize the purchase of a utility trailer for public works, not to exceed \$11,000.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

Mayor's Report

Mayor McBroom reminded residents to remove cars from streets during snowfall for proper snow removal, warning that tickets will be issued.

City Administrator's Report

City Administrator Peterson reported that all short-term lodging establishments in Chatfield are compliant and current on their lodging tax receipts.

Roundtable

Several council members congratulated the volleyball team on their second-place finish.

Adjourn

Mike Urban entered a motion, with a second by Pam Bluhm, to adjourn at 7:21 pm.

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

Nays: None

Absent: Councilor: Novotny

Motion carried.

/s/Beth M Carlson
City Clerk



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 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: \$108,014.61

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Batch Listing1 - 2025 11FA02 \\$56,089.08.pdf](#)

[Batch Listing2 - 2025 11FA02U \\$4,203.10.pdf](#)

[Batch Listing3 - 2025 1106VNDRPR \\$34,164.79.pdf](#)

[Batch Listing4 - 2025 11ADM01 \\$13,557.64.pdf](#)



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2025
 2025 11FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
AXON ENTERPRISE, INC.						
INUS39	E 801-42110-580	Police Administrati	Cap. Outlay-Other Equip		\$29,800.80	6 TSR10 BNDLE
					\$29,800.80	
AXON ENTERPRISE, INC.						
BACHMANS						
INV526	E 100-45200-430	Parks (GENERAL) -	Misc. TRY NOT TO USE		\$413.00	JUL 2025 WND STRM
SO1158	E 801-45200-411	Parks (GENERAL) -	Tree Maintenance		\$1,412.50	BLFLD TRS ATLTC DNTN
SO1158	E 100-43100-411	Street Maintenanc	Tree Maintenance		\$172.50	LS DEAD TREE RPLCMNT
					\$1,998.00	
BACHMANS						
CHATFIELD ALLIANCE, INC						
HAUS 1	E 240-46630-300	Cmmnty Dvlpmnt	Promotional Expense		\$327.20	95% LODGING TAX HAUS 12 2024-10-
					\$327.20	
CHATFIELD ALLIANCE, INC						
CHATFIELD BODY SHOP						
18873	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$627.34	2018 FRD EXPLR
18853	E 100-42110-404	Police Administrati	Repairs/Maint Equipment		\$71.72	2025 FRD INTCPTR
					\$699.06	
CHATFIELD BODY SHOP						
CHATFIELD PUBLIC SCHOOLS						
HBC JU	E 100-41500-811	Administration	Pass Through Account		\$467.07	Frnchs Fees - HBC - 2025 Qtr3
					\$467.07	
CHATFIELD PUBLIC SCHOOLS						
CJ SPRAY						
326404	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment		\$426.08	FLX GUN RPR STRNR
					\$426.08	
CJ SPRAY						
CUSTOM ALARM						
624419	E 250-46630-403	Cmmnty Dvlpmnt	Prev. Maint. Agreements		\$179.58	CCA #72964 FR ALRM MNTRNG-DEC 2
					\$179.58	
CUSTOM ALARM						
GRIFFIN CONSTRUCTION						
11992	E 425-43200-310	Construction Fund	Other Professional Servic		\$6,293.92	SWR SRVC RPR AVE B 50%tobeREIMB
					\$6,293.92	
GRIFFIN CONSTRUCTION						
JRT ENVIRONMENTAL						
061293	VRBLMP E 100-41940-401	Municipal Building	Repairs/Maint Buildings		\$608.00	AIR QUALITY TEST
					\$608.00	
JRT ENVIRONMENTAL						
LOCATORS & SUPPLIES, INC.						
032433	E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq		\$325.00	BRM SFTY CAN SQGEE RAKE
032427	E 100-43100-152	Street Maintenanc	Clothing		-\$50.43	CRDT ORNG TSHRTS
032433	E 100-43100-152	Street Maintenanc	Clothing		\$69.99	HWLINED SS
					\$344.56	
LOCATORS & SUPPLIES, INC.						
MARCO TECHNOLOGIES LLC.						
INV145	E 230-42270-403	Ambulance	Prev. Maint. Agreements		\$225.00	2025 5% MIT - 4,500 /54,000
INV145	E 601-49400-403	Water Utilities (GE	Prev. Maint. Agreements		\$900.00	2025 20% MIT - 4,500 /54,000
INV145	E 603-49500-403	Refuse/Garbage (Prev. Maint. Agreements		\$450.00	2025 10% MIT - 4,500 /54,000
INV145	E 602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements		\$900.00	2025 20% MIT - 4,500 /54,000
INV145	E 240-46630-403	Cmmnty Dvlpmnt	Prev. Maint. Agreements		\$225.00	2025 5% MIT - 4,500 /54,000
INV145	E 100-43100-403	Street Maintenanc	Prev. Maint. Agreements		\$225.00	2025 5% MIT - 4,500 /54,000
INV145	E 100-42110-403	Police Administrati	Prev. Maint. Agreements		\$675.00	2025 15% MIT - 4,500 /54,000
INV145	E 100-41500-403	Administration	Prev. Maint. Agreements		\$675.00	2025 15% MIT - 4,500 /54,000
INV145	E 220-42280-403	Fire Department *	Prev. Maint. Agreements		\$225.00	2025 5% MIT - 4,500 /54,000
					\$4,500.00	
MARCO TECHNOLOGIES LLC.						



City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2025
 2025 11FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
MN DEPT OF HEALTH						
	OCT-DE	E 601-49400-386	Water Utilities (GE	Well Testing Fees	\$2,767.00	SYSTM 123002 QTRLY 1,139 CNNCTN
					\$2,767.00	
MN DEPT OF HEALTH						
SHORT ELLIOTT HENDRICKSON, INC.						
	498414	E 602-49450-500	Sewer (GENERAL)	Cap. Outlay-GENERAL	\$2,156.13	Prjct#186646 CHATF WWTF FACILITY
					\$2,156.13	
SHORT ELLIOTT HENDRICKSON, INC.						
SOUTHEAST MECHANICAL						
	38390	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$1,146.09	WWTP AIR EXCHNGR
					\$1,146.09	
SOUTHEAST MECHANICAL						
STREICHER S						
	I17592	E 100-42110-153	Police Administrati	Uniform Allowance	\$33.99	8703 UA IRRTNT HLDR
	I17490	E 100-42110-153	Police Administrati	Uniform Allowance	\$64.98	8703 UA BDY CM CASE
					\$98.97	
STREICHER S						
STUMPS & LANDSCAPING OF ROCHESTER						
	1209	E 100-43100-430	Street Maintenanc	Misc. TRY NOT TO USE	\$3,480.00	CTY PRK STMPs 25STRM
	1151	E 100-43100-430	Street Maintenanc	Misc. TRY NOT TO USE	\$640.00	928 FLLMR 25STRM
					\$4,120.00	
STUMPS & LANDSCAPING OF ROCHESTER						
WIT BOYZ INC.						
	10945	E 220-42280-404	Fire Department *	Repairs/Maint Equipment	\$156.62	ANTIFRZ HDL RESCUE
					\$156.62	
WIT BOYZ INC.						
					\$56,089.08	
2025 11FA02					\$56,089.08	

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City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2025
 2025 11FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ABILITY BUILDING CENTER						
27922		E 100-41940-302	Municipal Building	Contracted Help	\$1,458.65	CLEANING-OCT
					\$1,458.65	
ABILITY BUILDING CENTER						
AIRGAS						
552002		E 230-42270-210	Ambulance	Operating Expenses	\$207.09	OXYGEN
					\$207.09	
AIRGAS						
CENTURYLINK-TELE						
		E 100-41500-321	Administration	Telephone	\$242.82	1/5 333683295 T1 F94-179-4395
		E 100-43100-321	Street Maintenanc	Telephone	\$242.82	1/5 333683295 T1 F94-179-4395
		E 100-41500-321	Administration	Telephone	\$112.18	333692580 1500 DID
		E 211-45500-321	Libraries (GENERA	Telephone	\$103.17	333944610 2911 LIBRARY ELEVATOR
		E 100-42110-321	Police Administrati	Telephone	\$242.83	1/5 333683295 T1 F94-179-4395
		E 211-45500-321	Libraries (GENERA	Telephone	\$87.23	333527984 3480 LIBRARY
		E 601-49400-321	Water Utilities (GE	Telephone	\$242.82	1/5 333683295 T1 F94-179-4395
		E 230-42270-321	Ambulance	Telephone	\$242.83	1/5 333683295 T1 F94-179-4395
					\$1,516.70	
CENTURYLINK-TELE						
CHATFIELD BODY SHOP						
18856		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$75.12	LUBE OIL FILTER CHANGE
					\$75.12	
CHATFIELD BODY SHOP						
CHATFIELD PARTS HOUSE						
977541		E 220-42280-210	Fire Department *	Operating Expenses	\$35.42	CONNTR BSHNG TEF TAPE MNST TAP
977417		E 100-43100-210	Street Maintenanc	Operating Expenses	\$33.97	MRK PAINT SPRY PAINT
975795		E 100-42110-210	Police Administrati	Operating Expenses	\$29.98	TYPE C USB X2
975824		E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$18.99	GRLLA TAPE SILVER
977881		E 100-42110-210	Police Administrati	Operating Expenses	\$11.99	GRLLA TAPE
977128		E 100-43100-210	Street Maintenanc	Operating Expenses	\$2.66	CPLNG 3/4 IN PVC 3/4 IN TEE 3/4 IN
977549		E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	\$17.01	DRILL BIT 5/32 SCRW X 24
976917		E 100-45124-210	Swimming Pools -	Operating Expenses	\$36.99	BAIT MINI RAMIK 4LB 45PK
					\$187.01	
CHATFIELD PARTS HOUSE						
HAWKINS, INC.						
725667		E 601-49400-210	Water Utilities (GE	Operating Expenses	\$20.00	WATER SUPPLY CHEMICALS
					\$20.00	
HAWKINS, INC.						
MINNESOTA ENERGY RESOURCES						
570324		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$19.89	00016 100 OTR GNRTR
					\$19.89	
MINNESOTA ENERGY RESOURCES						
QUADIENT - POSTAGE						
113154	11/02/2	E 100-41500-322	Administration	Postage	\$300.00	POSTAGE
					\$300.00	
QUADIENT - POSTAGE						
SOUTHEAST MECHANICAL						
38418		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$249.15	WTR LINE MOVE WST BAY CITY SHOP
					\$249.15	
SOUTHEAST MECHANICAL						
THE CHATFIELD NEWS, LLC						
2026		E 100-41500-433	Administration	Dues and Subscriptions	\$45.00	CLRK SBSCRPTN
					\$45.00	
THE CHATFIELD NEWS, LLC						
VESTIS						
256043		E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$124.49	RUG SERVICE
					\$124.49	
VESTIS						



City of Chatfield

Batch Listing - Unposted Summary

Current Period: November 2025

2025 11FA02U

11/19/25 2:13

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Check							
Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
2025	11FA02U				\$4,203.10		
					\$4,203.10		

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City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2025
 2025 1106VNDRPR

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
BLUE CROSS BLUE SHIELD						
113142	251031	G 910-21721			\$135.10	PR VNDR LBLTY-DEC 2025
BLUE CROSS BLUE SHIELD					\$135.10	
CHATFIELD PUBLIC LIBRARY						
113150	2025-2	G 910-21728			\$125.00	PR VNDR LBLTY
	2025-2	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
CHATFIELD PUBLIC LIBRARY					\$0.00	
CLOTHING ALLOWANCE						
113151	2025-K	G 910-21722			\$188.32	FRINGE BENEFIT W-2 ALLOCATION
	2025-K	E 100-41500-152	Administration	Clothing	-\$188.32	FRINGE BENEFIT W-2 ALLOCATION
CLOTHING ALLOWANCE					\$0.00	
EFTPS						
113143	538160	G 910-21709			\$1,961.24	PR VNDR LBLTY
	538160	G 910-21703			\$6,187.00	PR VNDR LBLTY
	538160	G 910-21701			\$5,719.51	PR VNDR LBLTY
EFTPS					\$13,867.75	
FORTIS						
113152	OCT 20	E 100-45124-323	Swimming Pools -	Admin Expense 323 34	\$36.50	DSCNT MERCH BNKCD NSD
FORTIS					\$36.50	
HEALTHQUITY						
113144	x8nk2ej	G 910-21726			\$3,706.69	PR VNDR LBLTY
HEALTHQUITY					\$3,706.69	
LAW ENFORCEMENT LABOR SERVICES						
061240	NOV-25	G 910-21717			\$292.00	PR VNDR LBLTY
LAW ENFORCEMENT LABOR SERVICES					\$292.00	
MN REVENUE						
113145	0-165-3	G 910-21702			\$2,714.21	PR VNDR LBLTY
MN REVENUE					\$2,714.21	
NCPERS GROUP LIFE INSURANCE						
113149	384000	E 100-41500-323	Administration	Admin Expense 323 34	\$1.28	ONLINE PAYMENT FEE
	384000	G 910-21707			\$128.00	PR VNDR LBLTY - 1 MO ADVNC
NCPERS GROUP LIFE INSURANCE					\$129.28	
PERA						
113146	SOMPE	G 910-21705			\$5,189.72	PR VNDR LBLTY
	SOMPE	G 910-21704			\$6,758.50	PR VNDR LBLTY
PERA					\$11,948.22	
TASC						
113147	11/06/2	G 910-21714			\$304.16	PR VNDR LBLTY
TASC					\$304.16	
VOYA EMPOWER MNDPC						
113148	2025-2	G 910-21719			\$1,030.88	PR VNDR LBLTY
VOYA EMPOWER MNDPC					\$1,030.88	
2025 1106VNDRPR					\$34,164.79	



City of Chatfield

Batch Listing - Unposted Summary

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2025 1106VNDRPR

11/06/25 1:32 PM

Page 2

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
						<u>\$34,164.79</u>	

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City of Chatfield
Batch Listing - Unposted Summary
 Current Period: November 2025
 2025 11ADM01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
MIENERGY COOPERATIVE						
061291	11/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$40.24	333119004 85007649 STALB LS
	11/07/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$40.26	333119001 8500759501 52 SIGN
	11/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$383.40	333119003 85007624 JOHNST WELL
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$451.00	333119005 85010070 HSD STLGHTS
	11/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$695.01	333119002 85007612 HSD BS
					<u>\$1,609.91</u>	
PEOPLES ENERGY COOPERATIVE						
061292	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$2,113.00	3011800 STREET LIGHTS
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$188.16	3260000 52 3RD ST SW - STL MTR
	11/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$2,709.62	2430200 126 LIBRARY LN WWTP
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$197.00	7823600 MEYERS AND TERMAR
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$80.06	3376900 EV CHARGER - 405 MAIN ST
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$107.17	3260100 301 TH 52 - TRAFFIC SI
	11/07/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$146.96	2423900 MILL CREEK PK - LIFT ST
	11/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$67.10	3211800 250 OLD TERRITORIAL RD
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$186.62	3265100 20 2ND ST SE - LIGHTS
	11/07/2	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$863.93	3011701 BLUFF ST
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$65.66	2447300 UNION ST NE - XING
	11/07/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$75.00	2438500 MILL CREEK PARK
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$72.36	2436500 CR 2 HWY S
	11/07/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$61.50	2432400 400 3RD ST SW
	11/07/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$65.00	2432200 CHATFIELD SIGN
	11/07/2	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$276.87	3237701 107 UNION ST NE
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$192.71	2154400 10208 HILLSIDE DRIVE
	11/07/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$83.34	2410200 MAIN ST-CITY PARK
	11/07/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$197.59	2410000 318 S MAIN ST-WHISTLE
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$62.85	2410100 1/4 FIRE HALL
	11/07/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$247.34	2407900 1/3 21 2ND ST SE
	11/07/2	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$247.33	2407900 1/3 21 2ND ST SE
	11/07/2	E 230-42270-380	Ambulance	Utility Services (GENERA	\$247.33	2407900 1/3 21 2ND ST SE
	11/07/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$348.95	2402500 LIBRARY 322 MAIN ST S
	11/07/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$188.57	2410100 3/4 FIRE HALL
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$356.66	2400202 PPLS 19 SCND ST SW
	11/07/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$11.00	2182100 SIREN - 10210 HILLSIDE
	11/07/2	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	\$747.76	2428000 MILL CREEK PARK
					<u>\$10,207.44</u>	
PEOPLES ENERGY COOPERATIVE						
REVTRAK						
113153	OCT 20	E 603-49500-323	Refuse/Garbage (Admin Expense 323 34	\$262.19	2025 ADMIN FEE ALLOC 19.22%
	OCT 20	E 601-49400-323	Water Utilities (GE	Admin Expense 323 34	\$309.53	2025 ADMIN FEE ALLOC 22.69%
	OCT 20	E 100-42110-323	Police Administrati	Admin Expense 323 34	\$1.40	CCPYMNT ADMIN FEE
	OCT 20	E 601-49400-323	Water Utilities (GE	Admin Expense 323 34	\$29.32	CCPYMNT ADMIN FEE
	OCT 20	E 230-42270-323	Ambulance	Admin Expense 323 34	\$1.40	CC PYMNT ADMIN FEE
	OCT 20	E 602-49450-323	Sewer (GENERAL)	Admin Expense 323 34	\$792.45	2025 ADMIN FEE ALLOC 58.09%
					<u>\$1,396.29</u>	
REVTRAK						
ZARNOTH BRUSH WORKS						
061290	020406	E 100-43100-210	Street Maintenanc	Operating Expenses	\$344.00	GUTTER BROOM
					<u>\$344.00</u>	
					<u>\$13,557.64</u>	



City of Chatfield

Batch Listing - Unposted Summary

Current Period: November 2025

2025 11ADM01

11/13/25 10:00 AM

Page 2

Check	Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
						<u>\$13,557.64</u>	

([BatchID] in (22224))



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Resolution 2025-80 Accepting Donations to Library

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$135.00

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025-80 Accepting Donations Library.pdf](#)

RESOLUTION 2025-80
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:

Name	Amount
TRI STATE QUILTERS SUE DORNACK	\$60.00
STICH WITCHES	\$75.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:

\$135.00 To be used for capital purchases for the Chatfield Public Library, R 212-45500-36230

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 24th Day of November, 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Resolution 2025-82 Accepting a Donation to the City

Subject | Summary: Consider Resolution 2025-82 Accepting a Donation of the Scoreboard to the City for approval.

Agenda Category: Consent

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: \$15,000

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Resolution 2025-82 Accepting Scoreboard Donation.pdf](#)

City of Chatfield
Resolution 2025-82
Resolution Accepting A Donation to the City of Chatfield

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/entities have offered to contribute equipment set forth below to the city:

Contributions Received To:	From	Contribution Total
Receiving to Parks- Value Only	Chatfield Youth Sports Association	\$15,000

WHEREAS, the terms or conditions of the donations, if any, are as follows; and

Daktronics Scoreboard – North Field Mill Creek Park.

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 24th day of November 2025.

/s/Beth M Carlson
City Clerk
City of Chatfield



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Ambulance Department: Volunteer Ambulance Personnel Policy Update

Subject | Summary: Due to regulation changes from PERA, the provision to require one year of service prior to enrollment has been removed.

Agenda Category:

Submitted By: Michele Peterson

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

[Volunteer Ambulance Personnel Policy.pdf](#)

[cemtrip ENROLLMENT.pdf](#)

Chatfield Ambulance Service

Personnel Guidelines /EMT Job Description

This organization shall be known as the Chatfield Ambulance Service

PURPOSE, PLAN of OPERATION, and LOCATION

It shall be the responsibility of the Chatfield Ambulance Service to provide Emergency and non-emergency aid and transport upon notice to any individual or individuals in the Primary Service Area as outlined by the State of Minnesota Emergency Medical Services Regulatory Board. Emergency aid and transportation will be provided outside the PSA as Mutual Aid to other services if there is personnel and equipment available to do so. The location and principal zone of operation shall be the City of Chatfield and surrounding Townships outlined in the PSA by the Minnesota EMSRB.

MEMBERSHIP

The members of the Chatfield Ambulance Service will be composed of individuals who are qualified as Nationally Registered Emergency Medical Technicians. EMSRB approved Emergency Medical Responders and Chatfield Fire Department Healthcare Provider CPR / CEVO certified Drivers.

OFFICERS

The officers of the Chatfield Ambulance Service shall be the Director, Assistant Director, and four Internal Review Committee Members. The Director will be appointed by the city council. The Assistant Director will be appointed by the Director. The internal Review Members will be elected by their peers, and their term of office shall be two years commencing in June of every year. Two people each June need to be replaced, however there are no term limits, and they may be re-nominated and accept position. The Director and Assistant Director are not subject to the two-year term.

DUTIES of OFFICERS

DIRECTOR

It shall be the responsibility of the Director to coordinate all activities of the Ambulance Service. He/she or a designated representative shall preside at all regular or special meetings. The Director may call special meetings whenever necessary. He/she shall have the authority to make and appoint duties to the members as he/she sees fit. The Director will maintain a record of all meetings and sign in sheet for all present.

ASSISTANT DIRECTOR

It shall be the responsibility of the Assistant Director to fulfill the duties of the Director in his/her absence or upon the request of the Director.

