Chatfield MINNESOTA
"THE CHOSEN VALLEY"

CITY OF CHATFIELD CITY COUNCIL
AGENDA
City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
August 24, 2026, 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
Motion to approve the consent agenda as presented.

a. Approve August 10, 2026 Regular Meeting Minutes

b. Accounts Payable Claims Listings

c. Flaherty & Hood, P.A. - Retainer Agreement

d. Approve one pay-step increase for Michele Peterson to Grade 12 Step 7 effective on the employment anniversary

e. Resolution 2026-70 Accepting Library Donation

V. Department Reports

a. Police Department
1. Wellness Policy

VI. New Business

a. Residential Utility Billing Policy Suggested Revision
Review proposed changes, recommend forwarding to Council for adoption.

VII. Committee Reports

a. Public Services Committee
August 24, 2026 Meeting Packet

b. Committee of the Whole

VIII. Mayor's Report

IX. City Administrator's Report

X. Roundtable

XI. Next Meetings
Monday, September 14, 2026: Personnel Budget Committee (4:30 p.m.), Public Works Committee

(5:30 p.m.), City Council (7:00 p.m.)

XII. Adjourn

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 24, 2026

Agenda Item: Approve August 10, 2026 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:

2026.08.10 Regular Meeting Minutes.pdf

CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES
Monday, August 10, 2026

The Common Council of the City of Chatfield met in regular session on Monday, August 10, 2026. 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: Paul Novotny, Mike Urban, Josh Broadwater, Dave Frank, and John McBroom.

Members absent: Pam Bluhm.

Others Present: Karen Reisner, Craig Britton, Brian Burkholder, Fred Suhler Jr., Lynda Karver, Michele Peterson, Beth Carlson, and Curt Sorensen.

Approve Agenda – Additions or Corrections

Paul Novotny entered a motion, with a second by Dave Frank, to to approve the agenda with the addition of A Western Days discussion.
Ayes: Councilors: Novotny, Urban, Broadwater, and Frank
Nays: None
Motion carried.

Consent Agenda

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

1. July 27, 2026 City Council Meeting Minutes
2. Accounts Payable Claims Listings which included the following:

Batch	Amount
2026 08FA01	$137,445.71
2026 08FA01U	$13,172.89
2026 07ADM03	$736.31
EE Exp Reimb PD 2026 0730	$40.60
2026 07ADM04	$231.62
2026 07ADM05	$120.40
Total	$151,747.53

3. Resolution 2026-68 Accepting Library Donations
4. Letter of Resignation: Kevin Landorf

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

Continued Business

City Attorney RFP

Paul Novotny entered a motion, with a second by Dave Frank, to appoint Flaherty & Hood as the new city attorney.
Ayes: Councilors: Novotny, Urban, Broadwater, and Frank
Nays: None
Motion carried.

New Business

Splitting of parcel 513112055016 to be included in parcel 513112055015

Josh Broadwater entered a motion, with a second by Paul Novotny, to approve the splitting of parcel 51.3112055016 as recommended by the Planning & Zoning Commission.
Ayes: Councilors: Novotny, Urban, Broadwater, and Frank
Nays: None
Motion carried.

Western Days Discussion

Councilor Urban provided a summary of the Western Days event, expressing gratitude to Brian and the public works staff for their efforts. He noted that while the event was largely successful, there were communication issues between the committee, public works, and city hall. He proposed holding a special Committee of the Whole meeting to bring together the Western Days committee and the youth events committee to conduct an after-action review, identify challenges and successes, and improve coordination for future events.

Paul Novotny entered a motion, with a second by Josh Broadwater, to schedule a special Committee of the Whole meeting with the Western Days Committee for an after-action review.
Ayes: Councilors: Novotny, Urban, Broadwater, and Frank
Nays: None
Motion carried.

Committee Reports

Personnel/Budget Committee

Topics included review of the financial report, the residential utility billing policy, police staffing costs and scheduling options if an additional officer were to be hired, and a police department wellness policy.

Public Works Committee

Topics included an update on the water storage project and drainage issues at Mill Creek Park.

Mayor’s Report

Mayor John McBroom thanked Brian, city officers, and all volunteers for their work in cleaning up the parks following the Western Days event. He also noted that a new law effective August 1st requires children to wear helmets when riding scooters, and that this information was shared on the city's Facebook page. Police Chief Scott Keigley indicated the initial approach would be educational, with citations issued for continued non-compliance.

City Administrator's Report

City Administrator Michele Peterson reported that the Personnel and Budget Committee, along with the Police Chief Keigley, recommended offering Officer Ryan Gilbertson a promotion from part-time to full-time officer status at Grade 7, Step 2.

Josh Broadwater entered a motion, with a second by Dave Frank, to offer Officer Ryan Gilbertson a promotion from part-time to full-time officer status at Grade 7, Step 2.

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

Roundtable

More thanks given to the public works department for their efforts with Western Days clean-up and emphasis on the importance of safety with the scooters being driven by children in town.

Adjourn

Mike Urban entered a motion, with a second by Dave Frank, to adjourn at 7:10 pm.
Ayes: Councilors: Novotny, Urban, Broadwater, and Frank
Nays: None
Motion carried.

