

CITY OF CHATFIELD ECONOMIC DEVELOPMENT AUTHORITY
AGENDA
City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
September 22, 2025, 4:30 P.M.

1. Call to Order
2. Approval / Acceptance / Statutory
 - A. [7.28.25 Meeting Minutes](#)
Motion to approve as presented
 - B. [Monthly Revolving Loan Fund](#)
Review monthly report as presented.
 - C. [Chatfield Center for the Arts](#)
Review of monthly report
 - D. [Chatfield Alliance Report](#)
Review of Monthly Report
 - E. [Transfer TIF District from Cabin Coffee to Peddle Coffee & Tea.](#)
Motion to approve transfer of TIF District.
3. Business
 - A. [EDA Gala](#)
4. Other Business
5. Next Meeting
October 27, 2025 @ 4:30pm
6. Adjourn



ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: 7.28.25 Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to approve as presented

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:

[EDA Meeting Minutes 7.28.25.pdf](#)

City of Chatfield Economic Development Authority 7/28/25 @ 4:30pm Meeting Minutes

Members Present: Mike Urban, Michael Tuohy, Sue Keefe, Luke Isensee, Paul Novotny (entered at 4:48pm) , Mark Rynearson, Teresa Marzolf

Others Present: Alison Bentley, Community Development Director and Al Dietz, CCA Board President, Jessica Pedelty- future owner of Peddle Tea & Coffee

- I. With a quorum present, the meeting was called to order by Michael Tuohy at 4:31pm
- II. The Board viewed the minutes of the May 27, 2025 meeting. Motion to approve minutes by Isensee, second by Urban. The motion carried unanimously.
- III. The Board viewed the minutes of the May 27, 2025 Joint EDA/ P&Z meeting. Motion to approve minutes by Isensee, second by Novotny. The motion carried unanimously.
- IV. Review of the Monthly Revolving Loan Report of \$263,390.47. Discussion around combining 360+361. Bentley will check on if our obligations have been fulfilled with the State and Deed.
- V. Revolving Loan Fund Application Review
 - A. Jessica Pedelty was present to talk about her upcoming purchase of the previous Cabin Coffee building.
 - B. Discussion between board members on rate and term.
 - C. A motion was made by Novotny to approve a \$60,000 loan @ 4% for a 10 year term, second by Keefe. Bentley will work with Pedelty to sign appropriate paperwork, as well as work with Kay Wangan, Finance Director.
- VI. Bentley presented the Chatfield Alliance report as written
- VII. Chatfield Center for the Arts report- as written
 - A. Al Dietz was present to over the memorandum, as well as discuss the possibility of re-invigorating the Advisory Meeting
 - B. Tuohy asked to have a more comprehensive budget summary provided.
- VIII. Bentley gave a Director Report
 - A. (2) Enterprise Drive lots of sold (Lots 5+7)
 - B. Hilltop Estates has had several inquires about the incentive program
- IX. Motion to adjourn the meeting by Urban, with a second by Isensee. The motion carried unanimously. The meeting adjourned at 4:52pm.

Next Meeting- August 25, 2025 at 4:30pm.

Combined meeting with Planning and Zoning, Monday, September 22, 2025 at 5:30pm.

Respectfully submitted by: Alison Bentley, Community Development Director



ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: Monthly Revolving Loan Fund

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Review monthly report as presented.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

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ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: Chatfield Center for the Arts

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Review of monthly report

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

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Included in Current Budget?:

FISCAL DETAILS:

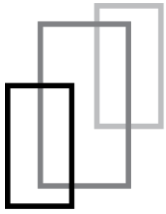
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[CCA_ MEMORANDUM_AugustreportEDA.pdf](#)



CHATFIELD CENTER
FOR THE ARTS

MEMORANDUM

To: Members of the Chatfield Economic Development Authority

From: Betsy Koehnen, Executive Director, Chatfield Center for the Arts

Date: August 2025

Subject: Monthly update

This memo serves to provide important updates regarding the Chatfield Center for the Arts.

Volunteer participation: September 2024-May 2025

80 active volunteers (more than one event) equivalent to more than 1,055 hours

As part of the program evaluation plan and budget due to EDA please see below:

Building Usage

78.3 building usage year to date

In the first 226 days of 2025, 177 of those have had at least one activity happening at the CCA.

Financial:

YEAR TO DATE:

Ticket sales on plan.

Concession sales above plan.

Donations above plan.

Gross profit slightly above plan.

Prior ticket sales data:

Year-to-date 2025; 80.4% of ticket sales are shows produced by CCA.

Compared to 2024 same period; 3,584 of which are 73.3%.

Ticket sales **outside** of 55923 by calendar year:

2025 YTD; 89.3%

2024; 95%

2023; 90.9%

2022; 91%

Economic Impact:

Market Reach:

- Year to date 51.2% of our online activity (ticket sales/website visits) come from Minnesota
- Followed by Wisconsin at 5.2% and Iowa at 5.0%.

- We have had encounters with someone from 50 states during this time.
- Year to date 20% of our online activity (ticket sales/website visits) come from Rochester.
- Year to date 10% of our online activity (ticket sales/website visits) come from St. Paul.
- Year to date 4.8% of our online activity (ticket sales/website visits) come from Chatfield.

CCA is moving to a June 1-May 31 fiscal year.

Will provide updated budget once approved by full board.

Facilities:

Landscaping complete.