INTERNAL REVIEW COMMITTEE

The Internal Review Committee is an advisory committee designed to assist the Director and/or Assistant Director in decisions of importance when called upon. The committee should meet at least yearly to monitor the wellbeing of the Ambulance Service.

CHATFIELD AMBULANCE SERVICE

JOB DESCRIPTION

Agency Name: Chatfield Ambulance Service

Job Title: Emergency Medical Technician

Purpose: To provide quality Pre- Hospital Care to people who live in or pass through Chatfield and the Primary Service Area as designated by the Minnesota EMSRB

Duties/Responsibilities: Complete Application and interview, receive approval by the city council.

I CERTIFICATION:

* Successfully complete a State Approved Emergency Medical Technician Course

* Pass the NREMT Practical Exam and NREMT Computer Adaptive Exam

** Complete mandatory Continuing Education Credits and Recertification Course every two (2) years per State Requirements

II GENERAL RESPONSIBILITIES:

A. Attend regularly scheduled Monthly meetings held on the Second Thursday of the month at 6:30 P.M.

B. Provide Basic Life Support per Mayo Clinic Medical Transport Guidelines

C. Maintain commitment as assigned, i.e., if you are scheduled you must respond or have previously arranged coverage. Please let your partner know who to expect. When Family Emergencies or unforeseen work schedules occur contact the Director or Assistant Director.

D. Follow all policies outlined in the EMT Job description, Personnel guidelines and MCMT Guidelines provided by the Southeastern Minnesota Medical Direction Consortium.

E. Maintain proper decorum when known to be on call. No use of alcohol or other drugs six (6) hours prior to going on call and while on call. Some prescription drugs may be subject to these guidelines if they impair your judgement and ability to provide patient care or drive the ambulance

F. Maintain professional appearance on calls. Clothing worn should convey a message of professionalism and good taste. Clothing is provided by the service. Any complaints will be reviewed by the Director/ Assistant Director and if necessary, the Public Service committee.

G. Maintain confidentiality according to the Data Privacy Laws. Sharing specifics of any call you are involved with could be considered breach of data privacy. Any breach is prohibited and may result in disciplinary action up to and including leave and or termination.

H. Respond to back-up calls as your schedule allows

I. Perform weekly inspections of equipment as assigned. This will help keep you familiar with the location of equipment and supplies.

J. Able to physically lift up to 50 pounds. Work in adverse weather conditions as well as difficult situations.

K. Occasionally volunteer your talents for special committees and activities of the Ambulance Service

L. It is expected Crew members will: Handle any problem in the appropriate manner, using proper channels to resolve them; realizing your personal preference may not always be the final solution. Parties involved, Ambulance Director/Assistant Director, Internal Review Committee, then Public Service Committee and finally to the Council and Mayor. Written Complaints will be kept in your file 2 years. Three (3) complaints warrant disciplinary action, not limited to expulsion.

M. It is expected that on a yearly basis all crew members will take part in a review process with the Director and/or the Assistant Director.

TIME COMMITMENT

- A. Minimum two (2) year commitment requested to receive education cost free. A contract will be signed.
- B. Availability entered on EMS manager, the crew schedule program.
- C. Attendance at monthly Meetings. All Consortium, Hazmat/Infection Control/HIPAA, Right to know and CPR are required and must be made up. Contact Director if you will miss a meeting. If you miss more than 3 meetings in a year without prior notice you will receive a written reprimand. No attempt to make-up meetings results in expulsion.
- D. EMT's are expected to submit 24 hours per month. (College students and police officers) are not subject to the 24-hour requirement. College student will be defined as anyone maintaining a "Full Time" status of twelve (12) or more credits. If an EMT is not available the minimum number of hours, averaged over a 3 month period that EMT will no longer be eligible to serve and must terminate

LOCATION

- A. Ambulances housed at the Ambulance garage Fillmore Street side of City Hall.
- B. Monthly meetings at the Thurber Building (City Hall)
- C. Carry Pager and stay within 5 miles of city Limits while on call.

HOLIDAYS

Holidays will be covered on a sign-up basis. Each crewmember is expected to sign-up for 24 hours a year of Holiday hours. You will be paid the Holiday stipend Midnight to Midnight while on call schedule. The stipend earned in the event of a call is at the weekend rate. Two EMTs are required on all schedules, no more than three may be on the schedule and receive Holiday Pay. If the second Ambulance is needed, that crew will receive the weekend stipend while on that call. **Holiday hours are Midnight before to Midnight after the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, and New Year's Eve.**

BACK-UP COVERAGE

It shall be the responsibility of each crewmember to keep your pager turned on at any time you might be available for back-up calls. You are to respond to the garage in the event the second ambulance is needed. If more than enough personnel show up, be willing to back off if not needed. You will be paid for a Minute stand –by in the event you get to the garage and are not needed. The director needs to be notified if you responded to receive credit as your name would not be on the run report.

SUPERVISORY PLAN

- A. The scheduled for active duty is on a weekly basis, Thursday noon to Thursday noon. The schedule will be comprised of EMTs hours placed on the EMS manager program The Director and Assistant Director put the schedule together. The weekly schedule should be ready to post by noon on Thursday.
- B. Each EMT will have an annual performance review with the Director.
- C. Chatfield Emergency Medical Technicians function under Medical Direction provided by The Southeastern Minnesota EMS Medical Directors Consortium and will follow all guidelines in the Mayo Clinic Medical Transport Guidelines. A physician is assigned to the service, with two educators. Consortium training sessions are mandatory and need to be made up with the online education module through Southeastern Minnesota EMS if not attended. Skills will be assessed by the assigned educators.

BENEFITS:

1. EMT Course Tuition paid by the service with commitment to join the crew upon successful certification.
2. Payment or reimbursement for continued Education (pre-approved) by the Director. Use of the city car to attend classes is an option if available. Individuals are responsible for their CEUs and some of that expense may fall upon the individual.
3. Stipend of \$12.47 per hour during actual call time during the week. (6AM Monday to 6PM Friday).
4. Stipend of 18.70 per hour paid for weekend/Holiday actual call time. (6 PM Friday evening to 6AM Monday are considered Weekend).
5. While on the call schedule; \$7.00 per hour will be paid to not more than 3 EMTs. A Stipend of \$10.00 per monthly meeting attended. A Stipend of 10.00 will be paid to not more than 4 people for weekly truck checks.
6. Clothing and winter jackets will be provided.
7. Hepatitis B vaccine provided free of charge (OSHA required). Annual TB Screening (Mantoux) required paid by service.
8. Necessary Service and Transport provided to Crew Member and their immediate family by the service. Insurance may be filed on behalf of the patient with any co-pays waived.
9. Medical Supplies to refill personal Responder bag if you use those items or items in your bag expire. We do not purchase the bag but can order for you. Please let Director know if you replace items. Medications are not allowed in Responder Bags.
10. Chatfield Emergency Medical Technician Retirement and Incentive Program (CEMTRIP) eligibility upon hire and following certification. This is a separate program, specific forms are required for the program. Any EMT that puts in 40 hours of call time in a month qualifies for the contribution that month.
11. Workers Compensation Insurance is provided for EMTs. You are covered by Berkley Risk, League of Minnesota Cities Insurance when engaged in EMS work for the City of Chatfield Ambulance Service. As an EMT with the Chatfield Ambulance Service, you become an employee when you are actively engaged in EMS Duties.

You are requested to provide patient care primarily for your first year of service. You must adhere to all State laws and requirements under our licensure by the Minnesota EMSRB and the Medical Direction/Requirements of the Southeastern Minnesota Medical Direction Consortium. EMTs will be on 1 year probation upon certification and/or joining the service.

Chatfield Ambulance Service Policy on Workforce Sanctions for Violations of HIPAA Policies and Procedures

Purpose

Chatfield Ambulance Service is responsible under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) to administer appropriate sanctions to its workforce members who violate the HIPAA policies and procedures of the organization. This policy outlines our approach to violations of our HIPAA policies and procedures and emphasizes the fact that Chatfield Ambulance Service takes any breach of our policies and procedures very seriously.

Scope

This policy applies to all Chatfield Ambulance Service staff members, including those staff members who may learn of patient information indirectly, and even if use of this information is not part of the staff members responsibilities with Chatfield Ambulance Service.

NOTE: Any sanctions under this policy or any other policy will not apply to staff members who 1) file a complaint with the federal government about potential HIPAA violations, 2) testify, assist, or participate in an investigation or compliance review proceeding or official government proceeding investigating HIPAA issues, and 3) oppose any sanctions by Chatfield Ambulance Service that are unlawful under HIPAA, when that opposition is made with the good faith belief that Chatfield Ambulance Service was violating HIPAA (as long as any opposition or filing of a complaint did not result in improper disclosure of PHI).

Procedure

1. Chatfield Ambulance Service will implement sanctions that are to be used when any staff member fails to comply with or violates our HIPAA policies and procedures.
2. Sanctions will be administered in a progressive manner, whenever possible. Chatfield Ambulance Service will administer sanctions to the degree necessary to correct improper behavior and to ensure the protection of patient privacy. The nature of the PHI involved in the incident will be considered.

(EXAMPLE) A first time violation where an employee revealed PHI to another staff member without any need to know may receive a verbal counseling or written warning. But if a first violation resulted in revealing PHI to someone who was not a staff member or business associate, a suspension may be warranted.)

3. Progressive sanctions may include the following:
 - a. Remedial HIPAA training and education
 - b. Informal verbal counseling
 - c. Formal verbal counseling with written documentation of the counseling
 - d. A written warning
 - e. Suspension
 - f. Termination or expulsion from Chatfield Ambulance Service
4. Staff members have an affirmative duty to report to management or the HIPAA Compliance Officer any suspected violations of our HIPAA policies and procedures.
5. Staff members shall be educated about this policy and the serious nature of violating our HIPAA policies. Staff members will be made aware of the [potential sanctions that may occur, and will be made aware of any changes to this sanction policy.

6. A record of individual staff member sanctions will be kept in the respective staff member's file. Adherence to our HIPAA policies may be also considered as part of the staff member's performance evaluation.
7. In the event of a suspected reported violation of our HIPAA policies, the HIPAA Compliance Officer will initiate an objective and comprehensive investigation that will include:
 - A .Interviews of potential witnesses
 - b. Interviews of the alleged violator
 - c. Preparation of an investigative report
 - d. Presentation of the report to management with recommendations for sanctions (if any) or changes in our policies or practices
- 8 At all times whenever there is a suspected violation of our HIPAA policies or other breach of privacy, the HIPAA Compliance Officer will recommend immediate action to be taken to mitigate the violation and its impact on Chatfield Ambulance Service and any other parties.

A copy of the Protected Health Information (PHI) form, explaining the data privacy disclosures is attached to this policy. A copy of this form is given to each patient that Chatfield Ambulance Service has contact with whether treated/transported or patients signs off for no transport.

I have read and understand the EMT Job description, Personnel Guidelines, Confidentiality and Privacy Policy of the Chatfield Ambulance Service. I agree to follow the Mayo Clinic medical Transport Guidelines for Patient care. If at any time I fail to comply within these guidelines I agree to voluntarily terminate my association with the Chatfield Ambulance Service without further action. An investigation may be conducted by administration. All information gathered will be reviewed with the appropriate member(s) of management. This may include; Director, Public Service Committee and Legal Counsel if warranted. These individuals will document the investigation and determine what corrective action is to be taken. This may include, but not limited to, suspension or termination of employment.

Under no circumstances will retaliation or intimidation of a complainant be tolerated.

SIGNED: _____ Date: _____

Print name: _____ Reviewed by: _____

Effective November 10th 2025

CHATFIELD EMERGENCY MEDICAL TECHNICIAN
RECRUITMENT & INCENTIVE PROGRAM
(CEMTRIP)

I. Purpose:

The purpose of the program (CHEMTRIP) is to:

- A. Enhance volunteer recruiting efforts.
- B. Enhance retention of trained EMTs.
- C. Demonstrate appreciation of the volunteer's service, and
- D. Encourage active participation of volunteers.

II. Premise:

The City of Chatfield is considering a program such as CEMTRIP because it places great value on maintaining a high quality, locally based emergency medical service. The City considers this service to be fundamental to maintaining the high quality of life that is demanded by the area public.

Because of the deep level of personal commitment that is required to serve as a volunteer EMT, and because of the seemingly inadequate funding of a State sponsored retirement & incentive program, it has been considered necessary to develop a local program such as CEMTRIP.

While the state program is in place. In future years, that program could become adequately funded and, as such, the continuation and or the future level of CEMTRIP funding should be reconsidered frequently.

III. Considerations:

- A. To recruit volunteer EMT's, it is necessary to maintain a professional & positive atmosphere. This includes professional management of the ambulance service, proper training and an appropriate level of compensation and support.
- B. To maximize the retention of the volunteer EMTs, it is appropriate to develop an incentive program that encourages the volunteer to form a long-term relationship with the ambulance service. This long-term relationship can be fostered by providing incremental increases in the amount of incentive compensation that correspond to the length of volunteer service.
- C. When determining the level of resources that will be dedicated to the demonstration of appreciation for the volunteer's dedicated service, all types of support should be considered, including the amount of stipend paid the value of the state incentive program, CEMTRIP and other types of support. "Other types of support" might be considered intangible but would include the quality of the equipment that is provided to the volunteers, convenience & quality of necessary training, professional management, etc.
- D. To encourage the active participation of the EMTs in the Service and to encourage the continuous learning of the EMTs, the CEMTRIP criteria should require certain minimum levels of activity or participation in the Service.
- E. Budget issues must also be considered. The amount of available dollars and the number of active EMTs impact the amount of dollars that might be available for funding CEMTRIP.

IV. Criteria to Participate in CEMTRIP:

A. Meeting Attendance:

1. To earn CEMTRIP compensation, an EMT must be actively serving as an EMT 40 hours per month. All EMT's will qualify on a month-to-month basis.

B. Active Status / Leave of Absence Status:

1. EMTs who are on Leave of Absence (Leave) will not receive CEMTRIP credit for the time that (s) he is on leave
3. While an EMT is on Leave, that EMT continues to be required to attend the mandated meetings / training opportunities that are required each year.
4. When an EMT returns from a Leave of Absence to active service, that EMT will immediately be eligible to participate in CEMTRIP.

V. Responsibilities of the Ambulance Service Director (ASD):

- A. The ASD will schedule all required meetings / training opportunities and make every effort to inform all members of these meetings.
- B. the ASD will maintain current records that indicate the status and activity of each member of the service.
- C. The ASD will provide a monthly report to the city clerk which will state the status for each volunteer. The report will state who is eligible for which level of CEMTRIP participation.

VI. Levels of Compensation:

Volunteer EMTs who meet all relevant criteria will receive CEMTRIP credit based on the following years of service:

- A. After one (1) year of service, through five (5) years of service = \$30. per month.
- B. After five (5) years of service, through ten (10) years of service = \$45. per month.
- C. After ten (10) years of service, through fifteen (15) years of service = \$60. Per month.
- D. After fifteen (15) years of service = \$100. per month.

CEMTRIP will be implemented by setting up personal accounts for each EMT, enrolling these EMTs in the Public Employee Retirement Association. PERA will have sole responsibility to provide account statements and related services to members.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Finance Department: Capital Financial Plan Review and Summary

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review summary information, No action.

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 CFP Session Summary & 2026 Budget Dashboard.2025 1105.pdf](#)

[Budget at a Glance 2026.MASTER.2025 0825 COW 5.378% w Arbtrg Adj.pdf](#)

To: Michele Peterson

From: Kay Wangen

Date: November 4, 2025

Subject: Operationalizing the 2025 Committee of the Whole | Capital Financial Session

Capital Outlay Plan Purpose

The goal of the City's Capital Outlay Plan is to develop a comprehensive program for decision makers to use to guide capital investments in equipment and assets based on an assessment of the community's needs. The challenge is to maximize the use of limited resources by determining the best funding method while practicing responsible stewardship.

THERE ARE FOUR COMPONENTS TO THE CITY'S CAPITAL OUTLAY PLAN.

1. **DEPARTMENTAL CAPITAL GOODS / EQUIPMENT REPLACEMENT SCHEDULES.** These relate to the cash reserve funds: Library 212, FD 221, Ambulance 231, Community Development 242, CCA 251, Water 611 (newly reestablished), Wastewater 612 (newly reestablished) & General Fund 801.
2. **CAPITAL FINANCIAL PLAN (CFP) MODEL.** This is a 20 year planning session model updated annually in a work session facilitated by the City's Municipal Advisor. The model provides a *financial forecast of what impact additional capital projects have on the city's finances based on a set of variables selected (growth, inflation, etc)*. The projects added to the model are large capital projects that typically require bonding. The equipment and projects on the departmental capital goods replacement schedules are built into the background variables of the model. So the model combines the operational replacement schedules with selected projects and provides a comprehensive projection of the City's financial condition. Capital financial planning helps balance the competing needs of updating infrastructure and preserving or improving the financial condition of the City.
3. **CAPITALIZATION POLICY.** This is the process of classifying capital expenditures, including guidelines for determining economic useful life of assets.
4. **SALE AND DISPOSAL OF EQUIPMENT.** The policy related to disposing of equipment and tangible goods that are no longer needed.

Key Take-a-ways from the Planning Session—Oct. 27, 2025

- The CFP exercise goal is to keep long range planning on target by creating a financial projection based on variables selected for growth & inflation.
- Operations financial reporting values and the CFP projection values will vary slightly as operational financial reporting is based on current statistics and cash balances, while the model includes the variables selected for growth & inflation in order to provide long term projections.
- This information is always evolving and changes from year to year as actual information becomes available and is incorporated (population, tax capacity, inflation).
- The following dashboard summary operationalizes the information from the planning session model. It provides a graphic overview of the selected capital projects from the planning session with existing debt obligations and some of the components in the departmental capital goods / equipment replacement schedules.

2025 Model Values Selected for 2026 Projections

- Prelim Levy \$2,885,640 | 5.38% Increase
- Typical homestead Value—\$230,000
- Typical water usage 5,000 gallons / mo.
- Market value & construction inflation factor 5%
- Spending increase % | GF, Water, Wastewater 4%
- Tax Base Growth Assumption 4%
- Population growth / yr 10 | Households 4
- Water rate increase 2027 4.5%
- Wastewater rate increase 2027 0%
- *Note—Capital Goods Plans updates are in progress.
- FD 221 Rev \$172,773 / Exp \$28,609
- Amb 231 Rev \$66,867 / Exp \$0
- GF 801 Rev \$465,799 / Exp \$289,012
- Wtr 611 Rev \$0 pending cash flow/ Exp \$39,587
- WW 612 Rev \$0 pending cash flow / Exp \$20,081

Oct. 27, 2025 Planning Session Model Highlights

- Continue to fund internal service reserve account 801 with increases of at least 3%
- 2026 Utility rate model updated to reflect actual usage vs. seasonal averaging | 2027 Water 4.5% WW 0%, but future increases are likely to support potential need for a wastewater plant project in the future.
- Wastewater fund expected to make sizeable repayments to the GF for previous years tax support beginning 2028, 2 years earlier than previously expected | \$100,000 annually.
- The City strives to schedule and size projects to fall within thresholds | 90% tax rate | below \$5,000 debt per capita and steady predictable tax rates of 3-4%

PROJECTS INCLUDED

1. 2027 PW Bldg—\$2,100,000 | Finance 1,915,250 | 4.5% 20 Yr | \$400,000 Equity | 68% Sewer (repayment incorporated) | 32% Tax Levy
 2. 2029 Road Project—\$2,500,000 | Finance 3,038,766 | 4.0% 10 Yr | 40 % Levy—50% Wastewater—10% Water
 3. 2030 OTR Mains & Water Storage—\$2,000,000 | Finance 2,552,583 | 2.5% 20 Yr | 100% Water
 4. 2035 Road Project—\$2,000,000 | Finance 3,257,789 | 4% 10Yr | 100% Levy
 5. 2038 Road Project—\$2,000,000 | Finance 3,771,298 | 4% 10Yr | 100% Levy
 6. Future WWTP Upgrade— Placeholder not included in model projections—details to be determined.
- Note:\$175,000 Mill and Overlay every 3 years & 75,000 Chip Seal Sidewalk removed from model/ incorporated in #2, #4, #5 Road Projects / in cap plans.

Operations Implementation Discussion Points

Things to Remember / Clarify / Prior Year Mentions

- Departmental cap plans / equipment replacement schedules are being updated / reconciled to reflect current practices.
 - Point of clarification—public works cap plan 2026 funding includes \$117,504 for vehicles & equipment, \$27,810 for sidewalk maintenance, \$31,930 overlay, \$48,000 Chipsealing / Crackfilling, \$41,200 storm sewer. Consider combining current sidewalk, overlay, chipsealing/crackfilling & storm sewer into one reserve fund pool for street maintenance at existing funding level since Road Projects are now included in the model / plan.
- Wastewater repayment to General Fund—\$1,500,000
- Water fund repayment to Wastewater fund \$150,000 interfund loan
- Tax Abatement \$50,000 yr available 2027-2032 for funding Community Development Capital Reserve Fund as 2012A Bond revenue source complete in 2026.

