Chatfield MINNESOTA
"THE CHOSEN VALLEY"

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE
AGENDA
City Council Chambers, 21 SE Second Street, Chatfield, MN 55923
January 13, 2025, 4:30 P.M.

A. Minutes

1. December 9, 2024 Meeting Minutes
   Review the meeting minutes.

B. Financial Report

1. December 2024 Financial Report
   Review the report as presented.

C. Continued Business

1. 2017A GO Tax Abatement (Enterprise Drive) Note Pay Off
   Provide recommendation to the City Council to approve the pay off of 2017A GO Tax Abatement note effective February 1,2025

D. New Business

1. Pay Equity Reporting
   Provide recommendation for Council to approve submittal of the report as presented.
2. Fire and Ambulance Rural Contracts for 2025-2027
   Review proposed contracts, provide recommendation for Council to approve 2025-2027 Contracts.
3. Utility Base Charge Concern
   Consider Request from Resident
4. Staff Resignation - Elder
   Consider recommendation to City Council to approve the resignation.

Chatfield MINNESOTA THE CHOSEN VALLEY

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: January 13, 2025

Agenda Item: December 9, 2024 Meeting Minutes

Subject | Summary: Meeting Minutes for review.

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

Recommended Motion: Review the meeting minutes.

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:

2024.12.09 Personnel-Budget Notes.pdf

Chatfield MINNESOTA
"THE CHOSEN VALLEY"

Personnel-Budget Committee Meeting Notes **December 9, 2024**

Members Present: Councilors Mike Urban and Paul Novotny
Members Absent: None
Others Present: Kay Wangen and Michele Peterson.

A. Minutes

1. Minutes of the November 12, 2024 meeting: Members reviewed the minutes, and accepted them as presented.

B. Financial Report

1. November Monthly Financial Report: Members reviewed the monthly report, no concerns were noted.

C. Continued Business

1. Early Retirement Incentive Policy: Members reviewed the draft policy. Discussion was had regarding the two options, insurance or a monthly cash payment. Members requested additional time to consider, discussion will be continued.
2. 2025 Levy – Truth in Taxation Presentation: Members reviewed the final levy amounts for 2025, with a 5.8% increase over 2024 figures. Members approved of the final budget figures; information will be presented to council for approval.

D. New Business

1. Windows 10 to Windows 11 Operating System Migration, 3 Workstations, 2 Monitors: Members recommended taking the discussion to Council for approval as the cost for the equipment was not included in the 2024 budget. Quote includes migration of the operating system for existing workstations, 3 new workstations, and 2 new monitors.
2. Part-time Officer: Members requested the discussion go before Council with the recommendation of approving the hire pending positive review and background checks.

Chatfield MINNESOTA THE CHOSEN VALLEY

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: January 13, 2025

Agenda Item: December 2024 Financial Report

Subject | Summary:

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

Recommended Motion: Review the report 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:

Monthly Finance Report.2024 1231.pdf

FINANCE DEPARTMENT
Chatfield MINNESOTA
"THE CHOSEN VALLEY"
21 Second Street SE | Chatfield, MN 55923 | 507-867-3810 | www.ci.chatfield.mn.us