Cabinet for the marquee is being built. Cabinet and vinyl lettering will be installed above the 4th street and Hwy 52 doors between September 5-September 19th. Permit approved.

Elevator has been inoperable three times thus far in the month of August. As of this writing it is still not working. Has been reported to city personnel.

The tiles in the legion room that had damage were removed prior to Western Days. Estimated cost for full repair is @ \$17,000. CCA is working with Tuohy on this.

Small hole in wall in Atrium entry closest to the parking lot has been repaired. Decorah has been invoiced for the cost of the repair.

As part of the program implementation plan due to EDA please see below:

- Five (5) sessions are planned for the Fall Life Long Learning Series
- Senior Scene, collaboration with Community Ed, will resume in October.
- Four (4) Sound Healing classed planned for Fall/Winter season.
- Broadway Bus to Purple Rain on October 19th
- In partnership with Wit's End Theatre, we will be presenting Haunted Theatre: The Art of Darkness Multiple days between Thu, Oct 23 and Fri, Oct 31.
- A gala event (ticketed) will close out this special collaboration the evening October 31st.

Think of a haunted theatre like a haunted house—but with a dramatic twist! Instead of walking through a spooky old mansion or dark maze, you're entering a theatrical experience filled with chilling sets, eerie lighting, creepy characters, and spine-tingling stories—all staged inside the Chatfield Center for the Arts. Haunted Theatre: The Art of Darkness blends live performance with the thrills of a haunted house—making it perfect for Halloween fans and thrill-seekers who love a good scare with a dramatic flair!

Fall Season Line Up in George H. Potter Auditorium:

1. The Young and the Rest...A tribute to Neil Young and others
2. Backstage Nashville featuring Heidi Newfield, Aaron Raitiere, and friends
3. The Looney Lutherans
4. Deuces Wild: Dueling Pianos
5. Mitchell Hall and the Tennessee Trio
6. What's Goin' On? Songs From the Vietnam War Era
7. Haunted Theatre: The Art of Darkness the final act
8. Ringer Star with the Lost Faculties...A tribute to Ringo Starr
9. Backstage Nashville; Line up TBA

10. Reverend Raven and the Chain-Smokin' Altar Boys featuring Westside Andy
11. Trailer Trash's Trashy Little Xmas Show
12. A Bluegrass Christmas with Monroe Crossing
13. Nutcracker Ballet presented by the Continental Ballet Company

Chosen Bean Series:

1. Trevor McSpadden October 4 7pm
2. Philip Daniel November 7 7pm
3. Don Rodriguez November 15 7pm
4. True North Dec 13 7pm

Our goal, as is yours, is to ensure a safe, comfortable, and up-to-date environment for everyone in and around the Chatfield Center for the Arts.



ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: Chatfield Alliance Report

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Review of Monthly Report

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

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[9.2025 Alliance EDA Report.docx.pdf](#)

EDA Meeting Report 9.2025

Activities Report:

- Community Events
 - August 21-
 - Chatfield Alliance will be the food vendor at the market serving hot dogs, brats, chips, water and goodies from the market vendors (Civil Sass Beef & Moenning Farms-Pork Products)
 - Music by Jeff Reinartz
 - Great turnout of people, giving out over 200 meals
- Fall-Apalooza in collaboration with Family Fun Ag Day
 - Saturday, October 4
 - 11:00-1:00pm on Fourth Street/ Twiford and City Park
- Trailers @ Magnum Parking Lot
 - Sips & Sugar
 - September 12, 19 & 26
- Ribbon Cutting
 - Bookaneer
 - Post had over 220 likes and 25 shares
- Business Opening
 - Peddle Tea & Coffee- September 22, 2025
- Grant
 - Updating Banners for town
- Choose Chatfield Facebook page
 - Over 2.2K Members
 - 33,086 views from 9/2-9/15
 - Becoming more of city awareness & promoting Chatfield, ranging from events, to city projects and events in the surrounding areas.

3RD ANNUAL

FALL-APALOOZA

SATURDAY, OCTOBER 4

GROWERS & MAKERS MARKET

PUMPKIN TIC-TAC-TOE

FILLMORE COUNTY DAIRY TRUCK-ICE CREAM

FALL PHOTO SPOTS

ALONG WITH....

FFA FAMILY FUN DAY 11-1 PM

FOR MORE DETAILS FOLLOW US @  CHOOSE CHATFIELD, MN

Barrel Train Rides

Horse Drawn Wagon Rides
By : To Be Determined



Equipment Display
from Hammell Equipment



You're Invited to our 15th Annual Family Fun Ag Day

Saturday October 4, 2025

Little Farmhands
Interactive Exhibit

11am-1pm

Make and Take
Activities

Chatfield City Park



Interact with
animals



**REMEMBER
WE HAVE MOVED
FIND US IN THE PARK!**



Ride the
Pedal Tractors

Taste what local producers
are raising - Honey, Apples
and MORE!



ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: Transfer TIF District from Cabin Coffee to Peddle Coffee & Tea.

Subject | Summary:

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion: Motion to approve transfer of TIF District.

Community Engagement and Outreach:

FISCAL IMPACT:

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ECONOMIC DEVELOPMENT AUTHORITY MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: EDA Gala

Subject | Summary: When? Where? Do we invite legislatures for in person or via zoom?

Agenda Category:

Submitted By: Alison Bentley

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

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