PROJECTS ON THE RADAR FROM PRIOR YEARS—BRIEF UPDATES

- Hilltop Estates Building Incentive Program Implemented—1st of 8 eligible homes in progress.
- Pedestrian Bridge—Trying to Sell
- Retaining Wall 2nd St & OTR—Being completed w 2025 Street Prjct
- Camp Site Creation
- Burr Oak Extension
- County Road 10 Development
- CSAH 5 / Winona St.
- Division St. Improvements
- Groen Park Expansion

2025 CFP Planning Tool | Debt Schedule | Cash Reserve Spending Overview

Current and Future Debt Levy Schedules - 2025 CFP Planning Session

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045
CURRENT DEBT ON THE TAX LEVY																						
2016B		Water Meters																				
2012A		Water Tower -Hillside																				
2017B		Enterprise Drive																				
2016A		Refund 2010 A & 2011A																				
2023A		Grand & Prospect St																				
2018A		Swimming Pool																				
2022A		Water & Storm Imp																				
2022B		Public Works Facility																				
2025A		Mill & Overlay																				

2025 CFP PLANNING SESSION PROJECTS IDENTIFIED

Future PW Bldg																						
2029 Road Project					Construction																	
OTR Water Storage					Construction																	
2035 Road Project																						
2038 Road Project																						
WWTP Upgrade Place TBD																						

BUDGETED DEPARTMENTAL CAPITAL GOODS | CASH PURCHASES *Capital Goods Plans are being updated / restated to align with capital outlay policy & fixed assets

221 FD		\$ 28,609	\$ 956,740	\$ 126,611	\$ 33,295	\$ 15,859	\$ 1,106,707	\$ 44,338	\$ 257,707	\$ 35,849	\$ 6,612	\$ 222,543	\$ 29,279	\$ 102,045	\$ 97,983	\$ 314,805	\$ 74,709	\$ 1,794,146	\$ 173,852			
			Pumper #2	Tuckpointing Pagers Tanker 2 updts			Pumper/Rescue	Radios Tanker 1 UTV				Brush Truck		Thermal Image Camera		Overhead Doors Air Compressor		Pumper #2				
231 Amb		\$ -	\$ 3,169	\$ 2,550	\$ 329,813	\$ 87,888	\$ 30,569	\$ -	\$ 6,740	\$ 373,743	\$ 33,713	\$ 104,850	\$ -	\$ 3,428	\$ 437,789	\$ 13,800	\$ -	\$ 26,728	\$ 5,026			
					Ambulance	Stair Chair				Ambulance		Cots			Ambulance							
611 Water		\$ 39,587	\$ 87,739	\$ 115,696	\$ 36,512	\$ 58,584	\$ 34,609	\$ 114,823	\$ 58,783	\$ 62,185	\$ 73,278	\$ 94,941	\$ 617,742	\$ 925,334	\$ 54,046							
				Well #3 Motor		SCADA		Well #2 Pump Motor					500 Water Meters		Refurb Hillside Water Tower							
612 Wastewater		\$ 20,081	\$ 89,629	\$ 24,176	\$ 77,180	\$ 187,753	\$ 384,843	\$ 24,682	\$ 15,157	\$ 121,321	\$ 13,161	\$ 233,400	\$ 538,768	\$ 3,637	\$ 149,361	\$ -	\$ 390,094	\$ 36,536	\$ 61,552			
			SCADA Cmpt VFD			Roofs	Jetter Vac System			SCADA Cmpt RAS Pump Influent Pump			Parking Lot Oxidation		Generator Influent		Jetter Vac					
801 GF Inc \$75,000 Sdwilk/Chp yr.		\$ 289,012	\$ 587,992	\$ 285,758	\$ 395,319	\$ 622,006	\$ 370,525	\$ 475,249	\$ 218,430	\$ 679,770	\$ 317,409	\$ 961,462	\$ 461,628	\$ 257,057	\$ 214,712	\$ 486,109	\$ 267,298	\$ 1,398,390	\$ 497,330			
			Dump Truck		MB Roof	Street Sweeper	MB TckPntng	Park PU Ventrac		Playground Eq Front End Ldr		Street Sweeper	Front End Ldr Pool Rpr			Public Works						

2026 Budget Based on Needs & Goals

GENERAL FUND | ADMINISTRATION 100-41500

Continue succession planning / staffing changes | Continue to evaluate and refresh business practices. | Focus on building stronger collaboration with internal and external stakeholders | Refresh capital goods plan to align with capital outlay policy & fixed assets.

GENERAL FUND | MUNICIPAL BLDNGS. | 100-41940

Security Cameras | LED lighting | Refresh capital goods plan to align with capital outlay policy & fixed assets | Incorporate all municipal buildings

GENERAL FUND | POLICE DEPT. | 100-42110

Staffing Transition | Replace Chief's Squad | Refresh capital goods plan to align with capital outlay policy & fixed assets

GENERAL FUND | STREETS | 100-43100

Refresh capital goods plan to align with capital outlay policy & fixed assets

GENERAL FUND | PUBLIC WORKS | SWIMMING POOL | 100-45124

Research solar implementation | Refresh capital goods plan to align with capital outlay policy & fixed assets

GENERAL FUND | PARKS | 100-45200

Trade Ventrak mower | Trade / replace John Deere tractor | Shady Oak playground equipment | Update / expand City Park bathrooms | Refresh capital goods plan to align with capital outlay policy & fixed assets

LIBRARY | 211

Identify new opportunities for programs and partnerships with providers to expand programming for youths and adults | Explore and facilitate opportunities to strengthen existing and grow new partnerships | Build opportunities for the community to engage with the library | Curate collections to meet a wide variety of community interests and needs | Update the library's mission and vision statements to ensure the library's actions align with its immediate purpose and long term goals.

AMBULANCE | 230

Review staffing model | compensation to enhance coverage | Refresh capital goods plan to align with capital outlay policy & fixed assets

COMMUNITY DEVELOPMENT | 240

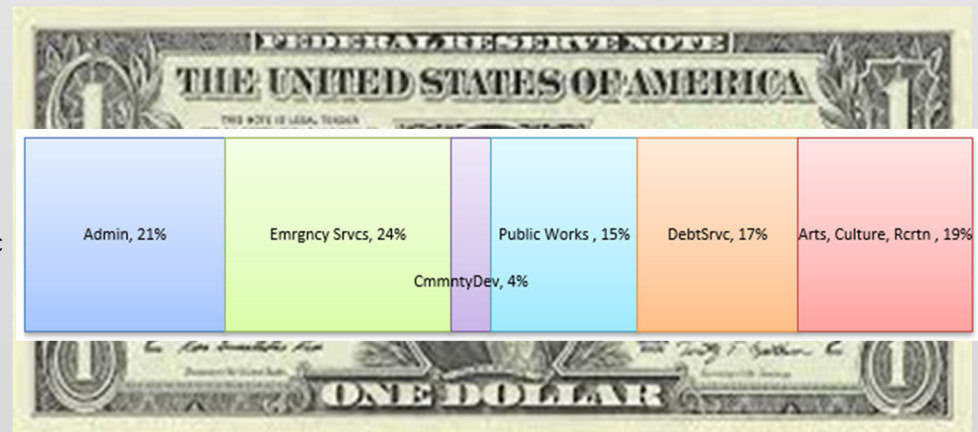
Initiate new lodging establishment | Promote new housing development | Expand business development on Enterprise Drive

WATER | 601

Lead & copper regulation implementation | Research pick up trade / transition to electric | Refresh capital goods plan to align with capital outlay policy & fixed assets

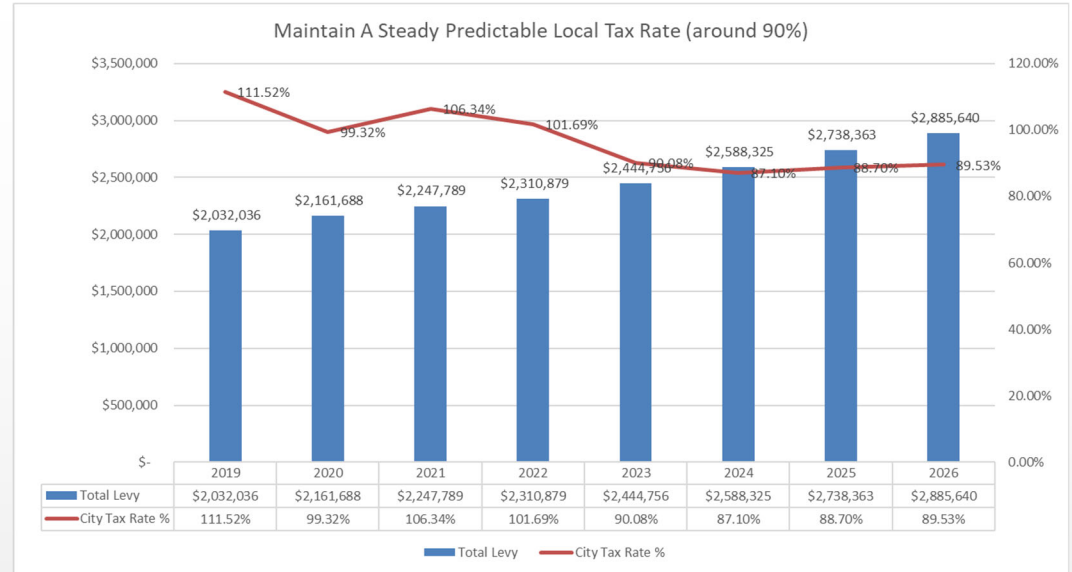
WASTE WATER | 602

Continue operating facility as efficiently as possible | Complete facility plan | Collection system maintenance and videoing (include in street reconstruction project) | Clean out reed bed 3 | Refresh capital goods plan to align with capital outlay policy & fixed assets



Guiding Principles

- Maintain a steady, predictable, local tax rate (~90%) - 2026 Preliminary 89.53% **(w Preliminary Capacity) Pending Update.*
- Reduce the City's current debt per capita to \$3,500 or less.—2026 Preliminary \$3,743
- Maintain positive reserves in the City's Enterprise Funds. Working on establishing water & wastewater reserves.
- Budget based on specified needs & goals.
- Work plans are based on specific outcomes for results based budgeting.
- Maintain public safety and public works programming that reasonably assures the public of their safety, convenience, and maintenance of property value.
- Develop and maintain technology, communication and administrative services that allow all interested parties to be well informed while protecting the City's critical data and operating systems.
- Maintain the city's strong bond rating and financial position (AA).
** The City's AA bond rating ranks Chatfield among the upper tier of cities in the State relative to its credit rating.*

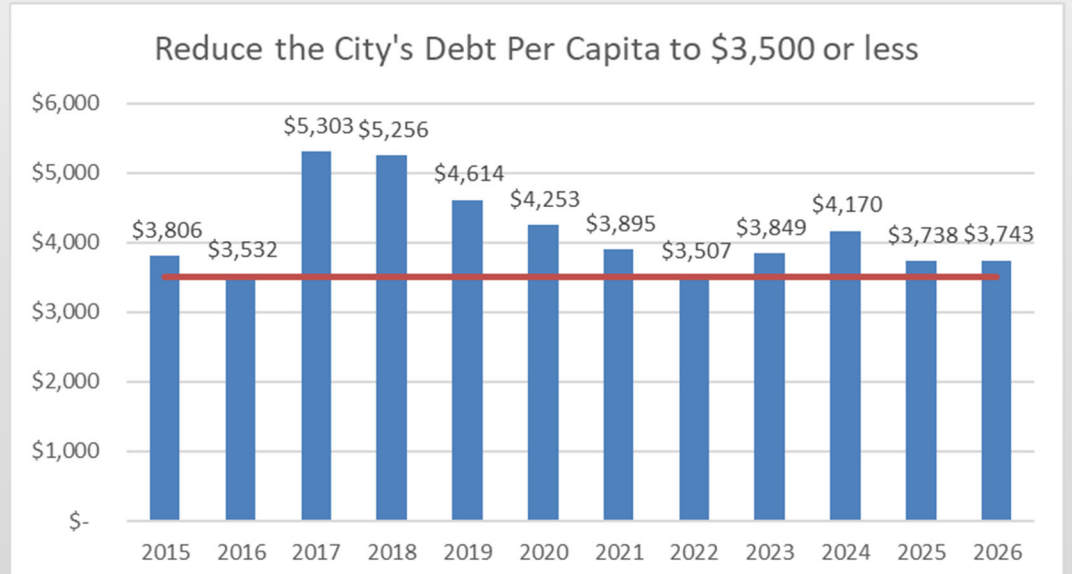


Cost Drivers

- Escalating Equipment Prices.
- Technology Equipment | Security
- Insurance
- Inflation

Included In This Budget

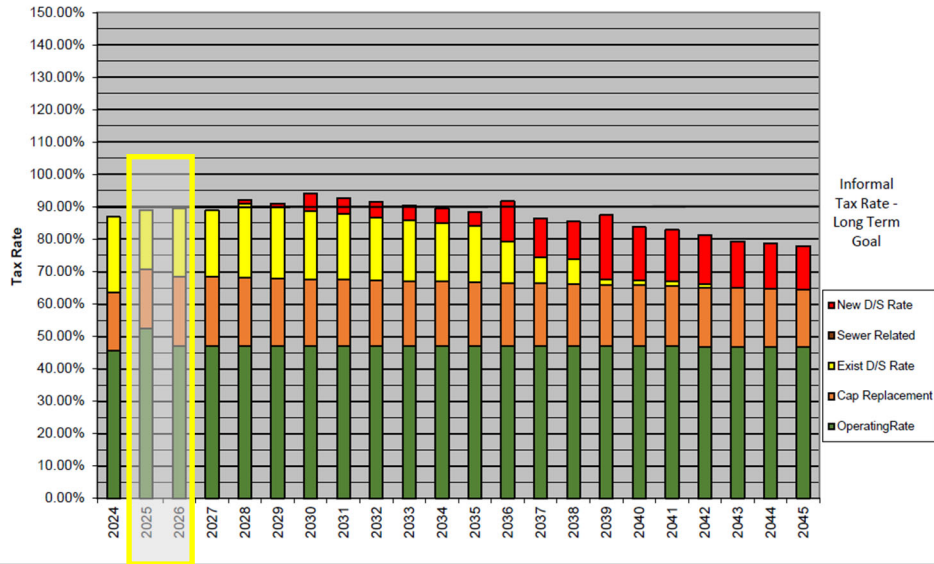
- 3% Pay grid adjustment
- 50% Leave conversion
- \$96,545 2025A Mill & Overlay interest payment covered by 2018A, 2022A & 2022B decreased levy need for arbitrage fund balance management.
- Police Department schedule 42x2184
- Public Works—+1, weekend & overtime
- Security cameras
- Minnesota's new paid leave



2025 CFP Planning Tool | Tax Rate Projections

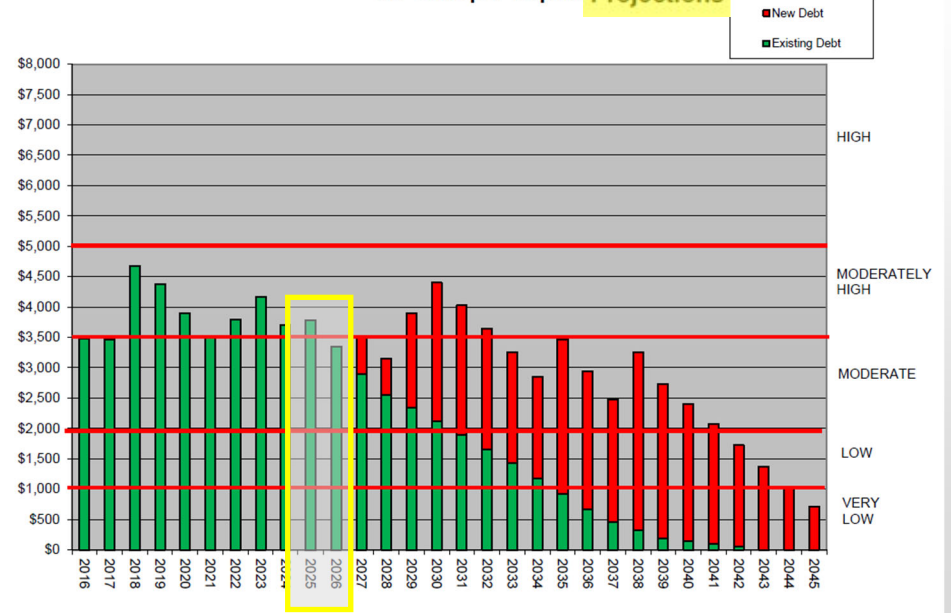
- Detailed by activity: Operations | Capital Goods | Existing Debt Service | Sewer Related Debt Service | New Debt for Projects on the Radar

Tax Rate Projections



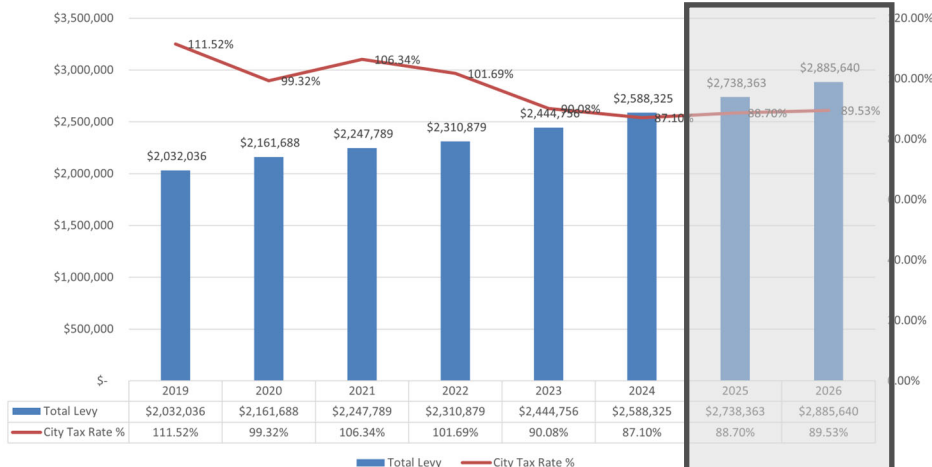
2024 CFP Planning Tool | Debt Per Capita Projections

GO Debt per Capita Projections



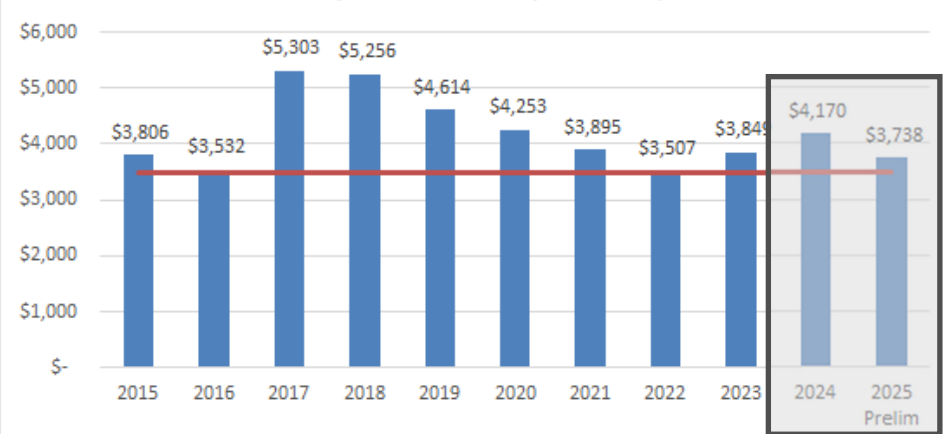
Tracking Results

Maintain A Steady Predictable Local Tax Rate (around 90%)



Tracking Results

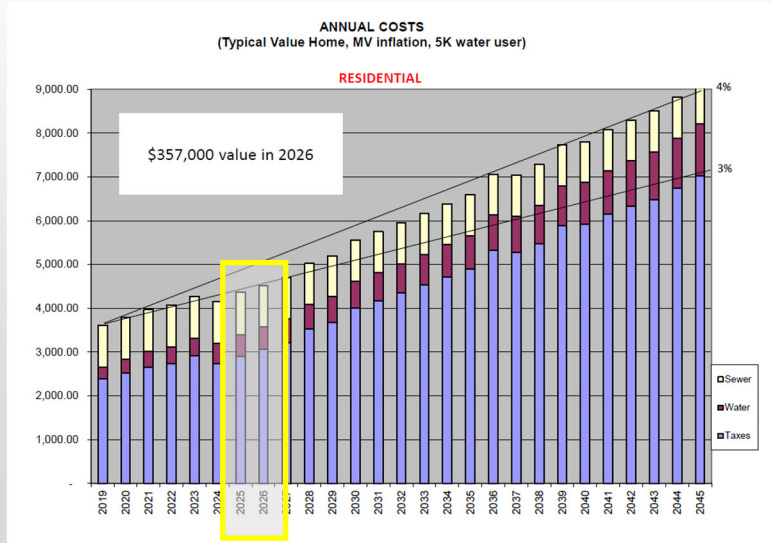
Reduce the City's Debt Per Capita to \$3,500 or less