Monthly Finance Report

Banyon Fund Balance	Description	Dec-24	Dec-24	Dec-24 Beg Balance	Dec-24 Debit (+)	Dec-24 Credit (-)	Dec-24 End Balance	Dec-24 Notes	Dec-24
100	100 GENERAL FUND			$ 655,709.10	$ 1,374,308.77	$ 379,278.92	$ 1,650,738.95	53% | YE 40-60% NY Tax Rev	
211	211 LIBRARY			$ 189,753.80	$ 52,931.64	$ 138,819.38	$ 103,866.06	31% | YE 20-40% NY bdgtd rev.	
212	212 LIBRARY ENDOWMENT FUND			$ 191,192.71	$ 110,750.00	$ -	$ 301,942.71		
220	220 FIRE - OPERATIONS FUND			$ 115,686.57	$ 20,825.42	$ 91,109.69	$ 45,402.30	30% | YE 20-40% NY bdgtd rev.	
221	221 FIRE - CAPITAL FUND			$ 790,391.35	$ 97,202.67	$ 12,282.43	$ 875,311.59		
230	230 AMBULANCE - OPERATIONS FUND			$ 96,975.77	$ 137,011.54	$ 48,399.86	$ 185,587.45	41% | YE 20-40% NY bdgtd rev|Inclds Emgncy Aid	
231	231 AMBULANCE - CAPITAL FUND			$ 14,518.89	$ 12,686.02	$ 2,607.40	$ 24,597.51		
240	240 EDA - OPERATIONS			$ 15,332.54	$ 20,408.78	$ 378.75	$ 35,362.57	35% | YE 20-40% NY bdgtd rev.	
242	242 EDA - CPTL | 358 DG OFFSET			$ 379,874.33	$ 2,131.56	$ -	$ 382,005.89		
250	250 CCA - OPERATIONS FUND			$ 83,023.33	$ 24,789.02	$ 68,969.00	$ 38,843.35	50% | YE 20-40% NY bdgtd rev.	
251	251 CCA - CAPITAL FUND			$ 31,654.95	$ 62,794.52	$ -	$ 94,449.47		
323	323 2023A GR&PR |623wtrDS| 1MoRsv			$ 103,067.02	$ 94,609.56	$ -	$ 197,676.58	$188,000 Pmnt 2/1 | EOY Sttmnt + $220,000CF	
332	332 2012A-WATER TOWER GO REF 200			$ 152,828.05	$ 21,402.31	$ -	$ 174,230.36		
334	334 2014A STREET/UTILITY RECONST			$ 184,449.42	$ 27,472.36	$ -	$ 211,921.78		
335	335 2016A REF10A&11A|20%GF|1MoR			$ 451,299.99	$ 672,426.42	$ 500,000.00	$ 623,726.41		
336	336 2016B (WTR) 425K GO REV|337SW			$ 45,175.97	$ 12,515.38	$ -	$ 57,691.35		
338	338 2017A (GF)457K GO TX ABT (IND)			$ 168,817.46	$ 104,952.74	$ 100,000.00	$ 173,770.20		
339	339 2017B (WTR) GO UTIL REV (IND)			$ 7,566.17	$ 7,556.48	$ -	$ 15,122.65		
340	340 2018A GO POOL BOND			$ 209,531.86	$ 443,823.32	$ 300,000.00	$ 353,355.18		
342	342 2019A GO TAX ABTMNT. ST LIGHT			$ 47,921.31	$ 17,368.24	$ -	$ 65,289.55		
343	343 2022A StrmGF 18% (wtr82%331)			$ 64,628.80	$ 26,236.70	$ -	$ 90,865.50		
344	344 2022B TXGO CIP PWFAC			$ 30,963.64	$ 173.74	$ -	$ 31,137.38		
355	355 TIF DIST 2-7 GJERE ADDITION			$ (1,504.70)	$ -	$ 8.07	$ (1,512.77)		
356	356 TIF DIST 3-6 GRNDST APT RDV			$ 128.93	$ 0.72	$ -	$ 129.65		
358	358 TIF DIST 2-5 FAMILY DLLR | 242			$ (304,553.90)	$ 8,408.99	$ 1,692.81	$ (297,837.72)		
359	359 TIF DIST 2-6 CABIN COFFEE REDE			$ 45.46	$ 6,555.64	$ 6,555.01	$ 46.09		
360	360 REV LOAN FUND - FED/ORIG			$ 148,255.12	$ 2,921.37	$ -	$ 151,176.49		
361	361 REV LOAN FUND - STATE			$ 91,804.44	$ 442.76	$ -	$ 92,247.20		
423	423 2023A PRSPCT&GRAND ST PROJ			$ 220,707.76	$ 1,417.78	$ -	$ 222,125.54	Complete 01/2025 Xfer to 323	
443	443 2022A StrmGF 18% (wtr82%403)			$ 106,087.88	$ 582.51	$ 53,653.56	$ 53,016.83		
601	601 WATER FUND			$ (22,065.57)	$ 192,970.82	$ 93,051.75	$ 77,853.50	15% | YE 20-40% bdgtd rev	$150,000 IFL frm 602 12/2024
602	602 SEWER FUND			$ 458,662.72	$ 113,282.75	$ 334,499.18	$ 237,446.29	23% | YE 20-40% NY bdgtd rev	
603	603 REFUSE (GARBAGE) FUND			$ 36,789.31	$ 28,719.58	$ 28,599.08	$ 36,909.81		
614	614 CABLE ACCESS - OPERATIONS FUN			$ 76,089.48	$ 4,324.71	$ 8,158.23	$ 72,255.96	152% | YE 20-40% NY bdgtd rev.	
615	615 CABLE ACCESS - CAPITAL FUND			$ 13,206.93	$ 1,576.91	$ -	$ 14,783.84		
622	622 SEWER - NO FAULT BACK			$ 17,219.26	$ 250.00	$ 17,469.26	$ -	Close Transfer to 612	
801	801 CAPITAL GOODS FUND			$ 1,222,288.29	$ 134,339.44	$ 43,489.73	$ 1,313,138.00		
803	803 ATV TRAIL			$ -	$ -	$ -	$ -		
805	805 SE MN TMO			$ -	$ -	$ -	$ -		
806	806 SE MN TMO-II			$ (37,058.73)	$ 59,514.42	$ 17,455.69	$ 5,000.00	806 Added 04/2024	
900	900 MEMO FUND			$ 26,056.35	$ 10,180.11	$ 36,236.46	$ -		
910	910 PAYROLL PASSTHROUGH			$ (17,127.10)	$ 95,532.65	$ 95,574.41	$ (17,168.86)		
TOTAL	Combined Banyon Monthly Fund Balance			$ 6,065,394.96	$ 4,005,398.35	$ 2,378,288.67	$ 7,692,504.64		

General Fund
YE FndCshBlncRvwKey
- FndBlnc in Range 40-60%
- SlightVrnce <=10% (30-39% | 61-70%)
- SgnfcntVrnce > 10% (<30%|>70%)

SpecialRev|Ent
YEFndCshBlncRvwKey
- FndBlnc in Range 20-40%
- SlightVrnce <=10% (10-19% | 41-50%)
- SgnfcntVrnce > 10% (<10%|>50%)

Cash & Money Fund Accts	Description	APR/Y		BB | OrigVl	(+)	(-)	End Bal	Cash & Money Fund Accts		Int%	CurValue
10200	Petty Cash			$ 150.00			$ 150.00	Petty Cash			$ 150.00
10100 | 4100078	RRSB CB STMNT BLNC	2.02%	APY Yield Earned	$ 2,021,056.31	$ 2,018,231.11	$ 1,354,185.92	$ 2,685,101.50	RRSB CB STMNT BLNC	APY Yield Earned %	2.02%	$ 2,685,101.50
10101 | 4000008	F&M MM	2.17%	APY Yield Earned	$ 513,862.13	$ 938.33		$ 514,800.46	F&M MM	APY Yield Earned %	2.17%	$ 514,800.46
10102 | 76T-154947	Northland MM	4.39%	30 Day Yield	$ 349,505.52	$ 1,926.39		$ 351,431.91	Northland MM	30 Day Yield	4.39%	$ 351,431.91
10104 |35529-101	4M Portfolio	4.47%	7 Day Yield	$ 203,016.78	$ 902,990.10		$ 1,106,006.88	4M Portfolio	7 Day Yield	4.47%	$ 1,106,006.88
TOTAL	Total Cash & Money Fund Accts				$ 2,924,085.93	$ 1,354,185.92		Total Cash & Money Fund Accts			$ 4,657,340.75

