

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE
AGENDA
City Council Chambers, 21 SE Second Street, Chatfield, MN 55923
February 10, 2025, 4:30 P.M.

- A. Minutes
 - 1. [January 13, 2025 Meeting Minutes](#)
- B. Financial Report
 - 1. [January 2025 Finance Report](#)
Review monthly report as presented.
- C. Continued Business
 - 1. [Sale of Equipment - 2010 Ambulance](#)
 - 2. [Weekend/Holiday Rotation Amendment](#)
Consider recommendation from Public Works Director.
- D. New Business
 - 1. [Seasonal Mowing Position](#)
Consider recommendation to the City Council for filling the position for 2025.
 - 2. [Close 2023 Street Construction Project Fund](#)
 - [423 2023A Prospect & Grand Street \\$222,125.54](#)Recommend the closure of construction fund and to prepare a resolution to transfer construction fund balance to the associated debt service fund for completed 2023 street construction project.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: February 10, 2025

Agenda Item: January 13, 2025 Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025.01.13 Personnel-Budget Notes.pdf](#)

Personnel-Budget Committee Meeting Notes**January 13, 2025**

Members Present: Councilor Mike Urban
Members Absent: Councilor Paul Novotny
Others Present: Paul Stephas, Brian Burkholder, Mark Rynearson, Shane Fox, Kay Wangen, and Michele Peterson.

A. Minutes

1. Minutes of the December 9, 2024, meeting: Member Urban reviewed the minutes, and accepted them as presented.

B. Financial Report

1. December Monthly Financial Report: Member Urban reviewed the monthly report, no concerns were noted.

C. Continued Business

1. 2017A GO Tax Abatement (Enterprise Drive) Note Pay Off: Member Urban reviewed the recommendation from staff to pay off the debt earlier, there by saving the city approximately \$614. The payoff is effective February 1, 2025. A recommendation will be forwarded to Council for consideration.

D. New Business

1. Pay Equity Reporting: The Pay Equity Reporting is completed every three years. With the 2024 data inputted, the results show that the City is compliant. A recommendation will be forwarded to the City Council for approval to post and submit the report.
2. Fire and Ambulance rural Contract for 2025-2027: It was noted that the contracts reflect an annual increase of 3% for the agreements. Should additional funding be necessary for either department, an additional request will be submitted to the townships. The agreements will be submitted to the Council for approval prior to issuance of the agreements.
3. Utility Base Charge Concern: Paul Stephas came forward to inquire about base charges being applied to accounts when the properties are vacant. The ordinance was reviewed, noting that base charges are to be applied monthly to all accounts. Administration will verify that only base charges have been applied to the accounts for 500 Summit and 21 6th Street.
4. Staff Resignation – Elder: Julie Elder submitted her resignation, effective June 30, 2025. A recommendation will be forwarded to Council for approval of her resignation. Additional discussion will be had to determine how best to fill the position.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: February 10, 2025

Agenda Item: January 2025 Finance Report

Subject | Summary: Monthly Financial Report

Agenda Category: Finance Report

Submitted By: Michele Peterson

Recommended Motion: Review monthly 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.2025 01.pdf](#)

