

**CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE**  
**AGENDA**  
**City Council Chambers, 21 SE Second Street, Chatfield, MN 55923**  
**June 9, 2025, 4:30 P.M.**

- A. Minutes
  - 1. [May 12, 2025 Personnel Budget Meeting Minutes](#)  
Review minutes from previous meeting.
- B. Financial Report
  - 1. [Proposed updates to Finance Policies & Reporting](#)  
Recommend to Council for approval
  - 2. [May Financial Report](#)  
Review report as presented.
- C. Continued Business
  - 1. [Water and Sewer Billing](#)  
Consider amendment to billing for the Sewer Utility to align with current ordinances,  
additional consideration for amending the fee schedule for both Water and Sewer Utilities.
- D. New Business
  - 1. [E&J Underground Lease Agreement](#)  
Consider recommendation to Council to approve the lease as presented.
  - 2. [Public Works Job Description Updates](#)  
Review proposed amendments.



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** June 9, 2025

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**Agenda Item:** May 12, 2025 Personnel Budget Meeting Minutes

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review minutes from previous meeting.

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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:**

[2025.05.12 Personnel-Budget Notes.pdf](#)

**Personnel-Budget Committee Meeting Notes****May 12, 2025**

**Members Present:** Councilors Mike Urban and Paul Novotny (Via Phone)  
**Members Absent:** None  
**Others Present:** Kay Wangen and Michele Peterson.

**A. Minutes**

1. Minutes of the April 14, 2025, meeting: Minutes were accepted as presented.

**B. Financial Report**

1. Quarterly Financial Report: The first quarter financial report was reviewed, noting that the budget is on target. The report was accepted as presented.
2. April Monthly Financial Report: The April Financial report was accepted as presented.

**C. Continued Business**

1. Closed Captioning: Members reviewed the quote along with an example of the service. At this time the decision was made to not move forward with the service.
2. Water and Sewer Billing: Members reviewed the proposed rates. Additional figures will be looked at to have the proposed rates in closer relation to the current monthly bills. Discussion to be continued.
3. Deputy City Clerk Position: Members approved extending an offer of Grade 4, Step 5, and PTO on tier 2 (16 days per year) to Andrea Eickhoff. The offer was accepted. Discussion will be brought to Council for approval.
4. City building Security Options: After reviewing the proposed options for key access and cameras in City buildings, the decision was made to consider these options for the 2026 budget for City Hall. At this time no further action will be taken.

Meeting Date: June 9, 2025

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**Agenda Item:** Proposed updates to Finance Policies & Reporting

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**Subject | Summary:** Consider updated finance policies to reflect current practices & updated reporting format recommendations;

- Investment Management - Reporting section (last page)
- Fund Balance - base year end cash flow guidelines to be based on next years budgeted expenditures rather than revenues

and update the finance report formats;

- Monthly Finance Cash & Investment Report
- Quarterly Report Dashboard

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**Agenda Category:** Finance Report

**Submitted By:** Michele Peterson

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**Recommended Motion:** Recommend to Council for approval

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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:** Based on information from a recent financial planning training session and the evolution of our current practices since implementing the Administrator staffing model which provides increased monthly financial monitoring and oversight. This is a recommendation to update two policies and the finance reports formats.

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**Attachments:**

[Quarterly Report Dashboards-Prpsd Updtd Frmt.pdf](#)

[Monthly Finance Cash & Investment Report.2025 04.pdf](#)

[Finance INVESTMENT MANAGEMENT Policy-Vrsn2025.pdf](#)

[Finance FUND BALANCE Policy-Vrsn202504RvsionMrkedUP.pdf](#)

# Proposed 2025 Quarterly Report Dashboard Format

To: Michele Peterson

From: Kay Wangen

This is a proposed updated format for the quarterly report dashboard. The annualized revenue & expenditure budget to actual reporting remains unchanged. The proposal is to update the investment management policy reporting language and to align the monthly Cash & Investment Report and Quarterly Report with the recommended policy language.

## 1st Quarter 2025 Budget to Annualized Actual Revenue & Expense Analysis

**Revenue & Expense Summary**—Activity has been annualized meaning one-time and seasonal revenues and expenses have been adjusted to reflect one quarter of activity.

Budget changes may be requested to reflect approved projects, repairs and or purchases that were unknown during the budget cycle.

1st Quarter Target = 25% of budget predictions.

### (Variance Category Definitions)

*Budget Neutral* = within 10% of target (15-35%)

*Positive Variances* = Rev >35% or Exp <15%

*Negative Variances* = Rev < 15% or Exp >35%

## Fund Level Budget to Annualized Actual Analysis

### 1st Quarter Results

#### Budget Neutral

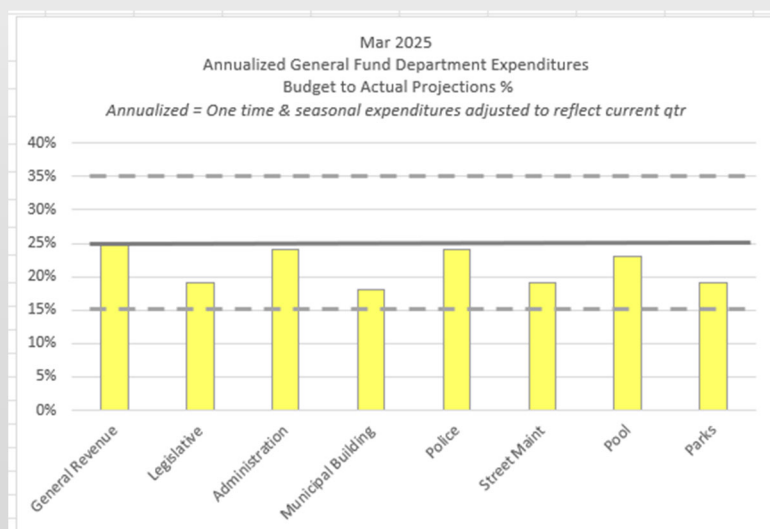
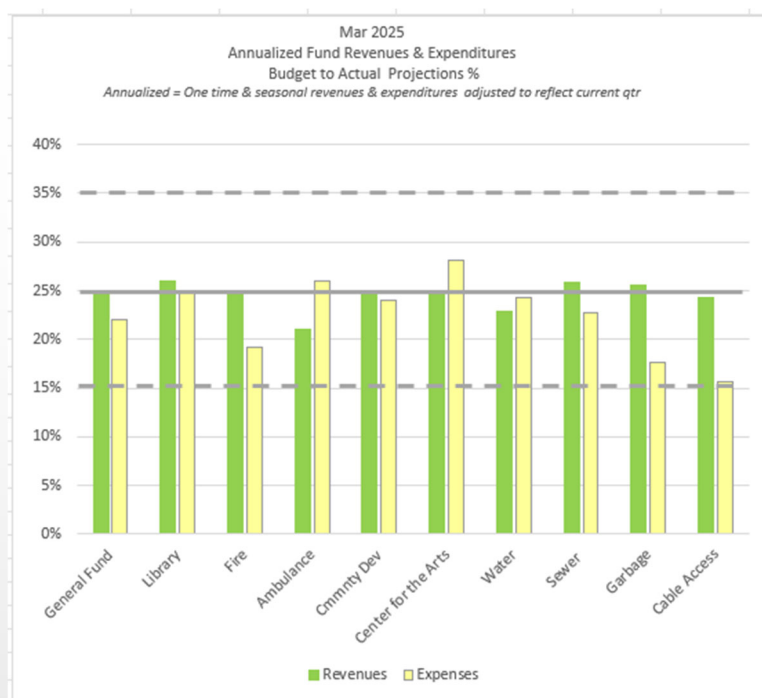
- All annualized fund level revenue & expenditure actual results are within 10% of budget predictions.

#### Positive Variances

- none

#### Negative Variances

- none



## General Fund Departmental Budget to Annualized Actual Expenditure Analysis

### 1st Quarter Results

#### Budget Neutral

- All the tracked annualized departmental level expenditures actual results are within 10% of budget predictions.

#### Positive Variances

- none

#### Negative Variances

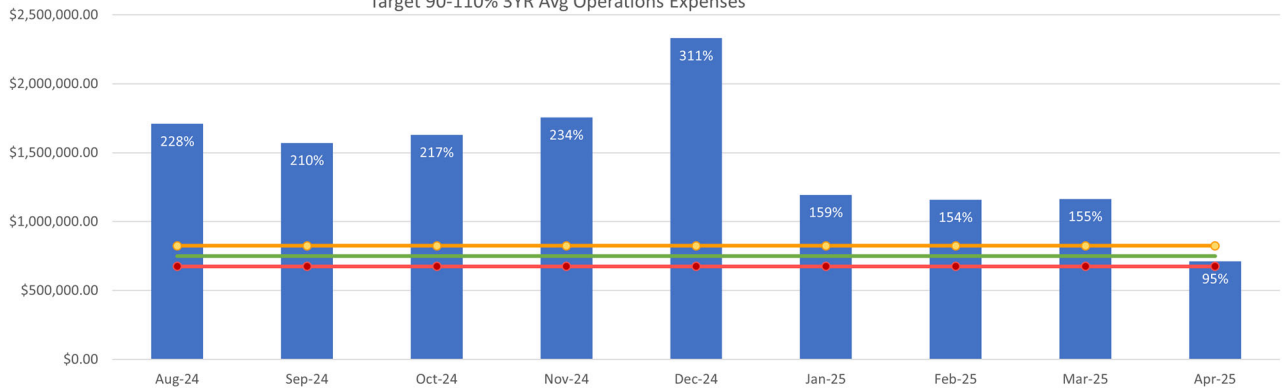
- None

\*Note—Planning & Zoning, Heritage Preservation and Community Development departments have been moved from the General Fund (100) to the Community Development Fund (240), formerly labeled EDA Fund.

## Finance Operational Guidelines & Policy Results Check Points

### Operations Check Book Balance: Proposed Guideline: \$750,000 (3YR Avg Monthly Operations Expenses)

Operations Check Book Balance Tracking  
Excluding Construction Funds  
Target 90-110% 3YR Avg Operations Expenses



#### Variance Category Definitions

- Neutral Balance Variance within 10% of target (90-110%)
  - High Balance Variance > 110%
  - Low Balance Variance < 90%

- Aug 2024—Mar 2025 No action. Using guideline 40-60% of NY expenses.
- Apr 2025—Proposing \$750,000 guideline based on analysis of average monthly expenses for general fund, special revenue and enterprise funds. The cash balance in the 4M money market fund is liquid.

#### \*Notes:

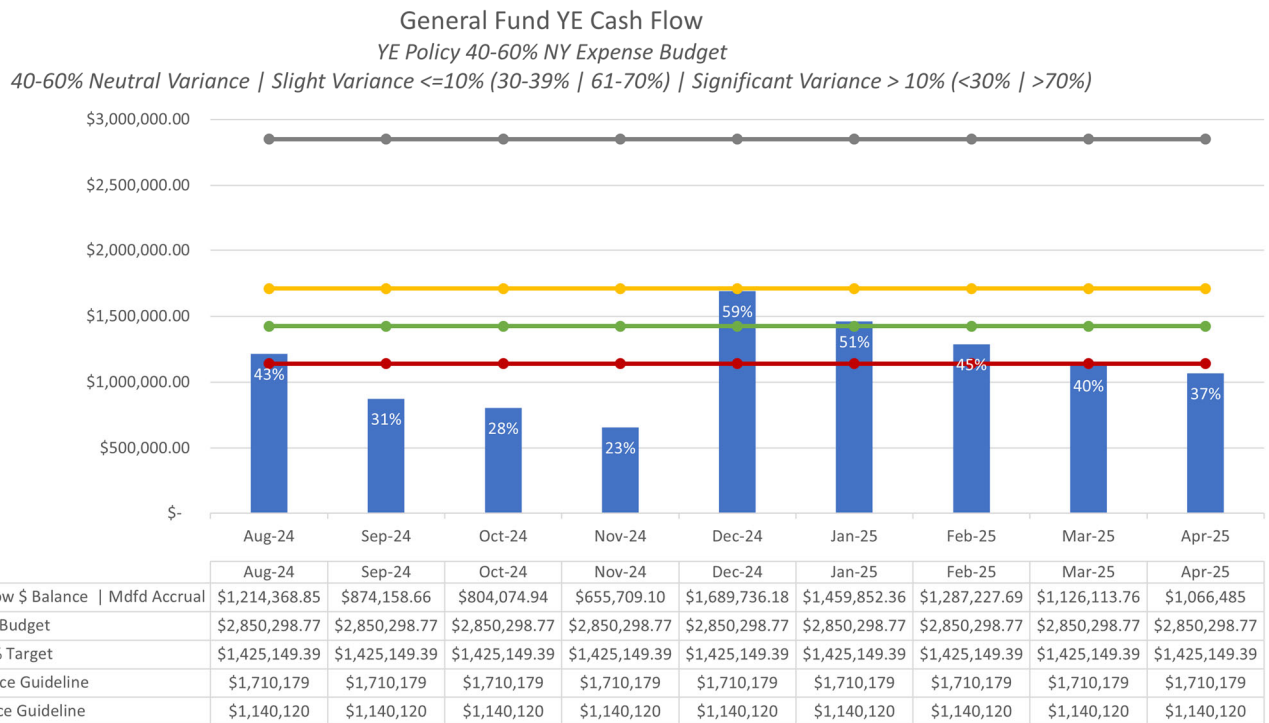
- Working towards RRSB CB = Operations \$ | F&M, Northland, 4M = Capital Goods / Reserves. Once established, transfer funds from F&M | Northland | 4M to RR when capital goods are purchased. Going forward, bond & construction fund cash should be sent to 4M fund as subaccounts. When bond & pay estimate payments are made, the money gets transferred back from 4M to the operations check book.

## Finance Operational Guidelines & Policy Results Check Points

While these are year end performance goals, they will be monitored monthly. This will allow us to identify and adapt to issues more proactively, and / or determine if guidelines or policies need adjusting.

### General Fund Unassigned Balance (undesignated) Year End Cash Flow Policy:

Year end fund balance 50% of next years budgeted expenses (or \$1 million whichever is greater). In addition to cash flow needs this accommodates compensated absence liability and emergency contingency concerns.