CD's | Bonds #	Description	MtrtyDate	Est Yld	Maturity Date	BB | OrigVl	(+)	(-)	End Bal	CD's | Bonds #	BB | OrigVl	Market Value	Est Yld	EstVlueBsdonFullMtrty
10402 | 075663-TM-6	BECKER MN WW - Mtrd Feb 2024				$ -			$ -	Mtrd Feb 2024	$ -			
10402 | 843879-DC-8	SOUTHERN STS BK - Mtrd Jun 2024				$ -			$ -	Mtrd Jun 2024	$ -			
10402 | 02589A-BM-3	AMRCN EXP NATL BK - 36Mo	3/3/2025	1.80%	3/3/2025	$ 96,000.00			$ 96,000.00	10402 | 02589A-BM-3	$ 96,000.00	$ 95,590.08	1.80%	$ 101,022
10402 | 856285-TQ-4	STATE BK INDIA NEW - 60Mo	5/28/2025	1.10%	5/28/2025	$ 242,000.00			$ 242,000.00	10402 | 856285-TQ-4	$ 242,000.00	$ 238,948.38	1.10%	$ 254,615
10402 | 33847E-3L-9	FLAGSTAR BK FSB TROY - 60Mo	5/29/2025	0.80%	5/29/2025	$ 104,000.00			$ 104,000.00	10402 | 33847E-3L-9	$ 104,000.00	$ 102,555.44	0.80%	$ 107,891
10401 | 702091	F&M CD 60Mo	6/8/2025	1.21%	6/8/2025	$ 50,000.00			$ 50,000.00	10401 | 702091	$ 50,000.00	$ 52,772.55	1.21%	$ 52,837
10400 | 35668	CD 35668 - 60MO	6/9/2025	1.12%	6/9/2025	$ 50,000.00			$ 50,000.00	10400 | 35668	$ 50,000.00	$ 52,753.01	1.12%	$ 52,620
10400 | 35671	CD 35671 -60MO	6/30/2025	1.64%	6/30/2025	$ 425,000.00			$ 425,000.00	10400 | 35671	$ 425,000.00	$ 457,581.47	1.64%	$ 457,547
10400 | 35954	LIBRARY 14Mo	9/8/2025	3.92%	9/8/2025	$ 174,286.88			$ 174,286.88	10400 | 35954	$ 174,286.88	$ 184,276.77	3.92%	$ 177,558
10402 | 73319F-AS-8	PPPY BK SNTA RSA - 66Mo	9/19/2025	1.10%	9/19/2025	$ 200,000.00			$ 200,000.00	10402 | 73319F-AS-8	$ 200,000.00	$ 195,700.00	1.10%	$ 210,807
10401 | 702108	F&M CD 60Mo	10/21/2025	1.00%	10/21/2025	$ 130,000.00			$ 130,000.00	10401 | 702108	$ 130,000.00	$ 135,302.35	1.00%	$ 135,567
10401 | 702127	F&M CD 60Mo	3/3/2026	0.75%	3/3/2026	$ 250,000.00			$ 250,000.00	10401 | 702127	$ 250,000.00	$ 257,136.16	0.75%	$ 257,285
10401 | 702128	F&M CD 60Mo	3/3/2026	0.75%	3/3/2026	$ 250,000.00			$ 250,000.00	10401 | 702128	$ 250,000.00	$ 257,136.16	0.75%	$ 257,285
10402 | 300185-LM-5	EVGRN BK GRP OAK BOOK IL - 42Mo	7/27/2026	3.85%	7/27/2026	$ 140,000.00			$ 140,000.00	10402 | 300185-LM-5	$ 140,000.00	$ 139,540.80	3.85%	$ 150,731
10402 | 564759-RS-9	MNFCTRS&TRDRS CO - 48Mo	1/20/2027	4.00%	1/20/2027	$ 245,000.00			$ 245,000.00	10402 | 564759-RS-9	$ 245,000.00	$ 244,828.50	4.00%	$ 264,751
10402 | T-FN-2 NLD	CPTL ONE BK USA NTL - 60Mo	4/20/2027	2.80%	4/20/2027	$ 100,000.00			$ 100,000.00	10402 | T-FN-2 NLD	$ 100,000.00	$ 97,344.00	2.80%	$ 107,884
10402 | 61768E-JR-5	MRGN STNLY PRVT BK NATL ASSN - 60Mo	5/19/2027	3.25%	5/19/2027	$ 113,000.00			$ 113,000.00	10402 | 61768E-JR-5	$ 113,000.00	$ 111,055.27	3.25%	$ 123,017
10402 | 254673L38	DSCVR BK GRNWD - 60Mo	7/6/2027	3.40%	7/6/2027	$ 100,000.00			$ 100,000.00	10402 | 254673L38	$ 100,000.00	$ 98,524.00	3.40%	$ 108,805
10402 | 3130ASN96	APY FDRL HM LN BKS - 84 Mo	7/27/2029	4.20%	7/27/2029	$ 200,000.00			$ 200,000.00	10402 | 3130ASN96	$ 200,000.00	$ 196,374.00	4.20%	$ 221,449
10402 | 3130ATGQ4	FDRL HM LN BKS - 84Mo	10/12/2029	5.30%	10/12/2029	$ 245,000.00			$ 245,000.00	10402 | 3130ATGQ4	$ 245,000.00	$ 244,862.80	5.30%	$ 275,497
10107 | 819243	SE MN TMO				$ -			$ -	CDs | Bonds |	$ 3,114,286.88	$ 3,162,281.74	CDs | Bonds CV	$ 3,317,168.39
-	INST & INVSTMNT TTLS				$ 6,201,877.62	$ 2,924,085.93	$ 1,354,185.92	$ 7,771,777.63	Bnyn Cmbnd BankRec EB		$ -		

Monthly Reconciliation

		Beg	(+)	(-)	End Bal
DEPOSITS IN TRANSIT (BEG.) +bb/+ex		$ -		$ -	0.00
DEPOSITS IN TRANSIT (END.) +rev/+eb		$ -	$ -		0.00
OUTSTANDING CHECKS (BEG) -bb/-ex		-136,482.66		$ (136,482.66)	0.00
OUTSTANDING CHECKS (END) +ex/-eb				$ 79,272.99	-79,272.99
TOTALS		6,065,394.96	2,924,085.93	1,296,976.25	7,692,504.64
OUT OF BALANCE AMOUNT		-	$ 1,081,312.42	$ 1,081,312.42	$ -
ACTUAL CHECKING BALANCE		-	Guideline 40-60% 1/2 Bdgtd Exp		$ 2,605,828.51