/s/Beth M Carlson
City Clerk

CHATFIELD MINNESOTA
THE CHOSEN VALLEY

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 24, 2026

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: $89,696.86

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

Batch Listing1 - 2026 08FA02 $44,976.32.pdf

Batch Listing2 - 2026 08FA02U $22,385.35.pdf

Batch Listing3 - 2026 08ADM01 $460.95.pdf

Batch Listing4 - 2026 08ADM02 $2,129.22.pdf

Batch Listing5 - 2026 0813 PR EE Exp Reimb $480.32.pdf

Batch Listing6 - 2026 08ADM03 $19,204.70.pdf

City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2026

2026 FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ADVANCED GRAPHIX, INC.						
	219932	E 801-42110-550	Police Administrati	Cap. Outlay-Vehicles/Equ	$1,376.00	P31 2026 FRD EXP 873 GRAPHICS
ADVANCED GRAPHIX, INC.					$1,376.00	
AIRGAS						
	552615	E 230-42270-210	Ambulance	Operating Expenses	$217.53	OXYGEN
AIRGAS					$217.53	
DECOOK LANDSCAPING LLC.						
	18500	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	$173.99	RNT TRNCHER VIBURNUM, COMPACT
DECOOK LANDSCAPING LLC.					$173.99	
DSG						
	S10593	E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	$4,592.47	METER CLLCTN ADDTN
DSG					$4,592.47	
F & M COMMUNITY BANK						
	ESCRW	R 602-49450-3720	Sewer (GENERAL)		$416.02	FILE#500 8196 J. DENNY 824 MAIN S
	ESCRW	R 601-49400-3710	Water Utilities (GE		$162.50	FILE#500 8196 J. DENNY 824 MAIN S
	ESCRW	R 603-49500-3730	Refuse/Garbage (		$137.70	FILE#500 8196 J. DENNY 824 MAIN S
F & M COMMUNITY BANK					$716.22	
HEBL CLEANING & RESTORATION						
	275931	E 801-41940-404	Municipal Building	Repairs/Maint Equipment	$4,745.00	AIR SWEEP HVAC
HEBL CLEANING & RESTORATION					$4,745.00	
J&S REPAIR						
	CJ6604	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	$42.39	BRACE BOLT
J&S REPAIR					$42.39	
MARCO TECHNOLOGIES LLC.						
	INV155	E 100-43100-403	Street Maintenanc	Prvnttv Maint. Agreemen	$234.34	2026 5% MIT - 4,500 /54,000
	INV155	E 100-41500-403	Administration	Prvnttv Maint. Agreemen	$703.03	2026 15% MIT - 4,500 /54,000
	INV155	E 230-42270-403	Ambulance	Prvnttv Maint. Agreemen	$234.34	2026 5% MIT - 4,500 /54,000
	INV155	E 603-49500-403	Refuse/Garbage (	Prvnttv Maint. Agreemen	$468.71	2026 10% MIT - 4,500 /54,000
	INV155	E 601-49400-403	Water Utilities (GE	Prvnttv Maint. Agreemen	$937.38	2026 20% MIT - 4,500 /54,000
	INV155	E 220-42280-403	Fire Department *	Prvnttv Maint. Agreemen	$234.34	2026 5% MIT - 4,500 /54,000
	INV155	E 100-42110-403	Police Administrati	Prvnttv Maint. Agreemen	$703.03	2026 15% MIT - 4,500 /54,000
	INV155	E 602-49450-403	Sewer (GENERAL)	Prvnttv Maint. Agreemen	$937.38	2026 20% MIT - 4,500 /54,000
	INV155	E 240-46630-403	Cmmnty Dvlpmnt |	Prvnttv Maint. Agreemen	$234.34	2026 5% MIT - 4,500 /54,000
MARCO TECHNOLOGIES LLC.					$4,686.89	
MARK MCBROOM						
	11746	E 100-41500-310	Administration	Other Professional Servic	$150.00	ADDRSS - NSNC ABTMNT - 121 AVE A
MARK MCBROOM					$150.00	
MN DEPT OF HEALTH						
	JUL-SEP	E 601-49400-386	Water Utilities (GE	Well Testing Fees	$4,356.00	SYSTM 123002 QTRLY 1,145 @15.22
MN DEPT OF HEALTH					$4,356.00	
MYREC.COM						
113510	032188	E 100-45124-210	Swimming Pools -	Operating Expenses	$443.00	MBRSHP CRDS
MYREC.COM					$443.00	
OLMSTED COUNTY - SHERIFF						
	SHER-1	E 100-42110-208	Police Administrati	Training and Instruction	$200.00	EVOC-R. GILBERTSON
OLMSTED COUNTY - SHERIFF					$200.00	

City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2026

2026 FA02

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
SCHWICKERT COMPANY						
	S51015	E 250-46630-404	Cmmnty Dvlpmnt |	Repairs/Maint Equipment	$1,145.87	RPR-CCA | ROOF DRAIN LEAK
SCHWICKERT COMPANY					$1,145.87	
SHORT ELLIOTT HENDRICKSON, INC.						
	513799	E 602-49450-500	Sewer (GENERAL)	Cap. Outlay-GENERAL	$3,780.96	Prjct#186646 CHATF WWTF FACILITY
SHORT ELLIOTT HENDRICKSON, INC.					$3,780.96	
STATE LINE ASPHALT LLC						
	7-20-26	E 801-43100-406	Street Maintenanc	StrtMaint|Grdng|ChpSlng	$8,500.00	CAPITAL STRT OVERLAY
	7-20-26	E 100-43100-406	Street Maintenanc	StrtMaint|Grdng|ChpSlng	$9,850.00	OPS OVERLAY
STATE LINE ASPHALT LLC					$18,350.00	
2026 FA02					$44,976.32	
					$44,976.32	