Monthly Finance Report											
		Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25	Jan-25
100	100 GENERAL FUND			\$ 1,650,738.95	\$ 35,116.68	\$ 259,804.56	\$ 1,426,051.07	46% YE 40-60% NY Tax Rev		General Fund	
211	211 LIBRARY			\$ 103,866.06	\$ 35,598.25	\$ 40,271.25	\$ 99,193.06	30% YE 20-40% NY bdgtd rev.		YE FndCshBlncRvwKey	
212	212 LIBRARY ENDOWMENT FUND			\$ 301,942.71	\$ 1,020.00	\$ -	\$ 302,962.71			FndBlnc in Range 40-60%	
220	220 FIRE - OPERATIONS FUND			\$ 45,402.30	\$ 0.01	\$ 10,788.54	\$ 34,613.77	23% YE 20-40% NY bdgtd rev.		SlightVnce <=10% (10-39% 41-50%)	
221	221 FIRE - CAPITAL FUND			\$ 875,311.59	\$ 385.00	\$ 32.00	\$ 875,664.59			SignifVnce > 10% (<10%)>70%	
230	230 AMBULANCE - OPERATIONS FUND			\$ 185,587.45	\$ 2,151.20	\$ 41,288.69	\$ 146,449.96	41% YE 20-40% NY bdgtd rev Incls Emrgncy Aid			
231	231 AMBULANCE - CAPITAL FUND			\$ 24,597.51	\$ 225.00	\$ -	\$ 24,822.51				
240	240 EDA - OPERATIONS			\$ 35,362.57	\$ -	\$ 7,373.39	\$ 27,989.18	27% YE 20-40% NY bdgtd rev.			
242	242 EDA - CPTL 358 DG OFFSET			\$ 382,005.89	\$ -	\$ -	\$ 382,005.89				
250	250 CCA - OPERATIONS FUND			\$ 38,843.35	\$ -	\$ 31,519.80	\$ 7,323.55	9% YE 20-40% NY bdgtd rev Annl Lblty Ins & Lwr 2025 Rev			
251	251 CCA - CAPITAL FUND			\$ 94,449.47	\$ -	\$ -	\$ 94,449.47				
323	323 2023A GR&PR 623wtrDS 1MoRsv			\$ 197,676.58	\$ 2,034.48	\$ 188,700.00	\$ 11,011.06				
332	332 2012A-WATER TOWER GO REF 200			\$ 174,230.36	\$ -	\$ 135,600.00	\$ 38,630.36				
334	334 2014A STREET/UTILITY RECONST			\$ 211,921.78	\$ 573.29	\$ 192,137.50	\$ 20,357.57				
335	335 2016A REF10A&11A 20%GF 1MoR			\$ 623,726.41	\$ 501,096.66	\$ 1,092,645.00	\$ 32,178.07				
336	336 2016B (WTR) 425K GO REV 3375W			\$ 57,691.35	\$ -	\$ 46,977.50	\$ 10,713.85				
338	338 2017A (GF)457K GO TX ABT (IND)			\$ 173,770.20	\$ 129,079.80	\$ 302,850.00	\$ -				
339	339 2017B (WTR) GO UTIL REV (IND)			\$ 15,122.65	\$ -	\$ 15,000.00	\$ 122.65				
340	340 2018A GO POOL BOND			\$ 353,355.18	\$ 303,408.81	\$ 545,875.00	\$ 110,888.99				
342	342 2019A GO TAX ABTMNT. ST LIGHT			\$ 65,289.55	\$ 408.61	\$ 34,575.00	\$ 31,123.16				
343	343 2022A StrmGF 18% (wtr82%303)			\$ 90,865.50	\$ -	\$ 76,192.00	\$ 14,673.50				
344	344 2022B TXGO CIP PWFAC			\$ 31,137.38	\$ -	\$ 22,500.00	\$ 8,637.38				
355	355 TIF DIST 2-7 GJERE ADDITION			\$ (1,512.77)	\$ -	\$ -	\$ (1,512.77)				
356	356 TIF DIST 3-6 GRNDST APT RDV			\$ 129.65	\$ -	\$ -	\$ 129.65				
358	358 TIF DIST 2-5 FAMILY DLLR 242			\$ (297,837.72)	\$ -	\$ -	\$ (297,837.72)				
359	359 TIF DIST 2-6 CABIN COFFEE REDE			\$ 46.09	\$ -	\$ -	\$ 46.09				
360	360 REV LOAN FUND - FED/ORIG			\$ 151,176.49	\$ 2,327.87	\$ 153.90	\$ 153,350.46				
361	361 REV LOAN FUND - STATE			\$ 92,247.20	\$ -	\$ -	\$ 92,247.20				
423	423 2023A PRSPCT&GRAND ST PROJ			\$ 222,125.54	\$ -	\$ -	\$ 222,125.54	Complete Xfer to 323			
443	443 2022A StrmGF 18% (wtr82%403)			\$ 53,016.83	\$ -	\$ -	\$ 53,016.83	Complete Xfer to 343			
456	456 WHDP GRND ST APT DVLPMNT			\$ -	\$ 7,000.00	\$ 7,000.00	\$ -				
601	601 WATER FUND			\$ 77,853.50	\$ 40,023.65	\$ 30,019.61	\$ 87,857.54	15% YE 20-40% bdgtd rev	\$150,000 IFL frm 602 12/2024		
602	602 SEWER FUND			\$ 237,446.29	\$ 82,052.22	\$ 53,589.03	\$ 265,909.48	23% YE 20-40% NY bdgtd rev			
603	603 REFUSE (GARBAGE) FUND			\$ 36,909.81	\$ 23,989.36	\$ 20,802.76	\$ 40,096.41				
614	614 CABLE ACCESS - OPERATIONS FUN			\$ 72,255.96	\$ 1,038.57	\$ 3,039.98	\$ 70,254.55	148% YE 20-40% NY bdgtd rev Rdcd 2025 Rev			
615	615 CABLE ACCESS - CAPITAL FUND			\$ 14,783.84	\$ -	\$ -	\$ 14,783.84				
622	622 SEWER - NO FAULT BACK			\$ -	\$ -	\$ -	\$ -	Close Transfer to 612			
801	801 CAPITAL GOODS FUND			\$ 1,313,138.00	\$ 1,000.00	\$ 29,283.67	\$ 1,284,854.33				
803	803 ATV TRAIL			\$ -	\$ 5,319.08	\$ 5,319.08	\$ -				
805	805 SE MN TMO			\$ -	\$ -	\$ -	\$ -				
806	806 SE MN TMO-II			\$ 5,000.00	\$ -	\$ 23,203.09	\$ (18,203.09)	806 Added 04/2024			
900	900 MEMO FUND			\$ -	\$ 20,412.04	\$ -	\$ 20,412.04				
910	910 PAYROLL PASSTHROUGH			\$ (17,168.86)	\$ 116,626.78	\$ 114,915.68	\$ (15,457.76)				
TOTAL		Combined Banyon Monthly Fund Balance		\$ 7,692,504.64	\$ 1,310,887.36	\$ 3,331,457.03	\$ 5,671,934.97				