7,692,504.64

Less CF In Range @ 58%

CD|BONDS MV Summary	Original $	Market Value	MV + (-)	EstCurValue | BsdOnFullMtrty
RRSB-10400	$ 649,286.88	$ 694,611.25	$ 45,324.37	$ 687,724.52
F&M 10401	$ 680,000.00	$ 702,347.22	$ 22,347.22	$ 702,975.04
Northland 10402	$ 1,785,000.00	$ 1,765,323.27	$ (19,676.73)	$ 1,926,468.82
TOTAL MV INVSTMNTS	$ 3,114,286.88	$ 3,162,281.74	$ 47,994.86	$ 3,317,168.39
			TTLHldngsCrntVl	$ 7,974,509.14

CndtnlFrmt Key:
- CB Balance in Range 40-60%
- CB Balance High >60%
- CB Balance Low <40%

Prj# Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	
801CD 42500	Civil Defense 39226	$ 31,063.59	$ 500.00	$ 31,563.59	$ -	EOY TO 801SEQ
801CHP 43100	Chip Sealing 39214	$ 68,545.80	$ 11,690.00		$ 80,235.80	
801CLK 41500	Clerk *use $7,000 for MN DOT Prprty	$ 31,095.96	$ 4,604.57	$ 2,954.81	$ 32,745.72	
801CMP 41910	Comprehensive Plan	$ 13,019.07	$ 71.79		$ 13,090.86	
801EnD 41100	*Enterprise Drive -39101 (Sale Fxd Asst -500 Rebate Payout-810)*	$ 58,952.79	$ 325.07		$ 59,277.86	Berm Mulch
801HRT 46323	Heritage 39201 (Haven Wall Funding)	$ 18,430.31	$ 855.76		$ 19,286.07	
801HS 41200	Historical Society R 34030 |frm 100-41200-450	$ 28,163.43	$ 381.54		$ 28,544.97	
801HT4 43100	Hilltop 4th Escrw | R 32214 | E 310	$ (992.25)	$ -	$ 5.47	$ (997.72)	
801IT 49950	IT Shared Tech 39204 | 435 500 (Server / Comp / Licenses)	$ 7,512.22	$ 6,100.15		$ 13,612.37	10/2024-10/2027 Meraki Lcns
801MB 41940	Municipal Building 39220 (Inc SNR CTZNS RES 2023-22)	$ 116,352.31	$ 8,044.21	$ 2,363.93	$ 122,032.59	
801OVR 43100	Overlay 39215 (Incl Small Cities Assist - Should go to 338 2017A)	$ 78,046.83	$ 7,971.72		$ 86,018.55	
801PD 42110	Police 39206 Vehicls & Cmptr Equip / Sftwr	$ 221,175.58	$ 10,460.75	$ 597.00	$ 231,039.33	
801PF 46630	Parade Float | Tourism 39201	$ 21,916.54	$ 648.75		$ 22,565.29	
801PRK 45200	Park Imp & Ded. Fees 39219 | 37252 | 500 (inc BND Shll & MC Light & Park	$ 82,492.52	$ 12,101.43	$ 877.43	$ 93,716.52	
801SEQ 43100	Street Equip 39221 | 550 / Signs 240 | 39260 / Trees 411	$ 211,087.34	$ 53,161.61	$ 199.00	$ 264,049.95	EOY ADD 801CD
801SP 45124	Swimming Pool 39201 | 500	$ 110,853.36	$ 1,238.61	$ 199.00	$ 111,892.97	
801SS 43100	Storm Sewer 39227 | 408 763 765	$ 5,195.79	$ 9,052.20	$ 4,729.50	$ 9,518.49	
801SWK 43100	SDWLK 39213 SIDEWALK | CROSSWALK	$ 24,367.48	$ 6,607.36		$ 30,974.84	
801UND 41100	Legislative Undesignated | 39201 | 500	$ 94,330.64	$ 520.15		$ 94,850.79	
ESCRW 43100	Amco 1st&2nd HT 1st2nd3rd Escrow R 32214 | E 310	$ -			$ -	
PDBRDG 45200	Pedestrian Bridge 45200)	$ 678.96	$ 3.74		$ 682.70	
801 CAPITAL GOODS FUND		$ 1,222,288.27	$ 134,339.41	$ 43,489.73	$ 1,313,137.95	$ 1,313,138.00

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Chatfield MINNESOTA THE CHOSEN VALLEY

Meeting Date: January 13, 2025

Agenda Item: 2017A GO Tax Abatement (Enterprise Drive) Note Pay Off

Subject | Summary: This is the GO Tax Abatement Note for Enterprise Drive. The debt is paid with levy, small city aid, and Enterprise Drive Lot sales. The fund balance was sufficient enough that this bond was not included in the 2024 or 2025 levy. To align with the our goal of providing a consistent tax rate, the recommendation is to pay this note effective 02/01/2025, which is three years earlier than the scheduled final bond payment.

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Provide recommendation to the City Council to approve the pay off of 2017A GO Tax Abatement note effective February 1,2025

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: $202,850.00

Ongoing Cost : $0

One-Time Cost : $202,850.00

Included in Current Budget?: No principal or interest payment was budgeted for 2025, as the discussions during budgeting sessions were to pay this off in 2024, however the bond pay off schedule allows for pay off annually on February 1st.

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code: 338 2017A - Principal - 338-47000-601 $200,000
338 2017A - Interest - 338-47000-611 $2,850

Background: No principal or interest payment was budgeted for 2025, as the discussions during budgeting sessions were to pay this off in 2024, however the bond pay off schedule allows for pay off annually on February 1st.

Current Debt Service Funds available = $168,835 | Enterprise Drive Rebate Reserve Funds proposed $34,015 (still leaves a Enterprise Drive Reserve Fund Balance of ~$26,000

Attachments:

2017A GO Tax Abatement Note Pay Off.pdf

2024 1217 2017A Bond Pay Off Estimate for Feb 2025 Call.pdf

F&M Community BANK
WE MAKE BANKING EASY!

December 18, 2024

City of Chatfield
Attn: Kay Wangen
21 Second Street SE
Chatfield, MN 55923

RE: City of Chatfield GO Tax Abatement Note Series 2017A

Pay off information provided note is paid on February 1, 2025.