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City of Chatfield
Batch Listing - Unposted Summary
Current Period: August 2026
2026 08FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
ABILITY BUILDING CENTER						
	31467	E 100-41940-302	Municipal Building	Contracted Help	$1,090.98	CLEANING-JULY
ABILITY BUILDING CENTER					$1,090.98	
CENTURYLINK-TELE						
113505	081020	E 211-45500-321	Libraries (GENERA	Telephone	$89.20	333527984 3480 LIBRARY
	081020	E 100-41500-321	Administration	Telephone	$111.75	333692580 1500 DID
	081020	E 211-45500-321	Libraries (GENERA	Telephone	$103.73	333944610 2911 LIBRARY ELEVATOR
CENTURYLINK-TELE					$304.68	
CHATFIELD PARTS HOUSE						
	001212	E 100-43100-210	Street Maintenanc	Operating Expenses	$12.37	SAND PAD SPRY PAINT
	000607	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	$3.00	VENTRAC RLLR SNAP RINGS
	001059	E 220-42280-240	Fire Department *	Small Tools and Minor Eq	$8.59	PLUG FOR WTR RAFT
	000030	E 601-49400-240	Water Utilities (GE	Small Tools and Minor Eq	$13.96	GSKT CAMLOCK 2INC
	001316	E 100-43100-210	Street Maintenanc	Operating Expenses	$13.49	PCKG TAPE
	001217	E 601-49400-240	Water Utilities (GE	Small Tools and Minor Eq	$33.47	3" POLY BRSH SCRTCH BRSH
	001253	E 602-49450-210	Sewer (GENERAL)	Operating Expenses	$18.58	EPOXY STL STK WELD
	000045	E 100-41940-210	Municipal Building	Operating Expenses	$5.49	MSNRY FOR SHVLS
	000540	E 100-43100-210	Street Maintenanc	Operating Expenses	$10.99	INSECTICIDE- FLWR BEETLES
	000029	E 100-41940-210	Municipal Building	Operating Expenses	$4.49	DRL BIT FOR SHVLS
	001449	E 100-42110-210	Police Administrati	Operating Expenses	$19.99	30PK AAA
	000379	E 100-45124-404	Swimming Pools -	Repairs/Maint Equipment	$11.99	SHWR HEAD 1 FUNC CHRM
	999927	E 100-45124-210	Swimming Pools -	Operating Expenses	$3.49	10 PC RBR HOSE WSHR
	000375	E 100-45124-240	Swimming Pools -	Small Tools and Minor Eq	$5.49	PLUNGER
	999747	E 100-43100-240	Street Maintenanc	Small Tools and Minor Eq	$109.99	CHMCL BARREL PUMP DEF RTRY
CHATFIELD PARTS HOUSE					$275.38	
CUSTOM ALARM						
	638978	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	$6.16	LATE FEE
	638978	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	$231.48	LIBRARY #4926
CUSTOM ALARM					$237.64	
GOPHER STATE ONE CALL						
	607028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	$55.35	ACCOUNT #MN00240
GOPHER STATE ONE CALL					$55.35	
GRIFFIN CONSTRUCTION						
	12253	E 100-43100-406	Street Maintenanc	StrtMaint|Grdng|ChpSlng	$34.19	CRSHD BLCKTOP CLASS 2
GRIFFIN CONSTRUCTION					$34.19	
HAMMELL EQUIPMENT						
	I19712	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	$29.95	REPLC EDG
HAMMELL EQUIPMENT					$29.95	
HAWKINS, INC.						
	753325	E 601-49400-210	Water Utilities (GE	Operating Expenses	$30.00	WATER SUPPLY CHEMICALS
HAWKINS, INC.					$30.00	
HUNTINGTON ELECTRIC LLC						
	7798	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	$266.45	BOOSTER PUMP 1 1/2 ST CONN LABO
	7801	E 100-45200-404	Parks (GENERAL) -	Repairs/Maint Equipment	$1,575.00	DISCNT SKATE PARK POLES
HUNTINGTON ELECTRIC LLC					$1,841.45	
LINDE						
	582741	E 100-43100-210	Street Maintenanc	Operating Expenses	$65.95	HIGH PRESSURE