Cash & Money Fund Accts		Description	APR/Y		BB OrigVI	(+)	(-)	End Bal	Cash & Money Fund Accts		Int%	CurValue
10200		Petty Cash			\$ 150.00			\$ 150.00	Petty Cash			\$ 150.00
10100	4100078	RRSB CB STMTNT BLNC	2.02%	APY Yield Earned	\$ 2,685,101.50	\$ 1,146,988.70	\$ 1,954,555.16	\$ 1,877,535.04	-	APY Yield Earned %	2.02%	\$ 1,877,535.04
10101	4000008	F&M MM	2.17%	APY Yield Earned	\$ 514,800.46	\$ 940.04		\$ 515,740.50	-	APY Yield Earned %	2.17%	\$ 515,740.50
10102	76T-154947	Northland MM	4.24%	30 Day Yield	\$ 351,431.91	\$ 12,776.88		\$ 364,208.79	-	30 Day Yield	4.24%	\$ 364,208.79
10104	35529-101	4M Portfolio	4.38%	7 Day Yield	\$ 1,106,006.88	\$ 2,283.14	\$ 900,000.00	\$ 208,290.02	-	7 Day Yield	4.38%	\$ 208,290.02
TOTAL		Total Cash & Money Fund Accts				\$ 1,162,988.76	\$ 2,854,555.16		Total Cash & Money Fund Accts			\$ 2,965,774.35