### Variance Category Definitions

Neutral Within 10% (40-60%)

Slight Variance <=10% (30-39% | 61-70%)

Significant Variance > 10% (<30% | >70%)

- Aug 2024— Fund balance 43% | NY Exp. Budget. Within acceptable 40-60% variance range.
- Sep 2024—Fund balance low @ 31% | NY Exp. Budget. Slight variance-monitoring (nearing ye settlements)
- Oct 2024—Fund balance low @ 28% | NY Exp. Budget. Significant variance—monitoring (nearing ye settlements)
- Nov 2024—Fund balance low @23% | NY Exp. Budget. Significant variance—monitoring (nearing ye settlements)
- Dec 2024—Fund balance 59% | NY Expense Budget. Within target range 40-60% neutral variance.
- Jan 2025— Fund balance 51% | NY Expense Budget. Within target range 40-60% neutral variance.
- Feb 2025—Fund balance 45% | NY Expense Budget. Within target range 40-60% neutral variance.
- Mar 2025—Fund balance 40% | NY Expense Budget. Within target range 40-60% neutral variance.
- Apr 2025— Fund balance 37% | NY Expense Budget. Slight variance-monitoring (nearing mid year settlements)

# Proposed 2025 Quarterly Report Dashboard Format

## Finance Operational Guidelines & Policy Results Check Points

While these are year end performance goals, they will be monitored monthly. This will allow us to identify and adapt to issues more proactively, and / or determine if guidelines or policies need adjusting.

### Special Revenue Assigned Fund Balance Cash Flow:

Year end fund balance 20-40% of next years budgeted expenses.

#### Variance Category Definitions

Within Range (20-40%)

Slight Variance <=10% (10-19% | 41-50%)

Significant Variance > 10% (<10% | >50%)

### Library Operations:

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
211 Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgtd Revenues EXPENDITURES	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%
211 Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Expenses	\$311,696.00	\$331,056.00	\$331,056.00	\$331,056.00	\$331,056.00	\$331,056.00	\$331,056.00	\$331,056.00
211 211 Library Month End Fund Balance \$ Balance   Link from Bank Rec Tab	\$ 217,829.79	\$ 212,748.75	\$ 189,753.80	\$ 103,866.06	\$ 99,193.06	\$ 94,098.56	\$ 67,516.18	\$ 45,092.00
211 211 Library Month End Fund Balance % of NY Expense Bdgtd	70%	64%	57%	31%	30%	28%	20%	14%
211 YE - Administrator Notify Council As Soon As reasonable if Over   Under	High-CrntYrRev	High	High		In Range 20-40%	In Range 20-40%	In Range 20-40%	Slightly Low

- Oct 2024 EB 64%(High) - **LIB 211** Vrnce > 10% (<10%>50%) – consider transferring excess balance to capital fund 212
- Nov 2024 EB 57%(High) - **LIB 211** Vrnce > 10% (<10%>50%) – consider transferring excess balance to capital fund 212
- Dec 2024 EB 31% (In Range) | YE 20-40% NY bdgtd rev – no action recommended.
- Jan 2025 EB 30% (In Range) | YE 20-40% NY bdgtd rev – no action recommended
- Feb 2025 EB 28% (In Range) | YE 20-40% NY bdgtd rev – no action recommended
- Mar 2025 EB 20% (In Range) | YE 20-40% NY bdgtd rev – no action recommended
- Apr 2025 EB 14% (Slight Low Variance <=10% of target 10-19%) | YE 20-40% NY exp bdgtd – no action recommended

### Fire Operations:

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgtd Exp Revenues	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%
Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp. Revenues	\$149,420.00	\$166,378.00	\$166,378.00	\$166,378.00	\$166,378.00	\$166,378.00	\$166,378.00	\$166,378.00
220 FD Month End Fund Balance \$ Balance   Link from Bank Rec Tab	\$ 128,689.66	\$ 123,135.51	\$ 115,686.57	\$ 45,402.30	\$ 34,613.77	\$ 37,865.31	\$ 72,202.39	\$ 72,409.31
220 FD Month End Fund Balance % of NY Expense Bdgtd	86%	74%	70%	27%	21%	23%	43%	44%
YE - Administrator Notify Council As Soon As reasonable if Over   Under	High-CrntYrRev	High	High		In Range 20-40%	In Range 20-40%	SlightHigh-AnnlTwnsh	SlightHigh-AnnlTwnsh

- Oct 2024 EB 81%(High) - **FIRE 220** Vrnce > 10% (<10%>50%) – consider transferring excess balance to capital fund 221
- Nov 2024 EB 76%(High) - **FIRE 220** Vrnce > 10% (<10%>50%) – consider transferring excess balance to capital fund 221
- Dec 2024 EB 30% (In Range) | YE 20-40% NY bdgtd rev – no action recommended.
- Jan 2025 EB 23% (In Range) | YE 20-40% NY bdgtd rev – no action recommended
- Feb 2025 EB 25% (In Range) | YE 20-40% NY bdgtd rev – no action recommended
- Mar 2025 EB 47 % (Slight High Variance) - Vrnce <= 10% (10-19% | 41-50% Annual Township Payments arriving
- Apr 2025 EB 44% (Slight High Variance <=10% of target 41-50%) | YE 20-40% NY exp bdgtd – no action recommended

### Ambulance Operations:

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgtd Exp Revenues	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%
Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp. Revenues	\$388,600.00	\$451,351.00	\$451,351.00	\$451,351.00	\$451,351.00	\$451,351.00	\$451,351.00	\$451,351.00
230 Ambulance Fund Balance \$   Link from Bank Rec Tab	\$ 107,436.11	\$ 90,561.20	\$ 96,975.77	\$ 185,587.45	\$ 146,449.96	\$ 142,104.99	\$ 162,220.35	\$ 169,894.88
230 Ambulance Fund % of NY Expense Bdgtd	28%	20%	21%	41%	32%	31%	36%	38%
YE - Administrator Notify Council As Soon As reasonable if Over   Under	In Range-CrntYr Rev		Endline in Range	Inclds EmrgncyAid	Inclds EmrgncyAid	Inclds EmrgncyAid	EmrgncyAid & Annl Td	In Range 20-40%

- Oct 2024 EB 20% (In Policy Range 20-40%) - **AMB 230**
- Nov 2024 EB 21% (In Policy Range 20-40%) - **AMB 230**
- Dec 2024 EB 41% (Slight High Variance) | YE 20-40% NY bdgtd rev | Includes Emrgncy Aid \$94,000~
- Jan 2025 EB 32% (In Policy Range 20-40%)
- Feb 2025 EB 36% (In Policy Range 20-40%)
- Mar 2025 EB 36% (In Policy Range 20-40%)
- Apr 2025 EB 38% (In Policy Range 20-40%) | YE 20-40% NY exp bdgtd – no action recommended

# Proposed 2025 Quarterly Report Dashboard Format

## Finance Operational Guidelines & Policy Results Check Points

While these are year end performance goals, they will be monitored monthly. This will allow us to identify and adapt to issues more proactively, and / or determine if guidelines or policies need adjusting.

### Special Revenue Assigned Fund Balance Cash Flow:

Year end fund balance 20-40% of next years budgeted expenses.

#### Variance Category Definitions

Within Range (20-40%)

Slight Variance <=10% (10-19% | 41-50%)

Significant Variance > 10% (<10% | >50%)

## Community Development Operations:

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgtd Exp Revenues	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%
Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp Revenues	\$81,617.00	\$178,800.00	\$178,800.00	\$178,800.00	\$178,800.00	\$178,800.00	\$178,800.00	\$178,800.00
240 Community Development Month End Fund Balance \$   Link from Bank Rec Tab	\$ 28,739.95	\$ 15,741.37	\$ 15,332.54	\$ 35,362.57	\$ 27,989.18	\$ (3,396.92)	\$ (15,925.23)	\$ (21,706.38)
240 Community Development Month End Fund % of NY Expense Bdgtd	35%	9%	9%	20%	16%	-2%	-9%	-12%
YE - Administrator Notify Council As Soon As reasonable if Over   Under								
In Range 20-40%   Annl Allnc Fndng   Pndng Xfr CD Lvy A   Pndng Xfr CD Lvy At								

- Oct 2024 EB 15%(Low) - EDA 240 Vrnce <= 10% (10-19% | 41-50%) – no action cautionary low – close to year end transfer in & paid 4<sup>th</sup> qtr consulting fees
- Nov 2024 EB 15%(Low) - EDA 240 Vrnce <= 10% (10-19% | 41-50%) – no action cautionary low – close to year end transfer in & paid 4<sup>th</sup> qtr consulting fees
- Dec 2024 EB 35%(In Policy Range | YE 20-40% NY bdgtd rev) – no action recommended.
- Jan 2025 EB 27%(In Policy Range | YE 20-40% NY bdgtd rev) – no action recommended.
- Feb 2025 EB -3% (Low) | YE 20-40% NY bdgtd rev – includes annual Alliance contribution pending levy revenue
- Mar 2025 EB -16% (Low) | YE 20-40% NY bdgtd rev – includes annual Alliance contribution | Pending admin adj move Community Development from GF
- Apr 2025 EB -12% (Low) | YE 20-40% NY expense bdgtd – includes annual Alliance contribution | Monitoring to determine if requesting transfer from 242 Community Development Capital Fund should be made for cash flow policy compliance.

## CCA Operations:

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgtd Exp Revenues	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%
Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp Revenues	#REF!	\$78,000.00	\$78,000.00	\$78,000.00	\$78,000.00	\$78,000.00	\$78,000.00	\$78,000.00
250 CCA Month End Fund Balance \$ Balance   Link from Bank Rec Tab	\$ 88,795.33	\$ 86,785.33	\$ 83,023.33	\$ 38,843.35	\$ 7,323.55	\$ (2,302.45)	\$ (6,806.74)	\$ (16,474.54)
250 CCA Month End Fund Balance % of NY Expense Bdgtd	#REF!	111%	106%	50%	9%	-3%	-9%	-21%
YE - Administrator Notify Council As Soon As reasonable if Over   Under								
High-Rdcd2025Lvy   High-Rdcd2025Lvy   Annl Lbly Ins.   Annl Lbly Ins.   Annl Lbly Ins.								

- Oct 2024 EB 111%(High) - CCA 250 Vrnce > 10% (<10%>50%) – Revenue budget / levy reduced 2025 taking high balance into consideration. Consider transferring excess balance to capital fund 251
- Nov 2024 EB 106%(High) - CCA 250 Vrnce > 10% (<10%>50%) – Revenue budget / levy reduced 2025 taking high balance into consideration. Consider transferring excess balance to capital fund 251
- Dec 2024 EB 50%(Slight High Variance | YE 20-40% NY bdgtd rev. – 2025 levy decreased, making progress to bring into alignment with policy
- Jan 2025 EB 9% (Low) | YE 20-40% NY bdgtd rev – includes annual Prop & Liab Insurance payment | 2025 rev bdgtd low to bring balance into alignment
- Feb 2025 EB -3% (Low) | YE 20-40% NY bdgtd rev – includes annual Prop & Liab Insurance payment | Annual PM agreements & high repairs on boilers – pending levy revenue
- Mar 2025 EB -9% (Low) | YE 20-40% NY bdgtd rev – includes annual Prop & Liab Insurance payment | Annual PM agreements & high repairs on boilers – pending levy revenue
- Apr 2025 EB -21 (Low) | YE 20-40% NY expense bdgtd – includes annual Prop & Liab Insurance payment | Annual PM agreements & high repairs on boilers – pending levy revenue | Monitoring to determine if requesting transfer from 251 CCA Capital fund should be made for cash flow policy compliance.

## CCTV Operations:

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgtd Exp Revenues	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%	Policy=20-40%
Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp Revenues	EntFnd YE FndCshBt	\$67,279.00	\$67,279.00	\$67,279.00	\$67,279.00	\$67,279.00	\$67,279.00	\$67,279.00
614 CCTV Month End Fund Balance \$ Balance   Link from Bank Rec Tab	\$ 84,094.21	\$ 79,145.90	\$ 76,089.48	\$ 72,255.96	\$ 70,254.55	\$ 71,496.64	\$ 66,982.44	\$ 59,003.60
614 CCTV Operations Fund Balance % of NY Expense Bdgtd	#VALUE!	118%	113%	107%	104%	106%	100%	88%
YE - Administrator Notify Council As Soon As reasonable if Over   Under								
High   High   High   High   High   High   High   High								

- Oct 2024 EB 167%(High) - CCTV 614 Vrnce > 10% (<10%>50%) – Revenue budget reduced 2025 taking high balance into consideration. Consider transferring excess balance to capital fund 615
- Nov 2024 EB 160%(High) - CCTV 614 Vrnce > 10% (<10%>50%) – Revenue budget reduced 2025 taking high balance into consideration. Consider transferring excess balance to capital fund 615
- Dec 2024 152% (High) | CCTV 614 Vrnce > 10% (<10%>50%) | YE 20-40% NY bdgtd rev.- Additional resolution (2024-47.B Consider transferring excess balance to capital fund 615 ~\$65,000
- Jan 2025 148% (High) | CCTV 614 Vrnce > 10% (<10%>50%) | YE 20-40% NY bdgtd rev.- Additional resolution (2024-47.B Consider transferring excess balance to capital fund 615 ~\$65,000
- Feb 2025 151% (High) | CCTV 614 Vrnce > 10% (<10%>50%) | YE 20-40% NY bdgtd rev.- Additional resolution (2024-47.B Consider transferring excess balance to capital fund 615 ~\$65,000
- Mar 2025 141% (High) | CCTV 614 Vrnce > 10% (<10%>50%) | YE 20-40% NY bdgtd rev.- Additional resolution (2024-47.B Consider transferring excess balance to capital fund 615 ~\$65,000

# Proposed 2025 Quarterly Report Dashboard Format

## Finance Operational Guidelines & Policy Results Check Points

While these are year end performance goals, they will be monitored monthly. This will allow us to identify and adapt to issues more proactively, and / or determine if guidelines or policies need adjusting.