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
LINDE					$65.95	
LRS						
	MP3050	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	$481.00	5 PRK UNTS 2026
LRS					$481.00	
MIENERGY COOPERATIVE						
113506	080620	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	$555.56	333119002|85007612|HSD BS
	080620	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	$653.75	333119003|85007624|JOHNST WELL
	080620	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$451.00	333119005|85010070|HSD STLGHTS
	080620	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	$79.22	333119004|85007649|STALB LS
	080620	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	$40.41	333119001|8500759501|52 SIGN
MIENERGY COOPERATIVE					$1,779.94	
OTIS ELEVATOR COMPANY						
	CLR164	E 250-46630-404	Cmmnty Dvlpmnt |	Repairs/Maint Equipment	$912.00	CCA ELEV REPAIR
OTIS ELEVATOR COMPANY					$912.00	
PEOPLES ENERGY COOPERATIVE						
113507	082520	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$158.25	3260000 52 3RD ST SW - STL MTR
	082520	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$439.13	2400202 PPLS 19 SCND ST SW
	082520	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	$533.04	2402500 LIBRARY 322 MAIN ST S
	082520	E 220-42280-380	Fire Department *	Utility Services (GENERA	$201.29	2410000 318 S MAIN ST-WHISTLE
	082520	E 220-42280-380	Fire Department *	Utility Services (GENERA	$317.36	2410100 3/4 FIRE HALL
	082520	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	$142.71	2423900 MILL CREEK PK - LIFT ST
	082520	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$115.67	3260100 301 TH 52 - TRAFFIC SI
113509		E 100-41940-380	Municipal Building	Utility Services (GENERA	$417.66	2407900 1/3 21 2ND ST SE
113508	080620	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$231.28	2154400 10208 HILLSIDE DRIVE
113507	082520	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	$849.98	2428000 MILL CREEK PARK
	082520	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	$3,131.01	2430200 126 LIBRARY LN WWTP
	082520	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	$68.00	2432200 CHATFIELD SIGN
	082520	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	$64.50	2432400 400 3RD ST SW
	082520	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$77.37	2436500 CR 2 HWY S
	082520	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	$77.00	2438500 MILL CREEK PARK
	082520	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$67.54	2447300 UNION ST NE - XING
	082520	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	$965.96	3011701 BLUFF ST
	082520	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	$3,046.39	3237701 107 UNION ST NE
	082520	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$165.60	3265100 20 2ND ST SE - LIGHTS
	082520	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$105.79	2410100 1/4 FIRE HALL
113509		E 100-42110-380	Police Administrati	Utility Services (GENERA	$417.67	2407900 1/3 21 2ND ST SE
113508	080620	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$11.00	2182100 SIREN - 10210 HILLSIDE
	080620	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$2,047.00	3011800 STREET LIGHTS
	080620	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	$188.60	3211800 250 OLD TERRITORIAL RD
	080620	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$93.49	3376900 EV CHARGER - 405 MAIN ST
	080620	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	$199.00	7823600 MEYERS AND TERMAR
113509		E 230-42270-380	Ambulance	Utility Services (GENERA	$417.67	2407900 1/3 21 2ND ST SE
113507	082520	E 100-45200-380	Parks (GENERAL) -	Utility Services (GENERA	$84.91	2410200 MAIN ST-CITY PARK
PEOPLES ENERGY COOPERATIVE					$14,634.87	
QUADIENT - POSTAGE						
	072120	E 100-41500-322	Administration	Postage	$300.00	POSTAGE
QUADIENT - POSTAGE					$300.00	
SCHUMACHER ELEVATOR CO						
	906903	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	$181.97	LIB ELEV MAINT

City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2026

2026 08FA02U

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
SCHUMACHER ELEVATOR CO					$181.97	
WIT BOYZ INC.						
	11404	E 220-42280-401	Fire Department *	Repairs/Maint Buildings	$130.00	NEW DOOR LOCK
WIT BOYZ INC.					$130.00	
2026 08FA02U					$22,385.35	
					$22,385.35	

([BatchID] in (23356))

City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2026

2026 08ADM01

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
FORTIS						
113492	JUL 202	E 100-45124-323	Swimming Pools -	Admin Expense 323 | 34	$3.40	466206554886 | ECHECK/ACH 1% + .
113491	JUL 202	E 100-45124-323	Swimming Pools -	Admin Expense 323 | 34	$129.39	466206552880 | ON SITE SWIPE | 3%
	JUL 202	E 100-45124-323	Swimming Pools -	Admin Expense 323 | 34	$36.50	466206554886 | ON LINE | STTMNT F
113490	JUL 202	E 100-45124-323	Swimming Pools -	Admin Expense 323 | 34	$291.66	466206554886 | ON LINE | 3% CC SR
FORTIS					$460.95	
2026 08ADM01					$460.95	
					$460.95	

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City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2026

2026 08ADM02

08/11/26 3:48 PM

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
DELUXE						
113494	202608	E 100-41500-210	Administration	Operating Expenses	$174.83	DEPOSIT SLIPS
DELUXE					$174.83	
REVTRAK						
113493	JUL 202	E 603-49500-323	Refuse/Garbage (	Admin Expense 323 | 34	$271.86	2026 ADMIN FEE ALLOC 18.43%
	JUL 202	E 602-49450-323	Sewer (GENERAL)	Admin Expense 323 | 34	$858.22	2026 ADMIN FEE ALLOC 58.18%
	JUL 202	E 601-49400-323	Water Utilities (GE	Admin Expense 323 | 34	$45.62	ADMIN FEE ALLOC
	JUL 202	E 601-49400-323	Water Utilities (GE	Admin Expense 323 | 34	$345.03	2026 ADMIN FEE ALLOC 23.39%
REVTRAK					$1,520.73	
WM HANSON WASTE REMOVAL						
062116	7855	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	$84.37	GARBAGE SERVICE - WWTP
	7855	E 100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	$79.92	GARBAGE SERVICE - PARKS (FIRE HAL
	7855	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	$62.16	GARBAGE SERVICE - CITY HALL
	7855	E 100-45200-384	Parks (GENERAL) -	Refuse/Garbage Disposal	$207.21	GARBAGE SERVICE - CITY MAINT BLD
WM HANSON WASTE REMOVAL					$433.66	
2026 08ADM02					$2,129.22	
					$2,129.22	

([BatchID] in (23362))

City of Chatfield
Employee Expense Reimbursement w/code

08/11/26 10:20 AM
Page 1

Pay Group Description	Pay Period	Employee Name	Account Description	Account	Amount
Regular - Bi-Wee	16	Schlichter, Steven	Travel Expenses	E 602-49450-331	$437.76
DB Description					$437.76
					$437.76