Payment Due: February 1, 2025

Principal	$200,000.00
Interest	$ 2,850.00
Total	$202,850.00

If you have any questions, please email me at jessiem@fmcommunity.com or call me at 507-944-6014.

Jessie Mulford

Jessie Mulford
F & M Community Bank
Accounting Department
1820 W Frontage Rd, Hwy 52 NW
Rochester, MN 55901

Finance Monthly: Policy Checks|Task List & Things To Remember | Track Work Pap			2024 12v1
		Transaction Month:	Dec-24
Parking Lot | Topics to Track | On the Radar | Parking Lot			
2017A (338) Bond Pay Off Est (Call 2025.02 - Payment Dates Only - 2.85% FM) ~Levy $			
Notes:	*GO Tax Abatement Note for Industrial Drive. Debt to be paid with Stormwater Funds (=Levy) and Small City Aid (Tax Levy if Small City Aid is not available). Enterprise Drive Lot Sales also benefit this Debt Service (funds in 801 Rebate Program Reserve)* **Not included in 2024 or 2025 Levy*		
2017A Call 2025.02	Estimated Cost to Call - February 2025	Feb-25	$ (202,850.00)
2017A Call 2025.02	Cash Available Fund 338 2017A Debt Service		$ 168,835.46
2017A Call 2025.02	Est 12/2024 Additional funds from MMB-Small City Aid		
2017A Call 2025.02	Est 12/2024 Quarterly Interest Earnings		$ 750.00
2017A Call 2025.02	**Est Cash (Short) | Over+**		**$ (33,264.54)**
Additional Note:	**Funds in 801 Enterprise Drive Rebate Program Reserve Fund (Expires 08/2025)**		**$ 59,000.00**
	Enterprise Drive Rebate Program Reserve Funds Proposed to Pay off 2017A		**$ (33,264.54)**
	Enterprise Drive Rebate Program Reserve Funds Balance after 2017A Pay off		**$ 25,735.46**
	Future Enterprise Drive Reserve Fund Balance Projection (as of 10/15/2024)		
	7 Lots Available for Sale		$ 570,405.29
	7% Realtor Commission		$ (39,928.37)
	Max Rebate Holdings $40,000 / lot x 7		$ (280,000.00)
	Potential Lot Sale Revenue Projection (7 Lots)		**$ 250,476.92**
2017A Call 2025.02			
2017A Call 2025.02	Future Interest Payments Savings - +	2025	$ 2,166.00
2017A Call 2025.02	Future Interest Payments Savings - +	2026	$ 3,634.00
2017A Call 2025.02	Future Interest Payments Savings - +	2027	$ 2,209.00
2017A Call 2025.02	Estimated Fund Balance Interest Earnings Passing on if Used @ 4.35%		$ (7,395.00)
2017A Call 2025.02	**Net Interest (Lost) | Savings+**		**$ 614.00**

MINNESOTA
THE CHOSEN VALLEY

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: January 13, 2025

Agenda Item: Pay Equity Reporting

Subject | Summary: Review of the completed Pay Equity Report for submittal.

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

Recommended Motion: Provide recommendation for Council to approve submittal of the report 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: Every three years the City is required to submit the Pay Equity Report to the State of Minnesota, Department of Management and Budget. Included in the reporting is the job title, job points, job type, and salary range. Job points are determined using the City's previously adopted scale. The Statistical Analysis test shows an underpayment ratio of 125, anything 80 and above is passing. Additionally, the Salary Range test shows a score of 100, with results of 0 or 80 and above considered passing.
Therefore based on the results of the tests run on the report as submitted the City is compliant. The City Council will need to formally approve the report before the report can be submitted.

Attachments:

Pay Equity Report.pdf

MANAGEMENT AND BUDGET

Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance with pay equity law. For more information about compliance tests, refer to the Guide to Understanding Pay Equity Compliance.

1. **Completeness and Accuracy Test** - Report is submitted on time, data is correct, and required information has been provided

2. **Statistical or Alternative Test**- Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report.

3. **Salary Range Test** - Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined).

4. **Exceptional Service Pay Test** - Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction).

T-Test

1. Locate Degrees of Freedom on the Compliance Report.

Compliance Report

Jurisdiction: Stageville Theater First Step to Broadway!
215 Broadway
Stageville MN 55155

Report Year: 2014
Case: 2 - 2014 Data (In Compliance)

Contact: P. E. Coord Phone: (651) 259-3623 E-Mail: pay.equity@state.mn.us

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 150.00 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	3	1
c. TOTAL	8	4
d. % Below Predicted Pay (b divided by c = d)	37.50	25.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 16 Value of T = -3.843

a. Avg. diff. in pay from predicted pay for male jobs = $2

b. Avg. diff. in pay from predicted pay for female jobs = $111

2. Cross-reference the T-Test Table to determine the Value of t .If the Value of T on the compliance report is less than or equal to the Value of t on the T-Test Table, the report passes the statistical analysis test, provided there are at least six male classes and one salary range.

T-Test Table
(5% Significance)

DF	Value of t	DF	Value of t	DF	Value of t
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	**16**	**1.746**	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645

MANAGEMENT AND BUDGET

Minnesota Pay Equity Management System - Chatfield(25-No Submission)

Home **Utilities** **Go To** **Log Out**

Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Chatfield
21 SE Second Street
Chatfield

Jurisdiction Type: CITY - City

Contact:

Name	Title	Phone	Email
Michele Peterson		507-867-3810	mpeterson@ci.chatfield.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.
The system used was:
Consultant's System (specify)

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here:(*less than 240 characters)

The job evaluation system is the same that has been used in previous years, with the addition of one new position.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and
There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:
City Hall 210 Second Street SE, Chatfield, MN 5592
(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:
Chatfield City Council
(governing body) (*less than 60 characters)
John McBroom
(chief elected official)(*less than 60 characters)
Mayor
(title) (*less than 60 characters)