2025 CFP Planning Tool | Resident Impacts Projections

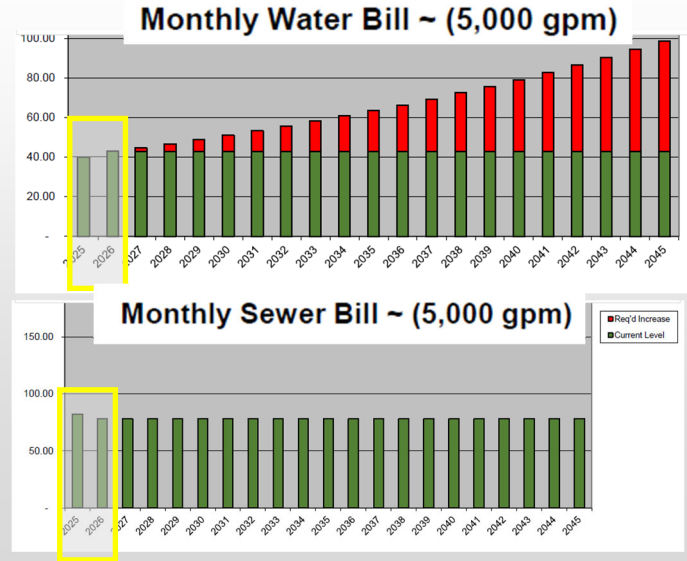
Property Tax Impact for City Services

- Annual cost for city services on a home valued \$357,000, 5% MV inflation, 5K gallon per month water user, displaying portion related to taxes, water and sewer
- Goal—Maintain impact to residents reasonable (between 3 and 4%)



Water & Sewer Utility Bill Projections

- Utility billing rate model is transitioning from the current seasonal averaging model to an actual usage model in 2026



Capital Financial Plan History Recap

2025—October Update

Projects & Debt

# Project	Future PW Bldg	Road Project	OTR & Mains Water Storage	Road Project	Road Project	WWTP upgrade
Est Year 2025 Cost	2,100,000	2,500,000	2,000,000	2,000,000	2,000,000	20,000,000
NET Financed (Inflation Less Cash)	1,915,250	3,038,766	2,552,563	3,257,789	3,771,298	
Type Bond	GO	GO	GO	GO	GO	
Term	20	10	20	10	10	
Rate	4.50%	4.00%	2.50%	4.00%	4.00%	
Bond Pymt	147,237	374,652	163,740	401,656	464,967	
Yr Built	2027	2029	2030	2035	2038	

2024—October Update

Projects & Debt

necessary to flow fire cap fund

# Project	Fire Equipment	Fire Equipment	Sewer Repay Gen Fund	Water OTR Storage PFA	Water SCADA & Meters	Future PW Bldg	Road Project	Road Project	Road Project
Est Year 2022 Cost	355,341	249,313	1,567,052	1,865,539	341,643	2,100,000	1,250,000	2,500,000	2,000,000
NET Financed (Inflation Less Cash)	500,000	600,000	2,000,000	1,500,000	0	2,031,013	1,378,125	3,190,704	3,959,883
Type Bond	GO	GO	GO	GO	Cash	GO	GO	GO	GO
Term	10	10	20	20	10	20	10	10	10
Rate	4.00%	4.00%	0.00%	2.50%	4.00%	4.50%	4.00%	4.00%	4.00%
Bond Pymt	61,646	73,975	100,000	96,221	0	156,136	169,910	393,385	488,215
Yr Built	2031	2042	2029	2030	2033	2027	2026	2029	2038

2023—October Update

Projects & Debt

INTERFUND LOANS

# Project	Generic Mill and Overlay	Generic Road Reconst or Extension	Future PW Bldg	ANNUAL SEWER REIMB GF	Water OTR Storage - PFA	Water SCADA	Water Meters		
Est Year 2022 Cost	-	2,600,000	2,100,000	2,000,000	1,876,000	86,000	200,000	-	-
NET Financed (Inflation Less Cash)	-	1,276,282	3,350,239	2,264,911	2,000,000	2,474,738	111,172	415,786	-
Type Bond	GO	GO	GO	GO	GO	GO	GO	GO	GO
Term	20	20	10	20	20	10	20	20	10
Rate	2.00%	2.00%	4.00%	4.00%	0.00%	2.50%	4.00%	5.00%	4.50%
Bond Pymt	-	157,354	413,054	173,349	100,000	158,747	13,707	33,364	-
Yr Built	0	2028	2028	2028	2029	2030	2033	2037	0

2022—October Update

Projects & Debt

INTERFUND LOANS

# Project	2023 Grant & Prospect	Generic Mill & Overlay	Public Works Bldg	Sewer Fund Reimb GF Bal Pmt #1	Storm Sewer Project (Sewer Reimb GF)	Generic Mill and Overlay	Generic	Water OTR Storage	Future PW Bldg
Est Year 2022 Cost	-	1,860,000	876,000	700,000	172,788	813,913	1,060,000	2,600,000	1,876,000
NET Financed (Inflation Less Cash)	-	1,732,500	393,750	771,750	(0)	1,407,100	3,350,239	2,344,660	2,254,911
Type Bond	GO	GO	GO	GO	Cash	GO	GO	GO	GO
Term	20	20	10	20	10	10	10	10	20
Rate	2.00%	2.00%	4.00%	5.25%	4.00%	4.00%	4.00%	4.50%	4.50%
Bond Pymt	-	213,602	48,546	63,247	(0)	173,483	413,054	172,561	173,349
Yr Built	0	2023	2023	2024	2026	2032	2028	2028	2028

2021—October Update

Projects & Debt

INTERFUND LOANS

# Project	2023 Grant & Prospect	Generic Mill & Overlay	Various Water Thru 2027 (& Storm?)	Sewer Fund Reimb GF Bal Pmt #1	Storm Sewer Project (Sewer Reimb GF)	Public Works Bldg	Water Sewer Project	Generic Mill and Overlay	Water Capital Replacement
Est Year 2021 Cost	-	1,860,000	376,000	1,270,000	164,641	867,301	860,000	2,600,000	1,060,000
NET Financed (Inflation Less Cash)	-	1,819,125	413,438	1,333,650	0	1,099,744	3,517,751	1,477,455	733,446
Type Bond	GO	GO	GO	Cash	Cash	GO	GO	GO	GO
Term	20	20	10	20	10	10	10	10	20
Rate	2.00%	2.00%	3.00%	3.50%	3.00%	3.50%	3.00%	3.00%	3.50%
Bond Pymt	-	213,257	48,467	93,826	0	77,379	412,388	173,203	51,606
Yr Built	0	2023	2023	2022	2026	2032	2024	2028	2037



Includes: 3% Pay Grid | 50% LvCnversn | 95,645 2025A M&O covered by 2018A 2022A & 2022B Arbtrg Adj | PD 42x2184 | PW Wknd & OT | +1PW | Rdcd to Cameras | CptIGds | ER Benefits | 2012A 2019A & 2022A Adj | PFML \$17,979

w PB Review

2026 Proposed Preliminary Budget		2025v3 08 25 COW			
Budget At A Glance					
Budget at a Glance -Proposed 2026 Prelim Levy 08/25/2025 COW					
GENERAL FUND	Revenues (excludng Levy)	Expenses	Fund Balance Bdgt Adj +Inc(low) - Dec(High) Cash Flow Policy Adj. Levy		
			% Change 2025 to 2026		
			Comments		
LGA / PERA Aid-41000-33401 33405	\$ 952,141		0.19%	Certified	
Interest Income-36210	\$ 25,000		47.06%		
41000 General Services Transfer In-34020	\$ 147,342		3.00%		
41100- Legislative Dept.	0	\$ 68,990	2.09%		
41200- Hist. Society ? Add to MncplBldg	\$ -	\$ -	0.00%	Combine with MncplBldng?	
41410- Elections	\$ -	\$ 3,825	112.50%	2026 1 Elections	
41500- Administration/Finance	\$ 11,680	\$ 702,715	10.42%		
41910- Planning & Zoning	\$ -	\$ -	-100.00%	Moved to 240 Community Development	
41940- Municipal Building	\$ 500	\$ 82,833	-6.57%		
42110- Police Department	\$ 73,119	\$ 804,761	3.09%		
42400 Building Code	\$ -	\$ -	-100.00%	Moved to 240 Community Development	
43100- Street Maintenance	\$ 6,980	\$ 624,730	-17.43%	+1 Vacant PW 51k to Prk103 \$41,930 1x2025AIntoffset	
45124- Swimming Pool	\$ 98,748	\$ 219,021	5.53%		
45200- Parks	\$ 660	\$ 292,580	26.44%	+1 Vacant PW51kFrmStrt101	
General Fund Total Rev Exp	\$ 1,316,170	\$ 2,799,455	\$ - \$ -	-3.94%	
GENERAL GOVERNMENT LEVY-31010			\$ - \$ 1,483,285	-3.94%	
				2025 Included 91,400 DS offset	
Services	Revenues	Expenses	Levy		
211-31010 Library Levy	\$ 109,478	\$ 351,709	\$ 242,231	7.85%	
220-31010 Fire Department Levy	\$ 84,400	\$ 158,400	\$ 74,000	5.71%	
230-31010 Ambulance Levy	\$ 314,640	\$ 464,068	\$ 149,428	4.46%	
240-31010 Community Development Levy	\$ 5,750	\$ 177,208	\$ 171,458	70.81%	Transferred from General Fund
250-31010 Center for the Arts Levy	\$ 2,000	\$ 89,907	\$ 87,907	16.13%	2025 Rdcd 14,300 Fund Balance Adj
614-31010 CCTV Levy	\$ 16,000	\$ 16,000	0 \$ -	-100.00%	Ops xfrd to CPS FF pass thru
TOTAL SERVICES LEVY			\$ 725,024	14.95%	
Debt Service			Levy		
2012A 332-Wtr Twr (2027)			\$ -	0.00%	CPS & FC Abtmnt + Wtr Rvn 2027 Final Bond Pymnt
2016A 335-WWTP (2028)			\$ 98,000	3.16%	
2018A 340-Pool (2039)			\$ 209,450	-30.25%	Rdcd \$90k Arbtrg Rvw Net 0
2019A 342-Street Lights (2027)			\$ 10,000	-71.67%	Reduced \$26,205
2022A 343-Wtr Storm (2043)			\$ 3,448	-80.87%	2026 1xRdcdCFClosed2025 18%GF&Arbtrg Adj
2022B 344-PW Facility (2043)			\$ 61,886	-10.09%	2026 Rdcd \$7,500 Arbtrg Adj
2023A 323-Grand Prospect St			\$ 198,902	331.45%	2025 1x150,000 GF Levy Offset
2025A 325 Mill & Overlay Street Prjct			\$ 95,645	0.00%	2027 Placeholder Smll Cts Asst, StrtRsrvTO Offsets 202
DEBT SERVICE LEVY			\$ 677,331	20.19%	2025 included 91,400 GF offset
Levy Total			\$ 2,885,640		
Increase in Tax Levy			\$ 147,277		
Percent Increase over Prior Year				5.378%	
NET TAX CAPACITY			2025v3 08 25 COW		
Fillmore County NTC			\$ -		
Olmsted County NTC			\$ -		
Net Taxable Tax Capacity			\$ -		
Increase in Tax Capacity			\$ -		
% Increase in Tax Capacity				0%	
Certified Final Levy			\$ 2,885,640		
City Tax Rate			#DIV/0!		
Goal: Maintain a steady, predictable local tax rate.			0		
Debt Per Capita			\$ -		



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: 2026 Maintenance Agreement with Olmsted County for a portion of CSAH 10 within city limits

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the 2026 Maintenance Agreement.

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:

[2026_Chatfield_cover_letter.docx.pdf](#)

[2026_Maintenance_Agreement_City_Chatfield.docx.pdf](#)



Public Works
1188 50th Street SE
Rochester, MN 55904
Phone: 507-328-7070
E-mail: pwservice@olmstedcounty.gov

October 6, 2025

Beth Carlson
City of Chatfield Clerk
21 East 2nd Street
Chatfield, MN 55923

Subject: 2026 Maintenance Agreement

Dear Beth:

Enclosed is the 2026 maintenance agreement between Olmsted County and the City of Chatfield providing payment to the City of Chatfield to maintain a portion of CSAH 10 within the city limits of Chatfield.

Please sign the agreement and return to me at your earliest convenience. Once executed by the Director of Public Works, you will receive a copy.

If you have questions, I may be reached at 507-328-7070.

Sincerely,

DocuSigned by:

009C50B3BAEE40E...
Chad Schuman
Highway Maintenance Engineer

Encl.

C: Jeff Webster, Eyota Area Supervisor

**OLMSTED COUNTY
and
CITY OF CHATFIELD
ROUTINE MAINTENANCE
AGREEMENT**

**Routine Maintenance Performed
by the City on:**

**Total Agreement Amount
\$3017.75**

**County State Aid
Highway(s) (CSAH):** 10

This Agreement is between Olmsted County, acting through its Public Works Department ("County") and City of Chatfield acting through its City Council ("City").

Recitals

1. Under Minnesota Statutes § 163.02, 160.21, Subd. 1, 160.23 and 162.17 the County and the City wish to enter into an agreement that will provide routine maintenance performed by the City on certain County State Aid and County highway(s) located within the City limits upon such terms and conditions hereafter set forth; and
2. The County will reimburse the City for the maintenance performed; and

Agreement

1. Term of Agreement; Survival of Terms;

1.1 Effective date. This Agreement will be effective on **January 1, 2026**.

1.2 Expiration date. This Agreement will expire on **December 31, 2026**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of terms. All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 7. Liability; Worker Compensation Claims; Insurance; 9. State Audits; 10. Government Data Practices; 11. Governing Law; Jurisdiction; Venue; and 13. Force Majeure.

2. Agreement Between the Parties

2.1 Maintenance by the City

A. Location. The City will perform routine maintenance of the following portions of the county highway system within the Corporate City limits:

On CSAH 10 beginning at the intersection of Trunk Highway No. 52 and Union Street in the City of Chatfield; thence East on Union Street to Avenue "C", thence North to Wahlen Valley Road NE. Five-tenths (0.50) mile.

B. Total Mileage. The total county highway mileage for the routine maintenance performed under this Agreement consists of 0.50 two-lane miles.

2.2 Maintenance Responsibilities (Reimbursable) The City will perform the following routine maintenance duties to the satisfaction of the County's Highway Maintenance Engineer. All materials used in the performance of said routine maintenance must comply with the State's current "Standard Specifications for Construction".

- A. Maintain the county highway(s) to keep them smooth and in good repair for the passage of traffic and free from all obstructions and impediments to traffic. This includes restoration of utility openings, and all necessary patching of the roadbed and removal of obstacles.
- B. Keep the traveled roadway free and clear of ice, snow, litter, debris, and any other foreign matter of any nature.
- C. Sand, salt or chemically treat the traveled roadway as necessary to provide for safe public travel.
- D. Maintain the roadway drainage system by addressing erosion issues and keeping storm sewer, culverts and ditches clear from sediment and ice buildup.
- E. Dispose of all snow, litter, debris and any other foreign matter collected upon, along or adjacent to the county highway proper and within the county highway right-of-way limits according to all applicable laws, ordinances, and regulations.
- F. Promptly notify County for defective/damaged roadway markings, traffic control devices and safety devices. The County will place, install and maintain at all times suitable guide signs, warning signs, and route markers for the guidance of traffic on the highway(s).
- G. Furnish all labor, materials, tools, equipment and any other necessary items to perform the routine maintenance duties covered under this agreement.

2.3 Other Maintenance Responsibilities; Agreements (Non-reimbursable) The City is responsible for performing the following routine maintenance duties, without cost or expense to the County:

- A. Keep the pedestrian user areas of the walkways, medians, pedestrian ramps and curb and gutter free and clear of ice, snow, litter, debris, and any other foreign matter of any nature.
- B. Sand, salt or chemically treat, and repair joints and panels in the pedestrian user areas of the walkways, medians, pedestrian ramps, and curb and gutter.
- C. Maintain pedestrian facilities (trails and sidewalks) that are not the responsibility of the adjacent property owners.
- D. Maintain any other facilities located within the county highway right of way that are covered under other agreements. This Agreement does not supersede any other agreements between the parties.

2.4 Traffic Control

- A. The City may partially block the county highway to perform the routine maintenance under this Agreement. In cases of emergency, the City may block the county highway(s) and prevent passage of traffic thereon. At no time, however, may the City continue to obstruct the free passage of traffic on the county highway(s) for a longer period of time than is reasonably required for making the necessary repairs.
- B. The City may close the county highway(s) to travel as necessary for the repair or installation of water or gas mains, cable TV, fiber optic cables, electric or telephone cables and storm or sanitary sewers. The City must give the County ten days written notice and obtain a permit before such repairs or installation, except for extraordinary emergencies.
- C. The City will not close any portion of the county highway(s) to traffic for reasons other than those set forth above and in no event for a time longer than necessary to complete the required maintenance work. In the event of the total blocking or closing of the county highway(s), the City must provide a suitable detour during such time.
- D. Public notices shall be made for any scheduled road closures by the City.

E. The City must conduct all county highway partial and total closures in conformance with the current [Minnesota Manual on Uniform Traffic Control Devices \(MNMUTCD\)](#) and [Temporary Traffic Control Zone Layouts - Field Manual](#).

2.5 City's Failure to Adequately Maintain. If the City fails to perform any of the routine maintenance according to the terms of this Agreement, the County may reduce the amount payable to the City by either an amount judged to be fair and equitable for such routine maintenance, or, if the County performs such routine maintenance, by the actual cost of the maintenance performed by the County in accordance with this Agreement.

2.6 Extraordinary Maintenance. The City is not required to perform any extraordinary maintenance, construction or reconstruction under this Agreement. If the City is willing to perform extraordinary maintenance, and the County's Highway Maintenance Engineer approves such performance, the parties to this Agreement must enter into a separate agreement therefore. No expenses may be incurred on the extraordinary maintenance prior to the full execution of such an agreement.

2.7 Inspection of City Performed Maintenance. Authorized representatives of the City and the County will jointly inspect the involved county highways on a regular basis during the life of this Agreement to determine if the routine maintenance is being performed according to the terms of this agreement.

3. Basis of County Cost

The County's payment to the City for routine maintenance will be based on the length of two-lane mile roadway times the dollar value to be paid per two-lane mile per City fiscal year. Fractional miles (to the hundredth of a mile) will be used in computing the amounts payable under this Agreement.

4. County Cost and Payment by the County

County Cost: The Minnesota Department of Transportation – District 6 had established the cost per two-lane mile for a portion of TH 63 to be \$3,904.00 in 2004. An increase of 2.0% per year was applied for a 2026 rate of \$6035.50 per two-lane mile. The City and County agree to apply the same cost basis to the county highways maintained by the City within the corporate limits.

4.1 Conditions of Payment. The County will make a lump sum payment to the City for routine maintenance performed, on a quarterly basis, on or after March 31, June 30, September 30, and December 31 of each City fiscal year after the following conditions have been met:

- A.** Encumbrance by the County of the necessary funds for the routine maintenance payment amount.
- B.** Execution of this Agreement and transmittal to the City.
- C.** The County's receipt of an invoice from the City for the applicable quarter, signed by the County's authorized representative attesting that all routine maintenance has been performed in full conformity with this Agreement.
 - i.** The invoice must indicate the amount, if any, deducted from the estimated quarterly payment under Article 2.5 and 2.6 of this Agreement.
 - ii.** The City will keep records and accounts that enable it to provide the County, when requested, with documentation itemizing the labor, materials and equipment used to perform the routine maintenance.

5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

5.1 The County's Authorized Representative will be:

Name/Title: Chad Schuman, Highway Maintenance Engineer (or successor)
Address: 2122 Campus Dr. SE, Suite 200, Rochester, MN 55904
Telephone: 507-328-7188
E-Mail: chad.schuman@olmstedcounty.gov

5.2 The City's Authorized Representative will be:

Name/Title: Ms Michele Peterson, City of Chatfield Clerk
Address: 21 SE Second Street, Chatfield, MN 55923
Telephone: 507-867-1518
E-Mail: mpeterson@ci.chatfield.mn.us

6. Assignment; Amendments; Waiver; Contract Complete

6.1 Assignment. Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

6.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

6.3 Waiver. If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

6.4 Contract Complete. This Agreement contains all prior negotiations and agreements, with respect to routine maintenance, between the County and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. Liability; Worker Compensation Claims; Insurance

7.1 Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City and the County. Notwithstanding the foregoing, the City will indemnify, hold harmless, and defend (to the extent permitted by the Olmsted County Attorney's Office) the County against any claims, causes of actions, damages, costs (including reasonable attorney's fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the City's contractor(s) or consultant(s) or by a third party because of an act or omission by the City or its contractor(s) or consultant(s).

7.2 Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

7.3 The City may require its contractor to carry insurance to cover claims for damages asserted against the City's contractor.

8. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

9. Government Data Practices

The City and County must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City or the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the County.

10. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Olmsted County, Minnesota.

11. Termination

By Mutual Agreement. This Agreement may be terminated by mutual agreement of the parties or by either party upon thirty (30) days' notice, in writing and delivered by certified mail or in person.