City of Chatfield
Employee Expense Reimbursement w/code

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Page 1

Pay Group Description	Pay Period	Employee Name	Account Description	Account	Amount
Swimming Pool	8	Clemens, Madeline	Travel Expenses	E 100-45124-331	$42.56
DB Description					$42.56
					$42.56

City of Chatfield

Batch Listing - Unposted Summary

Current Period: August 2026

2026 08ADM03

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
LMCIT / WORKERS COMP PLAN						
062119	08/17/2	E 100-45124-151	Swimming Pools -	Worker s Comp Insuranc	$55.40	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 211-45500-151	Libraries (GENERA	Worker s Comp Insuranc	-$0.10	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 601-49400-151	Water Utilities (GE	Worker s Comp Insuranc	$108.00	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 602-49450-151	Sewer (GENERAL)	Worker s Comp Insuranc	$179.64	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 100-42110-151	Police Administrati	Worker s Comp Insuranc	$1,720.77	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 100-45200-151	Parks (GENERAL) -	Worker s Comp Insuranc	$257.12	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 100-43100-151	Street Maintenanc	Worker s Comp Insuranc	$3,575.80	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 220-42280-151	Fire Department *	Worker s Comp Insuranc	-$107.50	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 100-41500-151	Administration	Worker s Comp Insuranc	$117.01	PRM ADJ FEB 2025-FEB 2026 1001483
	08/17/2	E 230-42270-151	Ambulance	Worker s Comp Insuranc	$2,173.86	PRM ADJ FEB 2025-FEB 2026 1001483
LMCIT / WORKERS COMP PLAN					$8,080.00	
STRYKER MEDICAL						
062118	921285	E 231-42270-580	Ambulance	Cap. Outlay-Other Equip	$11,124.70	STAIR CHAIR - RPLCMNT CHECK 6206
STRYKER MEDICAL					$11,124.70	
2026 08ADM03					$19,204.70	
					$19,204.70	

([BatchID] in (23393))

Chatfield MINNESOTA THE CHOSEN VALLEY

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 24, 2026

Agenda Item: Flaherty & Hood, P.A. - Retainer Agreement

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:

Retainer Agreement - Civil City Attorney - Flaherty Hood P.A. - Chatfield 2026.pdf

CONTRACT FOR CIVIL CITY ATTORNEY LEGAL SERVICES

THIS AGREEMENT is made and entered by and between the CITY OF CHATFIELD, a municipal corporation of the State of Minnesota (hereinafter "CITY"), and FLAHERTY & HOOD, P.A. (hereinafter "FIRM").

W I T N E S S E T H

WHEREAS, CITY has need for the professional civil legal services with the particular training, ability, knowledge, and experience possessed by FIRM; and

WHEREAS, at a duly called regular meeting of the City Council, the City Council of CITY determined that FIRM be engaged as City Attorney on civil legal services with Michael E. Flaherty, Christopher M. Hood, and Mia A. Benson of FIRM serving as primary legal counsel for CITY and directing and authorizing the Mayor and City Administrator to execute an agreement between FIRM and CITY setting forth the terms and conditions of the engagement; and

WHEREAS, CITY has determined that FIRM is qualified and capable of performing the civil city attorney legal services as CITY does hereinafter require, under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. <u>CITY ATTORNEY APPOINTMENT</u>: CITY appoints FIRM as City Attorney with Michael E. Flaherty, Christopher M. Hood, and Mia A. Benson acting as primary legal counsel for CITY. Michael E. Flaherty, as the designated and appointed City Attorney, and Christopher M. Hood and Mia A. Benson, as Assistant City Attorneys, will perform, supervise, and be responsible to CITY for the civil city attorney legal services provided to CITY by FIRM.

2. <u>AUTHORIZED CITY CONTACT PERSONS</u>: The City Administrator or the City Administrator's designated representative shall be the primary contact person between CITY and FIRM to request legal services from FIRM.

3. <u>COUNCIL, STAFF MEETINGS, AND OTHER MEETINGS</u>: FIRM and CITY may agree to have the City Attorney or a designated representative attend certain City Council, staff, or other meetings upon request of CITY.

4. <u>COMMUNICATION</u>: FIRM and CITY will establish a regular communication process between the primary legal counsel and the City Administrator in order to communicate legal issues and discuss timing for FIRM to provide and complete services to CITY.

5. INSTITUTIONAL HISTORY: FIRM shall become familiar with the City Code and City ordinances and will work with the City Administrator and the Mayor and City Council to develop and expand FIRM's knowledge of CITY's legal issues as well as the history of the community. CITY shall make reasonable efforts to facilitate FIRM's said familiarity.

6. LEGAL SERVICES TO BE PROVIDED: FIRM will provide civil legal services to CITY upon request of the City Council or City Administrator or the City Council's or City Administrator's designated representative(s).

7. COMPENSATION, BILLING, AND PAYMENT PROCEDURES:

   7.1. Rates. The following table contains the applicable hourly rates to be billed by FIRM and paid by CITY for legal services.