☑ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

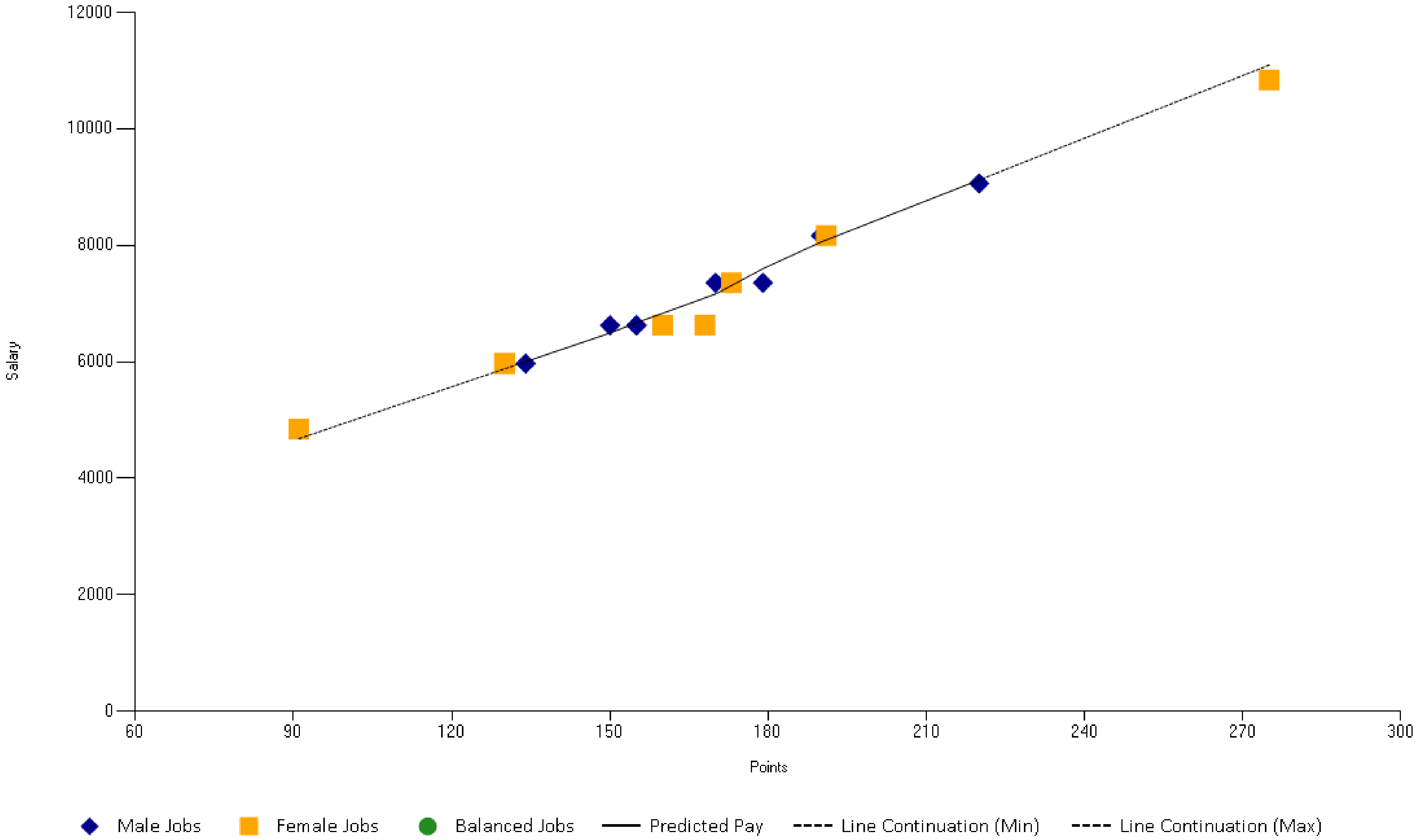
Part C: Total Payroll

$1,770,640 is the annual payroll for the calendar year just ended December 31.

Save Changes Sign & Submit Return to Test Results

Predicted Pay Report for: Chatfield

Case: 2024 Data



Predicted Pay Report for: Chatfield

Case: 2024 Data

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
19	Assistant Deputy Clerk	0	1			Female	91	4845.0000	4680.1952	164.8048
20	Assistant Ambulance Director	0	1			Female	130	5970.0000	5878.9593	91.0407
17	Assistant Library Director	0	1			Female	130	5970.0000	5878.9593	91.0407
18	Senior Maintenance Worker	1	0			Male	134	5970.0000	6001.6920	-31.6920
23	Assistant Wastewater Operator	1	0			Male	150	6627.0000	6493.7537	133.2463
4	Water Superintendent	1	0			Male	155	6627.0000	6671.2159	-44.2159
7	Patrol Officer	4	0			Male	155	6627.0000	6671.2159	-44.2159
22	Community Development Director	0	1			Female	160	6627.0000	6881.6537	-254.6537
8	Library Director	0	1			Female	168	6627.0000	7095.3465	-468.3465
10	Wastewater Superintendent	1	0			Male	170	7357.0000	7163.8893	193.1107
15	City Clerk	0	1			Female	173	7357.0000	7358.1771	-1.1771
11	Ambulance Director	1	0			Male	179	7357.0000	7599.0771	-242.0771
12	Public Works Director	1	0			Male	190	8166.0000	8056.9874	109.0126
13	Finance & IT Director	0	1			Female	191	8166.0000	8098.7549	67.2451
14	Police Chief	1	0			Male	220	9064.0000	9122.5944	-58.5944
21	City Administrator	0	1			Female	275	10842.0000	11096.6915	-254.6915

Job Number Count: 16

Compliance Report

Jurisdiction:	Chatfield 21 SE Second Street Chatfield, MN 55923	Report Year:	2025
		Case:	1 - 2024 Data (Private (Jur Only))

Contact: Michele Peterson   Phone: (507) 867-3810   E-Mail: mpeterson@ci.chatfield.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	8	8	0	16
# Employees	11	8	0	19
Avg. Max Monthly Pay per employee	7061.45	7050.50		7056.84

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 125 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	4
b. # Below Predicted Pay	5	4
c. TOTAL	8	8
d. % Below Predicted Pay (b divided by c = d)	62.50	50.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 17   Value of T = 0.754

a. Avg. diff. in pay from predicted pay for male jobs = -11

b. Avg. diff. in pay from predicted pay for female jobs = -71

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 9.00

B. Avg. # of years to max salary for female jobs = 9.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 *

B. % of female classes receiving ESP = 0.00

*(If 20% or less, test result will be 0.00)

Chatfield MINNESOTA THE CHOSEN VALLEY

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: January 13, 2025

Agenda Item: Fire and Ambulance Rural Contracts for 2025-2027

Subject | Summary: 2025-2027 Rural Contracts for Fire and Ambulance

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

Recommended Motion: Review proposed contracts, provide recommendation for Council to approve 2025-2027 Contracts.