12. Force Majeure

Neither party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

13. Business Records

Each party shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner engaged in the profession of highway maintenance work. Each party shall maintain such records for at least 6 years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Each party shall have the right to audit and review all such documents and records at any time during the other party's regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by either party and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, subd 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract.

CITY OF CHATFIELD

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions or ordinances.

By: _____
Mayor

Attest: _____
Administrator

Date: _____

OLMSTED COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable resolutions or ordinances

By: _____
Chairperson, County Board

Attest: _____
Clerk-Administrator

Date: _____



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Ordinance 484 and Policy for Water and Sewer Operations

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: First Reading of the proposed ordinance and operations policies.

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:

[484 Omnibus water and sewer.pdf](#)

[Utility Policy.docx](#)

Ordinance No. 484

AN ORDINANCE RELATING TO THE CITY OF CHATFIELD'S WATER AND WASTEWATER SYSTEMS; AMENDING THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE II, DIVISION 2, BY ADDING NEW SECTIONS CODIFIED AS SECTIONS 30-47A AND 30-47B; AMENDING THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE II, BY ADDING A NEW DIVISION 2A, AND SECTIONS TO THAT DIVISION CODIFIED AS 30-48, 30-49, 30-50, 30-51, 30-52, 30-53; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30, ARTICLE III BY ADDING NEW SECTIONS CODIFIED AS SECTIONS 30-71, 30-72, 30-73; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 30 BY ADDING AN ARTICLE IV AND ADDING NEW SECTIONS TO THAT ARTICLE CODIFIED AS SECTIONS 30-74, 30-75, 30-76, 30-77, 30-78, 30-79 AND 30-80.

The City Council of the City of Chatfield, Minnesota, does ordain:

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, Division 2, are amended by adding a Section 30-47A to read

Section 30-47A . Water connections; applications.

- A. An application for service connection and water service shall be made to the city clerk. An application for service installation and water service shall be made by the owner of the property to be served or by the owner's agent and shall state the size and location of the connection required. The applicant shall, at the time of making application, pay the amount of fees as established the Ordinance Establishing Fees and Charges that is currently in effect, or the deposit required for the installation of the service connection as may be hereinafter provided. An application for service connection that is greater than one inch in size shall be accompanied by two sets of plans or sketches indicating preferred location of the service pipe and size of service based upon the building's water demand.
- B. The size of the water service connection and meter shall be subject to approval of the water superintendent. Water meter sizing for a domestic connection shall be 5/8 inch by 3/4 inch. The standard service line size shall be one inch. New water services require the implementation of a tracer wire. If a property owner requests permission to install a larger service line the extra cost of a water meter, and any future replacement of that meter, shall be charged to the property owner.
- C. Billing for water service to a property shall commence at the time of installation of the water meter; or, in the event a water meter is not immediately installed, seven days following completion of the outside service piping.

Section 2. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, Division 2, are amended by adding a Section 30-47B to read as follows:

Section 30-47B. Connection charges.

- A. A permit must be obtained in order to connect a property to the existing water service leads at the main. The fee for such permit shall be as set forth in the Ordinance Establishing Fees and Charges that is currently in effect.
- C. There shall be imposed a separate connection charge as set forth in the Ordinance Establishing Fees and Charges that is currently in effect, the proceeds of which shall be used to pay the costs of operation of the city's water system.
- D. If the provision of water service to a property has been terminated because of non-payment of charges or any violation of the provisions of this Code, such service shall not be restored unless a re-connection fee, in the amount set forth in the Ordinance Establishing Fees and Charges that is currently in effect, has been paid.
- E. If an owner desires to connect a parcel of property which has not previously been assessed for water main, lateral construction, well or water storage facilities to the city water system, such connection shall not be permitted until any such deferred assessments have been paid.

Section 3. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, "Miscellaneous Provisions", Section 30-48 to read:

Section 30-48. Damage to water system.

- A. No person shall remove or damage any structure, appurtenance, or part of the water system, or fill or partially fill any excavation, move any gate valve or hydrant used as part of the water system.
- B. No person shall make any connection of an electric welder to a city water main, appurtenance or service or use an electric welder for the purpose of thawing a frozen water main, appurtenance, or service.

Section 4. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, "Miscellaneous Provisions", Section 30-49 to read:

Section 30-49. Connections beyond city boundaries. Where a water main of the city is located in any street or alley adjacent to or outside the corporate limits of the city, the city council may issue a permit to an owner or occupant of a property adjacent or accessible to the water main to connect to the city water main and be supplied with water.

Section 5. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, “Miscellaneous Provisions”, Section 30-50 to read:

Section 30-50. Connection to city water system required; use of private wells.

- A. Except where municipal water is not available, it shall be unlawful to construct, reconstruct, or repair any private water system within the city which is designed or intended to provide water for human consumption. Private wells permitted by the State, to provide water not intended for human consumption, may be constructed, maintained, and continued in use after property is connected to the city water system; provided, that there are no means of cross-connection between the private well and the city’s water system at any time. Hose bibbs that will enable the cross-connection of the two water systems are prohibited on internal piping of the well system supply. When both water systems are in use, outside hose bibbs shall not be installed on both systems.
- B. All newly constructed homes or buildings shall immediately connect to the city water system if city water is available to the property. If city water becomes available to serve a property with an existing home or building not previously served by the city water system, the owner shall connect to the city water system within a time period set forth by the city council and shall be subject to paying any connection charge as may be established by the city council.

Section 6. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, “Miscellaneous Provisions”, Section 30-51 to read:

Section 30-51. Use of water from fire hydrants; temporary connection. Except for the extinguishment of fires, no person, unless authorized by the director of public works, shall operate fire hydrants or interfere in any way with the water system without first obtaining a permit to do so from the city.

Section 7. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, “Miscellaneous Provisions”, Section 30-52 to read:

Section 30-52. Supply from one service. No more than one housing unit or building shall be supplied from one service connection except by permission of the city council. Each unit served shall have a separate water meter.

Section 8. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article II, are amended by adding a Division 2A, “Miscellaneous provisions”, Section 30-53 to read:

Section 30-53. Tapping of mains restricted. No person, except a person authorized to do so by the director of public works, shall tap any distributing main or pipe of the water supply system or insert any stopcock or a ferrule therein. For the purpose of this provision, a

“main” is defined as a service lateral of the city water distribution system that is four inches in diameter or larger.

Section 9. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article III, are amended by adding a Section 30-71 to read:

Section 30-71. Discharges of unpolluted water to sanitary sewer. No person shall discharge or caused to be discharged any storm water, groundwater, roof runoff, surface drainage or non-contact cooling water to any sanitary sewer.

Section 10. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article III, are amended by adding a Section 30-72 to read:

Section 30-72. Discharges hazardous to life or constituting a public nuisance.

- A.. If any water or waste is discharged or proposed to be discharged into the public sewer which contain a substances or possess a characteristic otherwise enumerated in this chapter that is forbidden to be discharged; or, which in the judgment of the wastewater superintendent may have a deleterious effect on the wastewater treatment facilities, processes or equipment, receiving waters or soil, vegetation, ground water, or which might otherwise create a hazard to life or create a public nuisance, the city may:
1. reject the wastes;
 2. require pretreatment to an acceptable condition for discharge to the public sewer, as provided by the provisions 33 U.S.C. 1317(b), and any act amendatory thereto;
 3. require control over the quantities of discharge;
 4. require payment to cover the additional costs of handling, treating, and disposing of wastes in addition to existing service charges
- B. If the City permits the pretreatment or equalization of waste flows, any expense of redesign, or the installation of enhancements to the wastewater treatment facilities made necessary to accommodate such shall be at the expense of the applicant, and shall be subject to approval by the Minnesota Pollution Control Agency.

Section 11. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, Article III, are amended to add a Section 30-73 to read:

Section 30-73. Permitting substance or matter to flow into public sewer. No person having charge of any building or other premises which drains into the public sewer shall permit any substance or matter which may form a deposit or obstruction to flow to pass into the public sewer. In order to prevent such substance or matter from entering the public sewer, the wastewater superintendent may require such person to install a suitable catch basin or waste trap and periodically clean out and maintain the same at the owner’s expense. In the event that the owner fails to do so within a reasonable time, the wastewater superintendent may cause the

required maintenance to be done by the city and the expense of which shall be borne by the owner.

Section 12, The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-74, to read:

30-74. Tampering with wastewater facilities. It is unlawful for any person to maliciously, wilfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance or equipment which are part of the wastewater facilities.

Section 13. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-75, to read:

30-75. Public sewer not available. Where a public sewer is not available, a building sewer shall be connected to a private wastewater disposal system that complies with the design standards established by the Minnesota Pollution Control Agency in the provisions of Minn. Rule 7080.1050 *et. seq.*, and any amendments thereto.

Section 14, The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-76, to read:

30-76. Restrictions on new connections. In the event the wastewater superintendent determines that the existing downstream facilities, including but not limited to capacity for flow; BODS and suspended solids, are not sufficient to permit lawful and efficient operation of the city’s wastewater facilities, a new connection request may be restricted or denied.

Section 15. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-77, to read:

30-77. Separate building sewers required. A separate and independent building sewer shall be provided for every building , except where on building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to serve the rear building through an adjoining alley, courtyard or driveway. The building sewer from the front building may be extended to the rear building and the whole considered one building sewer.

Section 16. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV “General Wastewater Regulations”, Section 30-78 to read:

30-78. Building sewer permits.

- A. Required. No person shall uncover, make any connection with, use, alter or disturb any public sewer or appurtenance without first obtaining a written permit for the city to do so.
- B. Application. An application for a permit shall be made by then owner or agent, or the party employed to make such connection. The applicant shall provide the building

location or address, name of owner, and a description of the occupancy or use of the building

- C. Following the granting of the permit, no person shall extend any private building drain beyond the limits of the building or property for which the service connection permit has been issued.
- D. Classifications of permits. There are two classifications of building sewer permits; one for residential and commercial service, the other for service to an facility that will produce industrial waste
- E. Additional information required. An applicant for a permit in either classification may be required to supplement its permit application by furnishing further information consisting of plans or specifications for the building or other information considered pertinent to the application. An applicant by for a permit by a user that will generate industrial waste shall be required to describe its wastewater constituents, characteristics and type of activity..
- F. Inspection of connection. Then applicant shall notify the city when the requested building sewer is ready for connection and available for inspection. The subsequent inspection and connection shall be recorded by photography or video, and a copy of such shall be submitted to the wastewater superintendent.
- G. Costs and expenses. All costs and expense associated with the installation and connection of the building sewer are the responsibility of the building owner.,
- H. An applicant for a building sewer permit shall indemnify the city for any damage caused to the city’s wastewater facilities caused by the connection to or installation of the building sewer to the city’s wastewater facilities.

Section 17. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-79, to read:

30-79. Repairing service connection. If any service connection becomes clogged, obstructed, broken or out of order, determined to be detrimental to the use of the public sewer system, or unfit for the purpose of drainage, the owner shall repair the connection. If the owner in a timely manner fails to do so, the wastewater superintendent may notify the owner in writing that the repairs be done immediately. If the owner fails to do so, after a period of 10 days from being given written notice, the superintendent may cause the necessary work to be done and thereafter recover the cost of such repair from the owner by appropriate legal means.

Section 18. The provisions of the *Chatfield Code*, Subpart A, Chapter 30, are amended to add an Article IV, “General Wastewater Regulations”, Section 30-80 to read:

30-80. Catch basin or waste traps required, certain vehicle service facilities. The owner or operator of any motor vehicle washing or servicing facility shall always provide and maintain in a serviceable condition a catch basin or waste trap in the building drain system to prevent grease oil, fluids associated with vehicle operation and repair, dirt, or any mineral deposit from entering the public sewer system.

Section 19. 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
, 2026.

Approved:

Attest:

By its Mayor

By its City Clerk

Water and Sewer Operations Policy

General

- A. Meters Required: Generally, except for extinguishment of fires, no person, unless otherwise authorized by the City Council or Public Utilities Department, shall use water from the water system or permit water to be drawn therefrom unless the same be metered by passing through a meter supplied or approved by the city. No person not authorized by the Public Works Director, or the Water Superintendent shall connect, disconnect, take apart, or in any manner change or cause to be changed or interfere with any meter or the action thereof, or break any meter or valve seal.
- a. A charge established pursuant to omnibus fee schedule shall be paid by customers to the city for water meters including installations and check valves and payment for same shall be made at the time of water service application. This payment shall be made only once, subject to the following.
 - b. Where a consumer has need for a larger line in addition to his or her domestic line, as in the case of a commercial consumer who needs a one-inch line for normal use and a six-inch or larger line for a fire sprinkler system, he or she will be permitted to run one line into the premises and Y off into two lines at the building. When this is done, the meter will be attached to the small or domestic line and a check valve as well as one-inch detection meter shall be put on the large line.
 - c. The city shall maintain and repair all meters when rendered unserviceable through ordinary wear and tear and shall replace them if necessary. When replacement, repair, or adjustment of any meter is rendered by the act, neglect (including damage from freezing or hot water backup) or carelessness of the owner or occupant of the premises, any expense caused the city thereby shall be charged against and collected from the water consumer.
 - d. All water meters, re-setters, and remote readers shall be and remain the property of the city.
 - e. Authorized city employees shall have free access at reasonable hours of the day to all parts of every building and premises connected with the water system for reading of meters and inspections. However, city employees may not enter private property without obtaining the permission of the owner to do so or have obtained a search warrant issued by a court of competent jurisdiction, as provided for in ' 10.20.
 - f. It shall be the responsibility of the consumer to notify the city to request a final reading at the time of the customer's billing change.
 - g. All water meters hereafter installed shall be in accordance with the Minnesota Plumbing Code and any standards established by resolution of the City Council.
 - h. In case the meter is found to have stopped, or to be operating in a faulty manner, the amount of water used will be estimated in accordance with the amount used previously in comparable periods of the year.
 - i. Rates due and payable by each water user located beyond the territorial boundaries of the city may be determined by special contract.
 - j. The minimum rates established pursuant to the approved omnibus fee schedule shall begin to accrue after connection of the service pipe with the curb stop box.
 - k. A meter and radio read shall be installed on the water valve in the house regardless of whether inside piping is connected.

- I. In the event a water customer elects to discontinue the use of the municipal water, the regular or minimum charge shall continue until the date as service is disconnected at the curb box.

Water Operations

A. Water Connection

- a. Where new homes or buildings do not have water available to the property, the city shall determine whether and under what conditions the municipal water system will be extended to serve the property.
- b. If the private well is not to be used after the time a municipal water connection is made:
 - i. The well pump and tank shall be disconnected from all internal piping;
 - ii. Within 30 days after the municipal water connection is made, the owner or occupant must advise the Water Superintendent that the well has been sealed.
 - iii. Notwithstanding the foregoing, all well abandonment shall be done in accordance with M.S. " 1031.301 to 1031.345 and Minn. Rules Ch. 4725, Wells and Borings, as it may be amended from time to time. All well sealing shall be performed by a professional licensed well driller trained in well abandonment.

B. Repairs

- a. *Determination of need for repairs.* Based on the information supplied by the property owner or available to the city, the city may make a determination whether a problem exists in that portion of the service which is the city's responsibility. If the problem, appears to exist in the areas for which the city has no responsibility, the private owners will be responsible for correction of the problem.
- b. *Thawing of water services.* The city will not attempt to thaw water services. If the problem is found within that portion of the service for which the private owner is responsible, the private owner thereafter will be responsible for thawing the service and correction of the problem.
- c. *Excavation or repair of water service.*
 - i. The city may arrange for the investigative digging up and repair of any water service where the problem apparently exists within that area for which the city has responsibility. Property owner is responsible from the main to the meter.
 - ii. Unless it is clear, however, that the problem is the responsibility of the city, the excavation and repair may not be made until the property owner requests the city in writing to excavate or repair the service and agrees to pay the cost.
 - iii. The owner further agrees to waive public hearing and be special assessed the cost of the excavation and repair if the problem is found to be other than the city's responsibility. The city may make the determination for responsibility of the cost of investigation or repair.
 - iv. The matter of whether the dig up is done by city forces or contracted would depend on the urgency or need of repair and the availability of city forces to do the work. Recovery by the city for faulty construction will depend upon the circumstances and the decision of the City Attorney on the likelihood of recovery.
- d. *Failure to repair.* In case of failure upon the part of any consumer or owner to repair any leak occurring in his or her service pipe within 24 hours after verbal or written notice thereof, the water may be turned off by the city and may not be turned on until the leak has been repaired and a fee pursuant to omnibus fee schedule has been paid to the city.

- ### C. Service Pipes: Every service pipe shall be laid so as to allow at least one foot of extra length in order to prevent rupture by settlement. The service pipe must be placed no less than seven feet below the ground and in a manner as to prevent rupture by freezing. Service

pipes must extend from the main to the inside of the building, or if not taken into the building, then to the hydrant or fixtures which it is intended to supply. All tubing and pipes shall conform to the Minnesota Plumbing Code. All underground joints are to be mechanical, except joints under floors shall be soldered in accordance with the Minnesota Plumbing Code, unless otherwise approved by the Water Superintendent. Joints of copper tubing shall be kept, to a minimum, and all joints shall conform to the Minnesota Plumbing Code. All joints and connections shall be left uncovered until inspected by the Water Superintendent and must comply to the Minnesota Plumbing Code and tested at normal water line pressure. Unions must conform to the Minnesota Plumbing Code. Connections with the mains for domestic supply shall be at least three-quarter inch up to the curb stop box.

- D. Excavation and Construction Requirements
 - a. No excavation shall be made until a permit for the connection has been issued by the city.
 - b. No water service pipe or water connection shall be installed in the same trench or closer than ten feet horizontally to a sewer trench or drain laid, or to be laid, either in the street or in private property, except that the water pipe on private property may be in a common trench with a sewer drain which is of a material that is in conformance with the current Minnesota Plumbing Code, Minn. Rules Ch. 4714, as it may be amended from time to time.
 - c. Where it is desired to lay the water service pipe and the building sewer pipe in the same trench, or in separate trenches less than ten feet apart, the water service pipe shall be above the sewer pipe unless approved by the City Engineer. It shall be placed at least one foot above the sewer and on a solid shelf excavated at one side of the trench. The sewer pipe shall be of a material that is in conformance with the Minnesota Plumbing Code with tested watertight joints. The water service pipe shall be watertight and corrosion resistant. Copper pipe and ductile or cast-iron water pipe with specially protected joints is acceptable for this construction. Cast iron pipe shall conform to the American Water Works Association specifications for this pipe. Bell joint clamps with rubber gaskets are provisionally acceptable as extra protection for the joints on cast iron water pipe. In all cases, precautions shall be taken to assure a firm foundation for the pipes. The intervening space between the pipes shall be backfilled with compacted earth.
 - d. In case the installation is on a surfaced street, the following shall apply: All backfill materials shall be mechanically compacted in 12-inch layers to the density of the adjacent material in the roadway area and to the existing street grades in accordance with the Minnesota Department of Transportation Standards. Complete surface restoration shall be made.
- E. Connection to other water supplies restricted. No water pipe of the water system shall be connected with any pump, well, tank, or piping that is connected with any other source of water supply except to service municipal systems.
- F. Location of Curb Stop Box. Curb stop boxes will be installed on the right-of-way line or easement limits at a location as determined by the City Engineer to be best suitable to the property and shall be left in a vertical position when backfilling is completed. Curb stop boxes will be installed at an approximate depth of seven feet below the finished ground elevation and the top of the curb stop box shall be adjusted to be flush with the finished ground elevation.
- G. Curb stop boxes must be firmly supported by a masonry block. No person shall erect any fence or plant any tree or other landscaping that would obstruct, or place a structure on, park a motor vehicle on, or otherwise obstruct the use of the curb stop box, or cause damage to the same.