HOURLY FEES[1]		**2026**
General Municipal and Criminal Prosecution Matters Advise and represent the government unit in civil and criminal legal matters not otherwise categorized as Labor and Employment, Environment[2], Real Estate, or Litigation matters.	**Attorneys**	**$215/hr.**
	Legal Admins	**$130/hr.**
	Law Clerks	**$120/hr.**
Labor and Employment Matters Advise and represent the government unit in labor relations and employment matters.	**Attorneys**	**$230/hr.**
	Analysts	**$180/hr.**
	Legal Admins	**$135/hr.**
	Law Clerks	**$125/hr.**
Real Estate Matters Advise and represent the government unit in real estate matters.	**Attorneys**	**$225/hr.**
	Legal Admins	**$135/hr.**
	Law Clerks	**$125/hr.**
Litigation Matters Advise and represent the government unit in contested matters, where no insurance coverage is otherwise available, including but not limited to: state or federal district court or appellate civil litigation; mediation; arbitration; administrative proceedings before state or federal agencies; and like proceedings.	**Attorneys**	**$235/hr.**
	Legal Admins	**$145/hr.**
	Law Clerks	**$135/hr.**
Minimum Increment of Time Billed for Services		**15 min.**

[1] Firm may utilize other professional staff at lower hourly rates as appropriate.
[2] Rates for environmental matters will be negotiated on a per case basis.

7.2. Expenses. Unless otherwise provided herein, in addition to the applicable fees for services rendered to CITY by FIRM, CITY shall also reimburse FIRM for all expenses FIRM incurs in performing services for CITY pursuant to the following schedule:

Travel time	50% of the applicable hourly rate
Mileage	Applicable I.R.S. rate
Black and white copies	15 cents/per page
Color copies	75 cents/per page
LexisNexis	As applicable to required usage
Fax	Actual cost
Long distance	Actual cost
Parking	Actual cost
Postage	Actual cost
Court costs/fees	Actual cost
Arbitration cost/fees	Actual cost
Contested case costs/fees	Actual cost
Expert costs/fees	Actual cost
Messenger	Actual cost

7.3. Billing Procedure. CITY shall pay FIRM for the services rendered by FIRM to CITY and expenses incurred on a monthly basis in accordance with this Agreement. FIRM will submit monthly bills to CITY for services rendered in the prior month in addition to expenses incurred to the date of billing. Bills will include statements itemizing legal services rendered by category for the prior month, along with associated expenses. CITY will pay the bill of FIRM within thirty (30) days or less of its receipt by CITY.

Certain expenses incurred in a respective month may not be known to FIRM until after the monthly bill for legal services has been prepared and mailed to CITY for payment. FIRM and CITY agree that FIRM may seek reimbursement of expenses in subsequent billing cycles as necessary.

7.4. Disputes. In the event that CITY disputes any aspect of FIRM's bill, the City Administrator shall contact Michael E. Flaherty at FIRM stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes.

7.5. Interest. Because CITY will be paying FIRM's bills within thirty (30) days from their receipt, no interest will be charged. If CITY determines that it will be necessary to deviate from that payment schedule, then CITY will notify FIRM thereof. An interest rate of eight (8) percent per annum will be charged to CITY if CITY does not pay any bill of FIRM within thirty (30) days or less of its receipt by CITY with such arrangement subject to change as may be mutually agreed between the parties.

7.6. Alternative Fee Arrangement. FIRM and CITY may discuss and enter into alternative fee arrangements, including a monthly retainer.

7.7. Rate Adjustments. FIRM may adjust its hourly rates or monthly retainer, as applicable, annually with at least 30 days written notice to CITY.

8. MATTERS COVERED BY INSURANCE: CITY will be responsible for submitting claims for insurance coverage to various insurance carriers. To the extent that an insurance carrier does not pay for legal services, if any, rendered by FIRM, including any deductibles, for any FIRM legal services provided with respect to a covered claim, CITY will pay FIRM for services rendered at the rates charged to the insurance company. FIRM shall assist CITY in representing its interests before the insurance carrier and in selecting legal counsel should the insurance carrier not utilize FIRM.

9. TERM AND TERMINATION: This Agreement shall commence following execution of the parties and shall continue in effect until such time as either party terminates this Agreement. This Agreement may be terminated by CITY or by FIRM upon 60 days written notice to the other, provided however, that FIRM's termination of this Agreement shall be governed by Rule 1.16 of the Minnesota Rules of Professional Conduct. CITY shall pay FIRM for the work performed prior to the effective date of termination based upon the payment terms of this Agreement. On or about December 31 of each year, the City Attorney and City Administrator may mutually evaluate the usage of legal services during the prior year of this Agreement in order to evaluate usage and identify areas where modification in the parties' relationship may be mutually beneficial.

10. NOTICE: Any notices required under the provisions of this Agreement shall be in writing and sufficiently given if delivered in person or sent by U.S. mail, postage prepaid, as follows:

10.1. Notice to CITY shall be mailed or delivered to Michele Peterson, City Administrator, City of Chatfield, 21 Second Street SE, Chatfield, MN 55923.

10.2. Notice to FIRM shall be delivered to Michael E. Flaherty, Flaherty & Hood, P.A., 525 Park Street, Suite 470, St. Paul, MN 55103.

11. STATUS OF FIRM AS INDEPENDENT CONTRACTOR: FIRM shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for in this Agreement. No statement contained in this Agreement shall be construed so as to find FIRM to be an employee of CITY. FIRM shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits and indemnification for third-party personal injury/property damage claims. FIRM acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due FIRM and that

it is FIRM's sole obligation to comply with the applicable provisions of all federal and state tax laws. FIRM shall at all times be free to exercise initiative, judgment, and discretion as to how to best perform or provide services identified herein. FIRM is responsible for hiring sufficient workers to perform the services/duties required by this Agreement, withholding their taxes, and paying all other employment tax obligations on their behalf.