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: At the February 21, 2024 Rural Board meeting for Fire and Ambulance it was determined to move away from the annual meetings. In place contracts will be written for a three year term. Therefore, the next meeting of the Rural Board will be the third Wednesday of February, 2027.
Both Fire and Ambulance include annual increases of 3% from 2024 to 2027. Population data has been updated for 2025, additional years will be updated as available. Along with the Contracts, a letter and information sheet will be included sharing departmental information for the most recent year.

Attachments:

TOWN POP EST for use in 2025-2027.pdf

Chatfield MINNESOTA "THE CHOSEN VALLEY"

2025-2027 Rural Board Information

AMBULANCE

		Budget Year 2024		Budget Year 2025						Budget Year 2026						Budget Year 2027					
COUNTY	TOWNSHIP NAME	2023 PER CAPITA FEE	2023 Fee	2023 EST POP Published 2024	% Served	Served Pop	2025 PER CAPITA FEE	2025 Fee	AMT OF CHANGE	2024 EST POP Published 2025	% Served	Served Pop	2026 PER CAPITA FEE	2026 Fee	AMT OF CHANGE	2025 EST POP Published 2026	% Served	Served Pop	2027 PER CAPITA FEE	2027 Fee	AMT OF CHANGE
Fillmore	Chatfield city (part)	$ 26.00	**$ 48,932.00**	1887	100%	1882	$ 26.78	**$ 50,399.96**	$ 1,468		100%		$ 27.58	**$ -**	$ (50,400)		100%		$ 28.41	**$ -**	$ -
Olmsted	Chatfield city (part)	$ 26.00	**$ 30,368.00**	1118	100%	1168	$ 26.78	**$ 31,279.04**	$ 911		100%		$ 27.58	**$ -**	$ (31,279)		100%		$ 28.41	**$ -**	$ -
			$ 79,300.00					**$ 81,679.00**	$ 2,379					**$ -**	$ (81,679)					**$ -**	$ -
Fillmore	Chatfield township	$ 26.00	**$ 14,092.00**	556	100%	**556**	$ 26.78	**$ 14,889.68**	$ 798		100%	**0**	$ 27.58	**$ -**	$ (14,890)		100%	**0**	$ 28.41	**$ -**	$ -
Olmsted	Elmira township	$ 26.00	**$ 9,386.00**	355	100.0%	**355**	$ 26.78	**$ 9,506.90**	$ 121		100.0%	**0**	$ 27.58	**$ -**	$ (9,507)		100.0%	**0**	$ 28.41	**$ -**	$ -
Fillmore	Fillmore township	$ 26.00	**$ 338.00**	472	2.7%	**13**	$ 26.78	**$ 348.14**	$ 10		2.7%	**0**	$ 27.58	**$ -**	$ (348)		2.7%	**0**	$ 28.41	**$ -**	$ -
Fillmore	Fountain township	$ 26.00	**$ 208.00**	309	2.7%	**8**	$ 26.78	**$ 214.24**	$ 6		2.7%	**0**	$ 27.58	**$ -**	$ (214)		2.7%	**0**	$ 28.41	**$ -**	$ -
Fillmore	Jordan township	$ 26.00	**$ 10,218.00**	389	100.0%	**389**	$ 26.78	**$ 10,417.42**	$ 199		100.0%	**0**	$ 27.58	**$ -**	$ (10,417)		100.0%	**0**	$ 28.41	**$ -**	$ -
Olmsted	Orion township	$ 26.00	**$ 14,508.00**	538	100.0%	**538**	$ 26.78	**$ 14,407.64**	$ (100)		100.0%	**0**	$ 27.58	**$ -**	$ (14,408)		100.0%	**0**	$ 28.41	**$ -**	$ -
Fillmore	Pilot Mound township	$ 26.00	**$ 4,732.00**	397	46.4%	**184**	$ 26.78	**$ 4,927.52**	$ 196		46.4%	**0**	$ 27.58	**$ -**	$ (4,928)		46.4%	**0**	$ 28.41	**$ -**	$ -
Olmsted	Pleasant Grove township	$ 26.00	**$ 2,730.00**	733	13.8%	**101**	$ 26.78	**$ 2,704.78**	$ (25)		13.8%	**0**	$ 27.58	**$ -**	$ (2,705)		13.8%	**0**	$ 28.41	**$ -**	$ -
Fillmore	Sumner township	$ 26.00	**$ 2,756.00**	469	22.2%	**104**	$ 26.78	**$ 2,785.12**	$ 29		22.2%	**0**	$ 27.58	**$ -**	$ (2,785)		22.2%	**0**	$ 28.41	**$ -**	$ -
			$ 138,268.00	**7223**		**5298**		**$ 141,880.44**	$ 5,991	**0**		**0**		**$ -**	########	**0**		**0**		**$ -**	$ -