Sewer Operations

- A. Definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
- a. *ACT*. The Federal Water Pollution Control Act, also referred to as the Clean Water Act, being 33 USC 1251 et seq., as amended.
 - b. *AUTHORITY*. This city or its representative thereof.
 - c. *BIOCHEMICAL OXYGEN DEMAND (BOD5)*. The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20° C, expressed in terms of milligrams per liter (mg/l).
 - d. *BUILDING DRAIN*. The part of the lowest horizontal piping of a drainage system which receives the discharge from waste and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning three feet outside the building wall.
 - e. *BUILDING SEWER*. The extension from the building drain to the public sewer or other place of disposal, also referred to as a house connection or service connection.
 - f. *CITY*. The area within the corporate boundaries of the city as presently established or as amended by ordinance or other legal actions at a future time. The term *CITY* when used herein may also be used to refer to the City Council and its authorized representative.
 - g. *CONTROL MANHOLE*. A structure specially constructed for the purpose of measuring flow and sampling of wastes.
 - h. *EASEMENT*. An acquired legal right for the specific use of land owned by others.
 - i. *GARBAGE*. Animal and vegetable waste resulting from the handling, preparation, cooking and serving of food.
 - j. *INDUSTRIAL WASTE*. Gaseous, liquid and solid wastes resulting from industrial or manufacturing processes, trade or business, or from the development, recovery and processing of natural resources, as distinct from residential or domestic strength wastes.
 - k. *INDUSTRY*. Any nongovernmental or nonresidential user of a publicly owned treatment facility which is identified in the *Standard Industrial Classification Manual*, latest edition, which is categorized in Divisions A, B, D, E and I.
 - l. *INFILTRATION*. Water entering the sewage system (including building drains and pipes) from the ground through means as defective pipes, pipe joints, connections and manhole walls.
 - m. *INFILTRATION/INFLOW (I/I)*. The total quantity of water from both infiltration and inflow.
 - n. *INFLOW*. Water other than wastewater that enters a sewer system (including building drains) from sources such as, but not limited to, roof leaders, cellar drains, yard and area drains, foundation drains, drains from springs and swampy areas, manhole covers, cross-connections from storm sewers, catch basins, surface runoff, street wash waters or drainage.
 - o. *INTERFERENCE*. The inhibition or disruption of the city's wastewater disposal system processes or operations which causes or significantly contributes to a violation of any requirement of the city's NPDES or SDS permit. The term includes sewage sludge use or disposal by the city in accordance with published regulations providing guidelines under Section 405 of the Act (33 USC 1345) or any regulations developed pursuant to the Solid Waste Disposal Act (42 USC 6901 et seq.), the Clean Air Act (42 USC 7401 et

- seq.), the Toxic Substances Control Act (15 USC 2601 et seq.), or more stringent state criteria applicable to the method of disposal or use employed by the city.
- p. *NATIONAL CATEGORICAL PRETREATMENT STANDARDS*. Federal regulations establishing pretreatment standards for introduction of pollutants in publicly owned wastewater treatment facilities which are determined to be not susceptible to treatment by those treatment facilities or would interfere with the operation of those treatment facilities, pursuant to Section 307(b) of the Act (33 USC 1317(b)).
 - q. *NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT*. A permit issued by the MPCA, setting limits on pollutants that a permittee may legally discharge into navigable waters of the United States pursuant to Sections 402 and 405 of the Act (33 USC 1342 and 33 USC 1345).
 - r. *NATURAL OUTLET*. Any outlet, including storm sewers and combined sewers, which overflow into a watercourse, pond, ditch, lake or other body of surface water or ground water.
 - s. *NON-CONTACT COOLING WATER*. The water discharged from any use such as air conditioning, cooling or refrigeration, or during which the only pollutant added is heat.
 - t. *NORMAL DOMESTIC STRENGTH WASTE*. Wastewater that is primarily introduced by residential users with a BOD5 concentration not greater than 287 mg/l and a suspended solids (TSS) concentration not greater than 287 mg/l.
 - u. *PERSON*. Any individual, firm, company, association, society, corporation or group.
 - v. *ph*. The logarithm of the reciprocal of the concentration of hydrogen ions in terms of grams per liter of solution.
 - w. *PRETREATMENT*. The treatment of wastewater from industrial sources prior to the introduction of the waste effluent into a publicly owned treatment facility.
 - x. *PROPERLY SHREDDED GARBAGE*. The wastes from the preparation, cooking and dispensing of food that have been shredded to a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers with no particle greater than 2-inch (1.27 cm) in any dimension.
 - y. *SEWAGE*. The spent water of a community. The preferred term is wastewater.
 - z. *SEWER*. A pipe or conduit that carries wastewater or drainage water.
 - i. *COLLECTION SEWER*. A sewer whose primary purpose is to collect wastewaters from individual point source discharges and connections.
 - ii. *INTERCEPTOR SEWER*. A sewer whose primary purpose is to transport wastewater from collection sewers to a treatment facility.
 - iii. *PRIVATE SEWER*. A sewer which is not owned and maintained by a public authority.
 - iv. *PUBLIC SEWER*. A sewer owned, maintained, and controlled by a public authority.
 - v. *SANITARY SEWER*. A sewer intended to carry only liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with minor quantities of ground, storm and surface waters which are not admitted intentionally.
 - vi. *STORM SEWER* or *STORM DRAIN*. A drain or sewer intended to carry storm waters, surface runoff, ground water, subsurface water, street wash water, drainage, and unpolluted water from any source.
 - aa. *SHALL*. The term is mandatory.

- bb. *SLUG*. Any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge.
 - cc. *STATE DISPOSAL SYSTEM (SDS) PERMIT*. Any permit (including any terms, conditions, and requirements thereof) issued by the MPCA pursuant to M.S. ' 115.07, as it may be amended from time to time for a disposal system as defined by M.S. ' 115.01, Subd. 5, as it may be amended from time to time.
 - dd. *SUSPENDED SOLIDS (SS) or TOTAL SUSPENDED SOLIDS (TSS)*. The total suspended matter that either floats on the surface of, or is in suspension in water, wastewater, or other liquids, and is removable by laboratory filtering as prescribed in *Standard Methods for the Examination of Water and Wastewater*, latest edition, and referred to as non-filterable residue.
 - ee. *TOXIC POLLUTANT*. The concentration of any pollutant or combination of pollutants which upon exposure to or assimilation into any organism will cause adverse effects as defined in standards issued pursuant to Section 307(a) of the Act (33 USC 1317(a)).
 - ff. *UNPOLLUTED WATER*. Water of quality equal to or better than the effluent criteria in effect, or water that would not cause violation of receiving water quality standards and would not be benefitted by discharge to the sanitary sewers and wastewater treatment facilities.
 - gg. *USER*. Any person who discharges or causes or permits the discharge of wastewater into the city's wastewater disposal system.
 - hh. *WASTEWATER SUPERINTENDENT*. The person appointed by the City Council to supervise the sewer system of the city.
 - ii. *WASTEWATER*. The spent water of a community and referred to as sewage. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with any ground water, surface water and storm water that may be present.
 - jj. *WASTEWATER TREATMENT FACILITY or TREATMENT FACILITY*. An arrangement of any devices, facilities, structures, equipment or processes owned or used by the city for the purpose of the transmission, storage, treatment, recycling and reclamation of municipal sewage, domestic sewage or industrial wastewater, or structures necessary to recycle or reuse water including interceptor sewers, outfall sewers, collection sewers, pumping, power and other equipment and their appurtenances; extensions, improvements, remodeling, additions and alterations thereof; elements essential to provide a reliable recycled water supply such as standby treatment units and clear well facilities; and any works including land which is an integral part of the treatment process or is used for ultimate disposal of residues resulting from that treatment.
- B. Discharges of Water or Wastes. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewers:
- a. Any liquids, solids, or gases which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the wastewater disposal system or to the operation of the system. Prohibited materials include but are not limited to gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides.
 - b. Solid or viscous substances which will cause obstruction to the flow in a sewer or other interference with the operation of the wastewater treatment facilities such as but not limited to grease, garbage with particles greater than 2-inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshing's, entrails, whole blood,

feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastic, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud or glass grinding or polishing wastes.

- c. Any wastewater having a pH of less than 5.0 or greater than 9.5 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the wastewater disposal system.
- d. Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to inhibit or disrupt any wastewater treatment process, constitute a hazard to humans or animals, or create a toxic effect in the receiving waters of the wastewater disposal system. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to Section 307(a) of the Act (33 USC 1317(a)).

C. Limited Discharges

- a. The following described substances, materials, water, or wastes shall be limited in discharges to municipal systems to concentrations or quantities which will not harm either sewers, the wastewater treatment facility, treatment process or equipment, will not have an adverse effect on the receiving stream and soil, vegetation and ground water, or will not otherwise endanger lives, limb, public property, or constitute a nuisance. The Wastewater Superintendent may set limitations lower than limitations established in the regulations below if, in his or her opinion, the more severe limitations are necessary to meet the above objectives. In forming his or her opinion as to the acceptability of wastes, the Wastewater Superintendent will give consideration to factors as the quantity of subject waste in reaction to flows and velocities in the sewers, materials of construction of the sewers, nature of the sewage treatment process, the city's NPDES/SDS permit, capacity of the sewage treatment plant, degree of treatability of wastes in the sewage treatment plant, and other pertinent factors.
- b. The limitations or restrictions on materials or characteristics of waste or wastewaters discharged to the sanitary sewer which shall not be violated without approval of the Wastewater Superintendent are as follows:
 - i. Any wastewater having a temperature greater than 150°F (65.6°C), or causing, individually or in combination with other wastewater, the influent at the wastewater treatment plant to have a temperature exceeding 104°F (40°C) or having heat in amounts which will inhibit biological activity in the wastewater treatment facility resulting in interference therein.
 - ii. Any wastewater containing fats, wax, grease, or oils, whether emulsified or not, in excess of 100 mg/l or containing substances which may solidify or become viscous at temperatures between 32°F and 150°F (0°C and 65.6°C); and any wastewater containing oil and grease concentrations of mineral origin of greater than 100 mg/l, whether emulsified or not.
 - iii. Any quantities of flow, concentrations, or both which constitute a slug as defined in ' 51.001.
 - iv. Any garbage not properly shredded, as defined in ' 51.001 of this chapter. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments, or similar places where garbage originates from the preparation of food on the premises or when served by caterers.
 - v. Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are capable of creating a public nuisance or hazard to

life or are sufficient to prevent entry into the sewers for their maintenance and repair.

- vi. Any wastewater with objectionable color not removed in the treatment process such as but not limited to dye wastes and vegetable tanning solutions.
 - vii. Non-contact cooling water or unpolluted storm, drainage, or ground water.
 - viii. Wastewater containing inert suspended solids such as but not limited to fullers' earth, lime slurries, and lime residues, or of dissolved solids such as but not limited to sodium chloride and sodium sulfate, in quantities that would cause disruption with the wastewater disposal system.
 - ix. Any radioactive wastes or isotopes of half-life or concentration as may exceed limits established by the Wastewater Superintendent in compliance with applicable state or federal regulations.
 - x. Any waters or wastes containing the following substances to the degree that any material received in the composite wastewater at the wastewater treatment facility is detrimental to treatment process, adversely impacts land application, adversely effects receiving waters, or is in violation of standards pursuant to Section 307(b) of the Act (33 USC 1317(b)): Arsenic, Cadmium, Copper, Cyanide, Lead, Mercury, Nickel, Silver, total Chromium, Zinc and Phenolic compounds which cannot be removed by the city's wastewater treatment system.
 - xi. Any wastewater which creates conditions at or near the wastewater disposal system which violates any statute, rule, regulation or ordinance of any regulatory agency, or state or federal regulatory body.
 - xii. Any waters or wastes containing BOD5 or suspended solids of character and quantity that unusual attention or expense is required to handle the materials at the wastewater treatment facility, except as may be permitted by specific written agreement subject to the provisions within this ordinance.
- D. Increasing use of process water. No user shall increase the use of process water or, in any manner, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained within this ordinance, or contained in the National Categorical Pretreatment Standards or any state requirements.
- E. Pretreatment or Flow-Equalizing Facilities. Where pretreatment or flow-equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation at the expense of the owner.
- F. Grease, Oil, and Sand Interceptors. Grease, oil, and sand interceptors shall be provided when, in the opinion of the Wastewater Superintendent, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified within this ordinance, any flammable wastes as specified within this ordinance, sand or other harmful ingredients; except that interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of the type to be readily and easily accessible for cleaning and inspection. Subject to review by the Wastewater Superintendent. In the maintaining of these interceptors, the owner shall be responsible for the proper removal and disposal of the captured materials by appropriate means and shall maintain a record of dates and means of disposal which are subject to review by the Wastewater Superintendent.
- G. Industrial Wastes; Installations. Where required by the city, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable structure, or control manhole, with necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of wastes. The structure shall be accessible and safely located and shall be constructed in accordance with plans approved by the city. The structure shall be installed by the owner at his or her expense and shall be maintained by the owner to be always safe and accessible.

- H. Industrial Wastes; Requirements. The owner of any property serviced by a building sewer carrying industrial wastes may, at the discretion of the city, be required to provide laboratory measurements, tests or analyses of waters or wastes to illustrate compliance with this chapter and any special condition for discharge established by the city or regulatory agencies having jurisdiction over the discharge. The number, type and frequency of sampling and laboratory analyses to be performed by the owner shall be as stipulated by the city. The industry must supply a complete analysis of the constituents of the wastewater discharge to assure that compliance with federal, state, and local standards are being met. The owner shall report the results of measurements and laboratory analyses to the city at times and in the manner as prescribed by the city. The owner shall bear the expense of all measurements, analyses and reporting required by the city. At those times as deemed necessary, the city reserves the right to take measurements and supplies for analysis by an independent laboratory.
- I. Measurements, Tests and Analyses of Waters and Wastes. All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this chapter shall be determined in accordance with the latest edition of *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association. Sampling methods, location, times, duration, and frequencies are to be determined on an individual basis subject to approval by the Wastewater Superintendent.
- J. Protection from Accidental Discharge of Prohibited Materials. Where required by the city, the owner of any property serviced by a sanitary sewer shall provide protection from an accidental discharge of prohibited materials or other substances regulated by this chapter. Where necessary, facilities to prevent accidental discharges of prohibited materials shall be provided and maintained at the owner's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the Wastewater Superintendent for review and approval prior to construction of the facility. Review and approval of the plans and operating procedures shall not relieve any user from the responsibility to modify the user's facility as necessary to meet the requirements of this chapter. Users shall notify the Wastewater Superintendent immediately upon having a slug or accidental discharge of substances of wastewater in violation of this chapter to enable countermeasures to be taken by the Wastewater Superintendent to minimize damage to the wastewater treatment facility. The notification will not relieve any user of any liability.
- K. Special Agreement and Arrangement. No statement contained in this subchapter shall be construed as preventing any special agreement or arrangement between the city and any industrial concern whereby an industrial waste of unusual strength or character may be accepted by the city for treatment, subject to payment therefor by the industrial concern; provided, that National Categorical Pretreatment Standards and the city's NPDES/SDS Permit limitations are not violated.
- L. Authorized Employees Obtaining Information for Industrial Processes. The Wastewater Superintendent or other duly authorized employees are authorized to obtain information concerning industrial processes which have a direct bearing on the type and source of discharge to the wastewater collection system. An industry may withhold information considered confidential; however, the industry must establish that the revelation to the public of the information in question might result in an advantage to competitors.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Sidewalk Installation

Subject | Summary: At the August 26, 2024 meeting of the City Council, a motion was approved to incorporate a walking trail and remove the requirement for sidewalks in the Hilltop Estates subdivision. The design and amendment to the development agreement were to be brought back for approval. Due to this action the developer poured the driveway at this location without a sidewalk. At the September 8, 2025 City Council a motion was approved to deny the amendment requested and keep the requirements for sidewalks within the development. Due to this action the driveway will now need to be partially removed and repoured to incorporate the sidewalk. The request is to approve funding for the work to be completed in 2026. The attached estimate was provided by the City Engineer.

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve the work to be completed in 2026.

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:

[11243 Wisdom Ct SE Driveway \(Rev\).pdf](#)

Estimated Project Costs (\$14,500 - \$19,500)

Remove and Replace Driveway (Grey, Teal and Orange Areas)

1. Remove Concrete Driveway = 80 SY x \$20 = \$1,600
2. Concrete Driveway Pvt = 80 SY x \$95 = \$7,600
3. Restoration = \$500
4. Estimated Total = \$9,700 (\$10k - \$15k Budget)

Sidewalk Outside of the Driveway

1. 62 ft x 5 ft = 310 sf x \$12/sf = \$3,720 (\$4,500 Budget)

Total Cost of Driveway and Sidewalk (Along Entire Property)

1. Driveway - \$10k - \$15k
2. Sidewalk - \$4,500
3. Total Estimated Project Cost - \$14,500 - \$19,500

11243 Wisdom Court SE

Concrete Sidewalk (5' Width) -
2% Max Cross Slope





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Resolution 2025-83 Approving DNR Bridge Agreement

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve resolution 2025-83.

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:

[2025-83 Approving DNR Bridge Agreement.pdf](#)

CITY OF CHATFIELD

RESOLUTION NO. 2025-83

A RESOLUTION APPROVING THE COOPERATIVE AGREEMENT BETWEEN THE STATE OF MINNESOTA AND THE CITY OF CHATFIELD FOR THE TRANSFER OF A SURPLUS TRAIL BRIDGE

WHEREAS, the City of Chatfield owns a prefabricated recreational trail/pedestrian bridge (the "Trail Bridge") that was designed in March 2023 and fabricated thereafter;

WHEREAS, the City has determined that the Trail Bridge cannot meet the requirements of the originally intended stream crossing and is no longer of use to the City;

WHEREAS, the State of Minnesota, acting through its Department of Natural Resources ("State"), has identified potential uses for the Trail Bridge within State Parks and State Recreation Areas;

WHEREAS, the State and the City desire to enter into a Cooperative Agreement under Minnesota Statutes §§ 86A.04 and 471.59 to allow the State to acquire the Trail Bridge for recreational trail purposes;

WHEREAS, the Agreement provides that the State will assume ownership, transportation, and all future responsibilities for the Trail Bridge and will provide funding assistance to the City in an amount not to exceed \$74,900.00;

WHEREAS, the Agreement will become effective December 1, 2025, and expire June 1, 2026, unless otherwise amended;

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

1. The Cooperative Agreement between the State of Minnesota and the City of Chatfield for the acquisition and transfer of the Trail Bridge, as presented and attached hereto, is hereby approved.
2. The City Administrator, Michele Peterson, is authorized and directed to execute the Agreement on behalf of the City and to take all actions necessary to carry out its terms.
3. This Resolution shall be entered into the official minutes of the City Council and shall serve as Exhibit B to the Agreement.

Adopted by the City Council of Chatfield, Minnesota, this 24 day of November 2025.

CITY OF CHATFIELD

By: _____

John McBroom, Mayor

Attest: _____

Michele Peterson, City Administrator



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Solar on Public Buildings Project

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to accept the agreements and move forward with the project.

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:

[Application Notification_Full Approval_SPB Statewide_Chatfield.pdf](#)

[Booster Stations - 25.2KW Proposal.pdf](#)

[WWTP - 54KW Solar Proposal.pdf](#)

[SITE PLAN_Chatfield Wastewater Plant_encrypted_.jpg](#)



Minnesota Department of Commerce
85 7th Place East, Suite 280
Saint Paul, MN 55101

October 15, 2025

Michele Peterson
City Administrator
City of Chatfield
21 Second Street SE
Chatfield, MN 55923

Dear Michele,

Thank you for your application to the Minnesota Statewide Solar on Public Buildings Program. We are pleased to inform you that your application has been approved. The project and award total are noted below:

- City of Chatfield - Booster Station. Award total: \$60,505.00
- City of Chatfield - Wastewater Treatment Plant. Award total: \$112,000.00

Since your application noted there were no exceptions (Exhibit B in the application) to the State's standard contract language, our contracts team will begin work shortly on your contract and begin routing for signatures once you receive full approval. We encourage timely review and acceptance of the Minnesota state contract language, which will expedite the contracting process and enable solar projects to begin construction on time to file for the Direct Pay tax credits before they expire. Proposed changes to the standard Minnesota state contract language will require legal review and cause contracts under legal negotiations to have to navigate a longer process.

While we hope that the contract will be in place in the very near future, please note that pursuant to State statute, **work is not allowed to begin, and no costs should be incurred until a fully executed contract is in place. Expenses eligible for reimbursement must be incurred while under contract with the Department.** Once a contract is fully executed, Commerce will provide next steps for administering your contract, including submitting invoices for reimbursement.

If you have any questions about this notification, please contact energy.contracts@state.mn.us with "Solar on Public Buildings" in the subject line. Thank you for your commitment to this process and your enthusiasm for the Minnesota Solar on Public Buildings Program.

Sincerely,

Energy Contracts

CC: Application File

Equal Opportunity Employer

SOLAR CONNECTION

Solar Energy Design & Installation



Booster Station - 25.2KW Solar Proposal

City of Chatfield

547 Hillside Drive -
Chatfield MN 55923

507-867-1510
mpeterson@ci.chatfield.mn.us

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SOLAR CONNECTION

The Region's most Trusted and Experienced Solar Provider!

MINNESOTA

6254 34th Ave. NW, Suite A
Rochester, MN 55901

WISCONSIN

920 10th Ave. North
Onalaska, WI 54650



Solar PV



Solar + Battery Storage



Solar + EV Chargers

OUR HISTORY

Solar Connection Inc. provides comprehensive design and financial analysis for commercial, municipal, Ag, and residential renewable energy projects. We pride ourselves on being the trusted experts our customers seek to reduce their energy costs, lower carbon emissions, and improve efficiencies. We specialize in providing turn-key solutions for solar PV, Energy Storage, and EV charging projects, as well as general electrical services.

Solar Connection Inc. is a licensed electrical contractor in MN, WI, and IA that employs engineers, electricians, installers, and project managers. Our vertical integration allows us to provide turn-key solutions while managing all aspects of your project in house, enhancing the overall customer experience. We set ourselves apart by being experts in our field, and providing honest sustainable energy options for each customer we engage with.