CD's Bonds #	Description	MtrtyDate	Est Yld	Maturity Date	BB OrigVI	(+)	(-)	End Bal	CD's Bonds #	BB OrigVI	Market Value	Est Yld	EstVlueBsdonFullMtrty	
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	\$ 95,794.56	1.80%	\$ 101,176
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	\$ 239,504.98	1.10%	\$ 254,853
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	\$ 102,816.60	0.80%	\$ 107,964
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%	\$ 52,892
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%	\$ 52,670
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%	\$ 458,184
10400	35954	LIBRARY 14Mo	9/8/2025	3.92%	9/8/2025	\$ 174,286.88		\$ 174,286.88	10400	35954	\$ 174,286.88	\$ 186,106.45	3.92%	\$ 178,140
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	\$ 196,044.00	1.10%	\$ 211,004
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	\$ 135,643.39	1.00%	\$ 135,682
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%	\$ 257,449
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%	\$ 257,449
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	\$ 139,134.80	3.85%	\$ 151,222
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	\$ 243,601.05	4.00%	\$ 265,647
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	\$ 96,869.00	2.80%	\$ 108,140
10402	61768E-JR-5	MRCN 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	\$ 110,463.15	3.25%	\$ 123,356
10402	254673138	DSCVR BK GRNWD - 60Mo	7/6/2027	3.40%	7/6/2027	\$ 100,000.00		\$ 100,000.00	10402	254673138	\$ 100,000.00	\$ 97,998.00	3.40%	



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: February 10, 2025

Agenda Item: Sale of Equipment - 2010 Ambulance

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:

[2010 Ambulance sale.pdf](#)

INTEROFFICE MEMORANDUM

TO: PERSONAL/BUDGET COMMITTEE
FROM: ROCKY BURNETT
SUBJECT: 2010 Ambulance sale
DATE: 2/4/2025

Background, The ambulance department has been trying to sell our 2010 Ford E350 ambulance with no luck. I am looking for some guidance on the next steps towards selling it. Should we put it on public surplus? If so is there a minimum number we would like to get? Is there another use for it within the city?

I plan to be at the Personal and Budget committee meeting for discussion.

Rocky

Meeting Date: February 10, 2025

Agenda Item: Weekend/Holiday Rotation Amendment

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation from Public Works Director.

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: With the upgrade of our system to include the SCADA system, the recommendation has been made to decrease the standard hours paid for weekend and holiday rounds rotation. Currently team members are paid at 1.5 overtime rate for three hours, plus an additional hour for the pool when applicable. The recommendation is to decrease the round time to two hours plus the additional one hour for the pool rounds. This decrease in time will mean a decrease in expenditure of approximately \$6,100 annually.

In addition to this change, the Public Works Director would be removed from the rotation for weekends and holidays.

Additionally, consideration to provide an increase to the Public Works Director pay for answering all after hour calls, and dispatching the team as necessary.

Attachments:

[Burkholder Recommendation 2025.02.04.pdf](#)

Public Works Director Proposal & Weekend/Holiday Rotation

"On Call" Cost @ minimum wage- \$11.13

*48 hours-midnight to midnight- \$27,780.48 annually

* 63 ½ hours-3:30 pm Fri to 7:00 am Mon- \$36,751.26 annually

-**Weekends Rounds (Sat. & Sun)**- Public Works Staff rotation schedule; 2 hours at 1 ½ times pay. No afternoon checks.

- **Holiday Rounds**- Public Works Staff rotation schedule; 2 hours at 1 ½ times pay. No afternoon checks.

-**Swimming Pool Weekend & Holiday Rounds**- 1 hours per day at 1 ½ times pay.

-**Public Works Director**- Answer all emergency calls 7 days a week. Not included in the weekend and holiday rotation.