FIRE

		Budget Year 2024		Budget Year 2025						Budget Year 2026						Budget Year 2027					
COUNTY	TOWNSHIP NAME	2024 PER CAPITA FEE	2024 Fee	2023 EST POP Published 2024	% Served	Served Pop	2025 PER CAPITA FEE	2025 Fee	AMT OF CHANGE	2024 EST POP Published 2025	% Served	Served Pop	2026 PER CAPITA FEE	2026 Fee	AMT OF CHANGE	2025 EST POP Published 2026	% Served	Served Pop	2027 PER CAPITA FEE	2027 Fee	AMT OF CHANGE
Fillmore	Chatfield city (part)	City	$ 70,325.28	na	City matches total of township			**$ 71,530.38**	$ 1,205	na	City matches total of township			$ -	$ (1,205)	na	City matches total of township			$ -	$ 1,205
Olmsted	Chatfield city (part)	matches	$ -	na	contracts.			**$ -**	$ -	na	contracts.			**$ -**	$ -	na	contracts.			**$ -**	$ -
			$ -					**$ -**	$ -					**$ -**	$ -					**$ -**	$ -
Fillmore	Chatfield township	35.04	**$ 13,490.40**	556	71%	**395**	36.09	**$ 14,255.55**	$ 765		71%	**0**	37.17	**$ -**	$ (765)		71%	**0**	38.29	**$ -**	$ 765
Olmsted	Elmira township	35.04	**$ 9,600.96**	355	76.0%	**270**	36.09	**$ 9,744.30**	$ 143		76.0%	**0**	37.17	**$ -**	$ (143)		76.0%	**0**	38.29	**$ -**	$ 143
Fillmore	Fillmore township	35.04	**$ -**	472	0.0%	**0**	36.09	**$ -**	$ -		0.0%	**0**	37.17	**$ -**	$ -		0.0%	**0**	38.29	**$ -**	$ -
Fillmore	Fountain township	35.04	**$ -**	309	0.0%	**0**	36.09	**$ -**	$ -		0.0%	**0**	37.17	**$ -**	$ -		0.0%	**0**	38.29	**$ -**	$ -
Fillmore	Jordan township	35.04	**$ 10,336.80**	389	75.0%	**292**	36.09	**$ 10,538.28**	$ 201		75.0%	**0**	37.17	**$ -**	$ (201)		75.0%	**0**	38.29	**$ -**	$ 201
Olmsted	Orion township	35.04	**$ 19,552.32**	538	100.0%	**538**	36.09	**$ 19,416.42**	$ (136)		100.0%	**0**	37.17	**$ -**	$ 136		100.0%	**0**	38.29	**$ -**	$ (136)
Fillmore	Pilot Mound township	35.04	**$ 4,695.36**	397	34.0%	**135**	36.09	**$ 4,872.15**	$ 177		34.0%	**0**	37.17	**$ -**	$ (177)		34.0%	**0**	38.29	**$ -**	$ 177
Olmsted	Pleasant Grove township	35.04	**$ 6,132.00**	733	23.0%	**169**	36.09	**$ 6,099.21**	$ (33)		23.0%	**0**	37.17	**$ -**	$ 33		23.0%	**0**	38.29	**$ -**	$ (33)
Fillmore	Sumner township	35.04	**$ 6,517.44**	469	39.0%	**183**	36.09	**$ 6,604.47**	$ 87		39.0%	**0**	37.17	**$ -**	$ (87)		39.0%	**0**	38.29	**$ -**	$ 87
			$ 140,650.56	**4218**		**1982**		**$ 143,060.76**	$ 2,410	**0**		**0**		**$ -**	$ (2,410)	**0**		**0**		**$ -**	$ 2,410

*Population Adjusted to reflect the same proportion of residents as section in the service area.

**As of January of current year - https://mn.gov/admin/demography/

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: January 13, 2025

Agenda Item: Utility Base Charge Concern

Subject | Summary: Concern regarding monthly billing of base charges.

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

Recommended Motion: Consider Request from Resident

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: Mr. Stephas reached out to Administration with concerns for base charges being applied to a property, although the property is vacant. He feels that due to the fact that the property is vacant, and therefore the utilities are not being used, that base charges should not be applied.

Attachments:

Sec. 30-46 Payment Schedule and terms.pdf

1a 2023 1113 Personnel-Budget Notes.pdf

Sec. 30-46. - Payment schedule and terms.

The fees and charges made by the city to any person for the use of the city's water supply services, sanitary sewer system and sewage disposal plant shall be due and payable monthly. Billing will be done by the city or its authorized agent on a monthly basis. All bills not paid within 30 days from the date of each monthly billing will incur a monthly service charge in an amount set from time to time by city council resolution.

(Code 1999, § 4.3.4)

Chatfield MINNESOTA
"THE CHOSEN VALLEY"

Personnel-Budget Committee Meeting Notes **November 13, 2023**

Members Present: Councilors Mike Urban and Paul Novotny
Members Absent: None.
Others Present: Brian Burkholder, Kay Wangen, Beth Carlson, Luke Thieke, Shane Fox, and Michele Peterson.

1. **Meeting notes from October 9, 2023**, were reviewed, no additional comments were shared.
2. **Personnel Policy – 2nd Review:** Members reviewed the proposal to combine Vacation and Sick time into Paid Time Off (PTO). In addition, a proposal was brought forward to allow for an annual payout provision, with requirements to utilize a portion of annually accrued PTO in order to be considered. Finally, a proposal to slowly decrease the total number of allowable hours each year was also considered. Members noted a desire to consider changes for one more month prior to forwarding to the Council. A suggestion was made to consider a catastrophic event fund for employees to use as needed, without a cash out value.
3. **Annual Finance Policy Review:** Kay Wangen present the draft version of the annual policy review. Wangen suggested an amendment to the language in the performance standard goal to reflect "stable" interest rates.
4. **Public Safety Aid:** Proposals will be shared with the Public Service Committee, with a recommendation to come forward to the Personnel Budget committee.
5. **Law Enforcement Grade Consideration:** Discussion will be continued as time ran short for the meeting.
6. **2024 Fee Schedule:** Amendments were reviewed for the 2024 schedule. Planning & Zoning will be providing a recommendation for Zoning fees. Therefore, a final version of the proposed schedule will be presented to the Council on December 11, 2023. Base charges were discussed, it was noted that our Code of Ordinances should be followed, providing that each user be charged a base charge monthly regardless of usage. This will ensure that all users are treated fairly and equally.

Chatfield MINNESOTA THE CHOSEN VALLEY

PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: January 13, 2025

Agenda Item: Staff Resignation - Elder

Subject | Summary: Resignation of Julie Elder

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

Recommended Motion: Consider recommendation to City Council to approve the resignation.

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:

Elder Resignation.pdf

1/3/2025

MICHELLE PETERSON

CHATFIELD CITY MANAGER

Dear Michelle.

Please consider this letter my formal resignation from my position as deputy city clerk.

I would like my final day to be June 30th 2025.

It has been a pleasure to work with you and everyone employed at the city.

I am grateful I had this opportunity and will always remember my years here with great fondness.

Thank You So Very Much

Sincerely

Julie