*** Preferred vendor on the state of MN master contract for solar installers**

OUR MISSION

Our mission is to transform the lives of our customers along with the communities we serve by providing sustainable energy options that provide economical and environmental benefits for generations to come. We accomplish this by a commitment to 5 core values:

***Integrity** - We always do the right thing

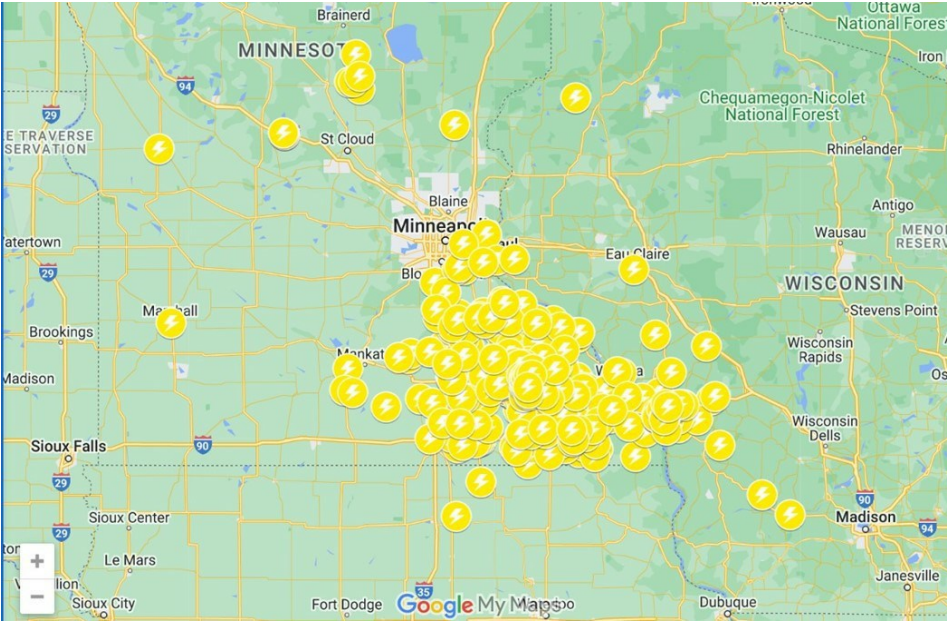
***Custodians** - We are committed to the safety and wellness of our team, and the greater good of our communities

***Accountability** - We don't walk past a problem, and we accept responsibility

***Relationships** - We are committed to developing long-term partnerships with our team, partners and communities

***Excellence** - We are never satisfied as we strive to deliver the highest quality products and services every day

2 PROJECT PORTFOLIO



Over 750 projects completed!

*** Serving Minnesota & Wisconsin since 2010!**

*** Over 11 Megawatts (MW) installed since our inception ranging in size from 10KW to over 1MW.**

*** We handle all aspects of your project with Solar Connection personnel**

PROVEN TRACK RECORD & A 5-STAR CUSTOMER RATING



Hamilton Elementary

System Rating: 97.8 kW DC

Estimated 30 Year Savings:
Over \$300,000 and equivalent to offsetting over 250,000 gallons of gasoline consumed

Location: La Crosse, WI



Torrance Casting

System Rating: 416.8 kW DC

Estimated 30 Year Savings:
Over \$1.2 million and equivalent to offsetting over 24,000 barrels of oil consumed

Location: La Crosse WI



Cottage Grove Ice Arena

System Rating: 281 kW DC

Estimated 30 Year Savings:
Over \$1,000,000 and equivalent to the CO2 offset of planting over 111,000 trees

Location: Cottage Grove, MN

3 PROJECT SUMMARY

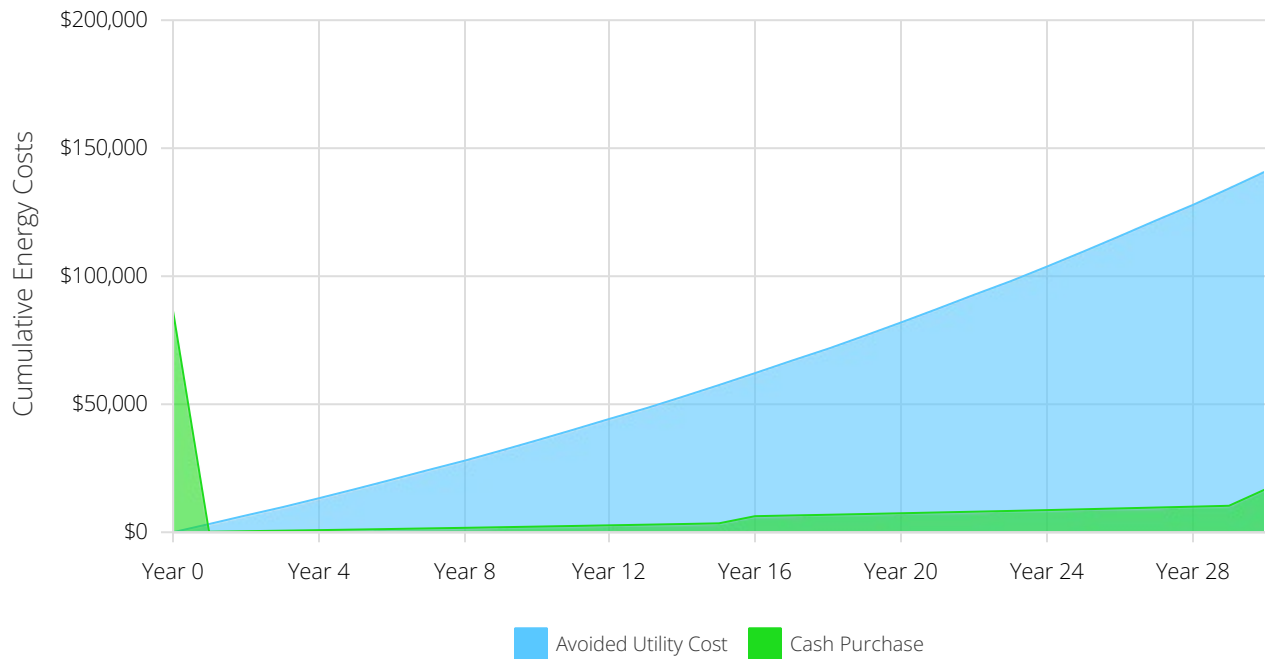
Payment Options	Cash Purchase
IRR - Term	21.7%
LCOE PV Generation	\$0.000 /kWh
Net Present Value	\$55,453
Payback Period	1.0 Years
Total Project Cost	\$86,436
Total Incentives	\$86,436
Net Payments	\$0
Electric Bill Savings - Term	\$140,805
30 Year Cash Flow Benefit	\$124,106

COMBINED SOLAR PV RATING	
Power Rating:	25.2 kW-DC
Power Rating:	20.2 kW-AC

COMBINED ESS RATINGS

Energy Capacity: 0.0 kWh
 Power Rating: 0.0 kW

CUMULATIVE ENERGY COSTS BY PAYMENT OPTION



4.1.1 PV SYSTEM DETAILS

GENERAL INFORMATION

Facility: Booster Station - Mi Energy
 Address: 547 Hillside Drive Chatfield MN 55923

SOLAR PV EQUIPMENT DESCRIPTION

Solar Panels: (42) VSUN600N-144BMH
 Inverters: Standard Inverter

SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
 Inverters: 15 Years

Solar PV System Cost and Incentives

Solar PV System Cost	\$86,436
Direct pay - 30% ITC	-\$25,931
Incentive Amount	-\$60,505

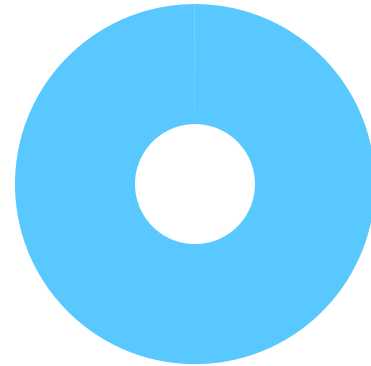
Net Solar PV System Cost \$0

SOLAR PV SYSTEM RATING

Power Rating: 25,200 W-DC

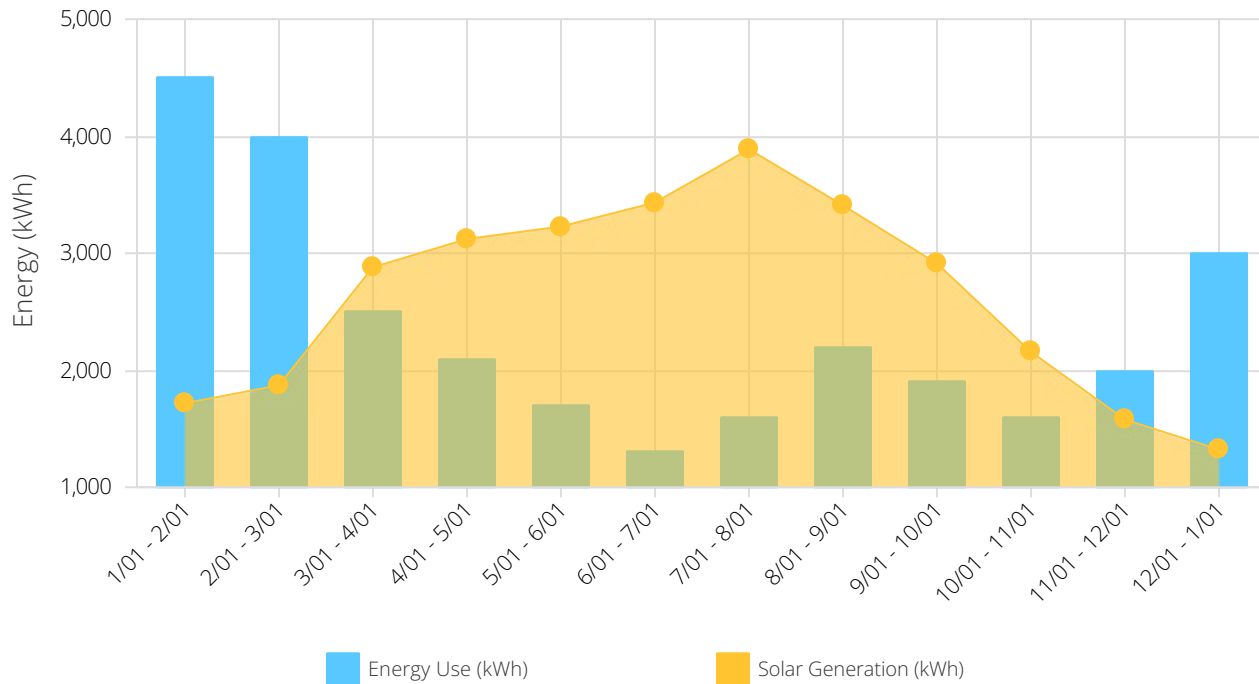
ENERGY CONSUMPTION MIX

Annual Energy Use: 28,400 kWh



Utility	-3,114 kWh (0.00%)
Solar PV	31,514 kWh (100.00%)

MONTHLY ENERGY USE VS SOLAR GENERATION



4.1.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Solar on Public Buildings Grant

State of MN issued grant in the form of a re-imbursement that will award 70% of the cost of the solar project

Total Incentive Value: \$60,505

Direct Pay, Investment Tax Credit (ITC) - 30%

Entities that qualify for direct pay are eligible to receive a 30% direct payment, assuming they meet the established prevailing wage and apprenticeship requirements in order to qualify for the full 30% “increased rate”, rather than a 6% “base rate”.

Direct pay is only available for entities, including: an entity exempt from the tax, any State government (or political subdivision thereof), the Tennessee Valley Authority, an Indian tribal government, an Alaska Native Corporation, any corporation operating on a cooperative basis which is engaged in furnishing electric energy to persons in rural areas.

Total Incentive Value: \$25,931

4.1.3 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: MiEC - General Purpose

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
Bill Ranges & Seasons	Total	NC / Max	Other	Energy	Demand	Total
1/1/2025 - 2/1/2025 S1	4,500	42	\$65	\$342	\$389	\$796
2/1/2025 - 3/1/2025 S1	4,000	42	\$59	\$304	\$389	\$751
3/1/2025 - 4/1/2025 S1	2,500	36	\$65	\$190	\$333	\$588
4/1/2025 - 5/1/2025 S1	2,100	36	\$63	\$160	\$333	\$556
5/1/2025 - 6/1/2025 S1	1,700	35	\$65	\$129	\$324	\$518
6/1/2025 - 7/1/2025 S1	1,300	32	\$63	\$99	\$296	\$458
7/1/2024 - 8/1/2024 S1	1,600	32	\$65	\$122	\$296	\$483
8/1/2024 - 9/1/2024 S1	2,200	32	\$65	\$167	\$296	\$528
9/1/2024 - 10/1/2024 S1	1,900	32	\$63	\$144	\$296	\$503
10/1/2024 - 11/1/2024 S1	1,600	32	\$65	\$122	\$296	\$483
11/1/2024 - 12/1/2024 S1	2,000	34	\$63	\$152	\$315	\$530
12/1/2024 - 1/1/2025 S1	3,000	36	\$65	\$228	\$333	\$626
Total	28,400	-	\$767	\$2,158	\$3,894	\$6,819

4.1.4 NEW ELECTRIC BILL

RATE SCHEDULE: MiEC - General Purpose

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
Bill Ranges & Seasons	Total	NC / Max	Other	Energy	Demand	Total
1/1/2025 - 2/1/2025 S1	2,782	42	\$65	\$211	\$389	\$665
2/1/2025 - 3/1/2025 S1	2,129	40	\$59	\$162	\$370	\$591
3/1/2025 - 4/1/2025 S1	-380	36	\$65	\$29	\$333	\$369
4/1/2025 - 5/1/2025 S1	-1,022	21	\$63	\$78	\$194	\$180
5/1/2025 - 6/1/2025 S1	-1,527	22	\$65	\$116	\$204	\$153
6/1/2025 - 7/1/2025 S1	-2,134	30	\$63	\$162	\$278	\$178
7/1/2024 - 8/1/2024 S1	-2,288	18	\$65	\$174	\$167	\$58
8/1/2024 - 9/1/2024 S1	-1,208	15	\$65	\$92	\$139	\$112
9/1/2024 - 10/1/2024 S1	-1,011	20	\$63	\$77	\$185	\$171
10/1/2024 - 11/1/2024 S1	-557	20	\$65	\$42	\$185	\$208
11/1/2024 - 12/1/2024 S1	422	34	\$63	\$32	\$315	\$410
12/1/2024 - 1/1/2025 S1	1,679	36	\$65	\$128	\$333	\$526
Total	-3,115	-	\$767	\$237	\$3,090	\$3,619

ANNUAL ELECTRICITY SAVINGS: \$3,200

5.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	21.7%	Net Present Value	\$55,453	Payback Period	1.0 Years
ROI	143.6%	PV Degradation Rate	0.45%	Discount Rate	5.0%
Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%	State Income Tax Rate	0.0%

Years	Cash						PV Generation (kWh)	Total Cash Flow	Cumulative Cash Flow
	Insurance/Operations & Maintenance	Decommissioning Costs	Project Cost	Electric Bill Savings	Incentive Amount	Direct pay - 30% ITC			
Upfront	-	-	-\$86,436	-	-	-	-	-\$86,436	-\$86,436
1	-\$202	-	-	\$3,200	\$60,505	\$25,931	31,516	\$89,434	\$2,998
2	-\$206	-	-	\$3,281	-	-	31,375	\$3,075	\$6,074
3	-\$210	-	-	\$3,364	-	-	31,233	\$3,154	\$9,228
4	-\$214	-	-	\$3,449	-	-	31,091	\$3,235	\$12,463
5	-\$218	-	-	\$3,537	-	-	30,949	\$3,318	\$15,782
6	-\$223	-	-	\$3,626	-	-	30,807	\$3,404	\$19,185
7	-\$227	-	-	\$3,718	-	-	30,665	\$3,491	\$22,676
8	-\$232	-	-	\$3,811	-	-	30,524	\$3,580	\$26,256
9	-\$236	-	-	\$3,908	-	-	30,382	\$3,671	\$29,927
10	-\$241	-	-	\$4,006	-	-	30,240	\$3,765	\$33,692
11	-\$246	-	-	\$4,107	-	-	30,098	\$3,861	\$37,554
12	-\$251	-	-	\$4,210	-	-	29,956	\$3,959	\$41,513
13	-\$256	-	-	\$4,316	-	-	29,814	\$4,060	\$45,573
14	-\$261	-	-	\$4,424	-	-	29,673	\$4,163	\$49,737
15	-\$266	-	-	\$4,535	-	-	29,531	\$4,269	\$54,006
16	-\$2,791	-	-	\$4,649	-	-	29,389	\$1,857	\$55,863
17	-\$277	-	-	\$4,765	-	-	29,247	\$4,488	\$60,352
18	-\$282	-	-	\$4,884	-	-	29,105	\$4,602	\$64,954
19	-\$288	-	-	\$5,006	-	-	28,964	\$4,718	\$69,672
20	-\$294	-	-	\$5,131	-	-	28,822	\$4,838	\$74,510
21	-\$300	-	-	\$5,259	-	-	28,680	\$4,960	\$79,470
22	-\$306	-	-	\$5,390	-	-	28,538	\$5,085	\$84,554
23	-\$312	-	-	\$5,524	-	-	28,396	\$5,213	\$89,767
24	-\$318	-	-	\$5,662	-	-	28,254	\$5,344	\$95,111
25	-\$324	-	-	\$5,802	-	-	28,113	\$5,478	\$100,588
26	-\$331	-	-	\$5,946	-	-	27,971	\$5,615	\$106,204
27	-\$337	-	-	\$6,093	-	-	27,829	\$5,756	\$111,960
28	-\$344	-	-	\$6,244	-	-	27,687	\$5,900	\$117,860
29	-\$351	-	-	\$6,399	-	-	27,545	\$6,048	\$123,908
30	-\$358	-\$6,000	-	\$6,557	-	-	27,403	\$199	\$124,106
Totals:	-\$10,699	-\$6,000	-\$86,436	\$140,805	\$60,505	\$25,931	883,797	\$124,106	-

6 ENVIRONMENTAL BENEFITS

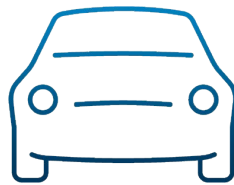


OVER THE NEXT 30 YEARS, YOUR SYSTEM WILL DO MORE THAN JUST SAVE YOU MONEY. ACCORDING TO THE EPA'S GREENHOUSE GAS EQUIVALENCIES CALCULATOR <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>, YOUR SOLAR PV SYSTEM WILL HAVE THE IMPACT OF REDUCING:



741

Ibs of CO2 Offset



1,683,872

Miles Driven By Cars



11,109

Trees Planted

SOLAR CONNECTION

Solar Energy Design & Installation



WWTP - 54KW Ground Proposal

City of Chatfield

547 Hillside Drive -
Chatfield MN 55923

507-867-1510
mpeterson@ci.chatfield.mn.us

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SOLAR CONNECTION

The Region's most Trusted and Experienced Solar Provider!

MINNESOTA

6254 34th Ave. NW, Suite A
Rochester, MN 55901

WISCONSIN

920 10th Ave. North
Onalaska, WI 54650



Solar PV



Solar + Battery Storage



Solar + EV Chargers

OUR HISTORY

Solar Connection Inc. provides comprehensive design and financial analysis for commercial, municipal, Ag, and residential renewable energy projects. We pride ourselves on being the trusted experts our customers seek to reduce their energy costs, lower carbon emissions, and improve efficiencies. We specialize in providing turn-key solutions for solar PV, Energy Storage, and EV charging projects, as well as general electrical services.

Solar Connection Inc. is a licensed electrical contractor in MN, WI, and IA that employs engineers, electricians, installers, and project managers. Our vertical integration allows us to provide turn-key solutions while managing all aspects of your project in house, enhancing the overall customer experience. We set ourselves apart by being experts in our field, and providing honest sustainable energy options for each customer we engage with.

*** Preferred vendor on the state of MN master contract for solar installers**

OUR MISSION

Our mission is to transform the lives of our customers along with the communities we serve by providing sustainable energy options that provide economical and environmental benefits for generations to come. We accomplish this by a commitment to 5 core values:

***Integrity** - We always do the right thing

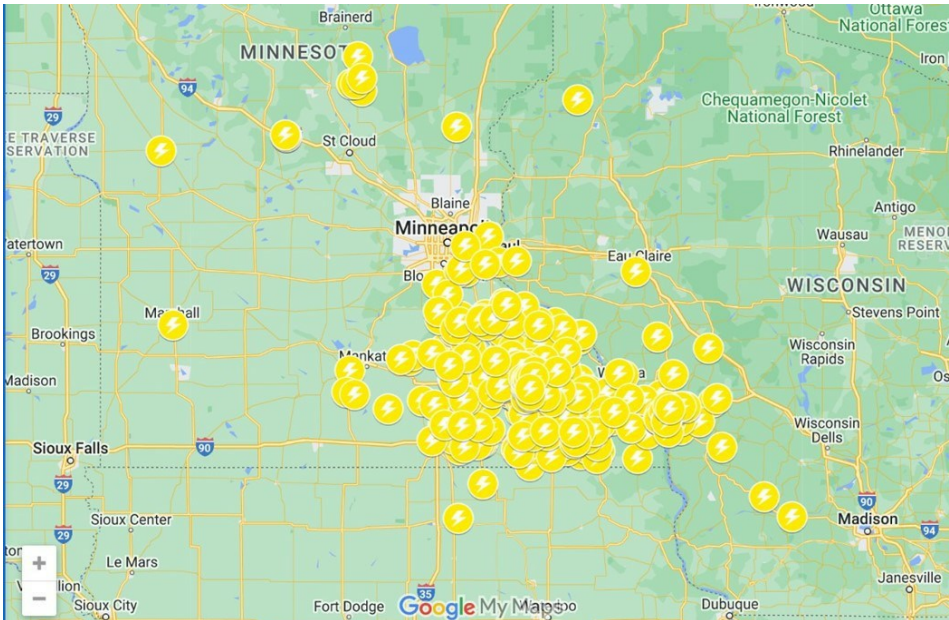
***Custodians** - We are committed to the safety and wellness of our team, and the greater good of our communities

***Accountability** - We don't walk past a problem, and we accept responsibility

***Relationships** - We are committed to developing long-term partnerships with our team, partners and communities

***Excellence** - We are never satisfied as we strive to deliver the highest quality products and services every day

2 PROJECT PORTFOLIO



Over 750 projects completed!