12. DATA PRACTICES: All data collected, created, received, maintained, or disseminated for any purposes by the activities of FIRM because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy. This paragraph does not create a duty or any obligation on the part of FIRM to provide access to public data to the public for inspection or otherwise if the public data are available from CITY.

13. AUDITS: Pursuant to Minn. Stat. §§ 6.551 and 16C.05, subd. 5, FIRM agrees that CITY, the State Auditor, or any of their duly authorized representatives, may examine any books, records, documents and the accounting practices and procedures of FIRM. If either CITY or FIRM requests that the State Auditor conduct such an examination, then the requesting party is liable for the costs of the examination.

14. INDEMNIFICATION AND INSURANCE: FIRM agrees it will defend, indemnify, and hold harmless CITY, its officers, and employees against any and all liability, loss, costs, damages, and expenses which CITY, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of FIRM's negligence related to performance of this Agreement. FIRM further agrees that in order to protect itself as well as CITY under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force lawyers professional liability insurance with a coverage amount of not less than $2,000,000 per claim and $5,000,000 aggregate.

    CITY agrees it will defend, indemnify, and hold harmless FIRM, its officers, and employees against any and all liability, loss, costs, damages, and expenses which FIRM, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of CITY's negligence related to performance of this Agreement.

15. CONFLICTS OF INTEREST: FIRM shall use its best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety in representation of CITY. It is the intent of FIRM to refrain from handling legal matters for any other person or entity that may pose a conflict of interest.

16. ATTORNEY-CLIENT PRIVILEGE: FIRM is authorized to utilize email without encryption to transmit and receive confidential client information and to use cellular telephones and other wireless devices for the same purposes. CITY specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

17. FORCE MAJEURE: Each party shall be excused from any breach of this Agreement which is proximately caused by war, strike, act of God, or other similar circumstance normally deemed outside the control of well-managed businesses.

18. GOVERNING LAW: This Agreement is made pursuant to, and shall be construed in accordance with the laws of the State of Minnesota.

19. HEADINGS AND CAPTIONS: Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement.

20. ENTIRE AGREEMENT: This Agreement contains the entire Agreement for legal services between the parties hereto. No other agreement, statement, or promise made on or before the effective date of this Agreement will be binding on the parties.

21. MODIFICATION: Any modification of the provisions of this Agreement shall be reduced to writing and signed by the parties hereto.

22. SEVERABILITY IN EVENT OF PARTIAL INVALIDITY: If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire Agreement will be severable and remain in effect.

23. CITY APPROVAL: The City Council has approved FIRM's retainer to provide civil city attorney legal services for CITY during the term of this Agreement. The signing of this Agreement will be ministerial and the FIRM is authorized to commence performing services following execution of this Agreement or at such time as designated by the CITY.

24. AGREEMENT NOT ASSIGNABLE: Except relating to conflicts of interest, the rights and obligations created by this Agreement may not be assigned by either party.

25. AGREEMENT NOT EXCLUSIVE: Notwithstanding this Agreement, CITY retains the right to hire other legal representation for CITY for any legal matter, which FIRM has a conflict of interest or which is not covered under the scope of this Agreement such as, for example, bond or cable franchising issues. CITY will discuss with FIRM its intention to hire other legal counsel on a matter and will seek input and advice from FIRM regarding selection of an attorney.

26. WORK PRODUCTS: All records, information, materials, and other work products prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the CITY.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, CITY and FIRM have executed this Agreement, and it is effective on the latest date affixed to the signatures hereto.

CITY OF CHATFIELD

By:____________________________
John McBroom,
Its Mayor

By:____________________________
Michele Peterson,
Its City Administrator

Date:__________________________

FLAHERTY & HOOD, P.A.

By:____________________________
Michael E. Flaherty

Date:__________________________

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 24, 2026

Agenda Item: Approve one pay-step increase for Michele Peterson to Grade 12 Step 7 effective on the employment anniversary

Subject | Summary:

Agenda Category: **Submitted By:** Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

MINNESOTA
THE CHOSEN VALLEY

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 24, 2026

Agenda Item: Resolution 2026-70 Accepting Library Donation

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:

2026-70 Accepting Donations Library.pdf

RESOLUTION 2026-70
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:

Donation/Grant	Amount
FACT	$30.00

WHEREAS, the terms or conditions of the donations, if any, are as follows:
$30.00 To be used for purchases for the Chatfield Public Library, R 211-45500-36230.

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 August, 2026.

/s/Beth M Carlson
City Clerk
City of Chatfield

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 24, 2026

Agenda Item: Police Department

1. Wellness Policy

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:

Wellness Policy PD.pdf

CHATFIELD POLICE DEPARTMENT

POLICY: EMPLOYEE WELLNESS AND ANNUAL MENTAL HEALTH CHECK-IN

1. PURPOSE

The Chatfield Police Department recognizes that law enforcement personnel are routinely exposed to critical incidents, traumatic events, high stress situations, and unique occupational challenges that may affect their physical, emotional, and psychological well-being. The purpose of this policy is to promote employee wellness, resiliency, and long-term career success through proactive mental health support, physical fitness opportunities, and access to wellness resources. This policy is intended to reduce stigma associated with seeking assistance and reinforce the Department's commitment to the health and wellness of its employees.

2. POLICY

The Chatfield Police Department is committed to enhancing the resiliency of its employees by encouraging healthy lifestyles, supporting mental wellness, and providing confidential access to qualified mental health professionals who are experienced in working with first responders. The Department will promote a culture that values officer wellness as an essential component of professional performance, personal well-being, and public service.