### Enterprise Fund YE Cash Flow Policy:

*Proposed Guideline: Year end fund balance 20-40% of next years expense budget.*

#### Variance Category Definitions

Within Range (20-40%)

Slight Variance <=10% (10-19% | 41-50%)

Significant Variance > 10% (<10% | >50%)

### Water Enterprise Fund YE Cash Flow:

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
<b>Water Operations YE Cash Flow Check: 20-40% NY Exp Revenue NEW GUIDELINE</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>
<i>NY Exp Revenue</i>	\$472,350.00	\$539,133.00	\$539,133.00	\$539,133.00	\$539,133.00	\$539,133.00	\$539,133.00	\$539,133.00
601 Water Operations Month End Fund \$ Balance	\$ (87,724.02)	\$ (49,442.78)	\$ (22,065.57)	\$ 77,853.50	\$ 87,857.54	\$ 96,803.93	\$ 51,735.44	\$ 74,346.02
601 Water Operations Fund Balance % of NY Expense Bdg	-19%	-9%	-4%	14%	16%	18%	10%	14%
<i>YE - Administrator Notify Council As Soon As reasonable if Over   Under</i>	Deficit	Deficit	Deficit	\$150,000 IFL WW	Slightly Low	Slightly Low	Low - Qtrly DS Xfrs	Slightly Low-Imprvd

- Nov 2024 EB -4% (deficit balance) - **WATER** Vrnce > 10% (<10%|>50%) – Consider interfund loan from Sewer Fund | Also consider establishing separate operations and capital funds
- Dec 2024 EB 15% (Slight Low Variance | YE 20-40% NY bdgtd rev | Includes \$150,000 interfund loan from Sewer 12/2024 - ?Postpone 2025 Hydrants – Pursue further reconciliation with capital goods planning – rate review – establish operations & capital funds
- Jan 2025 EB 17% (Slight Low Variance | YE 20-40% NY bdgtd rev | Includes \$150,000 interfund loan from Sewer 12/2024 - ?Postpone 2025 Hydrants – Pursue further reconciliation with capital goods planning – rate review – establish operations & capital funds
- Feb 2025 EB 18% (Slight Low Variance | YE 20-40% NY bdgtd rev | Includes \$150,000 interfund loan from Sewer 12/2024 - ?Postpone 2025 Hydrants – Pursue further reconciliation with capital goods planning – rate review – establish operations & capital funds
- Mar 2025 10% (Low) | Vrnce > 10% (<10%|>50%) | YE 20-40% NY bdgtd rev. | includes \$150,000 interfund load from Sewer 12/2024 & Qtrly DS transfers - ? Postpone 2025 Hydrants – rates corrected – establish operations & capital funds
- Apr 2025 14% (Slight Low Variance <=10% of target 10-19%) | YE 20-40% NY expense bdg | includes \$150,000 interfund load from Sewer 12/2024 & Qtrly DS transfers - ? Postpone 2025 Hydrants - cash flow & rate structure being reviewed – balance improved – establish operations & capital funds**

### Waste Water Enterprise Fund YE Cash Flow:

	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25
<b>WW Operations YE Cash Flow Check: 20-40% NY Exp Revenue NEW GUIDELINE</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>	<b>Policy 20-40%</b>
<i>NY Exp Revenue</i>	\$1,015,754.00	\$1,054,501.00	\$1,054,501.00	\$1,054,501.00	\$1,054,501.00	\$1,054,501.00	\$1,054,501.00	\$1,054,501.00
602 WW Operations Month End Fund \$ Balance	\$ 340,098.18	\$ 406,324.25	\$ 458,662.72	\$ 237,446.29	\$ 265,909.48	\$ 315,137.37	\$ 226,325.84	\$ 282,475.09
602 WW Operations Fund Balance % of NY Expense Bdg	33%	39%	43%	23%	25%	30%	21%	27%
<i>YE - Administrator Notify Council As Soon As reasonable if Over   Under</i>	In Range	In Range	Slightly High	In Range 20-40%	In Range 20-40%	In Range 20-40%	In Range 20-40%	In Range 20-40%

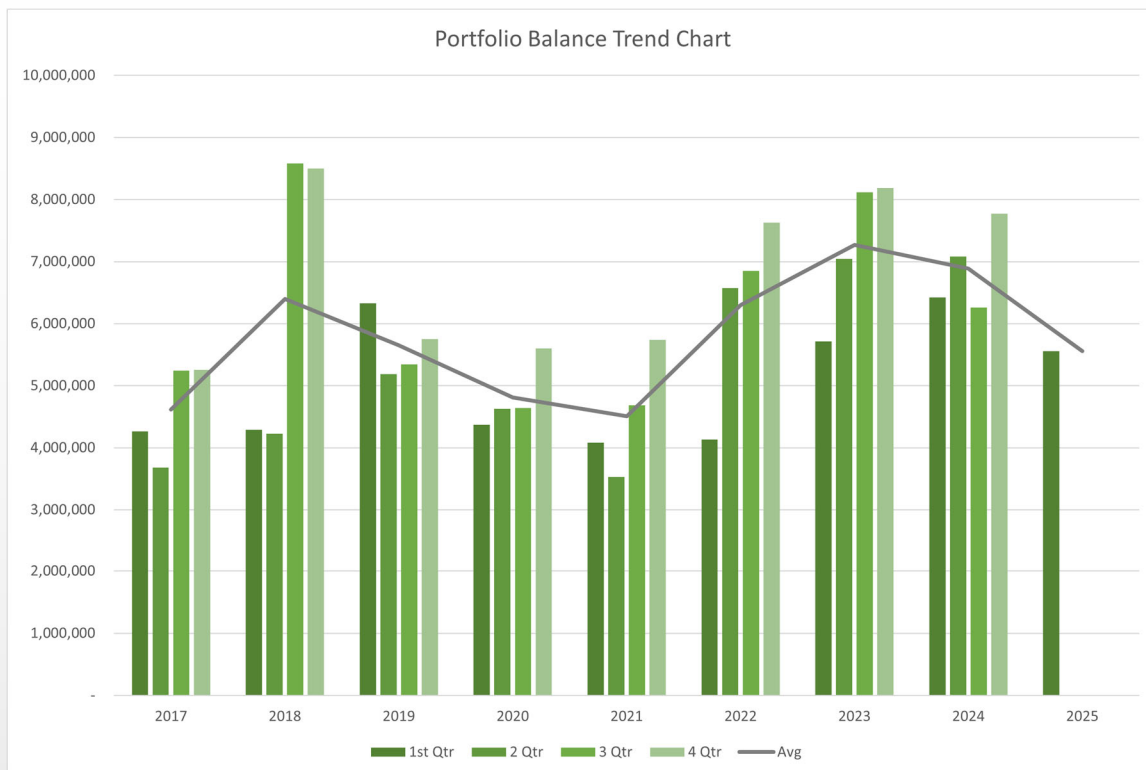
- Nov 2024 EB 45%(High) - Sewer 602 Slight Vrnce <= 10% (10-19% | 41-5%) – Consider interfund loan to Water Fund | Also consider establishing separate operations and capital funds
- Dec 2024 EB 23%(In Policy Range | YE 20-40% NY bdgtd rev) – no action recommended.
- Jan 2025 EB 26%In Policy Range | YE 20-40% NY bdgtd rev) – no action recommended.
- Feb 2025 EB 31%In Policy Range | YE 20-40% NY bdgtd rev) – no action recommended.
- Mar 2025 EB 22%In Policy Range | YE 20-40% NY bdgtd rev) – no action recommended.
- Apr 2025 EB 27%In Policy Range | YE 20-40% NY expense bdg – no action recommended.**

# Proposed 2025 Quarterly Report Dashboard Format

## Cash & Investment Portfolio

Portfolio Balance Trend Chart | Quarter End Month End Portfolio Est. Yield—3 Month Treasury Report | Portfolio by Institution Report

The portfolio balance trend chart shows the combined cash, money market, and investment balance holdings. The fluctuations relate to the bond / construction projects. The related policies and guidelines for the operations check book balance are in place to balance the distribution of the holdings between institutions based on cash flow needs.



### Portfolio Estimated Yield | 3 Month Treasury Report:

The objective is to meet the average return of the three month U.S. Treasury par yield curve rate during stable market times.

Portfolio Est Value Yield (Bsd on Fil Mtrty) Compared to 3 Mo Treasury Bill			
	Est BB   Face Value	\$	5,555,179.07
	EB   Est. Crnt Value	\$	5,814,345.84
	Est Yield		4.67%
	Avg Daily Treasury Par Yield Curve Rate		4.34%
	Exceed Goal		0.33%

### Portfolio Holdings by Institution:

Following is the distribution of the portfolio by Institution. The related guideline for the operations check book balance is in place to balance the distribution of the holdings between institutions based on cash flow needs

% of Portfolio by Institution			EB   Est. Crnt Value
36%	RRSB	\$	2,106,311.98
21%	F&M	\$	1,221,953.28
39%	Northland	\$	2,276,183.62
4%	4M	\$	209,746.96
100%	TTL Holdings	\$	5,814,195.84

Monthly Finance Cash & Investment Report											
		Apr-25	Apr-25	Apr-25	Apr-25	Apr-25	Apr-25	Apr-25	Apr-25		
Banyon Fund Balance	Description	Beg Balance	Debit (+)	Credit (-)	End Balance	Notes					
100	100 GENERAL FUND	\$ 1,157,239.23	\$ 37,009.99	\$ 174,377.79	\$ 1,019,871.43	37%   YE 50% NY GF Expense Budget or \$1million wchvr > 14%   YE 20-40% NY expense bdgt.					
211	211 LIBRARY	\$ 67,516.18	\$ 531.31	\$ 22,955.49	\$ 45,092.00						
212	212 LIBRARY ENDOWMENT FUND	\$ 287,430.31	\$ 175.88	\$ -	\$ 287,606.19	44%   YE 20-40% NY expense bdgt   Annl Twnshp Pymnts					
220	220 FIRE - OPERATIONS FUND	\$ 72,202.39	\$ 6,599.22	\$ 6,392.30	\$ 72,409.31						
221	221 FIRE - CAPITAL FUND	\$ 894,368.01	\$ 575,200.00	\$ 682,480.38	\$ 787,087.63	38%   YE 20-40% NY expense bdgt   Inclds Emgncy Aid  Annl Twnshp Pymnts					
230	230 AMBULANCE - OPERATIONS FUND	\$ 162,220.35	\$ 40,713.54	\$ 33,039.01	\$ 169,894.88						
231	231 AMBULANCE - CAPITAL FUND	\$ 37,256.67	\$ -	\$ -	\$ 37,256.67	-12%   YE 20-40% NY expense bdgt   Annl Alliance Fndng   CD Rsltn 2025-15 JE					
240	240 COMMUNITY DEV - OPERATIONS	\$ (15,925.23)	\$ 17,502.93	\$ 23,284.08	\$ (21,706.38)						
242	242 COMMUNITY DEV - CPTL   358 DG OFFSE	\$ 404,097.07	\$ 31,725.25	\$ 3,482.00	\$ 432,340.32	801PF \$22,725 Rltn 2025-17 & Schnfldr land rent					
250	250 CCA - OPERATIONS FUND	\$ (6,806.74)	\$ -	\$ 9,667.80	\$ (16,474.54)						
251	251 CCA - CAPITAL FUND	\$ 85,805.38	\$ -	\$ -	\$ 85,805.38	-21%   YE 20-40% NY expense bdgt  Annl Mnt Cntrc & Ins + Elvtr Rpr Gas Ln Lk WHV Frz					
323	323 2023A GR&PR   623wtrDS  1MoRsv	\$ 234,285.52	\$ -	\$ -	\$ 234,285.52						
332	332 2012A-WATER TOWER GO REF 200	\$ 60,461.09	\$ 23,590.00	\$ -	\$ 84,051.09	Cmplt-Close Rsltn 2025-09 MAR 2025					
334	334 2014A STREET/UTILITY RECONST	\$ -	\$ -	\$ -	\$ -						
335	335 2016A REF10A&11A 20%GF 1MoR	\$ 156,458.34	\$ -	\$ -	\$ 156,458.34	Cmplt-Close Rsltn 2025-09 MAR 2025					
336	336 2016B (WTR) 425K GO REV 337SW	\$ 23,242.12	\$ -	\$ -	\$ 23,242.12						
338	338 2017A (GF)457K GO TX ABT (IND)	\$ -	\$ -	\$ -	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025					
339	339 2017B (WTR) GO UTIL REV (IND)	\$ 7,641.59	\$ -	\$ -	\$ 7,641.59						
340	340 2018A GO POOL BOND	\$ 111,689.78	\$ -	\$ -	\$ 111,689.78	Cmplt-Close to 423 Rsltn 2025-06 FEB 2025					
342	342 2019A GO TAX ABTMNT. ST LIGHT	\$ 31,347.92	\$ -	\$ -	\$ 31,347.92						
343	343 2022A StrmGF 18% (wtr82%303)	\$ 34,924.59	\$ -	\$ -	\$ 34,924.59	Complete Xfer to 343 - PENDING QUOTES - CLOSE to DS?					
344	344 2022B TXGO CIP PWFAC	\$ 8,699.76	\$ -	\$ -	\$ 8,699.76						
355	355 TIF DIST 2-7 GJERE ADDITION	\$ (1,523.69)	\$ -	\$ -	\$ (1,523.69)	14%   YE 20-40% NY expense bdgt   Slightly Low-Imp					
356	356 TIF DIST 3-6 GRNDST APT RDV	\$ 130.59	\$ -	\$ -	\$ 130.59						
358	358 TIF DIST 2-5 FAMILY DLLR   242	\$ (299,988.58)	\$ -	\$ -	\$ (299,988.58)	\$150,000 IFL frm 602 12/2024   Project #601WT					
359	359 TIF DIST 2-6 CABIN COFFEE REDE	\$ 46.42	\$ -	\$ -	\$ 46.42						
360	360 REV LOAN FUND - FED/ORIG	\$ 158,821.53	\$ 2,173.97	\$ -	\$ 160,995.50	27%   YE 20-40% NY expense bdgt					
361	361 REV LOAN FUND - STATE	\$ 92,913.37	\$ -	\$ -	\$ 92,913.37						
423	423 2023A PRSPCT&GRAND ST PROJ	\$ -	\$ -	\$ -	\$ -	88%   YE 20-40% NY expense bdgt Rdcd 2025 Rev   Missed YE Xfr in Rsltn					
443	443 2022A StrmGF 18% (wtr82%403)	\$ 53,399.70	\$ -	\$ -	\$ 53,399.70						
456	456 WHDP GRND ST APT DVLPMNT	\$ -	\$ -	\$ -	\$ -	806 Added 04/2024   Pndng Qtrly Reimb					
601	601 WATER FUND	\$ 51,735.44	\$ 43,887.89	\$ 21,277.31	\$ 74,346.02						
602	602 SEWER FUND	\$ 226,325.84	\$ 86,507.95	\$ 30,358.70	\$ 282,475.09	APY Yield Earned %					
603	603 REFUSE (GARBAGE) FUND	\$ 36,382.78	\$ 23,279.89	\$ 20,972.85	\$ 38,689.82						
614	614 CABLE ACCESS - OPERATIONS FUN	\$ 66,982.44	\$ 482.53	\$ 8,461.37	\$ 59,003.60	30 Day Yield					
615	615 CABLE ACCESS - CAPITAL FUND	\$ 16,394.21	\$ -	\$ -	\$ 16,394.21						
801	801 CAPITAL GOODS FUND	\$ 1,285,451.34	\$ 43,701.35	\$ 204,538.09	\$ 1,124,614.60	Avg Monthly Rate					
803	803 ATV TRAIL	\$ -	\$ -	\$ -	\$ -						
806	806 SE MN TMO-II	\$ (49,278.17)	\$ 55,528.17	\$ 26,854.43	\$ (20,604.43)	tution Cash & Money Fund Accts Total					
900	900 MEMO FUND	\$ -	\$ 8,341.42	\$ -	\$ 8,341.42						
910	910 PAYROLL PASSTHROUGH	\$ (17,396.30)	\$ 86,813.57	\$ 86,851.75	\$ (17,434.48)	\$					
BANYON Banyon Monthly Fund Cash Balance   Combin		\$5,434,551.25	1,083,764.86	1,354,993.35	\$5,163,322.76						
						Holdings   Valuations   Yields					
Cash & Money Fund Accts		Description	BB   OrigVI	(+)	(-)	End Bal	Cash & MM Accts	*ClcttBB based on EB	Int%	CurValue	
10200		Petty Cash	\$ 150.00			\$ 150.00	Petty Cash	\$ 150.00		\$ 150.00	
10100   4100078		RRSB CB STMTNT BLNC	\$ 1,414,895.00	\$ 324,223.61	\$ 906,323.26	\$ 832,795.35	RRSB CB STMTNT BLNC	\$ 816,305.97	2.02%	\$ 832,795.35	
10101   4000008		F&M MM	\$ 517,534.43	\$ 630.29	\$ 400,000.00	\$ 118,164.72	F&M MM	\$ 116,648.29	1.30%	\$ 118,164.72	
10102   76T-154947		Northland MM	\$ 715,773.80	\$ 4,472.54		\$ 720,246.34	Northland MM	\$ 691,679.96	4.13%	\$ 720,246.34	
10104   35529-101		4M Portfolio	\$ 209,746.96	\$ 576,278.57		\$ 786,025.53	4M Portfolio	\$ 753,551.24	4.31%	\$ 786,025.53	
Subtotal		Institution Cash & Money Fund Accts Total	\$ 2,858,100.19	\$ 905,605.01	\$ 1,306,323.26	\$ 2,457,381.94		\$ 2,378,335.46		\$ 2,457,231.94	
CD's   Bonds #		Description	BB   OrigVI	(+)	(-)	End Bal   OrigVI	CD's   Bonds #	Mat Date	Market Value	Est Yld	Est Crrent Vlue BsdonFullMtrty
10402   02589A-BM-3		AMRCN EXP NATL BK - Mtrd Mar 2025	\$ -			\$ -	10402   02589A-BM-3	3/3/2025	\$ -		\$ -
10402   856285-TQ-4		STATE BK INDIA NEW - 60Mo	\$ 242,000.00			\$ 242,000.00	10402   856285-TQ-4	5/28/2025	\$ 241,404.68	1.10%	\$ 255,314
10402   33847E-3L-9		FLAGSTAR BK FSB TROY - 60Mo	\$ 104,000.00			\$ 104,000.00	10402   33847E-3L-9	5/29/2025	\$ 103,711.92	0.80%	\$ 108,106
10401   702091		F&M CD 60Mo	\$ 50,000.00			\$ 50,000.00	10401   702091	6/8/2025	\$ 52,928.70	1.21%	\$ 52,997
10400   35668		CD 35668 - 60MO	\$ 50,000.00			\$ 50,000.00	10400   35668	6/9/2025	\$ 52,908.03	1.12%	\$ 52,766
10400   35671		CD 35671 -60MO	\$ 425,000.00			\$ 425,000.00	10400   35671	6/30/2025	\$ 459,435.56	1.64%	\$ 459,419
10400   35954		LIBRARY 14Mo	\$ 174,286.88			\$ 174,286.88	10400   35954	9/8/2025	\$ 187,913.93	3.92%	\$ 179,273
10402   73319F-AS-8		PPPY BK SNTA RSA - 66Mo	\$ 200,000.00			\$ 200,000.00	10402   73319F-AS-8	9/19/2025	\$ 197,598.00	1.10%	\$ 211,386
10401   702108		F&M CD 60Mo	\$ 130,000.00			\$ 130,000.00	10401   702108	10/21/2025	\$ 135,977.85	1.00%	\$ 135,905
10401   702127		F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401   702127	3/3/2026	\$ 257,611.69	0.75%	\$ 257,767
10401   702128		F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401   702128	3/3/2026	\$ 257,611.69	0.75%	\$ 257,767
10402   300185-LM-5		EVGRN BK GRP OAK BOOK IL - 42Mo	\$ 140,000.00			\$ 140,000.00	10402   300185-LM-5	7/27/2026	\$ 139,641.60	3.85%	\$ 152,176
10402   564759-RS-9		MNFCTRS&TRDRS CO - 48Mo	\$ 245,000.00			\$ 245,000.00	10402   564759-RS-9	1/20/2027	\$ 244,612.90	4.00%	\$ 267,391
10402   T-FN-2		CPTL ONE BK USA NTL - 60Mo	\$ 100,000.00			\$ 100,000.00	10402   T-FN-2	4/20/2027	\$ 97,530.00	2.80%	\$ 108,638
10402   61768E-JR-5		MGRN STNLY PRVT BK NATL ASSN - 60Mo	\$ 113,000.00			\$ 113,000.00	10402   61768E-JR-5	5/19/2027	\$ 111,115.16	3.25%	\$ 124,015
10402   254673L38		DSCVR BK GRNWD - 60Mo	\$ 100,000.00			\$ 100,000.00	10402   254673L38	7/6/2027	\$ 98,537.00	3.40%	\$ 109,728
10402   3130ASN96		APY FDRL HM LN BKS - 84 Mo	\$ 200,000.00			\$ 200,000.00	10402   3130ASN96	7/27/2029	\$ 198,796.00	4.20%	\$ 223,773
10402   3130ATGQ4		FDRL HM LN BKS - 84Mo	\$ -	\$ -	\$ -	\$ -	10402   3130ATGQ4	10/12/2029	\$ -		
Subtotal			\$ 2,773,286.88	\$ -	\$ -	\$ 2,773,286.88	CDs   Bonds   EB/OrgVI	\$ 3,114,286.88	\$ 2,837,334.71	EstCVSBsdonFullMtrty	\$ 2,956,419.58
TOTAL		Institution Combined Cash   Money Fund &	\$ 5,631,387.07	\$ 905,605.01	\$ 1,306,323.26	\$ 5,230,668.82					
						Bnyn Cmbnd BankRec EB	CD BONDS				
Monthly Reconciliation		Beg	(+)	(-)	End Bal	MV Summary		EB Original \$	Market Value	MV + (-)	EstCurValue   BsdOnFullMtrty
DEPOSITS IN TRANSIT (BEG.) +bb/+ex		\$ -		\$ -	0.00	RRSB-10400	\$ 649,286.88	\$ 700,257.52	\$ 50,970.64	\$ 691,458.14	
DEPOSITS IN TRANSIT (END.) +rev/+eb			\$ -		0.00	F&M 10401	\$ 680,000.00	\$ 704,129.93	\$ 24,129.93	\$ 704,434.91	
OUTSTANDING CHECKS (BEG) -bb/-ex		\$ (196,835.82)		\$ (196,835.82)	0.00	Northland 10402	\$ 1,444,000.00	\$ 1,432,947.26	\$ (11,052.74)	\$ 1,560,526.53	
OUTSTANDING CHECKS (END) +ex/-eb				\$ 67,346.06	-67,346.06	TOTAL MV INVSTMNTS	\$ 2,773,286.88	\$ 2,837,334.71	\$ 64,047.83	\$ 2,956,419.58	
MONTHLY RECONCILIATION TOTALS		5,434,551.25	905,605.01	1,176,833.50	5,163,322.76						\$ 5,413,651.52
OUT OF BALANCE AMOUNT		\$ -	\$ 178,159.85	\$ 178,159.85	\$ -						
ACTL OpsCB BLNC   mm Blnc Gdln \$750,000 (3yr avg mnthly ops wd)				95%	\$ 765,449.29	CB Blnce Frmt Key: In Range 90-110% High >110% Low <90%					

Prj# Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	Comment	% of Portfolio by Institution		EB   Est. Crrent Value	
801CD 42500	Civil Defense 39226	\$ -			\$ -	To 801SEQ	28%	RRSB	\$ 1,524,253.49	
801CHP 43100	Chip Sealing 39214	\$ 92,511.98			\$ 92,511.98	E&J Rmb MnDOT PrpSoilTest	15%	F&M	\$ 822,599.63	
801CLK 41500	Administration *use \$7,000 for MN DOT Prprty	\$ 35,280.61	\$ 500.00		\$ 35,780.61		42%	Northland	\$ 2,280,772.87	
801CMP 41910	Comprehensive Plan	\$ 13,183.66			\$ 13,183.66		15%	4M	\$ 786,025.53	
801EnD 41100	Enterprise Drive -39101 (Sale Fxd Asst -500 Reba	\$ 30,413.77			\$ 30,413.77		100%	TTL Holdings	\$ 5,413,651.52	
801HRT 46323	Heritage 39201 (Haven Wall Funding)	\$ -			\$ -		Rsltn 2025-15 To 242			
801HS 41200	Historical Society R 34030 Jfrm 100-41200-450	\$ 28,747.32			\$ 28,747.32	Cisco SmartNet	Portfolio Est Value Yield (Bsd on Fil Mtrty) Compared to 3 Mo Treasury Bill			
801HT4 43100	Hilltop 4th Escrw   R 32214   E 310	\$ (1,004.79)			\$ (1,004.79)					
801IT 49950	IT Shared Tech 39204   435 500 (Server / Comp /	\$ 17,931.56			\$ 17,931.56		Est BB   Face Value	\$ 5,151,622.34		
801MB 41940	Municipal Building 39220 (Inc SNR CTZNS RES 2	\$ 130,506.21			\$ 130,506.21		EB   Est. Crrent Value	\$ 5,413,801.52		
801OVR 43100	Overlay 39215 (Incl Small Cities Assist - Should gc	\$ 94,433.26			\$ 94,433.26		Est Yield	5.09%		
801PD 42110	Police 39206 Vehicles & Cmpt Equip / Sftwr	\$ 235,107.33		\$ 3,519.25	\$ 231,588.08	Door & Body Cam	Avg Daily Treasury Par Yield Curve Rate		4/30/2025	
801PF 46630	Parade Float   Tourism 39201	\$ 22,725.25		\$ 22,725.25	\$ -	Rsltn 2025-17 To 242	Exceed Goal	0.78%		
801PRK 45200	Park Imp & Ded. Fees 39219   37252   500 (inc BND Shl	\$ 108,479.25	\$ 2,436.00	\$ 1,991.09	\$ 108,924.16	2 Tables	home.treasury.gov/resource-center/data-chart-center - Daily Treaury Par Yield Cur			
801SEQ 43100	Street Equip 39221   550 / Signs 240   39260 / Tre	\$ 207,442.75	\$ 40,765.35	\$ 169,728.50	\$ 78,479.60	Wing Claim   Sweeper				
801SP 45124	Swimming Pool 39201   500	\$ 115,833.31		\$ 6,574.00	\$ 109,259.31	Robotic Cleaner				
801SS 43100	Storm Sewer 39227   408 763 765	\$ 19,656.85			\$ 19,656.85					
801SWK 43100	SDWLK 39213 SIDEWALK   CROSSWALK	\$ 37,992.26			\$ 37,992.26					
801UND 41100	Legislative Undesignated   39201   500	\$ 95,523.17			\$ 95,523.17					
ESCRW 43100	Amco 1st&2nd HT 1st2nd3rd Escrow R 32214   E	\$ -			\$ -					
PDBRDG 45200	Pedestrian Bridge 45200)	\$ 687.54			\$ 687.54					
801 CAPITAL GOODS FUND		\$ 1,285,451.29	\$ 43,701.35	\$ 204,538.09	\$ 1,124,614.55	\$ 1,124,614.60	General	Input	Note	Total
							Fomat Key	Linked Cell	Calculation	Check Cell
								Good	Neutral	Bad

## 1. POLICY

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Minn. Stat. § 118A. It is the policy of the City to invest public funds in a manner which will provide the highest investment return with minimum risk while meeting the daily cash flow demands.

Investment income will be allocated annually to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### *POLICY CONSIDERATIONS*

#### EXEMPTIONS

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

#### APPROVAL OF INVESTMENT POLICY

The investment policy shall be formally approved and adopted by the Chatfield City Council.

#### AMENDMENTS

This policy shall be reviewed on an annual basis at the Annual Meeting. Any changes must be approved by the Chatfield City Council.

## 2. SCOPE

This policy applies to the investment of all funds of the City of Chatfield and Chatfield Economic Development Authority (the "City") except those (if any) which are governed in another manner by specific reference in federal, state and/or local statutes. Proceeds from certain bond issues may be covered by a separate policy to conform to federal requirements.

All assets to which this policy applies are accounted for in the City's annual Financial Statements and include;

- General Fund (*Governmental Fund*)
- Special Revenue Funds (*Governmental Fund*)
- Debt Service Funds
- Capital Project Funds (*Governmental Fund*)
- Enterprise Funds (*Proprietary Fund*)
- Internal Service Funds (*Proprietary Fund*)
- Custodial Funds
- Any other newly created fund

The City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration.

### 3. STANDARDS OF CARE

#### *PRUDENCE*

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

#### *Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

#### *DELEGATION OF AUTHORITY*

Authority to manage the investment program is granted to the City Administrator, hereinafter referred to as investment officer. Responsibility for the operation of the investment program is hereby delegated to the investment officer by the City Council, who shall act in accordance with established procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer.

### 4. INVESTMENT GENERAL OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and return on investment:

#### *Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio, through diversification and maturity limitations for each pool of fund of investments. The objective will be to mitigate credit risk and interest rate risk.

#### *CREDIT RISK*

The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities identified as authorized in section 5 of this investment policy
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business in accordance with those defined in Section 7 of this investment policy.
- Diversifying the investment portfolio so that the impact of price fluctuations from any one type of security or from any one individual issuer will be minimized in accordance with section 9 of this investment policy.

#### INTEREST RATE RISK

The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in money market checking accounts, shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see section 8).

#### LIQUIDITY

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The portfolio will be structured so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist of some securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

#### Yield Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- Liquidity needs of the portfolio require that the security be sold.

## 5. AUTHORIZED INVESTMENTS

### Investment Types

Consistent with Minn. Stat. § 118A, the following investments will be permitted by this policy:

UNITED STATES SECURITIES (§ 118A.04 SUBD. 2)

Public funds may be invested in governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.

MONEY MARKET FUNDS

Money market funds consisting of United States Treasury Obligations and/or Federal Agency Issues and/or repurchase agreements as long as it is rated AAA by two rating agencies.

MINNESOTA JOINT POWERS INVESTMENT TRUST

City funds may be invested in agreements or contracts for shares of a Minnesota joint powers investment trust whose investments are restricted to comply with Minnesota Statutes.

STATE AND LOCAL SECURITIES (§ 118A.04 SUBD. 3):

- (1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;
- (2) any security which is a revenue obligation of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- (3) a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency.
- (4) any security which is an obligation of a school district with an original maturity not exceeding 13 months and rated in the highest category by a national bond rating service or enrolled in the credit enhancement program.

COMMERCIAL PAPERS (§ 118A.04 SUBD. 4):

Funds may be invested in commercial papers issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.

TIME DEPOSITS (§ 118A.04 SUBD. 5):

Time deposits (brokered) that are fully insured by the Federal Deposit Insurance Corporation, the National Credit Union Administration, or bankers acceptances of United States banks (excluding local time deposits that are fully collateralized as addressed in M.S. 118A.03.

FULLY COLLATERALIZED DEPOSITS

Certificates of deposit and other evidence of deposits at financial institutions that are fully collateralized as required by state statute.

## 6. SAFEKEEPING AND CUSTODY

### *Safekeeping*

Consistent with Minn. Stat. § 118A.06(a), Investments may be held in safekeeping with;

- (1) Any Federal Reserve Bank,
- (2) Any bank authorized under the laws of the United States or any state to exercise corporate trust powers, including, but not limited to, the bank from which the investment is purchased;
- (3) A primary reporting dealer in United States government securities to the Federal Reserve Bank of New York or;
- (4) A securities broker-dealer, or an affiliate of it, that meets the following requirements:
  - a. It is registered as a broker-dealer under chapter 80A or is exempt from the registration requirements;
  - b. It is regulated by the Securities and Exchange Commission; and
  - c. It maintains insurance through the Securities Investor Protection Corporation or excess insurance coverage in an amount equal or greater than the value of the securities held.

The City's ownership of all securities in which the fund is invested must be evidenced by written acknowledgements identifying the securities by the names of the issuers, maturity dates, interest rates, CUSIP number or other distinguishing marks.

#### *Collateralization*

In accordance with M.S. 118A.03 on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

## 7. FINANCIAL INSTITUTIONS, SECURITY DEALERS, AND CONSULTANTS

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 in total assets and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule). All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- Proof of state registration
- Completed broker certification form (annual) (not applicable to Certificate of Deposit counterparties)

- Certification of having read and understood and agreeing to comply with the City's investment policy.

The broker/dealer must sign the Broker Notification and Certification form required by Minnesota Statutes 118A, including this investment policy, prior to any investment transaction with the City. The Broker Notification and Certification must be updated annually.

## 8. INVESTMENT PARAMETERS

### *DIVERSIFICATION*

The investments shall be diversified by:

- limiting investments to avoid over concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and collateralized deposits),
- limiting investment in securities that have higher credit risks,
- investing in securities with varying maturities, and
- investing a portion of the portfolio in readily available funds such as local government investment pools or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

### *MAXIMUM MATURITIES*

To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than an average expected life of ten (10) years from the date of purchase or in accordance with state and local statutes and ordinances.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

### *COMPETITIVE BIDS*

The investment officer shall consider multiple competitive offerings on all purchases of investment instruments purchased. The investment officer shall have no obligation to purchase and may decline on any or offerings.

## 9. INTERNAL CONTROLS

The investment officer shall establish a system of internal controls, which shall be documented in writing. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

## 10. PERFORMANCE STANDARDS

The City's cash management portfolio shall be designed with the objective of meeting or exceeding the average return on three-month U.S. Treasury bills during a market/environment of stable interest rates. The portfolio will take into consideration investment risk constraints and cash flow needs.

## 11. REPORTING ~~YELLOW=PROPOSED LANGUAGE~~ ~~STRIKETHROUGH=PROPOSED-ELIMINATING~~

Administration prepares two financial reports, a Monthly Cash and Investment Report and a Quarterly Financial Report (1st, 2nd & 3rd Quarter, the Audited Financial Statement serves as the fourth quarter report)

### MONTHLY FINANCE CASH & INVESTMENT REPORT

- PURPOSE—MONTHLY RECONCILIATION OF ACCOUNTING SOFTWARE BALANCES WITH THE INSTITUTION BANK STATEMENTS (OR ON LINE REPORTING INFORMATION).
- INFORMATION PROVIDED—
  - ACCOUNTING SOFTWARE FUND BALANCES (CASH BASIS REPORTING)
  - RESERVE FUND "BUCKET" BALANCES
  - INSTITUTION CASH & MONEY FUND ACCOUNT BALANCES
  - INVESTMENT HOLDINGS (CD'S, BONDS, SECURITIES) BY MATURITY DATE, MARKET VALUE & ESTIMATED VALUE BASED ON FULL MATURITY
  - % OF PORTFOLIO BY INSTITUTION
  - PORTFOLIO ESTIMATED AVERAGE YIELD (BASED ON FULL MATURITY) COMPARED TO 3 MONTH TREASURY BILL
- DISTRIBUTED TO—
  - CITY ADMINISTRATOR
  - PERSONNEL BUDGET COMMITTEE (COUNCIL REPRESENTATIVES)

### QUARTERLY FINANCIAL REPORT (DASHBOARD)

- PURPOSE—REVENUE & EXPENDITURE BUDGET TO ACTUAL ANNUALIZED ACTIVITY ANALYSIS AND YEAR END FUND OPERATIONAL GUIDELINES & POLICY CHECK POINTS MONITORING.
- INFORMATION PROVIDED—
  - FUND LEVEL BUDGET TO ANNUALIZED ACTUAL REVENUE & EXPENSE PROJECTIONS CHART
  - GENERAL FUND DEPARTMENTS BUDGET TO ANNUALIZED ACTUAL EXPENDITURE PROJECTION CHART (GENERAL REVENUE, LEGISLATIVE, ADMINISTRATION, MUNICIPAL BUILDING, POLICE, STREET MAINTENANCE, POOL, AND PARKS)
  - FINANCE OPERATIONAL GUIDELINES & POLICY CHECKPOINTS
    - OPERATIONS CHECK BOOK BALANCE TRACKING CHART—PROPOSED \$750,000 (3YR AVG MONTHLY OPERATIONS EXPENSES)
    - GENERAL FUND UNASSIGNED BALANCE TRACKING CHART
    - SPECIAL REVENUE OPERATIONS ASSIGNED & ENTERPRISE FUND CASH FLOW (CASH BASIS) | YEAR END 20-40% OF THE FOLLOWING YEARS BUDGETED EXPENSES
  - CASH & INVESTMENT BALANCE | PERFORMANCE
    - PORTFOLIO BALANCE TREND CHART
    - QUARTER END PORTFOLIO ESTIMATED YIELD | 3 MONTH TREASURY REPORT
    - QUARTER END PORTFOLIO BALANCE | BY INSTITUTION
- DISTRIBUTED TO—
  - CITY ADMINISTRATOR
  - DEPARTMENT HEADS

Resources: City of Edina – Financial Management Policies – Adopted 1/5/2010 (Rev 05/19/2015), David Drown & Associates, Northland Securities & Smith Schafer Certified Public Accountants and Consultants

S:\Finance\Finance Policy & Procedures\Working Copy & Reference Documents\2025 for 2026 Annual Review Documents\Finance INVESTMENT MANAGEMENT Policy-Vrsn2025.04Rvsn-MarkedUp.docx

- PERSONNEL BUDGET COMMITTEE
- CITY COUNCIL

~~The City Clerk's Office shall prepare an investment report quarterly. This report will be prepared in a manner which will allow the City to ascertain whether investment activities conform to the investment policy. The report should be provided to the City Council. The report will include the following:~~

- ~~• Listing of investments by maturity date (Note: This is now included in Monthly Cash & Investment Report)~~
- ~~• Average weighted yield performance tracking compared to 3 month US Treasury Bills (Note: Updated format included from Monthly Report)~~
- ~~• Percentage of the total portfolio by institution (Note: Updated format included from Monthly Report)~~
- ~~Percentage of the total portfolio by length of time to call/maturity.~~ (Note: doesn't reflect current practices – the Managed Municipal Money Market account provides this service eliminating the need for individual security, CD and bond holding and tracking.)

*Adopted Sep 08, 2008*

*Amendment Adopted Jun 27, 2022*

*Adopted | Reviewed Jan 09, 2023*

*Adopted | Reviewed Jan 08, 2024*

*Adopted | Annual Review Dec 9, 2024 – Distribution Annual Mtng Jan 13, 2025*

## FUND BALANCE POLICIES

**Purpose** – To provide a stable financial environment for the City of Chatfield’s operations that allows the City to provide quality services to its residents in a fiscally responsible manner to keep services and taxes as consistent as possible over time. This fund balance policy is meant to serve as the framework upon which consistent operations may be built and sustained. The City of Chatfield uses fund accounting to ensure and demonstrate compliance with finance-regulated legal requirements.

### Definitions & Policies

**Fund Balance** - Describes the difference between assets and liabilities in the governmental funds (general fund, special revenue funds, capital project/reserve funds, debt service funds and permanent funds). **This policy covers the governmental funds (general fund unassigned and special revenue funds assigned) unreserved fund balances (100, 211, 220, 230, 240, 250, 614)**

Fund balance is classified as non-spendable, restricted, committed, assigned, or unassigned according to the following definitions:

- **NONSPENDABLE** -that portion of the fund balance that is not in a spendable form.  
**Included in this category are advances to other funds, prepaid items and inventory.**  
**Policy** - At the end of each fiscal year, the City will report the portion of the fund balance that is not available for spending.
- **RESTRICTED**- the portion of the fund balance that has external constraints placed upon their use.  
(external creditors, grantors, contributors, laws, or regulations of other governments. e.g., encumbrances for goods or services with outside parties-creditors, grantors outstanding at the end of the year, or restricted by state statutes or grant requirements placed on the use for specific purposes).  
**Policy** - At the end of each fiscal year, the City will maintain a restricted fund balance equal to the amounts required to accommodate; prepaid expenditures, encumbrances or funds restricted by enabling legislation.
- **COMMITTED**- the portion of the fund balance for a specific purpose by Council action.  
**The constraints cannot be changed or removed without Council action.**  
(for example, an ordinance or resolution passed by a city council).  
**Policy** - At the end of each fiscal year, the City will maintain a committed fund balance for long-term loan receivables such as advances to other funds or otherwise constrained for specific purposes by City Council.
- **ASSIGNED** – the portion of the fund balance that reflects the amounts the City intends to use for a specific purpose. (not restricted nor committed)  
The City Council, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The council also delegates the power to assign fund balances to the City Administrator. This is the portion of the fund balance that reflects funds intended to be used by the government for specific purposes assigned by more informal operational plans (e.g. capital goods replacement - the constraint on use is not imposed by external parties or by formal council action). In governmental funds other than the general fund (special revenue funds, capital project funds, debt service funds

and permanent funds), assigned fund balance represents the amount that is not restricted or committed.

**Policy –**

**Capital Goods Replacement** - At the end of each fiscal year, the City will maintain an assigned fund balances for equipment replacement according to the City's Capital Improvement Plans. This includes funds; 801 for the general fund departments, 212 for the library, 221 for the fire department, 231 for the ambulance, 251 for CCA, 615 for CCTV, 801 for the general fund, as well as balances in 601 for the water department and 602 for the wastewater department.

**Special Revenue Funds Cash Flow** - At the end of each fiscal year, the City will maintain an assigned portion of the fund balance for cash flow in a range equal to 20 – 40% of the following year's budgeted revenues ~~revenues~~ **expenditures**. This includes funds 211 for the library, 220 for the fire department, 230 for the ambulance, 240 for EDA **Community Development**, 250 for CCA, and 614 for CCTV.

- **UNASSIGNED**- is the residual classification for the positive fund balance within the **General Fund** which has not been classified within the above-mentioned categories as well as the negative fund balances in other governmental funds. This is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications and, therefore, not subject to any constraints. Unassigned amounts are available for any purpose. These are the current resources available for which there are no government self-imposed limitations or set spending plan. Although there is generally no set spending plan for the undesignated portion, there is a need to maintain a certain funding level. Undesignated fund balance is commonly used for emergency expenditures not previously considered. In addition, the resources classified as undesignated can be used to cover expenditures for revenues not yet received.

**Policy -**

**General Fund Cash Flow** - At the end of each fiscal year, the City will maintain an unassigned portion of the fund balance for cash flow in a range equal to 40 – 60% of the following year's budgeted ~~tax revenue (Tax Levy, Local Government Aid & Market Value Credit)~~ **expenses (or \$1 million whichever is greater)**. In addition to cash flow needs this accommodates compensated absence liability and emergency contingency concerns.

If amounts designated for cash flow fall above or below the desired range, the City Administrator shall report such amounts to the City Council as soon as practical after the end of the fiscal year. Should the actual amount designated for Cash Flow fall below the desired range, the City shall create a plan to restore the appropriate levels. Should the actual amount designated for cash flow rise above the desired range, any excess funds will remain undesignated pending the Council's final decision concerning transfer to another fund. It is the policy of the City that, to the extent possible, such excess funds will be transferred to the Special Projects Undesignated Reserve Fund (801Und).

*Adopted Sepr 08, 2008 | Revisions May 23, 2022 |*

*Adopted | Annual Review Jan 9, 2023*

*Adopted | Annual Review Jan 8, 2024*

*Adopted | Annual Review Dec 9, 2024 – Distribution Annual Mtng Jan 13, 2025*  
*Proposed updates to cash flow from NY revenues to expenses 2025 04*



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** June 9, 2025

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**Agenda Item:** May Financial Report

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review report 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:**

[Monthly Finance Cash & Investment Report.2025 05.pdf](#)

Monthly Finance Cash & Investment Report												
		May-25	May-25	May-25	May-25	May-25	May-25	May-25	May-25	May-25	May-25	
100	100 GENERAL FUND	\$ 1,019,871.43	\$ 21,783.16	\$ 136,663.64	\$ 904,990.95	33%   YE 50% NY GF Expense Budget or \$1million wchvr > 11%   YE 20-40% NY expense bdgt.				<div>General Fund Key</div> <div>YE FndCshBlncRvwKey</div> <div>FndBlnc in Range 40-60%</div> <div>SlightVnce &lt;=10% (30-39%   61-70%)</div> <div>SgnfctVnce &gt; 10% (&lt;30%   &gt;70%)</div>		
211	211 LIBRARY	\$ 45,092.00	\$ 15,582.32	\$ 25,338.17	\$ 35,336.15							
212	212 LIBRARY ENDOWMENT FUND	\$ 287,606.19	\$ 145.00	\$ -	\$ 287,751.19							
220	220 FIRE - OPERATIONS FUND	\$ 72,409.31	\$ 1,587.34	\$ 14,571.15	\$ 59,425.50	36%   YE 20-40% NY expense bdgt   Annl Twnshp Pymnts						
221	221 FIRE - CAPITAL FUND	\$ 787,087.63	\$ 90,025.00	\$ -	\$ 877,112.63							
230	230 AMBULANCE - OPERATIONS FUND	\$ 169,894.88	\$ 18,537.97	\$ 27,665.89	\$ 160,766.96	36%   YE 20-40% NY expense bdgt  Inclds Emrgncy Aid  Annl Twnshp Pymnts						
231	231 AMBULANCE - CAPITAL FUND	\$ 37,256.67	\$ -	\$ 2,251.14	\$ 35,005.53							
240	240 COMMUNITY DEV - OPERATIONS	\$ (21,706.38)	\$ 3,829.31	\$ 9,757.65	\$ (27,634.72)	-15%   YE 20-40% NY expense bdgt   Annl Alliance Fndng  CD Rsltn 2025-15 JE						
242	242 COMMUNITY DEV - CPTL   358 DG OFFSE	\$ 432,340.32	\$ -	\$ -	\$ 432,340.32	801PF \$22,725 Rltn 2025-17 & Schnfldr land rent						
250	250 CCA - OPERATIONS FUND	\$ (16,474.54)	\$ -	\$ 2,538.97	\$ (19,013.51)	-24%   YE 20-40% NY expense bdgt  Annl Mnt Cntrc & Ins + Elvtr Rpr Gas Ln Lk WHV Frz						
251	251 CCA - CAPITAL FUND	\$ 85,805.38	\$ -	\$ -	\$ 85,805.38							
323	323 2023A GR&PR   623wtrDS  1MoRsv	\$ 234,285.52	\$ -	\$ -	\$ 234,285.52							
325	325 2025A 2026 STRT PRJCT	\$ -	\$ -	\$ -	\$ -							
332	332 2012A-WATER TOWER GO REF 200	\$ 84,051.09	\$ -	\$ -	\$ 84,051.09							
334	334 2014A STREET/UTILITY RECONST	\$ -	\$ -	\$ -	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025						
335	335 2016A REF10A&11A 20%GF 1MoR	\$ 156,458.34	\$ -	\$ -	\$ 156,458.34							
336	336 2016B (WTR) 425K GO REV 337SW	\$ 23,242.12	\$ -	\$ -	\$ 23,242.12							
338	338 2017A (GF)457K GO TX ABT (IND)	\$ -	\$ -	\$ -	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025						
339	339 2017B (WTR) GO UTIL REV (IND)	\$ 7,641.59	\$ -	\$ -	\$ 7,641.59							
340	340 2018A GO POOL BOND	\$ 111,689.78	\$ -	\$ -	\$ 111,689.78							
342	342 2019A GO TAX ABTMNT. ST LIGHT	\$ 31,347.92	\$ -	\$ -	\$ 31,347.92							
343	343 2022A StrmGF 18% (wtr82%303)	\$ 34,924.59	\$ 53,399.70	\$ -	\$ 88,324.29							
344	344 2022B TXGO CIP PWFAC	\$ 8,699.76	\$ -	\$ -	\$ 8,699.76							
355	355 TIF DIST 2-7 GJERE ADDITION	\$ (1,523.69)	\$ -	\$ -	\$ (1,523.69)							
356	356 TIF DIST 3-6 GRNDST APT RDV	\$ 130.59	\$ -	\$ -	\$ 130.59							
358	358 TIF DIST 2-5 FAMILY DLLR   242	\$ (299,988.58)	\$ -	\$ -	\$ (299,988.58)							
359	359 TIF DIST 2-6 CABIN COFFEE REDE	\$ 46.42	\$ -	\$ -	\$ 46.42							
360	360 REV LOAN FUND - FED/ORIG	\$ 160,995.50	\$ 2,173.97	\$ -	\$ 163,169.47							
361	361 REV LOAN FUND - STATE	\$ 92,913.37	\$ -	\$ -	\$ 92,913.37							
423	423 2023A PRSPCT&GRAND ST PROJ	\$ -	\$ -	\$ -	\$ -	Cmplt-Close to 423 Rsltn 2025-06 FEB 2025						
425	425 2025A 2026 STRT PRJCT	\$ -	\$ -	\$ -	\$ -							
443	443 2022A StrmGF 18% (wtr82%403)	\$ 53,399.70	\$ -	\$ 53,399.70	\$ -	2025-30 05/2025 Close to 343						
456	456 WHDP GRND ST APT DVLPMNT	\$ -	\$ -	\$ -	\$ -							
601	601 WATER FUND	\$ 74,346.02	\$ 397,008.94	\$ 378,102.10	\$ 93,252.86	17%   YE 20-40% NY expense bdgt   Slightly Low-Imp		\$150,000 IFL frm 602 12/2024   Project #601WT				
602	602 SEWER FUND	\$ 282,475.09	\$ 87,690.07	\$ 41,281.57	\$ 328,883.59	31%   YE 20-40% NY expense bdgt						
603	603 REFUSE (GARBAGE) FUND	\$ 38,689.82	\$ 25,096.92	\$ 36,503.61	\$ 27,283.13							
614	614 CABLE ACCESS - OPERATIONS FUN	\$ 59,003.60	\$ 3,952.73	\$ 2,586.00	\$ 60,370.33	90%   YE 20-40% NY expense bdgt   Rdc 2026 Prpsd Levy						
615	615 CABLE ACCESS - CAPITAL FUND	\$ 16,394.21	\$ -	\$ -	\$ 16,394.21							
801	801 CAPITAL GOODS FUND	\$ 1,124,614.60	\$ 10,021.00	\$ 34,049.35	\$ 1,100,586.25							
803	803 ATV TRAIL	\$ -	\$ -	\$ -	\$ -							
806	806 SE MN TMO-II	\$ (20,604.43)	\$ -	\$ -	\$ (20,604.43)	806 Added 04/2024   Pndng Qtrly Reimb						
900	900 MEMO FUND	\$ 8,341.42	\$ 11,229.69	\$ -	\$ 19,571.11							
910	910 PAYROLL PASSTHROUGH	\$ (17,434.48)	\$ 88,519.61	\$ 88,535.27	\$ (17,450.14)							
BANYON	Banyon Monthly Fund Cash Balance   Combin	\$5,163,322.76	830,582.73	853,244.21	\$5,140,661.28							
						Holdings   Valuations   Yields						
Cash & Money Fund Accts		Description	BB   OrigVI	(+)	(-)	End Bal	Cash & MM Accts		*ClcttBB based on EB	Int%	CurValue	
10200		Petty Cash	\$ 150.00			\$ 150.00	Petty Cash	\$ 150.00			\$ 150.00	
10100   4100078		RRSB CB STMNT BLNC	\$ 832,795.35	\$ 329,464.55	\$ 363,858.84	\$ 798,401.06	RRSB CB STMNT BLNC	\$ 782,592.69	APY Yield Earned %	2.02%	\$ 798,401.06	
10101   4000008		F&M MM	\$ 118,164.72	\$ 130.47		\$ 118,295.19	F&M MM	\$ 116,765.56	APY Yield Earned %	1.31%	\$ 118,295.19	
10102   76T-154947		Northland MM	\$ 720,246.34	\$ 352,811.20		\$ 1,073,057.54	Northland MM	\$ 1,030,497.97	30 Day Yield	4.13%	\$ 1,073,057.54	
10104   35529-101		4M Portfolio	\$ 786,025.53	\$ 2,853.85		\$ 788,879.38	4M Portfolio	\$ 756,551.92	Avg Monthly Rate	4.27%	\$ 788,879.38	
Subtotal		Institution Cash & Money Fund Accts Total	\$ 2,457,381.94	\$ 685,260.07	\$ 363,858.84	\$ 2,778,783.17			\$ 2,686,558.14	Institution Cash & Money Fund Accts Total	\$ 2,778,633.17	
CD's   Bonds #		Description	BB   OrigVI	(+)	(-)	End Bal   OrigVI	CD's   Bonds #		Mat Date	Market Value	Est Yld	Est Crmnt Vlue BsdOnFullMtrty
10402   02589A-BM-3		AMRCN EXP NATL BK - Mtrd Mar 2025	\$ -			\$ -	10402   02589A-BM-3		3/3/2025	\$ -		\$ -
10402   856285-TQ-4		STATE BK INDIA NEW - Mtrd May 2025	\$ 242,000.00		\$ 242,000.00	\$ -	10402   856285-TQ-4		5/28/2025	\$ -		\$ -
10402   33847E-3L-9		FLAGSTAR BK FSB TROY - Mtrd May 2025	\$ 104,000.00		\$ 104,000.00	\$ -	10402   33847E-3L-9		5/29/2025	\$ -		\$ -
10401   702091		F&M CD 60Mo	\$ 50,000.00			\$ 50,000.00	10401   702091		6/8/2025	\$ 52,928.70	1.21%	\$ 52,997
10400   35668		CD 35668 - 60MO	\$ 50,000.00			\$ 50,000.00	10400   35668		6/9/2025	\$ 52,908.03	1.12%	\$ 52,766
10400   35671		CD 35671 -60MO	\$ 425,000.00			\$ 425,000.00	10400   35671		6/30/2025	\$ 459,435.56	1.64%	\$ 459,419
10400   35954		LIBRARY 14Mo	\$ 174,286.88			\$ 174,286.88	10400   35954		9/8/2025	\$ 187,913.93	3.92%	\$ 179,273
10402   73319F-AS-8		PPPY BK SNTA RSA - 66Mo	\$ 200,000.00			\$ 200,000.00	10402   73319F-AS-8		9/19/2025	\$ 198,014.00	1.10%	\$ 211,386
10401   702108		F&M CD 60Mo	\$ 130,000.00			\$ 130,000.00	10401   702108		10/21/2025	\$ 135,977.85	1.00%	\$ 135,905
10401   702127		F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401   702127		3/3/2026	\$ 257,611.69	0.75%	\$ 257,767
10401   702128		F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401   702128		3/3/2026	\$ 257,611.69	0.75%	\$ 257,767
10402   300185-LM-5		EVGRN BK GRP OAK BOOK IL - 42Mo	\$ 140,000.00			\$ 140,000.00	10402   300185-LM-5		7/27/2026	\$ 139,309.80	3.85%	\$ 152,176
10402   564759-RS-9		MNFCTRS&TRDRS CO - 48Mo	\$ 245,000.00			\$ 245,000.00	10402   564759-RS-9		1/20/2027	\$ 244,179.25	4.00%	\$ 267,391
10402   T-FN-2		CPTL ONE BK USA NTL - 60Mo	\$ 100,000.00			\$ 100,000.00	10402   T-FN-2		4/20/2027	\$ 97,506.00	2.80%	\$ 108,638
10402   61768E-JR-5		MGRN STNLY PRVT BK NATL ASSN - 60Mo	\$ 113,000.00			\$ 113,000.00	10402   61768E-JR-5		5/19/2027	\$ 111,034.93	3.25%	\$ 124,015
10402   254673L38		DSCVR BK GRNWD - 60Mo	\$ 100,000.00			\$ 100,000.00	10402   254673L38		7/6/2027	\$ 98,492.00	3.40%	\$ 109,728
10402   3130ASN96		APY FDRL HM LN BKS - 84 Mo	\$ 200,000.00			\$ 200,000.00	10402   3130ASN96		7/27/2029	\$ 198,742.00	4.20%	\$ 223,773
10402   3130ATGQ4		FDRL HM LN BKS - Called Feb 2025	\$ -	\$ -		\$ -	10402   3130ATGQ4		10/12/2029	\$ -		
Subtotal			\$ 2,773,286.88	\$ -	\$ 346,000.00	\$ 2,427,286.88	CDs   Bonds   EB/OrgVI		\$ 3,114,286.88	\$ 2,491,665.43	EstCVBsdFullMtrty	\$ 2,593,000.08
TOTAL Institution Combined Cash   Money Fund &						\$ 5,206,070.05						
						Bnyn Cmbnd BankRec EB	CD BONDS MV Summary					
Monthly Reconciliation		Beg	(+)	(-)	End Bal		RRSB-10400	\$ 649,286.88	\$ 700,257.52	\$ 50,970.64	\$ 691,458.14	
DEPOSITS IN TRANSIT (BEG.) +bb/+ex		\$ -		\$ -	0.00		F&M 10401	\$ 680,000.00	\$ 704,129.93	\$ 24,129.93	\$ 704,434.91	
DEPOSITS IN TRANSIT (END.) +rev/+eb			\$ -		0.00		Northland 10402	\$ 1,098,000.00	\$ 1,087,277.98	\$ (10,722.02)	\$ 1,197,107.02	
OUTSTANDING CHECKS (BEG) -bb/-ex		\$ (67,346.06)		\$ (67,346.06)	0.00		TOTAL MV INVSTMNTS	\$ 2,427,286.88	\$ 2,491,665.43	\$ 64,378.55	\$ 2,593,000.08	
OUTSTANDING CHECKS (END) +ex/-eb				\$ 65,408.77	-65,408.77							
MONTHLY RECONCILIATION TOTALS		5,163,322.76	685,260.07	707,921.55	5,140,661.28							
OUT OF BALANCE AMOUNT		\$ -	\$ 145,322.66	\$ 145,322.66	\$ -							
ACTL OpsCB BLNC   1mm Blnc Gdln \$750,000 (3yr avg mnthly ops wd)				98%	\$ 732,992.29							
CB Blnc Frmt Key:							CB Blnce Frmt Key:	In Range 90-110%	High >110%	Low <90%		
Prj#	Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	Comment	% of Portfolio by Institution			EB   Est. Crmnt Value	
801CD 42500		Civil Defense 39226	\$ -			\$ -	To 801SEQ	28%	RRSB		\$ 1,489,859.20	
801CHP 43100		Chip Sealing 39214	\$ 92,511.98			\$ 92,511.98		15%	F&M		\$ 822,730.10	
801CLK 41500		Administration *use \$7,000 for MN DOT Prprty	\$ 35,780.61	\$ 1,000.00		\$ 36,780.61	E&J Rmb MnDOT PrpSoilTest	42%	Northland		\$ 2,270,164.56	
801CMP 41910		Comprehensive Plan	\$ 13,13									

Meeting Date: June 9, 2025

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**Agenda Item:** Water and Sewer Billing

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**Subject | Summary:**

- Consider request to move to billing for actual usage.
  - Consider a new rate structure set to promote conservation, and ensure adequate coverage for fixed costs.
- 

**Agenda Category:** Continued Business

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider amendment to billing for the Sewer Utility to align with current ordinances, additional consideration for amending the fee schedule for both Water and Sewer Utilities.

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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:**

- Current billing procedure takes the actual usage amounts for January through March to determine an average for the remainder of the year. If actual usage is less than the average the customer is billed for actual usage. If actual usage is higher than the average, then the average usage is billed.
    - This practice allows for approximately 6,000,000 gallons a year not billed for.
  - The proposed rate structure would promote and encourage conservation, while ensuring that fixed costs for the utility are covered.
- 

**Attachments:**

[2025 Water and Sewer Review of Rates.pdf](#)

**Estimated Monthly Examples**

Less than 1000 Gallons monthly		Gallons per Month	Current Rates	Proposed Rates	Change
	Water Usage	720	\$ 19.53	\$ 22.52	\$ 2.99
	Sewer Usage	720	\$ 50.00	\$ 54.16	\$ 4.16
	Water Usage	55	\$ 19.53	\$ 20.19	\$ 0.66
	Sewer Usage	55	\$ 50.00	\$ 52.17	\$ 2.17
Users with 1000-2000 Gallons monthly					
	Water Usage	1437	\$ 19.53	\$ 25.03	\$ 5.50
	Sewer Usage	1437	\$ 50.00	\$ 56.31	\$ 6.31
	Water Usage	1867	\$ 19.53	\$ 26.53	\$ 7.00
	Sewer Usage	1867	\$ 50.00	\$ 57.60	\$ 7.60
Users with 2000-5000 Gallons monthly					
	Water Usage	2785	\$ 24.88	\$ 31.55	\$ 6.68
	Sewer Usage	2785	\$ 58.42	\$ 64.44	\$ 6.01
	Water Usage	4359	\$ 35.59	\$ 40.68	\$ 5.09
	Sewer Usage	4359	\$ 75.31	\$ 77.34	\$ 2.03
Users with 5000-7500 Gallons monthly					
	Water Usage	5808	\$ 45.46	\$ 50.86	\$ 5.40
	Sewer Usage	5808	\$ 90.86	\$ 92.70	\$ 1.84
	Water Usage	7136	\$ 54.51	\$ 61.49	\$ 6.98
	Sewer Usage	7136	\$ 105.11	\$ 109.30	\$ 4.19
Users with 7500-10000 Gallons monthly					
	Water Usage	7921	\$ 59.85	\$ 67.77	\$ 7.92
	Sewer Usage	7921	\$ 113.53	\$ 119.11	\$ 5.58
	Water Usage	9798	\$ 72.63	\$ 82.78	\$ 10.15
	Sewer Usage	9798	\$ 133.67	\$ 142.58	\$ 8.90
Users with over 10000 Gallons monthly					
	Water Usage	10372	\$ 76.54	\$ 87.38	\$ 10.83
	Sewer Usage	10372	\$ 139.83	\$ 149.75	\$ 9.92
	Water Usage	52379	\$ 362.61	\$ 423.43	\$ 60.82
	Sewer Usage	52379	\$ 590.57	\$ 674.84	\$ 84.27

Current Water Rates	
Cost Per Gallon	0.00681
Base Charge	\$ 19.53
Total Est. Rev	\$ 478,651.83
2025 Fixed Expenses	\$ 453,881.00
2025 Variable Expenses	\$ 85,252.00
2025 Total Expenses	\$ 539,133.00

Proposed Water Rates	
0-2000 Gallons	0.0035
2000-5000 Gallons	0.0058
5000 and above	0.008
Base Charge	\$ 20.00
Total Est. Rev	\$ 542,816.70

Current Sewer Rates	
Cost Per Gallon	0.01073
Base Charge	\$ 50.00
Total Est. Rev	\$ 1,032,443.86
2025 Fixed Expenses	\$ 946,842.00
2025 Variable Expenses	\$ 108,659.00
2025 Total Expenses	\$ 1,055,501.00

Proposed Sewer Rates	
0-2000 Gallons	0.003
2000-5000 Gallons	0.0082
5000 and above	0.0125
Base Charge	\$ 52.00
Total Est. Rev	\$ 1,058,316.38



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** June 9, 2025

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**Agenda Item:** E&J Underground Lease Agreement

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider recommendation to Council to approve the lease 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:**

[Land Lease 2025-2026 EandJ.pdf](#)

1  
LAND LEASE

This agreement entered into this 1st day of July 2025, by and between the City of Chatfield, a Minnesota municipal corporation (“City”) and E & J Underground a partnership organized under the laws of the State of Minnesota (“E & J”),

It is agreed between the parties as follows:

1. **Term.** For the monthly payment by E & J to City of the sum of \$500 per month, City demises and leases to E & J a portion of the property for the term of July 1, 2025, to June 30, 2026. Payment is due monthly on the 1<sup>st</sup> of the month.
  2. E & J will park equipment on the southeast side of the property on the existing concrete and gravel.
  3. E & J will mow the entire lot for the duration of the agreement.
  4. Work with the Public Works Director to ensure access for placement of excess snow.
2. **Use.** During the period that this lease, or any extension thereof is in effect, E & J, or its agents or assigns, shall be permitted to use the property for equipment storage purposes. E & J shall be required during the term of this lease to use and maintain the property in a manner that minimizes the uncontrolled drainage of surface water, erosion of soil and the growth of noxious weeds.
3. **Termination Prior to June 30, 2026.** Notwithstanding the provisions of ¶ 1 herein, City may terminate this lease at any time prior to the end of its term by giving E & J 30 days written prior notice of termination.

E & J Underground  
By: Chad Eide

City of Chatfield  
By: John McBroom

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Mayor

By: Chad Johnson

Attest: Michele Peterson

\_\_\_\_\_  
Owner

\_\_\_\_\_  
City Administrator



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** June 9, 2025

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**Agenda Item:** Public Works Job Description Updates

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review proposed amendments.

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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 Public Works Director Job Description 2025.docx](#)

[1 Water Superintendent Job Description 2025.docx](#)

[2 Wastewater Superintendent Job Description 2025.docx](#)

[1 Assistant Wastewater Operator Job Description 2025.docx](#)

[1 Senior Maintenance Parks Job Description 2025.docx](#)

### Job Description – Public Works Director

Position Title: Public Works Director  
Status: Full-Time  
Wage Range: Grade 9

Reports to: City Administrator  
Classification: Non-Exempt

#### PRIMARY OBJECTIVE OF POSITION:

Serves as department head with overall daily responsibility for the operation, maintenance, and repair of municipal water systems, wastewater and collection systems, streets, parks and recreation facilities, and all city buildings. This position assigns work to subordinate employees, oversees contractors, and performs the work. Minority of time is spent performing production work including field supervision, while majority of time is spent performing administrative duties.

#### RESPONSIBILITIES AND DUTIES:

- Plans, organizes, coordinates, and participates in the daily maintenance activities.
- Schedules and trains public work employees. Participates with the City Administrator and City Council in personnel actions such as hiring, discipline, and discharge.
- Participates in the preparation of the departmental budget, in conjunction with the City Clerk and Council; purchases approved supplies and tools; and approves/tracks expenditures.
- Works with engineering company and ~~Community Resources Director~~ on public works projects and oversees contractors.
- Responds to concerns, issues, and complaints from the public, elected officials, and regulatory agencies; resolves as appropriate or refers to City Administrator or City Council.
- Oversees and participates in the operation and maintenance of the City's water and wastewater treatment plants distributions and collection systems.
- Oversees readings, inspections, and preventive maintenance reports performed in such areas as parks, playground, pool, streets, storm, and sidewalks.
- Oversees appropriate records and prepares and/or oversees preparation of monthly reports to comply with MPCA, MN Department of Health, and state DNR requirements.
- Inspects hook-ups for water and sewer service on all new construction and seasonal dwellings within city limits.
- Oversees inspects and organizes cleaning of sewer mains as needed.
- Oversees water system inspections, maintenance, and annual hydrant flushing and gate valve exercising.
- Acts as primary liaison with private contractors in public work area.
- Advises City Administrator of necessary repairs and construction projects for various areas such as collection and distribution systems, wastewater treatment plant, streets and sidewalks, parks, and municipal pool, receiving input from the city engineer and ~~Community Resource Director~~.
- Oversees and participates in street, storm and sidewalk maintenance including crack filling, chip sealing, overlays and new subdivision, snow plowing/removal and sanding, and street sweeping.
- Implements departmental policies and procedures related to areas such as personnel, OSHA, and the repair/maintenance of city infrastructure.
- Oversee and participates in the maintenance of parks, park facilities, and municipal pool.
- Attends public works, water and wastewater related courses and other job-related training as needed.
- Attends various public meetings such as Council and relevant oversight committees; presents information and makes recommendations to elected/appointed officials as requested.
- Oversees and/or participates in miscellaneous tasks such as erosion control on banks of creeks, tree inspections and replacements, police funeral help, and maintenance support for the library, city hall, Center for the Arts, and upkeep of the municipal garage.
- ~~Oversees and/or participates in set up of Bloodmobile and assists police with funerals.~~
- Serves on safety committee.
- Performs other related duties as assigned or apparent.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of City operation, policies, and ordinances.
- Knowledge of supervisory practices and techniques.
- Knowledge of laws, rules, and regulations related to storm sewers, street maintenance, and safety.
- Knowledge of methods, practices, tools and equipment, and materials used in the operation/maintenance/repair of water and wastewater systems, streets, and parks.
- Knowledge of street cleaning and maintenance practices.
- Knowledge of Tree Inspections and tree ordinances.
- Ability to obtain and hold a tree inspectors' certificate.
- Ability to analyze problems/situations and propose solutions.
- Ability to prepare routine reports, maintain appropriate files, and correspondence.
- Ability to communicate effectively, orally and in writing.
- Ability to comprehend and apply pertinent federal and state laws and departmental regulation. Ability to comprehend and follow applicable OSHA standards and plant safety practices and procedures.
- Ability to use a radio, computer, phone, and other office equipment.
- Ability to communicate effectively, both orally and in writing, with state regulatory agencies, elected officials, City staff, and the general public.
- Ability to plan and analyze department operations, develop alternatives, and determine costs. Ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Ability to supervise and motivate staff and promote safety in the workplace.
- Ability to prioritize work projects to ensure the efficient and effective use of resources.
- Ability to use a variety of hand and power tools and equipment such as pick-ups, front-end loader, dump truck, street sweeper, mowers, jetter/vac truck, and pool analysis.
- Ability to use senses of sight, smell, touch, and hearing.
- Ability to use most types of vision (far, near, depth, peripheral, color).
- Ability to understand maps and blueprints and other specifications related to public works projects.
- Ability to understand hazardous material labels and take appropriate steps to properly store or dispose of hazardous materials.

## **MINIMUM QUALIFICATIONS**

High school degree and five years of public works experience with some administrative duties that included record keeping, supervision, work scheduling and organizing. Experience with water and wastewater treatment and systems. Valid Minnesota Class B driver license. Ability to attend training and obtain other licenses as required by the employer.

## **Working Conditions**

Works outdoors majority of the time. Considerable amount of time is spent completing office tasks, also performing physical tasks, manually and through the operation of equipment. Work involves frequent movements and exposure to irritants/fumes, hazardous chemicals, temperature extremes, infectious diseases, noise, and vibrations.

***The Responsibilities & Duties, and Knowledge, Skills and Abilities are intended only as illustrative of various types of work performed and are not all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.***

## Job Description – Water Superintendent/Certified Pool Operator/~~Tree Inspector~~

Position Title: Water Superintendent/Certified Pool Operator/~~Tree Inspector~~

Status: Full-Time

Wage Range: Grade 7

Reports to: Public Works Director

Classification: Non-Exempt

### PRIMARY OBJECTIVE OF POSITION:

Primary responsibility for the daily operation, maintenance, and repair of the city's water system and pool. Participates in other work activities of public works department such as equipment operation, street maintenance, and various miscellaneous tasks. Holds certified pool operator designation. Responds to callouts for water main breaks, sewer back-ups, snow plowing and sanding, or other emergencies. ~~Serves on rotation for treatment plant on weekends.~~ Serves on weekend rotation for duties associated with Water, Wastewater, and Seasonal items as necessary.

### RESPONSIBILITIES AND DUTIES:

- Completes all State required reporting.
- Maintains Water Infrastructure System.
- Ensures wells are operating properly through visual and other inspections.
- Repair water mains that break or leak.
- ~~Check chlorine and acid levels.~~
- Operate Municipal Pool and maintains daily log, inspections, and state certification.
- Maintains daily log and prepares and signs various legally required reports.
- Inventories and orders supplies as necessary.
- Monitors chemical feed systems and adjusts pumps as necessary.
- Performs daily, weekly, and monthly sampling and submits samples for laboratory testing per MDH standards.
- ~~Reads water meters on monthly basis.~~ Maintains, repairs, reads, and orders Meters as needed.
- Inspects and maintains equipment; changes oil; motors and bearings.
- Cleans and repairs equipment such as pumps, filters, and valves, injectors.
- Maintains fire hydrants and assists in water turn-ons for new construction, as needed.
- Participates in cleaning of distribution and collection systems; monitors pumpage records for lift stations.
- Operates various public work equipment to plow snow, sand city streets, haul rock, and sweep city streets; uses broom to clean sidewalks.
- Assists with Brush Dump
- Assists in patching blacktopped road surfaces by hauling material in dump truck, filling patch, and compacting patch with roller.
- ~~Assists in maintenance of municipal swimming pool and maintains state certification.~~
- Provides information to Superintendent of City Services for budgeting purposes.
- Assists with holiday decorations replaces bad light bulbs, decorates trees, puts up, takes down, and stores items.
- ~~Assists in readying pool for warm weather season and operating the pool.~~
- Assists in maintaining the urban forest, including trimming, planting, and planning improvements to the forest.
- ~~Puts up hockey boards for cold weather season.~~
- Maintains Water Protection Plan and Wellhead Protection Plan, serves as committee chair.
- Ensures Water storage system is operational to MDH standards.
- Performs other related duties as assigned or apparent.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of methods, practices, tools and equipment, and materials used in the operation and maintenance of a municipal water system.

- Knowledge of laws, rules, and regulations pertaining to including the safe drinking water act, and state guidelines for water sampling and ability to understand/apply to work tasks.
- Skill in maintaining system (water quality) through visual, audio, and other inspections.
- Ability to comprehend and follow applicable OSHA standards and safety practices and procedures.
- Ability to manage time and efficiently operate distribution system with available resources.
- Ability to use the tools and equipment needed to maintain water treatment plant system.
- Ability to use a radio, phone, and other electric/electronic equipment.
- Ability to use a variety of public works tools and equipment including pick-up, sweeper, dump truck, tractor, and various hand and power tools.

#### **Minimum Qualifications**

Minnesota Class B driver license with required endorsements. Class D water license. Certified Pool Operator (CPO) designation. Certified Tree Inspector.

#### **Preferred Qualifications**

Training or course work in chemistry of water.

#### **Working Conditions**

Work involves routine exposure to temperature extremes, infectious diseases, and noise. Exposure to irritants/fumes, hazardous chemicals, fire and smoke, and vibrations. Moderate to considerable physical effort is required involving many types of movement such as lifting, bending, twisting, crouching, and work in confined spaces. Large and fine motor skills are necessary as well as the full range of senses.

***The Responsibilities & Duties, and Knowledge, Skills and Abilities are intended only as illustrative of various types of work performed and are not all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.***

## Job Description – Wastewater Superintendent

Position Title: Wastewater Superintendent  
Status: Full-Time  
Wage Range: Grade 8

Reports to: Public Works Director  
Classification: Non-Exempt

### PRIMARY OBJECTIVE OF POSITION:

Primary responsibility for the daily operation, maintenance, and repair of the wastewater treatment plant and collection system. Participates in other work activities of public work department such as equipment operation, street maintenance, and various miscellaneous tasks. Responds to callouts for water main breaks, sewer back-ups, snow plowing and sanding, alarms at treatment plant and lift stations answers alarm calls from the dialer at the WWTF and lift stations when available, or other emergencies. Serves on rotation for treatment plant on weekends. Serves on weekend rotation for duties associated with Water, Wastewater, and Seasonal items as necessary. Administrative duties include making reports, keeping records, assisting with the budget for the WWTF and other miscellaneous tasks.

### RESPONSIBILITIES AND DUTIES:

- Makes decisions regarding the adjustment of flows, detention times, air output, return flow rates, chlorination, and de-chlorination rates, wasting rates, and bio-solids disposal.
- Conducts daily inspections, conducts appropriate testing/sampling, takes meter readings, and analyzes flow characteristics to ensure the efficient operation of the wastewater treatment plant.
- Maintains buildings and grounds; mows grass, sprays chemicals for weed control, and makes appropriate repairs.
- Maintains lift station by changing filters weekly, maintains manholes, cleans/maintains city sewer lines by rodding and jetting.
- Controls, and orders, when necessary, all materials, supplies, and equipment used in the operation, maintenance, and repair of the treatment plant.
- Operates trucks to plow city streets, alleys, and parking lots during winter.
- Attends various schools, seminars, and meetings to keep up to date; reviews publications and other literature to learn about new technology/equipment, new procedures, and new practices.
- Performs other job-related duties as assigned.
- Plan and develop schedules for repair, improvement, and replacement of components of the wastewater systems, including treatment plant, lift stations, and collection systems.
- Maintain and submit required records, reports, and documentation concerning the Wastewater Treatment Facility.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of laws, rules, and regulations pertaining to the operation of a Class B wastewater treatment plant.
- Knowledge of the operation of snow removal and street cleaning equipment, rodding, and jetting equipment.
- Knowledge of wastewater line repair and maintenance.
- Knowledge of state requirements collecting wastewater samples.
- Knowledge of and ability to follow applicable safety laws, rules, and regulations.
- Skill in operating and maintaining operating industrial machinery and laboratory equipment.
- Ability to work independently.
- Ability to operate a variety of public works equipment such as dump truck, street sweeper, pick-up, and tractor or other equipment as necessary.
- Ability to operate a variety of hand and power tools and equipment/machines such as pumps, blowers, and laboratory equipment.
- Ability to work safely with chemicals such as hydrochloric acid, sulfuric acid, and caustics.
- Ability to exert moderate to considerable physical effort when lifting, pushing, and pulling objects to performs such activities as tapping water lines, inspecting hook-ups, sliding gates at sewer ponds, Operating hand valves, operating sewer rodding Jetting equipment, and mixing chemicals.

- Ability to enter and work in confined spaces.
- Ability to understand and apply basic mathematical calculations including percentages and formulas.
- Ability to keep up to date on applicable wastewater treatment technology, practices and procedures.
- Ability to use senses of sight, smell, touch, and hearing.
- Ability to use all types of vision (far, near, depth, peripheral, color, and night)
- Ability to read and understand hazardous material labels and take appropriate steps to properly store or dispose of hazardous materials.

#### **Minimum Qualifications**

High school diploma or equivalent. Class B wastewater license. A Minnesota Class B driver license must be obtained within six months. It will be required to live within 30 minutes of the wastewater plant. ~~to respond to emergencies when available.~~

#### **Preferred Qualifications**

Vocational training in wastewater technology and experience in an activated sludge wastewater plant and a type IV ~~sludge applicators license~~ Waste Disposal Facility license.

#### **Working Conditions**

Work involves regular exposure to infectious diseases. Exposure to temperature extremes, irritants/fumes, hazardous chemicals, fire and smoke, noise, and vibrations. Moderate to considerable physical effort is required involving many types of movement such as lifting, bending, twisting, crouching, and work in confined spaces. Large and fine motor skills are necessary as well as the full range of senses.

***The Responsibilities & Duties, and Knowledge, Skills and Abilities are intended only as illustrative of various types of work performed and are not all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.***

### Job Description – Assistant Wastewater Operator

Position Title: Assistant Wastewater Operator  
Status: Full-Time  
Wage Range: Grade 7

Reports to: Public Works Director  
Classification: Non-Exempt

#### PRIMARY OBJECTIVE OF POSITION:

Perform non-supervisory work with primary responsibility to assist in the daily operation, maintenance and repair of the City's wastewater treatment plant and collection system. Assist in the operation, maintenance and repair of the City's water treatment and distribution system. Participate in other work activities of public works department such as equipment operation, street maintenance and various miscellaneous tasks. ~~Serves on rotation for treatment plant on weekends.~~  
Serves on weekend rotation for duties associated with Water, Wastewater, and Seasonal items as necessary.

#### RESPONSIBILITIES AND DUTIES:

- Assist in daily inspections, conduct appropriate testing/sampling, take meter readings, and analyze flow characteristics to ensure the efficient operation of the wastewater treatment plant.
- Assist in decisions regarding process control and sludge removal/application.
- Assist in building and grounds maintenance: mow grass, spray chemicals for weed control and make appropriate repairs.
- Primarily responsible for the maintenance of lift stations, maintain catch basins, clean/maintain city sewer lines by jet cleaning, and root sawing, and rodding as needed.
- Assume responsibility for wastewater treatment plant in absence of Wastewater Superintendent.
- Assist in the cleaning of distribution systems.
- Provide input to Wastewater Superintendent on supplies and materials needed.
- Operate various public work equipment to plow snow, sand city streets, haul rock and sweep city streets; use broom to clean sidewalks.
- ~~• Assist in patching blacktopped road surfaces by hauling material in dump truck, filling patch and compacting patch with roller.~~
- Assist in maintenance of municipal swimming pool.
- Assist with holiday decorations: replace bad light bulbs, decorate trees, put up, take down and store items.
- Assist in readying pool for warm weather season, put up hockey boards for cold weather season.
- Attend various schools, seminars, and meetings to keep up to date.
- Performs other related duties as assigned or apparent.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of laws, rules and regulations pertaining to the operation of a Class B wastewater treatment plant.
- Knowledge of the operation of snow removal and street cleaning equipment.
- Knowledge of wastewater line repair and maintenance.
- Knowledge of state requirements collecting wastewater samples.
- Knowledge of, and ability to follow, applicable safety laws, rules, and regulations.
- Skill in operating and maintaining operating machinery and laboratory equipment.
- Ability to work independently.
- Ability to operate a variety of public works equipment such as a dump truck, street sweeper, pick-up and tractor.
- Ability to operate a variety of hand and power tools and equipment/machines such as pumps, blowers, and laboratory equipment.
- Ability to work safely with chemicals such as hydrochloric acid, sulfuric acid, and caustics.
- Ability to exert moderate to considerable physical effort when lifting, pushing, and pulling objects to perform such activities as tapping water lines, inspecting hook-ups, sliding gates at sewer ponds, operating sewer rodding equipment and mixing chemicals.
- Ability to enter and work in confined spaces.

- Ability to understand and apply basic mathematical calculations, including percentages and formulas.
- Ability to keep up to date on applicable wastewater treatment technology, practices and procedures.
- Ability to use senses of sight, smell, touch, and hearing.
- Ability to use all types of visions (far, near, depth, peripheral, color, and night).
- Ability to read and understand hazardous material labels and take appropriate steps to properly store or dispose of hazardous materials.
- Ability to use a radio, phone, and other electric/electronic equipment.
- Ability to attend training and obtain higher wastewater licenses.

#### **Minimum Qualifications**

High School diploma or equivalent and three years in public works field, including some experience with wastewater. Class B wastewater license. Minnesota Class B driver's license with **Air Brakes endorsement.** ~~required endorsements.~~

#### **Preferred Qualifications**

Vocational training in wastewater technology and experience in activated sludge wastewater plant. Type IV sludge application certificate. **Tanker endorsement on Class B driver's license.**

#### **Working Conditions**

Work involves regular exposure to infectious diseases. Exposure to temperature extremes, irritants/fumes, hazardous chemicals, fire and smoke, noise, and vibrations. Moderate to considerable physical effort is required involving many types of movement such as lifting, bending, twisting, crouching and work in confined spaces. Large and fine motor skills are necessary as well as the full range of senses.

***The Responsibilities & Duties, and Knowledge, Skills and Abilities are intended only as illustrative of various types of work performed and are not all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.***

### Job Description – Senior Maintenance Worker, Parks & Buildings

Position Title:	Senior Maintenance Worker, Parks & Buildings	Reports to:	Public Works Director
Status:	Full-Time	Classification:	Non-Exempt
Wage Range:	Grade 6		

#### PRIMARY OBJECTIVE OF POSITION:

Performs work to assist in the operation, maintenance and repair of the parks, park equipment, city buildings, public works equipment, wastewater treatment plant, water system, streets; performs related duties as assigned. The focus of this position is the maintenance of parks and city buildings. Responds to callouts for water main breaks, sewer back-ups, snow plowing and sanding, or other emergencies. Serves on weekend rotation for duties associated with Water, Wastewater, and Seasonal items as necessary.

#### RESPONSIBILITIES AND DUTIES:

- Performs general maintenance at various city buildings including library, fire hall, the Thurber Building by painting, changing light bulbs & ballasts, moving tables and chairs, minor plumbing repairs and other various tasks.
- Perform preventative maintenance activity on all playground equipment, facilities, and structures in the City's parks.
- Performs summer maintenance on parks by mowing grass with push and rider mowers; trimming trees and removing brush, emptying garbage cans; maintains mower by sharpening blades, greasing, changing/repairing tires.
- Sprays Park areas for weeds and insects and clears brush as needed.
- Assists in the installation, removal, and maintenance of hockey rinks.
- Performs winter maintenance on streets by removing snow with heavy equipment; clearing sidewalks and steps with snow blower and shovel; loads snow with front-end loader and hauls with dump truck; sands streets and sidewalks; maintains equipment by greasing, changing oil, and performing some maintenance work on trucks and vehicles such as sanding and re-painting and replacing blades.
- Performs summer maintenance on streets by sweeping, sign maintenance, patching holes and rolling blacktop surfaces, cleaning storm catch basins, general upkeep, flushing, and blading alleys.
- Hauls and stockpiles rock and sand for winter use; prepares plow equipment for winter use.
- Assists in response to emergencies such as sewer backups, water main breaks, and clean-up after accidents.
- Assists in the operation, maintenance, and repair of the wastewater treatment plant and collection system; maintains pumps, plumbing, equipment, and buildings; takes and test samples, performs inspections, jetting and flushing on main lines.
- Assists in the operation, maintenance, and repair of the water system; repairs or replace water meters and reads meters once per month; maintains water mains and wells; winterizes and lubricates hydrants; performs painting tasks.
- Attends training related to swimming pool operations, tree inspecting, water and wastewater.
- ~~Locates water curb stops and property stakes through use of a metal detector.~~
- Assists police or animal control as needed; assists police with funeral traffic as needed.
- ~~Assists in cleaning sewer lines with jetter vac.~~
- Purchasing of Maintenance Equipment, Playground Equipment, and operational supplies.
- Performs other related duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of methods, practices, tools and equipment, and materials used in the maintenance and repair of streets and parks, including landscaping.
- Knowledge of and ability to understand and apply the rules and regulations that pertain to municipal public works operations.
- Knowledge of and ability to follow OSHA and other prescribed safety practices.
- Skills in mechanics to properly maintain vehicles and equipment, including oil changes, greasing, and minor repairs.

- Ability to receive work direction from the Water and Wastewater Superintendents.
- Ability to understand and follow directions and work individually or as part of a team.
- Ability to enter and work in confined spaces.
- Ability to work at heights, in a bucket truck, roof, etc.
- Ability to execute assigned tasks without direct supervision and work as part of a team.
- Ability to operate a variety of equipment and tools such as various trucks, tractor, mowers, trimmer, roller, shovels, brooms, rakes, drills, saws, screwdrivers, hammers, ratchet and sockets, various wrenches, and hand-held computer for meter readings.
- Ability to perform work requiring moderate to considerable physical effort including frequent bending and lifting such objects as flower baskets, park benches, garbage barrels, and picnic tables.

#### **Minimum Qualifications**

High school degree or equivalent; valid Minnesota Class B driver license, Certified Tree Inspector, ~~Certified Pool Operator~~.

#### **Preferred Qualifications**

Some experience in mechanics and operating heavy equipment. Class D Water License and/or Class D Wastewater License, Pesticide Applicator's License, Boilers License, and experience working in a public works department.

#### **Working Conditions**

Work involves routine exposure to temperature extremes, infectious diseases, and noise. Exposure to irritants/fumes, hazardous chemicals, fire and smoke, and vibrations. Considerable physical effort is required involving many types of movement such as lifting, bending, twisting, crouching, and work in confined spaces. Large and fine motor skills are necessary as well as the full range of senses.

***The Responsibilities & Duties, and Knowledge, Skills and Abilities are intended only as illustrative of various types of work performed and are not all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.***