*** Serving Minnesota & Wisconsin since 2010!**

*** Over 11 Megawatts (MW) installed since our inception ranging in size from 10KW to over 1MW.**

*** We handle all aspects of your project with Solar Connection personnel**

PROVEN TRACK RECORD & A 5-STAR CUSTOMER RATING



Hamilton Elementary

System Rating: 97.8 kW DC

Estimated 30 Year Savings:
Over \$300,000 and equivalent to offsetting over 250,000 gallons of gasoline consumed

Location: La Crosse, WI



Torrance Casting

System Rating: 416.8 kW DC

Estimated 30 Year Savings:
Over \$1.2 million and equivalent to offsetting over 24,000 barrels of oil consumed

Location: La Crosse WI



Cottage Grove Ice Arena

System Rating: 281 kW DC

Estimated 30 Year Savings:
Over \$1,000,000 and equivalent to the CO2 offset of planting over 111,000 trees

Location: Cottage Grove, MN

3 PROJECT SUMMARY

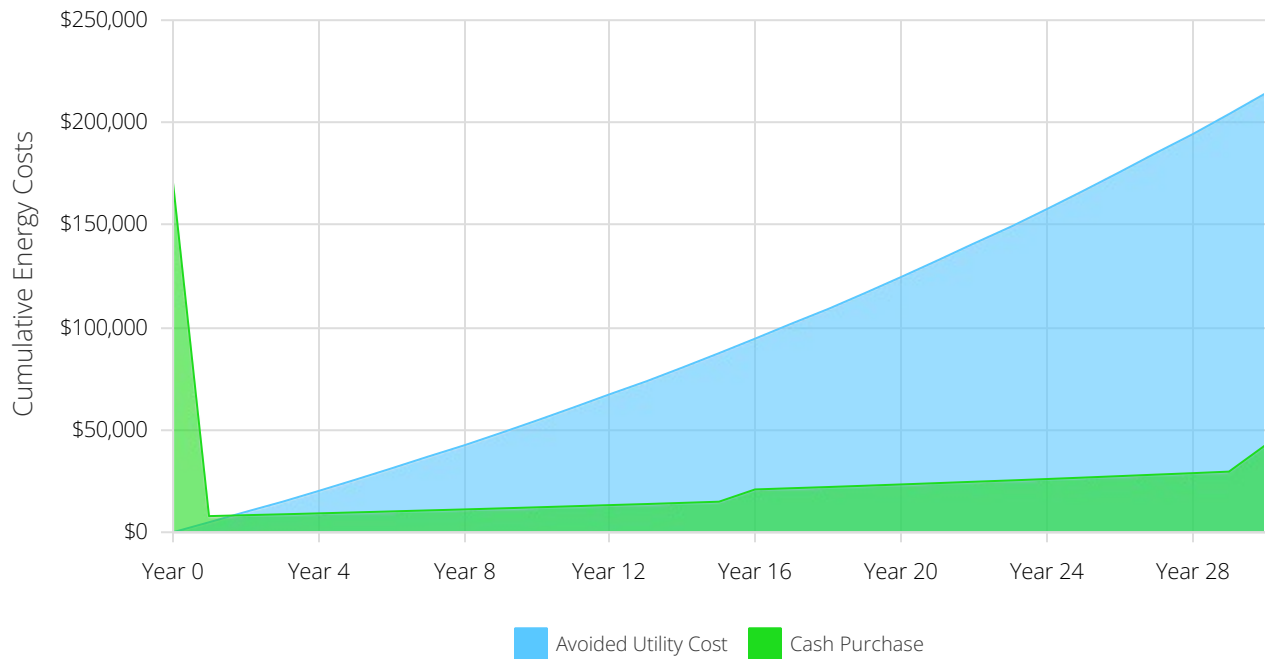
Payment Options	Cash Purchase
IRR - Term	16.5%
LCOE PV Generation	\$0.004 /kWh
Net Present Value	\$71,550
Payback Period	1.7 Years
Total Project Cost	\$170,640
Total Incentives	\$163,192
Net Payments	\$7,448
Electric Bill Savings - Term	\$214,113
30 Year Cash Flow Benefit	\$171,739

COMBINED SOLAR PV RATING	
Power Rating:	54.0 kW-DC
Power Rating:	39.7 kW-AC

COMBINED ESS RATINGS

Energy Capacity: 0.0 kWh
 Power Rating: 0.0 kW

CUMULATIVE ENERGY COSTS BY PAYMENT OPTION



4.1.1 PV SYSTEM DETAILS

GENERAL INFORMATION

Facility: WWTP - People's
 Address: 126 Library Ln SW Chatfield MN 55923

SOLAR PV EQUIPMENT DESCRIPTION

Solar Panels: (90) VSUN600N-144BMH
 Inverters: Standard Inverter

SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
 Inverters: 15 Years

Solar PV System Cost and Incentives

Solar PV System Cost	\$170,640
Direct pay - 30% ITC	-\$51,192
Incentive Amount	-\$112,000

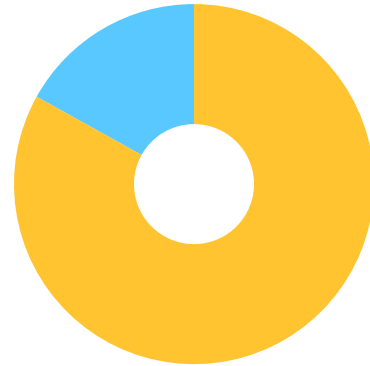
Net Solar PV System Cost \$7,448

SOLAR PV SYSTEM RATING

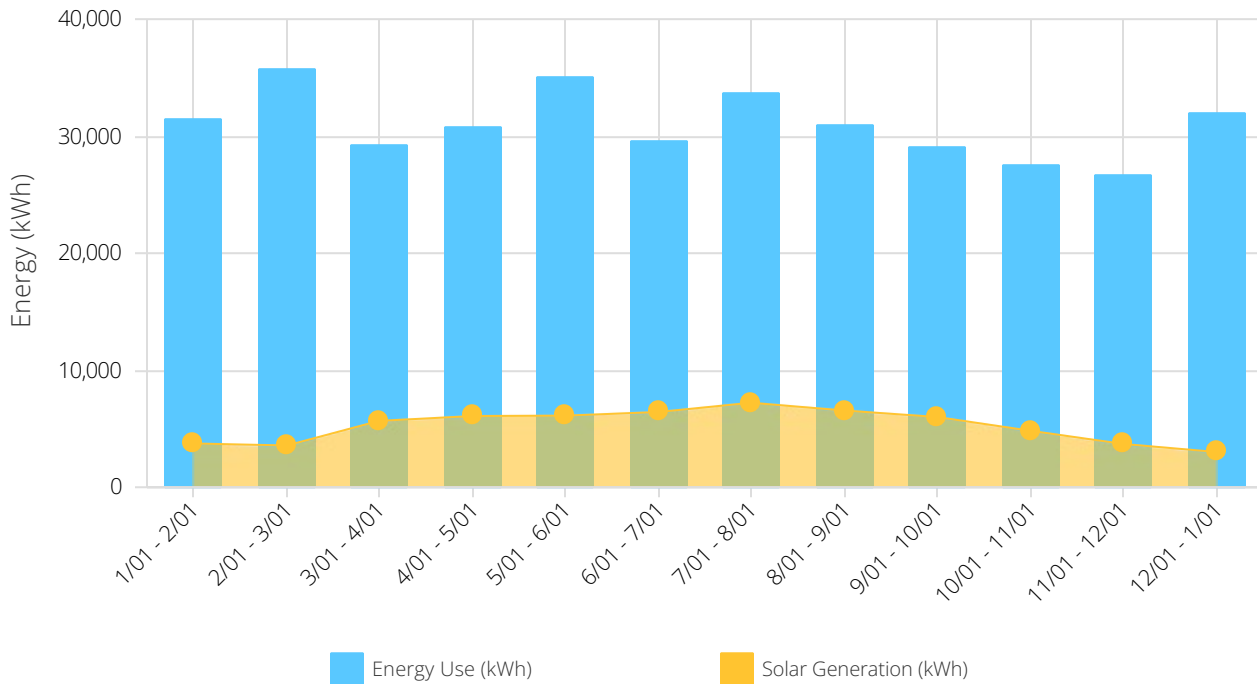
Power Rating: 54,000 W-DC

ENERGY CONSUMPTION MIX

Annual Energy Use: 371,600 kWh



MONTHLY ENERGY USE VS SOLAR GENERATION



4.1.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Solar on Public Buildings Grant

State of MN issued grant in the form of a re-imbursement that will award 70% of the cost of the solar project

Total Incentive Value: \$112,000

Direct Pay, Investment Tax Credit (ITC) - 30%

Entities that qualify for direct pay are eligible to receive a 30% direct payment, assuming they meet the established prevailing wage and apprenticeship requirements in order to qualify for the full 30% "increased rate", rather than a 6% "base rate".

Direct pay is only available for entities, including: an entity exempt from the tax, any State government (or political subdivision thereof), the Tennessee Valley Authority, an Indian tribal government, an Alaska Native Corporation, any corporation operating on a cooperative basis which is engaged in furnishing electric energy to persons in rural areas.

Total Incentive Value: \$51,192

4.1.3 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: PEC-MN - Large Power and Lighting

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
Bill Ranges & Seasons	Total	NC / Max	Other	Energy	Demand	Total
1/1/2025 - 2/1/2025 W	31,400	65	\$123	\$2,169	\$878	\$3,169
2/1/2025 - 3/1/2025 W	35,800	69	\$123	\$2,473	\$932	\$3,527
3/1/2025 - 4/1/2025 W	29,200	64	\$123	\$2,017	\$864	\$3,004
4/1/2025 - 5/1/2025 W	30,800	65	\$123	\$2,128	\$878	\$3,128
5/1/2025 - 6/1/2025 W	35,000	69	\$123	\$2,418	\$932	\$3,472
6/1/2024 - 7/1/2024 S	29,600	62	\$123	\$2,045	\$1,054	\$3,221
7/1/2024 - 8/1/2024 S	33,600	64	\$123	\$2,321	\$1,088	\$3,532
8/1/2024 - 9/1/2024 S	31,000	64	\$123	\$2,142	\$1,088	\$3,352
9/1/2024 - 10/1/2024 W	29,000	64	\$123	\$2,003	\$864	\$2,990
10/1/2024 - 11/1/2024 W	27,600	62	\$123	\$1,907	\$837	\$2,866
11/1/2024 - 12/1/2024 W	26,600	62	\$123	\$1,838	\$837	\$2,797
12/1/2024 - 1/1/2025 W	32,000	66	\$123	\$2,211	\$891	\$3,224
Total	371,600	-	\$1,470	\$25,671	\$11,141	\$38,282

4.1.4 NEW ELECTRIC BILL

RATE SCHEDULE: PEC-MN - Large Power and Lighting

Time Periods	Energy Use (kWh)	Max Demand (kW)	Charges			
Bill Ranges & Seasons	Total	NC / Max	Other	Energy	Demand	Total
1/1/2025 - 2/1/2025 W	27,660	65	\$123	\$1,911	\$878	\$2,911
2/1/2025 - 3/1/2025 W	32,228	68	\$123	\$2,226	\$918	\$3,267
3/1/2025 - 4/1/2025 W	23,530	64	\$123	\$1,625	\$864	\$2,612
4/1/2025 - 5/1/2025 W	24,713	64	\$123	\$1,707	\$864	\$2,694
5/1/2025 - 6/1/2025 W	28,882	65	\$123	\$1,995	\$878	\$2,995
6/1/2024 - 7/1/2024 S	23,167	55	\$123	\$1,600	\$935	\$2,658
7/1/2024 - 8/1/2024 S	26,381	60	\$123	\$1,822	\$1,020	\$2,965
8/1/2024 - 9/1/2024 S	24,446	54	\$123	\$1,689	\$918	\$2,729
9/1/2024 - 10/1/2024 W	22,997	58	\$123	\$1,589	\$783	\$2,494
10/1/2024 - 11/1/2024 W	22,781	62	\$123	\$1,574	\$837	\$2,533
11/1/2024 - 12/1/2024 W	22,898	62	\$123	\$1,582	\$837	\$2,541
12/1/2024 - 1/1/2025 W	28,993	66	\$123	\$2,003	\$891	\$3,016
Total	308,676	-	\$1,470	\$21,324	\$10,622	\$33,416

ANNUAL ELECTRICITY SAVINGS: \$4,866

5.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	16.5%	Net Present Value	\$71,550	Payback Period	1.7 Years
ROI	100.6%	PV Degradation Rate	0.45%	Discount Rate	5.0%
Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	0.0%	State Income Tax Rate	0.0%

Years	Cash						PV Generation (kWh)	Total Cash Flow	Cumulative Cash Flow
	Insurance/Operations & Maintenance	Decommissioning Costs	Project Cost	Electric Bill Savings	Incentive Amount	Direct pay - 30% ITC			
Upfront	-	-	-\$170,640	-	-	-	-	-\$170,640	-\$170,640
1	-\$432	-	-	\$4,866	\$112,000	\$51,192	62,922	\$167,626	-\$3,014
2	-\$441	-	-	\$4,989	-	-	62,639	\$4,549	\$1,534
3	-\$449	-	-	\$5,116	-	-	62,356	\$4,666	\$6,201
4	-\$458	-	-	\$5,245	-	-	62,073	\$4,787	\$10,988
5	-\$468	-	-	\$5,378	-	-	61,790	\$4,910	\$15,898
6	-\$477	-	-	\$5,514	-	-	61,507	\$5,037	\$20,935
7	-\$487	-	-	\$5,653	-	-	61,223	\$5,167	\$26,102
8	-\$496	-	-	\$5,796	-	-	60,940	\$5,300	\$31,401
9	-\$506	-	-	\$5,942	-	-	60,657	\$5,436	\$36,837
10	-\$516	-	-	\$6,092	-	-	60,374	\$5,575	\$42,413
11	-\$527	-	-	\$6,245	-	-	60,091	\$5,718	\$48,131
12	-\$537	-	-	\$6,402	-	-	59,808	\$5,865	\$53,996
13	-\$548	-	-	\$6,563	-	-	59,525	\$6,015	\$60,011
14	-\$559	-	-	\$6,728	-	-	59,241	\$6,169	\$66,180
15	-\$570	-	-	\$6,896	-	-	58,958	\$6,326	\$72,506
16	-\$5,981	-	-	\$7,069	-	-	58,675	\$1,088	\$73,594
17	-\$593	-	-	\$7,246	-	-	58,392	\$6,653	\$80,247
18	-\$605	-	-	\$7,427	-	-	58,109	\$6,822	\$87,069
19	-\$617	-	-	\$7,613	-	-	57,826	\$6,996	\$94,065
20	-\$629	-	-	\$7,803	-	-	57,543	\$7,173	\$101,238
21	-\$642	-	-	\$7,997	-	-	57,259	\$7,355	\$108,594
22	-\$655	-	-	\$8,197	-	-	56,976	\$7,542	\$116,136
23	-\$668	-	-	\$8,400	-	-	56,693	\$7,733	\$123,868
24	-\$681	-	-	\$8,609	-	-	56,410	\$7,928	\$131,796
25	-\$695	-	-	\$8,823	-	-	56,127	\$8,128	\$139,924
26	-\$709	-	-	\$9,042	-	-	55,844	\$8,333	\$148,257
27	-\$723	-	-	\$9,266	-	-	55,560	\$8,543	\$156,800
28	-\$737	-	-	\$9,495	-	-	55,277	\$8,758	\$165,558
29	-\$752	-	-	\$9,730	-	-	54,994	\$8,978	\$174,536
30	-\$767	-\$12,000	-	\$9,970	-	-	54,711	-\$2,797	\$171,739
Totals:	-\$22,925	-\$12,000	-\$170,640	\$214,113	\$112,000	\$51,192	1,764,501	\$171,739	-

6 ENVIRONMENTAL BENEFITS

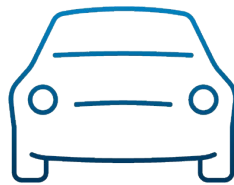


OVER THE NEXT 30 YEARS, YOUR SYSTEM WILL DO MORE THAN JUST SAVE YOU MONEY. ACCORDING TO THE EPA'S GREENHOUSE GAS EQUIVALENCIES CALCULATOR <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>, YOUR SOLAR PV SYSTEM WILL HAVE THE IMPACT OF REDUCING:



1,479

Ibs of CO2 Offset



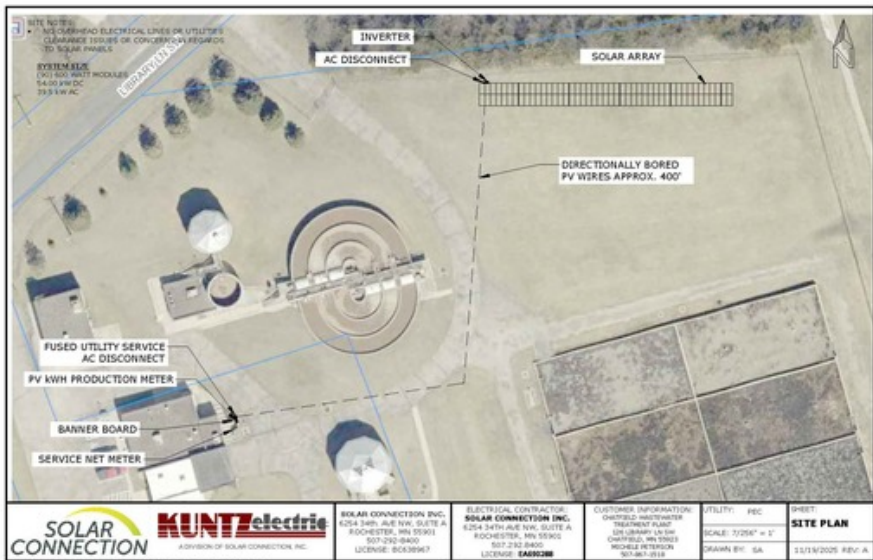
3,362,133

Miles Driven By Cars



22,180

Trees Planted





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Public Services Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [November 24, 2025 Meeting Packet](#)

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: November 24, 2025

Agenda Item: Park & Recreation Committee

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: [November 24, 2025 Meeting Packet](#)

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: November 24, 2025

Agenda Item: Tennis and Pickleball Courts

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve as recommended by the Park & Rec 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:

[Final 6-2 with PB overlay.jpg](#)



COURTS CONCEPT 7



Architecture • Engineering • Environmental • Planning

Chatfield High School Courts
ARCHITECTURAL SITE PLAN

02/04/2016





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Resolution 2025-81 Local Road Improvement Program

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Motion to approve resolution 2025-81.

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:

[2025-81 LRIP CHATFIELD.pdf](#)

**CITY OF CHATFIELD
RESOLUTION # 2025-81
LOCAL ROAD IMPROVEMENT PROGRAM
FUNDING FOR WINONA STREET/COUNTY ROAD 5**

WHEREAS, the City of Chatfield desires to reconstruct Winona Street SE from Trunk Highway (TH) 52 to 3rd Street SE in Fillmore County, and

WHEREAS, Winona Street SE will contribute to regional economic development efforts, and

WHEREAS, the City of Chatfield desires to apply for a Local Road Improvement Program (LRIP) grant for reconstruction of the above road, and

WHEREAS, cities and townships with populations less than 5,000 must have a County sponsor for the Local Road Improvement Program, and

NOW THEREFORE BE IT RESOLVED, that the City of Chatfield supports the application to the Local Road Improvement Program with Fillmore County acting as Sponsoring Agency for the reconstruction of the above road, and

BE IT FURTHER RESOLVED that City of Chatfield acknowledges and commits to all other costs that are not eligible for LRIP funding, and

BE IT FURTHER RESOLVED, that the City of Chatfield will provide future maintenance as per Fillmore County Highway Department Cooperative Agreement and comply with all applicable laws, rules and regulations of the funding agency.

ADOPTED this 24th day of November 2025

John McBroom, Mayor – City of Chatfield

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the City of Chatfield on November 24th, 2025

Michele Peterson, City Administrator