Option 1-PWD to carry a separate work phone for emergency call only. When taking full days of PTO, the Public Works Director will add staff's cell numbers to both email and emergency phone message to be contacted if an emergency.

Option 2- to incorporate a third-party answering service to receive emergency call and to send out messages to all Public Works Staff members phones of the emergency. Staff would be required to respond to the emergency when the Public Works Director is out on PTO.

Option 3- Add a second line to the Public Works Directors current phone for emergency call. Public Works Director will add Staff's cell numbers to both email and emergency message and would be required to respond to emergencies when the Public Works Director is on PTO.

Current Weekend/Holiday Rounds Cost- Average Employee Overtime Rate-\$53.54

Sat & Sun Rounds- 6 hour per weekend- \$16,704.48

Holiday Rounds (11) 3 hours- \$1,766.82

Pool Rounds- average 12 weekends. 24hrs. @ \$53.54= \$1,284.16

Total Annual Cost Weekends/Holidays- \$19,755.46

New Weekend/Holiday Rounds Cost with SCADA Additions- Average Employee Overtime Rate- \$53.54

Sat & Sun Rounds- 4 hours per weekend- \$11,136.32 annually

Holiday Rounds (11)-2 hours- \$1,177.88

Pool Rounds- average 12 weekends. 24 hrs. @ \$53.54= \$1,284.96

Total Annual Cost Weekends/Holidays- \$13,599.16

Total Savings with SCADA Addition- \$6,156.30

*Public Works Director Salary-On anniversary date of Sept 19th, to increase salary from pay grade 9, step maximum to grade 11, Step 2.

Meeting Date: February 10, 2025

Agenda Item: Seasonal Mowing Position

Subject | Summary: Consideration of re-hiring a seasonal mowing position and changing the rate of pay from \$15.78 to \$16.46.

Agenda Category: New Business

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation to the City Council for filling the position for 2025.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?: Yes

FISCAL DETAILS:

Fund Name(s) (Operations | Capital): Street/Park Operations

Account Code:

Background:

Attachments:

[2025 2-2 Seasonal Mowing position-Recommmedation.pdf](#)

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: SEASONAL MOWER POSITION
DATE: 2/3/2025

Action Requested: To consider the re-hiring of Jeremy Lonien for the seasonal mowing position to start in April through October working a minimum of 3 days per week and possibly up to 5 days if needed. I would also like to consider an hourly increase for the seasonal position from \$15.78 to Grade 1, Step Minimum.

Background: Jay came in last year mid-season after an employee departure to mow a minimum of 3 days a week. Jeremy would like to come back in 2025 and work the seasonal mowing position from April to October. He would be willing to work a minimum of 3 days per week or up to 5 days if needed.

For 2025, I have reconsidered to not re-hire a 6th full-time position as Jay would fill a good portion of work needed. I would also hire at least 1 summer help position from June-August.

My recommendation is to bring back Jeremy Lonien and to increase the Seasonal Mowing position rate to Grade 1, Step Minimum.

Thank you for your time,
Brian Burkholder



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: February 10, 2025

Agenda Item: Close 2023 Street Construction Project Fund

- 423 2023A Prospect & Grand Street \$222,125.54

Subject | Summary: Close Completed Street Project Construction Funds & Transfer Balance to the Associated Debt Service Fund

- 423 2023A Prospect & Grand Street \$222,125.54 transfer to 323

Agenda Category: New Business

Submitted By: Michele Peterson

Recommended Motion: Recommend the closure of construction fund and to prepare a resolution to transfer construction fund balance to the associated debt service fund for completed 2023 street construction project.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code: Close Completed 2023 Street Construction Project Fund & Transfer Balance to the Associated Debt Service Fund

- E 423-43200-700 2023A Prospect & Grand Street CF | R 323-47000-39201 2023A Grand & Prospect DS - \$222,125.54

Background:

Attachments: