

**CITY OF CHATFIELD ECONOMIC DEVELOPMENT AUTHORITY**  
**AGENDA**  
**City Council Chambers - 21 SE Second Street, Chatfield, MN 55923**  
**February 24, 2025, 4:30 P.M.**

1. Call to Order
2. Approval / Acceptance / Statutory
  1. [January 27, 2025 Meeting Minutes](#)  
Motion to approve as presented.
  2. [February 18, 2025 Special Meeting Minutes](#)  
Motion to approve as presented.
  3. [Monthly Revolving Loan Report](#)  
Review as presented.
  4. [Chatfield Alliance Monthly Report](#)  
Review information.
  5. [Center for the Arts Report](#)  
Review monthly report.
3. Business
  1. [Election of Officers](#)
  2. [Waiver Program for City Utilities](#)  
Residential hook-up fee waiver program, save property owners \$4,200.
  3. [EDA Board Member on the CCA Board](#)
4. Director's Report
  1. [Workforce Housing Development Grant Update](#)  
Approved, construction ready to move forward
  2. [Getting the Revolving Loan Fund information available for potential buyers](#)  
This information has been shared with realtors for potential businesses.
5. Adjourn



## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** January 27, 2025 Meeting Minutes

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**Subject | Summary:** Meeting Minutes

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Motion to approve as presented.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[2025.1.27 EDA Meeting Minutes.pdf](#)

## City of Chatfield Economic Development Authority January 27, 2025 @ 4:30pm Meeting Minutes

**Members Present:** Molly Baum, Mike Urban, Michael Tuohy, Sue Keefe

**Members Absent:** Luke Isensee, Paul Novotny

**Others Present:** Alison Bentley, Community Development Director/ Alliance & Mark Rynearson-audience, Wayne Halvorson & Gary Eisenmen-presenting on behalf of VFW/American Legion

- I. With a quorum present, the meeting was called to order by Michael Tuohy at 4:32pm
- II. The Board viewed the minutes of the December 16, 2024, meeting. Motion to approve minutes by Keefe, second by Urban. The motion carried unanimously.
- III. Review of the Monthly Revolving Loan Report with discussion that \$240,059.56 is a great amount to have available.
- IV. Wayne Halvorson and Gary Eisenmen presented information on a Veteran's Memorial. They are looking to place this on the block of the Center for the Arts (Front right corner adjacent to Highway 52 and Fourth Street) Discussion by board members on location. Halvorson will work with Greg Forbes to provide a website or pictures of other Memorials around the state of Minnesota. Motion to approve interest in moving forward with the project by Keefe, second by Urban. The motion carried unanimously.
- V. Bentley presented the Chatfield Alliance report, going over the attendance at the first 2025 Cocktail Hour with great feedback to the questions. Bentley also spoke about Chillfest coming up (2/1-2/2) with over 50 vendors signed up for the market, numerous activities in town- with additions of a puzzle tournament and chili cook-off and local business specials.
- VI. Chatfield Center for the Arts report- as written
- VII. The Board reviewed and discussed the Chatfield Center for the Arts Electrical Improvement request. Bentley relayed information that the CCA incurred cost of roughly \$12K to rent equipment for a previous show. The upgrade would allow the CCA to host bigger bands that require an increased electrical support. Motion to approve the electrical upgrade by Keefe, second by Urban. The motion carried unanimously.
- VIII. The Board reviewed and discussed the resolution requesting coverage for the CCA's liability insurance. Bentley spoke that the city coverage is up for renewal. Tuohy spoke on the agreement and how as they become more sustainable, they would take this over. The EDA also does not have someone on the CCA Board to know about hires, volunteers, etc. Michele Peterson has sent communication to Betsy Koehnen to obtain a quote. A motion was made by Urban to review a quote once received and present it back to the EDA Board, requiring a special meeting to provide

feedback to council before there February 10 meeting and the city renewal is due, with a second by Keefe.

- IX. Bentley gave a Director Report
  - A. Providing information about the finishing of the basement of Outlot C with the pricing remaining at \$349,900.
  - B. Bentley and EDA Board Members thanked Molly Baum for his years of service on the EDA Board and the knowledge he was able to bring. (The latest records show Baum in attendance as a board member dating back to 2000)
- X. Motion to adjourn the meeting by Baum, with a second by Keefe. The motion carried unanimously. The meeting adjourned at 5:00pm.

Respectfully submitted by: Alison Bentley, Community Development Director





## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** February 18, 2025 Special Meeting Minutes

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Motion to approve as presented.

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[2024 2.18 EDA Special Meeting Minutes.pdf](#)

# ECONOMIC DEVELOPMENT AUTHORITY

## MEETING MINUTES TUESDAY, FEBRUARY 18, 2025

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**MEMBERS PRESENT:** SUE KEEFE, LUKE ISENSEE, PAUL NOVOTNY, MICHAEL TUOHY, MARK RYNEARSON

**MEMBERS ABSENT:** MIKE URBAN

**OTHERS PRESENT:** ALISON BENTLEY

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With a quorum present, the special meeting was called to order at 12:31 p.m. by Tuohy at the Thurber Municipal Center.

- A. The board reviewed the CCA, Inc. liability insurance quote packet of information.
- B. Discussion was had around the quote price and ensuring it being the same amount as what the city has been providing.
- C. Additional discussion was had on the lack on involvement from the city on hiring volunteers and staff, with the city being responsible for any issues that may arise.
- D. Motion by Keefe, second by Rynearson to approve the motion for CCA, Inc. to obtain their own liability insurance coverage. The motion carried unanimously.
- E. Motion by Tuohy, second by Isensee to adjourn the meeting. Motion carried unanimously. The meeting adjourned at 12:50 PM.

Respectfully submitted by: Alison Bentley

EDA President Signature: \_\_\_\_\_

Michael P. Tuohy



## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** Monthly Revolving Loan Report

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review as presented.

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

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**Background:**

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**Attachments:**

[NEW CHATFIELD EDA RLF LEDGER - 2.2025.pdf](#)

CHATFIELD EDA REVOLVING LOAN FUND										matting Key: <div>Input</div> <div>Linked Cell</div> <div>Calculation</div>		
Account Balances - Active Loans												
12/9/2024												
NAME	DATE	LOAN AMOUNT	REPAID PRINCIPAL	INTEREST	ADJUST	LOAN BALANCE	LAST PAYMENT	PAID THROUGH	MONTHLY PAYMENT	FUND	P&I PAID	Net Paid - Loan
Big Girl Stickers & Stems	8/20/2018	40,000.00	23,094.54	7,278.96	-	16,905.46	2/20/2025	2/20/2025	\$ 404.98	360	30,373.50	(9,626.50)
Broadwater Original	8/20/2019	55,500.00	26,250.42	9,785.06	-	31,949.58	2/20/2025	2/20/2025	\$ 561.91	360	36,035.48	(19,464.52)
Chatfield Dental Care, LLC & Rushing Enterprise	5/15/2024	100,000.00	2,916.69	-		97,083.31	2/20/2025	2/20/2025	\$ 416.67	360	2,916.69	(97,083.31)
Corner Cuts Salon	9/20/2017	25,353.50	17,112.84	4,962.50	-	8,240.66	2/20/2025	2/20/2025	\$ 256.69	360	22,075.34	(3,278.16)
Joy Ridge	3/20/2022	40,000.00	10,052.64	4,121.66	-	29,947.36	2/20/2025	2/20/2025	\$ 404.98	360	14,174.30	(25,825.70)
Topel Ice Cream Inc.	9/1/2024	7,600.00	321.18	140.52	-	7,278.82	2/20/2025	2/20/2025	\$ 76.95	360	461.70	(7,138.30)
TOTAL ACTIVE LOANS		268,453.50	79,748.31	26,288.70	-	191,405.19			2,122.18		106,037.01	(162,416.49)

TOTAL COMMERCIAL LOANS

Cash Flow			Balance Sheet		
Contributions   Start Up & Grants	1,409,088.00		Cash	246,581.47	Linked cell from Cash Flow Balance
Fund Interest Allocation Income	42,059.70	360 & 361 *Est	Loans Made	1,624,397.46	Column C Total Less Modifications (Forgiveable)
Repayments	1,443,277.52	P&I AND MOD	Less Payments	1,286,752.41	Principal Column Total
Total Revenue	2,894,425.22	Sum	Less Write Offs	143,782.82	Settled and Default Loan Balance
Loans Made	2,199,669.46	Grand Total Loan Amount	Total Loans Receivable	193,862.23	Loans Made - Payments - Write Offs
From Cell B143 See Notes	Expenses	448,174.29	Total Assets	440,443.70	Cash + Loans Receivable
Total Expenses	2,647,843.75		Payables	-	
Balance	246,581.47	Total Rev Sum-Total Exp	Total Liabilities	-	
Banyon Fund Acctg.			Equity	440,443.70	Total Assets - Total Liabilities
360	148,255.12	As of 12/09/2024			
361	91,804.44	As of 12/09/2024			
	240,059.56				



## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** Chatfield Alliance Monthly Report

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review information.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[2.24 EDA Report.pdf](#)

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## EDA Meeting Report 2.2025

- **Activities Report:**
  - Cocktail Hour
    - Next one will be April/ May at the Golf Course
  - Chillfest **Full Events Listing:** <https://www.chatfieldmn.org/events>
    - Market
      - 40 vendors (Local and Regional)
    - Medallion Hunt
      - Not found until the last clue- Winners: the
    - Outdoor Activities
      - 150 people attended the Community Cocktail Hour
        - Outdoor Concert with Jeff Reinartz
    - NEW events added to 2025
      - Outdoor Igloo
      - Puzzle Tournament at CVGC (7 teams signed up)
      - Chili Cook- off at Joy Ridge Event Center (4 people signed up)
  - Growers and Makers Market
    - Scheduling a meeting with past/potential marketers to get feedback on last year
    - Hold on Fourth Street again
    - New ideas:
      - Design signs for vendors for better awareness for people attending
      - Look to stay open a little later (if not each week, then pick 1 Thursday a month)
  - Music in the Park
    - Working with Carmen Narveson on dates
    - Food Trucks scheduled
    - Sent an email to Betsy at CCA to add in pre-show music to flyer (can not work on until after TBT)
  - Welcome New Business- Ribbon Cutting
    - Dog Wash
    - La Cantina Mexican Restaurant- March
    - Elder Insurance- February
    - Chatfield Dental Care- February
    - Hoff Funeral Home- March
  - Advertising
    - Collaborating with the city to create a video of Chatfield via KAAL
      - Highlighting businesses, Trails, Community, Pool, Fishing, etc.
  - Banner Program
    - Collaborating with the city to design the banners to be hung at the Mill Creek
      - Medium \$100/ Large \$130/ \$50 for hanging last year's banner in good condition



**2025**

# MUSIC

IN THE CHATFIELD CITY PARK

3:00-7:00 | GROWERS & MAKERS MARKET- FOURTH STREET

4:00-8:00 | FOOD TRUCKS- FOURTH STREET

**JUNE 5**

5:30 |

7:00 |

**FOOD TRUCK: TBD**

**JUNE 12**

5:30 |

7:00 | **LOUD MOUTH BRASS**

**FOOD TRUCK: YO YO YUMMIES**

**JUNE 19**

5:30 |

7:00 | **CHATFIELD BRASS BAND**

**FOOD TRUCK: FOODIE PARADISE**

**JUNE 26**

5:30 |

7:00 | **CHATFIELD BRASS BAND**

**FOOD TRUCK: TBD**

**JULY 3**

5:30 |

7:00 | **CBB- PATRIOTIC CONCERT**

**FOOD TRUCK: TBD**

**JULY 10**

5:30 |

7:00 | **ALMOST AMISH**

**FOOD TRUCK: RUEBENS & THINGS**

**JULY 17**

5:30 |

7:00 | **JEFF REINARTZ ??**

**CBB @ THE CARE CENTER**

**FOOD TRUCK: TBD**

**JULY 24**

5:30 |

7:00 | **CBB OR ALMOST AMISH**

**FOOD TRUCK: TBD**

**JULY 31**

5:30 |

7:00 | **SUNNY STREET JAZZ BAND**

**FOOD TRUCK: YO YO YUMMIES**

**PRESENTING PARTNERS:**

**Chatfield Alliance**  
PARTNER. PROMOTE. PROSPER





## Vendor Market



## Bustling Town



## Community Social





Medallion Winners



Lost Creek Kennels Dogs



Horse Wagon Rides



Jeff Reinartz Music during Social Hour



NEW Lighted Igloo Warming House



Chili Contest Winners



Cribbage



Cribbage Winners



Puzzle Tournament





## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** Center for the Arts Report

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review monthly report.

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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**Background:**

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**Attachments:**



## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** Election of Officers

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:**

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**





## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** Waiver Program for City Utilities

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Residential hook-up fee waiver program, save property owners \$4,200.

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**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:**

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**Background:**

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**Attachments:**



## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** EDA Board Member on the CCA Board

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:**

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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**Account Code:**

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**Background:**

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**Attachments:**



## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

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**Agenda Item:** Workforce Housing Development Grant Update

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Approved, construction ready to move forward

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**Background:**

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**Attachments:**



## ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

**Meeting Date:** February 24, 2025

---

**Agenda Item:** Getting the Revolving Loan Fund information available for potential buyers

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**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:** This information has been shared with realtors for potential businesses.

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

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**Included in Current Budget?:**

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**FISCAL DETAILS:**

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**Background:**

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**Attachments:**