3. DEFINITIONS

Approved Mental Health Professional
A licensed mental health provider who has experience working with first responders and who has been approved by the Chief of Police or designee.

Confidentiality
The professional and ethical obligation of a mental health provider not to disclose information obtained during counseling or wellness services except as required by law.

Privacy
The expectation that personal information shared by an employee will remain limited to authorized persons and protected from unnecessary disclosure.

Employee Assistance Program (EAP)
A confidential counseling and referral service available through the City of Chatfield's employee benefits program.

Annual Wellness Check-In
A preventative and confidential meeting with a licensed mental health professional intended to provide wellness education, stress management resources, and early intervention support.

4. ANNUAL MENTAL HEALTH CHECK-IN PROGRAM

A. All sworn police officers shall complete one confidential annual mental health wellness check-in with an approved mental health professional.

B. Employees may satisfy the annual check-in requirement by:

1. Meeting with an approved mental health professional selected by the Department; or
2. Meeting with another licensed mental health professional of their choice and providing documentation verifying completion of the appointment. Documentation shall be limited to confirmation of attendance and shall not include any clinical information.

C. The City of Chatfield Police Department will pay the cost of one annual wellness check-in per employee.

D. Employees may request additional sessions if they believe additional support would be beneficial. Subject to budget availability and approval by the Chief of Police, the Department may provide payment for a limited number of additional sessions with an approved mental health professional.

E. Employees attending a required annual wellness check-in outside of scheduled work hours shall be compensated in accordance with applicable labor agreements and City personnel policies.

5. CONFIDENTIALITY

A. Participation in the wellness program is confidential.

B. Mental health providers shall not disclose any personal information related to an employee's participation except as required by law, including situations involving:

1. Threats of harm to self;
2. Threats of harm to others;
3. Child abuse or neglect;
4. Vulnerable adult abuse; or
5. Other mandatory reporting requirements established by law.

C. The Department will only receive documentation verifying completion of required wellness check-ins.

D. Supervisors, command staff, and City officials shall not have access to confidential counseling records.

E. Participation in the wellness program shall not be used as a factor in promotion, assignment, discipline, performance evaluations, or other employment decisions.

10. RESPONSIBILITY

The Chief of Police is responsible for administering this policy and ensuring that wellness resources remain available to employees. Supervisors shall support employee participation in wellness programs and encourage a culture that prioritizes mental health, resiliency, and physical well-being.

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 24, 2026

Agenda Item: Residential Utility Billing Policy Suggested Revision

Subject | Summary:

Agenda Category: **Submitted By:** Michele Peterson

Recommended Motion: Review proposed changes, recommend forwarding to Council for adoption.

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:

Residential Utilility Billing Policy 2026 Final.pdf

City of Chatfield

Resolution 2026-69

A RESOLUTION ADOPTING A REVISED RESIDENTIAL UTILITY BILLING POLICY

WHEREAS, the City of Chatfield provides water and sanitary sewer services to its residents;

WHEREAS, the City Council desires to establish fair, equitable, and administratively efficient billing practices;

WHEREAS, the City previously adopted a Residential Utility Billing Policy on March 27, 2017; and

WHEREAS, the City Council finds it necessary to update and revise said policy to reflect current practices, including provisions related to lawn establishment, vacant properties, and adjustments for excessive water usage;

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

Section 1. Adoption of Policy. The City Council hereby adopts the revised Residential Utility Billing Policy attached hereto as Exhibit A.

Section 2. Supersession. This policy supersedes the Residential Utility Billing Policy adopted on March 27, 2017.

Section 3. Effective Date. This resolution shall be effective upon adoption.

Adopted by the City Council of the City of Chatfield, Minnesota, this 24th day of August, 2026.

/s/Beth M Carlson

City Clerk

City of Chatfield

Exhibit A
City of Chatfield
Residential Utility Billing Policy (Revised)

Purpose
The purpose of this policy is to establish consistent, equitable, and administratively efficient practices for billing residential water and sanitary sewer services in the City of Chatfield.

Water Billing
All residential customers shall be billed monthly for actual water usage as measured by the property's water meter.

Sanitary Sewer Billing
Sanitary sewer charges shall be based on metered water usage unless otherwise adjusted under this policy.

Leak or Malfunction Adjustment
In the event of excessive water use caused by a leak or malfunction beyond the control of the property owner, the City may reduce charges for usage exceeding typical usage to 50 percent. If the excess water did not enter the sanitary sewer system, sanitary sewer charges for that excess usage shall be waived.

Lawn Establishment Adjustment (One-Time)
Customers may request a one-month adjustment for water used in establishing a new lawn. Sanitary sewer charges shall be waived for the portion of water usage attributable to lawn watering during the approved period. Upon verification that a residential property is vacant, 100 percent of sanitary sewer usage charges shall be waived. For occupied residential properties, the City may establish an average household usage baseline and waive 100 percent of sanitary sewer charges for usage exceeding that baseline.

Administrative Authority
The City Clerk or designee is authorized to review and approve adjustment requests, require documentation, and implement administrative procedures necessary to carry out this policy.

CITY COUNCIL MEETING STAFF REPORT

Meeting Date: August 24, 2026

Agenda Item: Public Services Committee

Subject | Summary:

Agenda Category: **Submitted By:** Michele Peterson

Recommended Motion: August 24, 2026 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: August 24, 2026

Agenda Item: Committee of the Whole

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments: