

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

Notice is hereby given that some members may be participating in the meeting by interactive technology.

A. Minutes

1. [October 13, 2025 Meeting Minutes](#)
Review minutes from the previous meeting.

B. Financial Report

1. [Quarterly Financial Report](#)
Review the report as presented.

C. New Business

1. [Volunteer Ambulance Personnel Policy Update](#)
Consider recommendation for approval by the City Council.
2. [Capital Financial Plan Review and Summary](#)



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: October 13, 2025 Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review minutes from the previous meeting.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025.10.13 Personnel Budget Meeting Notes.pdf](#)



CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE

City Council Chambers, 21 SE Second Street, Chatfield, MN 55923

October 13, 2025, 4:30 P.M.

Members Present: Councilor Paul Novotny

Members Absent: Councilor Mike Urban

Others Present: Shane Fox, Steven Schlichter, Ryan Priebe, Mitch Irish, Brian Burkholder, and Michele Peterson

A. **Minutes:** The committee reviewed and approved the minutes from the September 8, 2025, meeting.

B. Financial Report

1. September Financial Report: The September Financial Report was reviewed.
2. Annual Finance Policy Review - 2025 for 2026: The committee discussed the Annual Finance Policy Review for 2025 and recommended it for Council approval.
3. Resolution 2025-67 Close Cable Access Operations Fund & Dispose of Fiscal Asset CC04: Resolution 2025-67 to close the Cable Access Operations Fund and dispose of Fiscal Asset CC04 was considered and recommended for Council approval.
4. Resolution 2025-69 Authorizing the Consolidation of Cash Drawers | Increase to the Petty Cash Fund: Resolution 2025-69 authorizing the consolidation of cash drawers and increase to the petty cash fund was also recommended for Council approval.

C. Continued Business

1. Personnel Policy 12.01.03 PTO Separation Payout Amendment Consideration: The committee discussed amending the current PTO separation payout policy to allow a 50/50 split between a cash payout and a contribution to the Healthcare Savings Plan (HCSP). Members expressed support for the change, citing benefits to both employees and the city. It was agreed that further discussion would occur at the next meeting staff meeting, with feedback from the team encouraged before bringing the recommendation to Council.

D. New Business

1. 2026 Fee Schedule Review: The committee reviewed proposed changes to the 2026 fee schedule. Bulk water rates were discussed, with a recommendation to round rates to a whole dollar amount, \$11.00 per 1000 gallons. Tiered water and sewer rates were supported to promote conservation and eliminate seasonal averaging. Public education efforts will be planned to inform residents of the changes before implementation in 2026.

2. Police Chief Job Description: The committee reviewed the updated job description. Members recommended removing references to 'majority' or 'minority' of time spent on administrative or patrol duties to allow flexibility in the role. Clarification was requested regarding the reference to the 'City Clerk' in ordinance drafting; it was agreed this should be updated to 'City Administrator.'
3. 2025 PTO Conversion Payout Authorization: 2025 PTO Conversion Payout Authorization: The committee reviewed the annual PTO conversion payout. It was noted that if participation remains consistent with last year, the total payout would be just under \$30,000. The committee supported continuing the program to encourage time-off usage and reduce long-term liability.
4. Public Works - Weekend/Holiday Rounds Discussion: Staff discussed operational challenges related to weekend and holiday rounds, particularly in winter. A proposal was made to invest in a heated precipitation meter and data logger to automate readings and reduce manual readings. Estimated cost for equipment and installation is approximately \$3,000. The committee supported the proposal and recommended moving forward with Council approval.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: Quarterly Financial Report

Subject | Summary: 2025 Third Quarter Financial Report

Agenda Category: Consent

Submitted By: Michele Peterson

Recommended Motion: Review the report as presented.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Quarterly Financial Report - 2025 09.pdf](#)

To: Michele Peterson | Personnel Budget Committee | City Council From: Kay Wangen Date: 23 Oct 2025
cc: Alison Bentley, Brian Burkholder, Rocky Burnett, Monica Erickson, Shane Fox, Dan Funk, Ryan Priebe, Steven Schlichter, Luke Thieke
This is the 2025 third quarter financial report. It summarizes the budget to actual revenue and expenditure activity as well as the cash and investment holdings as of 09/30/2025

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 three quarters of activity.

1ST QTR TARGET = 25% OF BUDGET PREDICTIONS	2ND QTR TARGET = 50% OF BUDGET PREDICTIONS	3RD QTR TARGET = 75% OF BUDGET PREDICTIONS
Budget Neutral = within 10% of target (15-35%)	Budget Neutral = within 10% of target (40-60%)	Budget Neutral = within 10% +/- of target (65-85%)
Positive Variance = Rev >35% or Exp <15%	Positive Variance = Rev >60% or Exp <40%	Positive Variance > +/- 10% = Rev >85% or Exp <65%
Negative Variance Rev < 15% or Exp >35%	Negative Variance Rev <40% or Exp >60%	Negative Variance > +/- 10% Rev <65% or Exp >85%

Fund Level Budget to Annualized Actual Analysis

3rd Quarter Results

Budget Neutral

6 of 9 annualized fund level revenue & expenditure actual results are within 10% of budget predictions.

Positive Variances

Fire Expenditures-65%

Garbage Expenditures 64.8%

Negative Variances

Library Operations Revenues-62%

Ambulance Operations Revenues 62%

CCA Operations Expenditures 86%

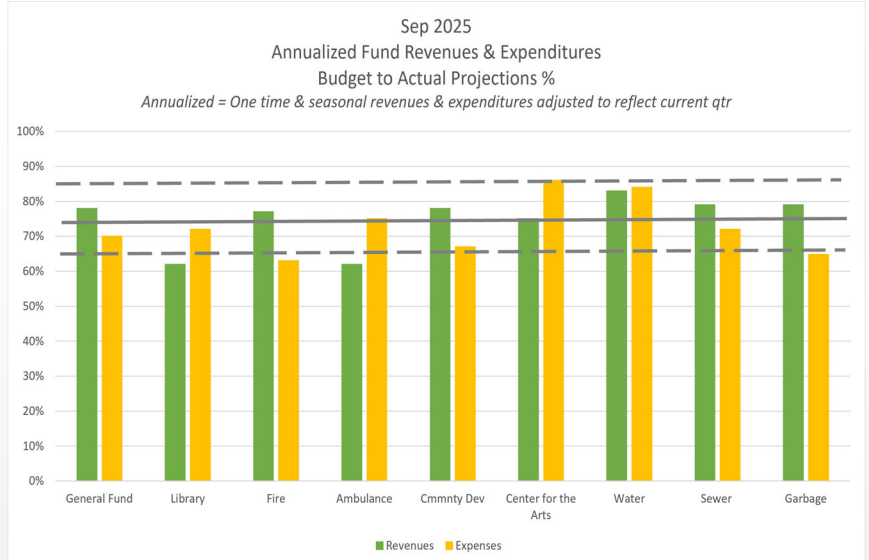
Previous Quarters History for Reference

1st Quarter Results

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

2nd Quarter Results

9 of 10 annualized fund level revenue & expenditure actual results were within 10% of budget predictions.



General Fund Departmental

Budget to Annualized Actual Expenditure Analysis

3rd Quarter Results

Budget Neutral

All of the tracked annualized GF department level expenses are within 10% of budget predictions.

Positive Variances

none

Negative Variances

none

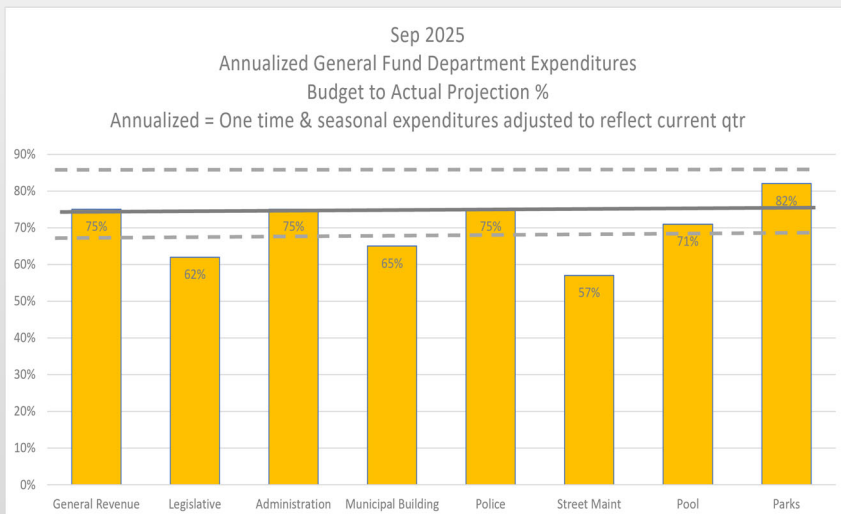
Previous Quarter History for Reference

1st Quarter Results

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

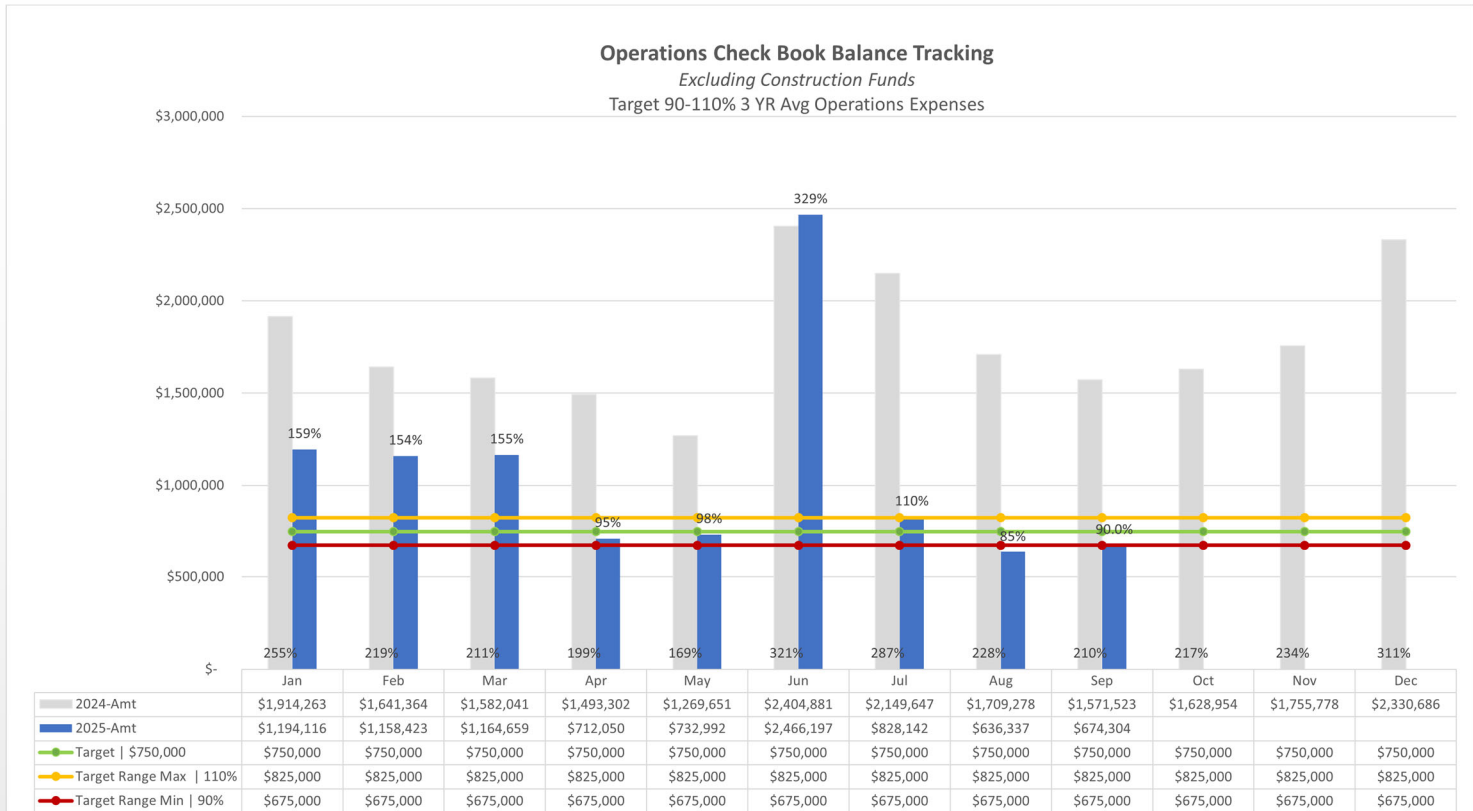
2nd Quarter Results

5 of 8 tracked GF departmental level expenditures actual results were within 10% of budget predictions..



Finance Operational Guidelines & Policy Results Check Points

Operations Check Book Balance: Guideline: \$750,000 (3YR Avg Monthly 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.
- Jun 2025— High Balance—Includes \$425,000 CD that matured 06/30/2025 funds will be reinvested at a higher interest rate in July. Balance also includes the 1st half county settlements. Debt service payments due Aug 1st will be processed in July.
- Sep 2025— Neutral Balance within 10% of target.

*Notes:

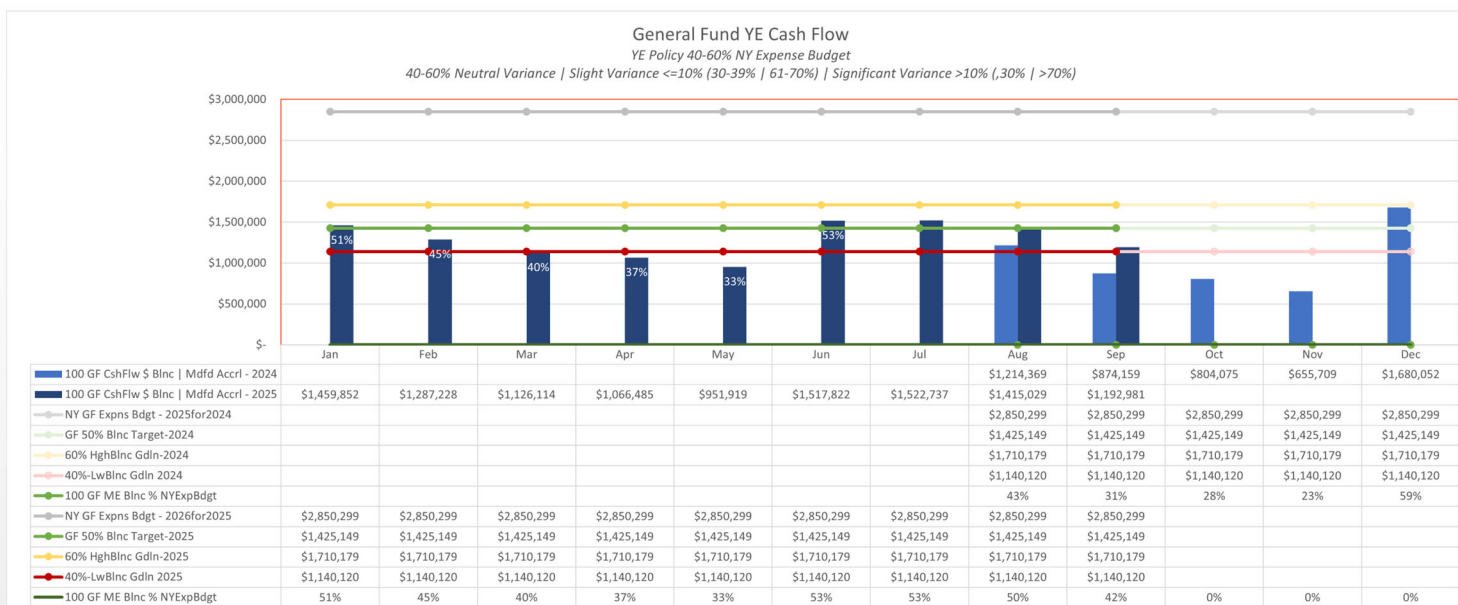
- Working towards RRSB CB = Operations \$ | F&M, Northland, 4M = Capital Goods / Reserves. Once established, transfer funds from F&M | Northland | 4M to RR when capital goods are purchased. Going forward, bond (construction fund) cash should be sent to 4M fund as subaccounts. When construction fund payments 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% +/- of target(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)
- May 2025—Fund balance 33% | NY Expense Budget. Slight variance—monitoring (county settlements arrive in June)
- Jun 2025—Fund balance 53% | NY Expense Budget. In target range—no action.
- Jul 2025—Fund balance 53%| NY Expense Budget. In target range—no action.
- Aug 2025—Fund balance 50%| NY Expense Budget. In target range—no action.
- Sep 2025—Fund balance 42%| NY Expense Budget. In target range—no action.
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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:

		Mar-25	Jun-25	Sep-25
	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Expense Budget			
211	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Expenses</i>	\$331,056.00	\$331,056.00	\$351,709.00
211	211 Library Month End Fund Balance \$ Balance Link from Bank Rec Tab	\$ 67,516.18	\$ 130,607.96	\$ 73,300.13
211	211 Library Month End Fund Balance % of NY Expense Bdgt	20%	39%	21%
211	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	In Range 20-40%	In Range 20-40%	In Range 20-40%

- Jan 2025 EB 30% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Feb 2025 EB 28% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Mar 2025 EB 20% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Apr 2025 EB 14% (Slight Low Variance <=10% of target 10-19%) | YE 20-40% NY exp bdgt – no action recommended
- May 2025 EB 11% (Slight Low Variance <=10% of target 10-19%) | YE 20-40% NY exp bdgt—no action recommended—Settlements arrive in June
- June 2025 EB 39% (In Range) | YE 20-40% NY bdgtd exp) - no action recommended
- Jul 2025 EB 31% (In Range) | YE 20-40% NY bdgtd exp—no action recommended
- Aug 2025 EB 28% (In Range) | YE 20-40% NY bdgtd exp—no action recommended
- Sep 2025 EB 21% (In Range) | YE 20-40% NY bdgtd exp—no action recommended**

Fire Operations:

		Mar-25	Jun-25	Sep-25
	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Expense Budget	Policy=20-40%	Policy=20-40%	Policy=20-40%
220	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Expenses</i>	\$166,378.00	\$166,378.00	\$158,400.00
220	220 FD Month End Fund Balance \$ Balance Link from Bank Rec Tab	\$ 72,202.39	\$ 80,451.63	\$ 54,739.28
220	220 FD Month End Fund Balance % of NY Expense Bdgt	43%	48%	35%
220	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	SlightHigh-AnnlTwnsH	SlightHigh-AnnlTwnsH	SlightHigh-AnnlTwrs

- Jan 2025 EB 23% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Feb 2025 EB 25% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Mar 2025 EB 47 % (Slight High Variance) - Vrncc <= 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 bdgt – no action recommended
- May 2025 EB 36% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Jun 2025 EB 48% Slight High Variance <=10% of target 41-50%) | YE 20-40% NY exp bdgt – no action recommended
- Jul 2025 EB 46% Slight High Variance +/- <=10% of target 41-50%) | YE 20-40% NY exp bdgt – no action recommended
- Aug 2025 EB 43% Slight High Variance +/- <=10% of target 41-50%) | YE 20-40% NY exp bdgt – no action recommended
- Sep 2025 EB 35% (In Range) | YE 20-40% NY bdgtd exp—no action recommended**

Ambulance Operations:

		Mar-25	Jun-25	Sep-25
	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Expense Budget	Policy=20-40%	Policy=20-40%	Policy=20-40%
230	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Expenses</i>	\$451,351.00	\$451,351.00	\$464,068.00
230	230 Ambulance Fund Balance \$ Link from Bank Rec Tab	\$ 162,220.35	\$ 215,678.62	\$ 139,763.60
230	230 Ambulance Fund % of NY Expense Bdgt	36%	48%	30%
230	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	EmrgncyAid & Annl Tv	Slightly High	In Range 20-40%

- Jan 2025 EB 32% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Feb 2025 EB 36% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Mar 2025 EB 36% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Apr 2025 EB 38% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- May 2025 EB 36% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Jun 2025 EB 48% (Slight High Variance) | YE 20-40% NY exp bdgt—no action—includes emrgncy aid
- Jul 2025 EB 43% (Slight High Variance) | YE 20-40% NY exp bdgt—no action—includes emrgncy aid
- Aug 2025 EB 39% (In Range) | YE 20-40% NY exp bdgt – no action recommended
- Sep 2025 EB 30% (In Range) | YE 20-40% NY exp bdgt—no action recommended**

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:

		Mar-25	Jun-25	Sep-25
240	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgt Exp	Policy=20-40%	Policy=20-40%	Policy=20-40%
240	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp</i>	\$178,800.00	\$178,800.00	\$177,208.00
240	240 Community Development Month End Fund Balance \$ Link from Bank Rec Tab	\$ (15,925.23)	\$ 33,081.60	\$ 18,236.58
240	240 Community Development Month End Fund % of NY Expense Bdgt	-9%	19%	10%
240	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	<i>Pndng Xfr CD Lvy</i>	<i>Slightly Low</i>	<i>Slightly Low</i>

- Jan 2025 EB 27% | In Policy Range | YE 20-40% NY exp bdgt – no action recommended.
- Feb 2025 EB -3% | Low | YE 20-40% NY exp bdgt – includes annual Alliance contribution pending levy revenue
- Mar 2025 EB -9% | Low | YE 20-40% NY exp bdgt – includes annual Alliance contribution | Pending admin adj move Community Development from GF
- Apr 2025 EB -12% | Low | YE 20-40% NY exp bdgt – includes annual Alliance contribution | Monitoring to determine if requesting transfer from 242 Community Development Capital Fund should be made for cash flow policy compliance.
- May 2025 EB -15% | Low | YE 20-40% NY exp bdgt – includes annual Alliance contribution | Monitoring to determine if requesting transfer from 242 Community Development Capital Fund should be made for cash flow policy compliance.
- Jun 2025 EB 19% | Slightly Low but improved | YE 20-40% NY exp bdgt exp | annual Alliance payment | Settlements received.
- Jul 2025 EB 10% | Low | YE 20-40% NY exp bdgt exp | annual Alliance payment
- Aug 2025 EB 6% | Significantly Low | YE 20-40% NY exp bdgt exp | annual Alliance payment | pending ye settlement Monitoring to determine if requesting transfer from 242 Community Development Capital Fund should be made for cash flow policy compliance.
- Sep 2025 EB 10% | Slightly Low | YE 20-40% NY exp bdgt exp | 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:

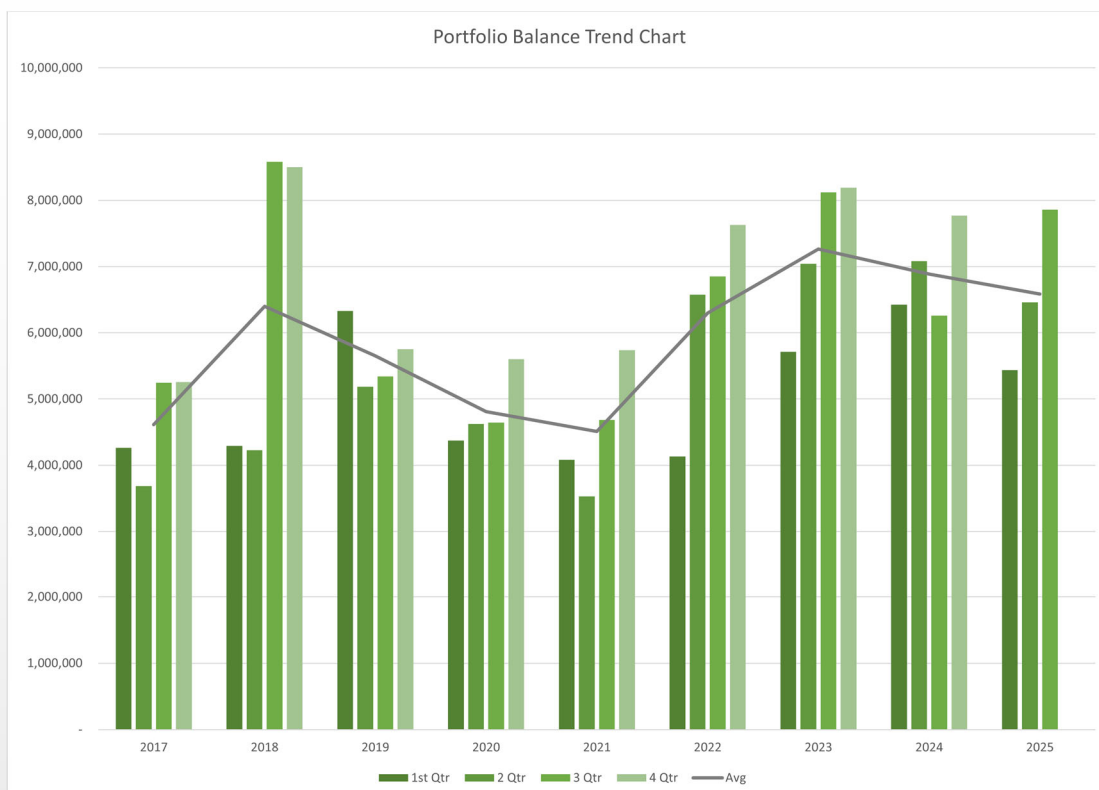
		Mar-25	Jun-25	Sep-25
250	Special Revenue YE ASSIGNED Cash Flow Check: 20-40% Next Years Bdgt Exp	Policy=20-40%	Policy=20-40%	Policy=20-40%
250	<i>Special Revenue ASSIGNED Fund Balance Check: 20-40% NY Budgeted Exp</i>	\$78,000.00	\$78,000.00	\$87,907.00
250	250 CCA Month End Fund Balance \$ Balance Link from Bank Rec Tab	\$ (6,806.74)	\$ 15,820.07	\$ 3,418.47
250	250 CCA Month End Fund Balance % of NY Expense Bdgt	-9%	20%	4%
250	<i>YE - Administrator Notify Council As Soon As reasonable if Over Under</i>	<i>Ann'l Lbly Ins.</i>	<i>In Range</i>	<i>Significantly Low</i>

- Jan 2025 EB 9% (Low) | YE 20-40% NY bdgt rev – includes annual Prop & Liab Insurance payment | 2025 rev bdgt low to bring balance into alignment
- Feb 2025 EB -3% (Low) | YE 20-40% NY bdgt 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 bdgt 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 bdgt – 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.
- May 2025 EB -24% (Significantly Low) from target of 20-40% NY exp bdgt | 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.
- Jun 2025 EB 20% - (In Range) | YE 20-40% NY expense bdgt | County settlements received
- Jul 2025 EB 16% - Slightly Low | YE 20-40% NY expense bdgt |
- Aug 2025 EB 11% - Slightly Low | YE 20-40% NY expense bdgt |
- Sep 2025 EB 4% - Significantly Low | YE 20-40% NY expense bdgt | Elevator repairs| determine if transfer from capital fund is needed after ye settlements are received

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			
Net	Est BB Face Value	\$ 7,650,029.38	
	EB Est. Crnt Value	\$ 8,013,224.91	
	Est Yield	4.75%	
3Mo Daily Trsry Par Yield Curve Rate Monthly Avg		4.07%	9/30/2025
Slightly Above		0.68%	

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 interest rates.

% of Portfolio by Institution			EB Est. Crnt Value
	9%	RRSB	\$ 701,147.44
	10%	F&M	\$ 775,545.38
est	29%	Northland	\$ 2,302,597.98
	53%	4M	\$ 4,233,934.11
	100%	TTL Holdings	\$ 8,013,224.91

City of Chatfield
Budget YTD Rev-Exp - with Annualized
Budget Variance Projections
Current Period: September 2025



Exported from Banyon to .csv & Annualized

R Total = Revenues

E Total = Expenditures

Annualized / Adjusted to 25 % 50% 75% Tax Settlements, Special Assessments, Annual Exp Payments 151-Workers Comp, 360-Insurance		Variance from Budget Key:			\$0 Budget Positive >10% R>85% E<65% Neutral withn 10% of 65-85% negative >10% R<65% E>85%
Account	Fomattng Key:	Calculation Cell	Input Cell	3rd Qtr Variance Category	3RD Qtr=75%
Fund 100 GENERAL FUND	Budget	Sep Annualized YTD	Sep Annualized % of Budget	Variance Category	
Revenues	\$2,847,852.00	\$ 2,230,171	78%	Neutral +/-10% of 75%	
Expenditures	\$2,871,298.77	\$ 2,000,315	70%	Neutral +/-10% of 75%	
Dept 41000 General Revenue	Budget				
General Revenue	\$ 2,654,524	\$2,028,365.53	76%	Neutral +/-10% of 75%	
General Revenue	\$ 69,150	\$51,862.71	75%	Neutral +/-10% of 75%	
Dept 41100 Legislative	Budget				
Legislative	\$ 150	\$0.00	0%	Negative Vrncc > 10% R<65%	
Legislative	\$ 67,580	\$41,865.61	62%	Positive Vrncc >10% E <65%	
Dept 41410 Elections	Budget				
Elections	\$ 51	\$0.00	0%	Negative Vrncc > 10% R<65%	
Elections	\$ 1,800	\$0.00	0%	Positive Vrncc >10% E <65%	
Dept 41500 Administration	Budget				
Administration	\$ 10,861	\$13,400.48	123%	Positive Vrncc R>85%	
Administration	\$ 638,686	\$476,822.81	75%	Neutral +/-10% of 75%	
Dept 41910 P&Z Cmmssn *Transitioned to 240 Cmmnty Development					
Dept 41940 Municipal Building - LOC 02	Budget				
Municipal Building	\$ 701	\$525.00	75%	Neutral +/-10% of 75%	
Municipal Building	\$ 88,821	\$57,456.53	65%	Neutral +/-10% of 75%	
Dept 42110 Police Administration	Budget		#VALUE!		
Police	\$ 78,011	\$65,529.41	84%	Neutral +/-10% of 75%	
Police	\$ 787,697	\$588,503.96	75%	Neutral +/-10% of 75%	
Dept 42400 Building Inspection (GENERAL) *Pending Proposed Transition to 240 Cmmnt			#DIV/0!		
Dept 43100 Street Maintenance	Budget		#VALUE!		
Street Maintenance	\$ 6,651	\$11,385.62	171%	Positive Vrncc R>85%	
Street Maintenance	\$ 754,812	\$427,817.36	57%	Positive Vrncc >10% E <65%	
Dept 45124 Swimming Pools - LOC 08	Budget		#VALUE!		
Swimming Pools	\$ 96,401	\$79,201.23	82%	Neutral +/-10% of 75%	
Swimming Pools	\$ 210,369	\$150,098.30	71%	Neutral +/-10% of 75%	
Dept 45200 Parks (GENERAL) - LOC 01/04	Budget		#VALUE!		
Parks	\$ 502	\$31,763.77	6327%	Positive Vrncc R>85% Includes Insrncc C	
Parks	\$ 252,385	\$205,888.10	82%	Neutral +/-10% of 75%	

City of Chatfield
Budget YTD Rev-Exp - with Annualized
Budget Variance Projections
Current Period: September 2025



Exported from Banyon to .csv & Annualized

R Total = Revenues

E Total = Expenditures

Annualized / Adjusted to 25 % | 50% | 75%
Tax Settlements, Special Assessments, Annual Exp Payments
151-Workers Comp, 360-Insurance

		Variance from Budget Key:		\$0 Budget Positive >10% R>85% E<65% Neutral withn 10% of 65-85% negative >10% R<65% E>85%
Account	Fomattng Key:	Calculation Cell	Input Cell	3rd Qtr=75%
Fund 211 LIBRARY - OPERATIONS	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$331,056.00	\$204,906.65	62%	Negative Vrnce >10% R<65%
	\$333,726.00	\$239,069.61	72%	Neutral +/-10% of 75%
Fund 220 FIRE - OPERATIONS	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$152,551.00	\$117,687.32	77%	Neutral +/- 10% of 75%
	\$166,378.00	\$104,206.73	63%	Positive Vrnce <10% E < 65%
Fund 230 AMBULANCE - OPERATIONS	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$453,131.00	\$281,825.61	62%	Negative Vrnce > 10% R<65%
	\$453,131.00	\$339,272.22	75%	Neutral +/- 10% of 75%
Fund 240 COMMUNITY DEV - OPERATION	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
Revenues	\$174,530.00	\$135,968.61	78%	Neutral +/- 10% of 75%
Expenditures	\$178,800.00	\$120,245.41	67%	Neutral +/- 10% of 75%
Dept 41910 P&Z Cmmssn	Budget			
P&Z Cmmssn	\$2,600.00	\$2,652.00	102%	Positive Vrnce > 10% R>85%
P&Z Cmmssn	\$15,700.00	\$7,418.27	47%	Positive Vrnce > 10% E <65%
Dept 46500 EDA Board	Budget			
EDA Board	\$100,380.00	\$75,285.00	75%	Neutral +/- 10% of 75%
EDA Board	\$27,490.00	\$20,617.50	75%	Neutral +/- 10% of 75%
Dept 46630 Cmmnty Dvlpmnt Admnstrtn	Budget		#VALUE!	
Administration	\$71,550.00	\$58,031.61	81%	Neutral +/- 10% of 75%
Administration	\$135,610.00	\$92,209.64	68%	Neutral +/- 10% of 75%
Fund 250 CCA - OPERATIONS	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$78,000.00	\$58,281.16	75%	Neutral +/- 10% of 75%
	\$78,000.00	\$66,960.47	86%	Negative Vrnce >10% E > 85%

City of Chatfield
 Budget YTD Rev-Exp - with Annualized
 Budget Variance Projections
 Current Period: September 2025



Exported from Banyon to .csv & Annualized

R Total = Revenues

E Total = Expenditures

Annualized / Adjusted to 25 % 50% 75% Tax Settlements, Special Assessments, Annual Exp Payments 151-Workers Comp, 360-Insurance		Variance from Budget Key:		
		\$0 Budget		
		Positive >10% R>85% E<65%		
		Neutral withn 10% of 65-85%		
		negative >10% R<65% E>85%		
Account	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
Fomatting Key:		Calculation Cell	Input Cell	3RD Qtr=75%
Fund 601 WATER FUND	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$527,926.00	\$440,024.69	83%	Neutral +/- 10% of 75%
	\$539,133.00	\$453,873.65	84%	Neutral +/- 10% of 75%
Fund 602 SEWER FUND	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$1,024,213.00	\$809,973.81	79%	Neutral +/- 10% of 75%
	\$1,054,501.00	\$760,705.70	72%	Neutral +/- 10% of 75%
Fund 603 REFUSE (GARBAGE) FUND	Budget	Sep Annualized YTD	Sep Annlzd % of Budget	3rd Qtr Variance Category
	\$281,600.00	\$221,557.39	79%	Neutral +/- 10% of 75%
	\$311,250.00	\$201,760.07	64.8%	Positive Vrmc > 10% E < 65%

Meeting Date: November 10, 2025

Agenda Item: Volunteer Ambulance Personnel Policy Update

Subject | Summary: Due to regulation changes from PERA, the provision to require one year of service prior to enrollment has been removed.

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

Recommended Motion: Consider recommendation for approval by the City Council.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Volunteer Ambulance Personnel Policy.pdf](#)

[cemtrip ENROLLMENT.pdf](#)

Chatfield Ambulance Service

Personnel Guidelines /EMT Job Description

This organization shall be known as the Chatfield Ambulance Service

PURPOSE, PLAN of OPERATION, and LOCATION

It shall be the responsibility of the Chatfield Ambulance Service to provide Emergency and non-emergency aid and transport upon notice to any individual or individuals in the Primary Service Area as outlined by the State of Minnesota Emergency Medical Services Regulatory Board. Emergency aid and transportation will be provided outside the PSA as Mutual Aid to other services if there is personnel and equipment available to do so. The location and principal zone of operation shall be the City of Chatfield and surrounding Townships outlined in the PSA by the Minnesota EMSRB.

MEMBERSHIP

The members of the Chatfield Ambulance Service will be composed of individuals who are qualified as Nationally Registered Emergency Medical Technicians. EMSRB approved Emergency Medical Responders and Chatfield Fire Department Healthcare Provider CPR / CEVO certified Drivers.

OFFICERS

The officers of the Chatfield Ambulance Service shall be the Director, Assistant Director, and four Internal Review Committee Members. The Director will be appointed by the city council. The Assistant Director will be appointed by the Director. The internal Review Members will be elected by their peers, and their term of office shall be two years commencing in June of every year. Two people each June need to be replaced, however there are no term limits, and they may be re-nominated and accept position. The Director and Assistant Director are not subject to the two-year term.

DUTIES of OFFICERS

DIRECTOR

It shall be the responsibility of the Director to coordinate all activities of the Ambulance Service. He/she or a designated representative shall preside at all regular or special meetings. The Director may call special meetings whenever necessary. He/she shall have the authority to make and appoint duties to the members as he/she sees fit. The Director will maintain a record of all meetings and sign in sheet for all present.

ASSISTANT DIRECTOR

It shall be the responsibility of the Assistant Director to fulfill the duties of the Director in his/her absence or upon the request of the Director.

INTERNAL REVIEW COMMITTEE

The Internal Review Committee is an advisory committee designed to assist the Director and/or Assistant Director in decisions of importance when called upon. The committee should meet at least yearly to monitor the wellbeing of the Ambulance Service.

CHATFIELD AMBULANCE SERVICE

JOB DESCRIPTION

Agency Name: Chatfield Ambulance Service

Job Title: Emergency Medical Technician

Purpose: To provide quality Pre- Hospital Care to people who live in or pass through Chatfield and the Primary Service Area as designated by the Minnesota EMSRB

Duties/Responsibilities: Complete Application and interview, receive approval by the city council.

I CERTIFICATION:

* Successfully complete a State Approved Emergency Medical Technician Course

* Pass the NREMT Practical Exam and NREMT Computer Adaptive Exam

** Complete mandatory Continuing Education Credits and Recertification Course every two (2) years per State Requirements

II GENERAL RESPONSIBILITIES:

A. Attend regularly scheduled Monthly meetings held on the Second Thursday of the month at 6:30 P.M.

B. Provide Basic Life Support per Mayo Clinic Medical Transport Guidelines

C. Maintain commitment as assigned, i.e., if you are scheduled you must respond or have previously arranged coverage. Please let your partner know who to expect. When Family Emergencies or unforeseen work schedules occur contact the Director or Assistant Director.

D. Follow all policies outlined in the EMT Job description, Personnel guidelines and MCMT Guidelines provided by the Southeastern Minnesota Medical Direction Consortium.

E. Maintain proper decorum when known to be on call. No use of alcohol or other drugs six (6) hours prior to going on call and while on call. Some prescription drugs may be subject to these guidelines if they impair your judgement and ability to provide patient care or drive the ambulance

F. Maintain professional appearance on calls. Clothing worn should convey a message of professionalism and good taste. Clothing is provided by the service. Any complaints will be reviewed by the Director/ Assistant Director and if necessary, the Public Service committee.

G. Maintain confidentiality according to the Data Privacy Laws. Sharing specifics of any call you are involved with could be considered breach of data privacy. Any breach is prohibited and may result in disciplinary action up to and including leave and or termination.

H. Respond to back-up calls as your schedule allows

I. Perform weekly inspections of equipment as assigned. This will help keep you familiar with the location of equipment and supplies.

J. Able to physically lift up to 50 pounds. Work in adverse weather conditions as well as difficult situations.

K. Occasionally volunteer your talents for special committees and activities of the Ambulance Service

L. It is expected Crew members will: Handle any problem in the appropriate manner, using proper channels to resolve them; realizing your personal preference may not always be the final solution. Parties involved, Ambulance Director/Assistant Director, Internal Review Committee, then Public Service Committee and finally to the Council and Mayor. Written Complaints will be kept in your file 2 years. Three (3) complaints warrant disciplinary action, not limited to expulsion.

M. It is expected that on a yearly basis all crew members will take part in a review process with the Director and/or the Assistant Director.

TIME COMMITMENT

- A. Minimum two (2) year commitment requested to receive education cost free. A contract will be signed.
- B. Availability entered on EMS manager, the crew schedule program.
- C. Attendance at monthly Meetings. All Consortium, Hazmat/Infection Control/HIPAA, Right to know and CPR are required and must be made up. Contact Director if you will miss a meeting. If you miss more than 3 meetings in a year without prior notice you will receive a written reprimand. No attempt to make-up meetings results in expulsion.

D. EMT's are expected to submit 24 hours per month. (College students and police officers) are not subject to the 24-hour requirement. College student will be defined as anyone maintaining a "Full Time" status of twelve (12) or more credits. If an EMT is not available the minimum number of hours, averaged over a 3 month period that EMT will no longer be eligible to serve and must terminate

LOCATION

- A. Ambulances housed at the Ambulance garage Fillmore Street side of City Hall.
- B. Monthly meetings at the Thurber Building (City Hall)
- C. Carry Pager and stay within 5 miles of city Limits while on call.

HOLIDAYS

Holidays will be covered on a sign-up basis. Each crewmember is expected to sign-up for 24 hours a year of Holiday hours. You will be paid the Holiday stipend Midnight to Midnight while on call schedule. The stipend earned in the event of a call is at the weekend rate. Two EMTs are required on all schedules, no more than three may be on the schedule and receive Holiday Pay. If the second Ambulance is needed, that crew will receive the weekend stipend while on that call. **Holiday hours are Midnight before to Midnight after the following Holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, and New Year's Eve.**

BACK-UP COVERAGE

It shall be the responsibility of each crewmember to keep your pager turned on at any time you might be available for back-up calls. You are to respond to the garage in the event the second ambulance is needed. If more than enough personnel show up, be willing to back off if not needed. You will be paid for a Minute stand –by in the event you get to the garage and are not needed. The director needs to be notified if you responded to receive credit as your name would not be on the run report.

SUPERVISORY PLAN

- A. The scheduled for active duty is on a weekly basis, Thursday noon to Thursday noon. The schedule will be comprised of EMTs hours placed on the EMS manager program The Director and Assistant Director put the schedule together. The weekly schedule should be ready to post by noon on Thursday.
- B. Each EMT will have an annual performance review with the Director.
- C. Chatfield Emergency Medical Technicians function under Medical Direction provided by The Southeastern Minnesota EMS Medical Directors Consortium and will follow all guidelines in the Mayo Clinic Medical Transport Guidelines. A physician is assigned to the service, with two educators. Consortium training sessions are mandatory and need to be made up with the online education module through Southeastern Minnesota EMS if not attended. Skills will be assessed by the assigned educators.

BENEFITS:

1. EMT Course Tuition paid by the service with commitment to join the crew upon successful certification.
2. Payment or reimbursement for continued Education (pre-approved) by the Director. Use of the city car to attend classes is an option if available. Individuals are responsible for their CEUs and some of that expense may fall upon the individual.
3. Stipend of \$12.47 per hour during actual call time during the week. (6AM Monday to 6PM Friday).
4. Stipend of 18.70 per hour paid for weekend/Holiday actual call time. (6 PM Friday evening to 6AM Monday are considered Weekend).
5. While on the call schedule; \$7.00 per hour will be paid to not more than 3 EMTs. A Stipend of \$10.00 per monthly meeting attended. A Stipend of 10.00 will be paid to not more than 4 people for weekly truck checks.
6. Clothing and winter jackets will be provided.
7. Hepatitis B vaccine provided free of charge (OSHA required). Annual TB Screening (Mantoux) required paid by service.
8. Necessary Service and Transport provided to Crew Member and their immediate family by the service. Insurance may be filed on behalf of the patient with any co-pays waived.
9. Medical Supplies to refill personal Responder bag if you use those items or items in your bag expire. We do not purchase the bag but can order for you. Please let Director know if you replace items. Medications are not allowed in Responder Bags.
10. Chatfield Emergency Medical Technician Retirement and Incentive Program (CEMTRIP) eligibility upon hire and following certification. This is a separate program, specific forms are required for the program. Any EMT that puts in 40 hours of call time in a month qualifies for the contribution that month.
11. Workers Compensation Insurance is provided for EMTs. You are covered by Berkley Risk, League of Minnesota Cities Insurance when engaged in EMS work for the City of Chatfield Ambulance Service. As an EMT with the Chatfield Ambulance Service, you become an employee when you are actively engaged in EMS Duties.

You are requested to provide patient care primarily for your first year of service. You must adhere to all State laws and requirements under our licensure by the Minnesota EMSRB and the Medical Direction/Requirements of the Southeastern Minnesota Medical Direction Consortium. EMTs will be on 1 year probation upon certification and/or joining the service.

Chatfield Ambulance Service Policy on Workforce Sanctions for Violations of HIPAA Policies and Procedures

Purpose

Chatfield Ambulance Service is responsible under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) to administer appropriate sanctions to its workforce members who violate the HIPAA policies and procedures of the organization. This policy outlines our approach to violations of our HIPAA policies and procedures and emphasizes the fact that Chatfield Ambulance Service takes any breach of our policies and procedures very seriously.

Scope

This policy applies to all Chatfield Ambulance Service staff members, including those staff members who may learn of patient information indirectly, and even if use of this information is not part of the staff members responsibilities with Chatfield Ambulance Service.

NOTE: Any sanctions under this policy or any other policy will not apply to staff members who 1) file a complaint with the federal government about potential HIPAA violations, 2) testify, assist, or participate in an investigation or compliance review proceeding or official government proceeding investigating HIPAA issues, and 3) oppose any sanctions by Chatfield Ambulance Service that are unlawful under HIPAA, when that opposition is made with the good faith belief that Chatfield Ambulance Service was violating HIPAA (as long as any opposition or filing of a complaint did not result in improper disclosure of PHI).

Procedure

1. Chatfield Ambulance Service will implement sanctions that are to be used when any staff member fails to comply with or violates our HIPAA policies and procedures.
2. Sanctions will be administered in a progressive manner, whenever possible. Chatfield Ambulance Service will administer sanctions to the degree necessary to correct improper behavior and to ensure the protection of patient privacy. The nature of the PHI involved in the incident will be considered.

(EXAMPLE) A first time violation where an employee revealed PHI to another staff member without any need to know may receive a verbal counseling or written warning. But if a first violation resulted in revealing PHI to someone who was not a staff member or business associate, a suspension may be warranted.)

3. Progressive sanctions may include the following:
 - a. Remedial HIPAA training and education
 - b. Informal verbal counseling
 - c. Formal verbal counseling with written documentation of the counseling
 - d. A written warning
 - e. Suspension
 - f. Termination or expulsion from Chatfield Ambulance Service
4. Staff members have an affirmative duty to report to management or the HIPAA Compliance Officer any suspected violations of our HIPAA policies and procedures.
5. Staff members shall be educated about this policy and the serious nature of violating our HIPAA policies. Staff members will be made aware of the [potential sanctions that may occur, and will be made aware of any changes to this sanction policy.

6. A record of individual staff member sanctions will be kept in the respective staff member's file. Adherence to our HIPAA policies may be also considered as part of the staff member's performance evaluation.
7. In the event of a suspected reported violation of our HIPAA policies, the HIPAA Compliance Officer will initiate an objective and comprehensive investigation that will include:
 - A .Interviews of potential witnesses
 - b. Interviews of the alleged violator
 - c. Preparation of an investigative report
 - d. Presentation of the report to management with recommendations for sanctions (if any) or changes in our policies or practices
- 8 At all times whenever there is a suspected violation of our HIPAA policies or other breach of privacy, the HIPAA Compliance Officer will recommend immediate action to be taken to mitigate the violation and its impact on Chatfield Ambulance Service and any other parties.

A copy of the Protected Health Information (PHI) form, explaining the data privacy disclosures is attached to this policy. A copy of this form is given to each patient that Chatfield Ambulance Service has contact with whether treated/transported or patients signs off for no transport.

I have read and understand the EMT Job description, Personnel Guidelines, Confidentiality and Privacy Policy of the Chatfield Ambulance Service. I agree to follow the Mayo Clinic medical Transport Guidelines for Patient care. If at any time I fail to comply within these guidelines I agree to voluntarily terminate my association with the Chatfield Ambulance Service without further action. An investigation may be conducted by administration. All information gathered will be reviewed with the appropriate member(s) of management. This may include; Director, Public Service Committee and Legal Counsel if warranted. These individuals will document the investigation and determine what corrective action is to be taken. This may include, but not limited to, suspension or termination of employment.

Under no circumstances will retaliation or intimidation of a complainant be tolerated.

SIGNED: _____ Date: _____

Print name: _____ Reviewed by: _____

Effective November 10th 2025

CHATFIELD EMERGENCY MEDICAL TECHNICIAN
RECRUITMENT & INCENTIVE PROGRAM
(CEMTRIP)

I. Purpose:

The purpose of the program (CHEMTRIP) is to:

- A. Enhance volunteer recruiting efforts.
- B. Enhance retention of trained EMTs.
- C. Demonstrate appreciation of the volunteer's service, and
- D. Encourage active participation of volunteers.

II. Premise:

The City of Chatfield is considering a program such as CEMTRIP because it places great value on maintaining a high quality, locally based emergency medical service. The City considers this service to be fundamental to maintaining the high quality of life that is demanded by the area public.

Because of the deep level of personal commitment that is required to serve as a volunteer EMT, and because of the seemingly inadequate funding of a State sponsored retirement & incentive program, it has been considered necessary to develop a local program such as CEMTRIP.

While the state program is in place. In future years, that program could become adequately funded and, as such, the continuation and or the future level of CEMTRIP funding should be reconsidered frequently.

III. Considerations:

- A. To recruit volunteer EMT's, it is necessary to maintain a professional & positive atmosphere. This includes professional management of the ambulance service, proper training and an appropriate level of compensation and support.
- B. To maximize the retention of the volunteer EMTs, it is appropriate to develop an incentive program that encourages the volunteer to form a long-term relationship with the ambulance service. This long-term relationship can be fostered by providing incremental increases in the amount of incentive compensation that correspond to the length of volunteer service.
- C. When determining the level of resources that will be dedicated to the demonstration of appreciation for the volunteer's dedicated service, all types of support should be considered, including the amount of stipend paid the value of the state incentive program, CEMTRIP and other types of support. "Other types of support" might be considered intangible but would include the quality of the equipment that is provided to the volunteers, convenience & quality of necessary training, professional management, etc.
- D. To encourage the active participation of the EMTs in the Service and to encourage the continuous learning of the EMTs, the CEMTRIP criteria should require certain minimum levels of activity or participation in the Service.
- E. Budget issues must also be considered. The amount of available dollars and the number of active EMTs impact the amount of dollars that might be available for funding CEMTRIP.

IV. Criteria to Participate in CEMTRIP:

A. Meeting Attendance:

1. To earn CEMTRIP compensation, an EMT must be actively serving as an EMT 40 hours per month. All EMT's will qualify on a month-to-month basis.

B. Active Status / Leave of Absence Status:

1. EMTs who are on Leave of Absence (Leave) will not receive CEMTRIP credit for the time that (s) he is on leave
3. While an EMT is on Leave, that EMT continues to be required to attend the mandated meetings / training opportunities that are required each year.
4. When an EMT returns from a Leave of Absence to active service, that EMT will immediately be eligible to participate in CEMTRIP.

V. Responsibilities of the Ambulance Service Director (ASD):

- A. The ASD will schedule all required meetings / training opportunities and make every effort to inform all members of these meetings.
- B. the ASD will maintain current records that indicate the status and activity of each member of the service.
- C. The ASD will provide a monthly report to the city clerk which will state the status for each volunteer. The report will state who is eligible for which level of CEMTRIP participation.

VI. Levels of Compensation:

Volunteer EMTs who meet all relevant criteria will receive CEMTRIP credit based on the following years of service:

- A. After one (1) year of service, through five (5) years of service = \$30. per month.
- B. After five (5) years of service, through ten (10) years of service = \$45. per month.
- C. After ten (10) years of service, through fifteen (15) years of service = \$60. Per month.
- D. After fifteen (15) years of service = \$100. per month.

CEMTRIP will be implemented by setting up personal accounts for each EMT, enrolling these EMTs in the Public Employee Retirement Association. PERA will have sole responsibility to provide account statements and related services to members.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: November 10, 2025

Agenda Item: Capital Financial Plan Review and Summary

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025 CFP Session Summary & 2026 Budget Dashboard.2025 1105.pdf](#)

[Budget at a Glance 2026.MASTER.2025 0825 COW 5.378% w Arbtrg Adj.pdf](#)

To: Michele Peterson
Subject: Operationalizing the 2025 Committee of the Whole | Capital Financial Session

From: Kay Wangen

Date: November 4, 2025

Capital Outlay Plan Purpose

The goal of the City's Capital Outlay Plan is to develop a comprehensive program for decision makers to use to guide capital investments in equipment and assets based on an assessment of the community's needs. The challenge is to maximize the use of limited resources by determining the best funding method while practicing responsible stewardship.

THERE ARE FOUR COMPONENTS TO THE CITY'S CAPITAL OUTLAY PLAN.

1. **DEPARTMENTAL CAPITAL GOODS / EQUIPMENT REPLACEMENT SCHEDULES.** These relate to the cash reserve funds: Library 212, FD 221, Ambulance 231, Community Development 242, CCA 251, Water 611 (newly reestablished), Wastewater 612 (newly reestablished) & General Fund 801.
2. **CAPITAL FINANCIAL PLAN (CFP) MODEL.** This is a 20 year planning session model updated annually in a work session facilitated by the City's Municipal Advisor. The model provides a *financial forecast of what impact additional capital projects have on the city's finances based on a set of variables selected (growth, inflation, etc)*. The projects added to the model are large capital projects that typically require bonding. The equipment and projects on the departmental capital goods replacement schedules are built into the background variables of the model. So the model combines the operational replacement schedules with selected projects and provides a comprehensive projection of the City's financial condition. Capital financial planning helps balance the competing needs of updating infrastructure and preserving or improving the financial condition of the City.
3. **CAPITALIZATION POLICY.** This is the process of classifying capital expenditures, including guidelines for determining economic useful life of assets.
4. **SALE AND DISPOSAL OF EQUIPMENT.** The policy related to disposing of equipment and tangible goods that are no longer needed.

Key Take-a-ways from the Planning Session—Oct. 27, 2025

- The CFP exercise goal is to keep long range planning on target by creating a financial projection based on variables selected for growth & inflation.
- Operations financial reporting values and the CFP projection values will vary slightly as operational financial reporting is based on current statistics and cash balances, while the model includes the variables selected for growth & inflation in order to provide long term projections.
- This information is always evolving and changes from year to year as actual information becomes available and is incorporated (population, tax capacity, inflation).
- The following dashboard summary operationalizes the information from the planning session model. It provides a graphic overview of the selected capital projects from the planning session with existing debt obligations and some of the components in the departmental capital goods / equipment replacement schedules.

2025 Model Values Selected for 2026 Projections

- Prelim Levy \$2,885,640 | 5.38% Increase
- Typical homestead Value—\$230,000
- Typical water usage 5,000 gallons / mo.
- Market value & construction inflation factor 5%
- Spending increase % | GF, Water, Wastewater 4%
- Tax Base Growth Assumption 4%
- Population growth / yr 10 | Households 4
- Water rate increase 2027 4.5%
- Wastewater rate increase 2027 0%
- *Note—Capital Goods Plans updates are in progress.
- FD 221 Rev \$172,773 / Exp \$28,609
- Amb 231 Rev \$66,867 / Exp \$0
- GF 801 Rev \$465,799 / Exp \$289,012
- Wtr 611 Rev \$0 pending cash flow/ Exp \$39,587
- WW 612 Rev \$0 pending cash flow / Exp \$20,081

Oct. 27, 2025 Planning Session Model Highlights

- Continue to fund internal service reserve account 801 with increases of at least 3%
- 2026 Utility rate model updated to reflect actual usage vs. seasonal averaging | 2027 Water 4.5% WW 0%, but future increases are likely to support potential need for a wastewater plant project in the future.
- Wastewater fund expected to make sizeable repayments to the GF for previous years tax support beginning 2028, 2 years earlier than previously expected | \$100,000 annually.
- The City strives to schedule and size projects to fall within thresholds | 90% tax rate | below \$5,000 debt per capita and steady predictable tax rates of 3-4%

PROJECTS INCLUDED

- 2027 PW Bldg—\$2,100,000 | Finance 1,915,250 | 4.5% 20 Yr | \$400,000 Equity | 68% Sewer (repayment incorporated) | 32% Tax Levy
 - 2029 Road Project—\$2,500,000 | Finance 3,038,766 | 4.0% 10 Yr | 40 % Levy—50% Wastewater—10% Water
 - 2030 OTR Mains & Water Storage—\$2,000,000 | Finance 2,552,583 | 2.5% 20 Yr | 100% Water
 - 2035 Road Project—\$2,000,000 | Finance 3,257,789 | 4% 10Yr | 100% Levy
 - 2038 Road Project—\$2,000,000 | Finance 3,771,298 | 4% 10Yr | 100% Levy
 - Future WWTP Upgrade—Placeholder not included in model projections—details to be determined.
- Note:\$175,000 Mill and Overlay every 3 years & 75,000 Chip Seal Sidewalk removed from model/ incorporated in #2, #4, #5 Road Projects / in cap plans.

Operations Implementation Discussion Points

Things to Remember / Clarify / Prior Year Mentions

- Departmental cap plans / equipment replacement schedules are being updated / reconciled to reflect current practices.
 - Point of clarification—public works cap plan 2026 funding includes \$117,504 for vehicles & equipment, \$27,810 for sidewalk maintenance, \$31,930 overlay, \$48,000 Chipsealing / Crackfilling, \$41,200 storm sewer. Consider combining current sidewalk, overlay, chipsealing/crackfilling & storm sewer into one reserve fund pool for street maintenance at existing funding level since Road Projects are now included in the model / plan.
- Wastewater repayment to General Fund—\$1,500,000
- Water fund repayment to Wastewater fund \$150,000 interfund loan
- Tax Abatement \$50,000 yr available 2027-2032 for funding Community Development Capital Reserve Fund as 2012A Bond revenue source complete in 2026.

PROJECTS ON THE RADAR FROM PRIOR YEARS—BRIEF UPDATES

- Hilltop Estates Building Incentive Program Implemented—1st of 8 eligible homes in progress.
- Pedestrian Bridge—Trying to Sell
- Retaining Wall 2nd St & OTR—Being completed w 2025 Street Prjct
- Camp Site Creation
- Burr Oak Extension
- County Road 10 Development
- CSAH 5 / Winona St.
- Division St. Improvements
- Groen Park Expansion

2025 CFP Session Summary & 2026 Preliminary Budget Dashboard

Debt | Project Planning

Page 3 of 8

2025 CFP Planning Tool | Debt Schedule | Cash Reserve Spending Overview

Current and Future Debt Levy Schedules - 2025 CFP Planning Session																						
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045
CURRENT DEBT ON THE TAX LEVY																						
2016B		Water Meters																				
2012A		Water Tower -Hillside																				
2017B		Enterprise Drive																				
2016A		Refund 2010 A & 2011A																				
2023A		Grand & Prospect St																				
2018A		Swimming Pool																				
2022A		Water & Storm Imp																				
2022B		Public Works Facility																				
2025A		Mill & Overlay																				
2025 CFP PLANNING SESSION PROJECTS IDENTIFIED																						
Future PW Bldg												20 Year Bond										
2029 Road Project					Construction							10 Year Bond										
OTR Water Storage						Construction	20 Year Bond						20 Year Bond									
2035 Road Project																	10 Year Bond					
2038 Road Project														Construction				10 Year Bond				
WWTP Upgrade Place TBD																						
BUDGETED DEPARTMENTAL CAPITAL GOODS CASH PURCHASES *Capital Goods Plans are being updated / restated to align with capital outlay policy & fixed assets																						
221 FD		\$ 28,609	\$ 956,740	\$ 126,611	\$ 33,295	\$ 15,859	\$ 1,106,707	\$ 44,338	\$ 257,707	\$ 35,849	\$ 6,612	\$ 222,543	\$ 29,279	\$ 102,045	\$ 97,983	\$ 314,805	\$ 74,709	\$ 1,794,146	\$ 173,852			
			Pumper #2	Tuckpointing Pagers Tanker 2 updts			Pumper/Rescue		Radios Tanker 1 UTV			Brush Truck		Thermal Image Camera		Overhead Doors Air Compressor		Pumper #2				
231 Amb		\$ -	\$ 3,169	\$ 2,550	\$ 329,813	\$ 87,888	\$ 30,569	\$ -	\$ 6,740	\$ 373,743	\$ 33,713	\$ 104,850	\$ -	\$ 3,428	\$ 437,789	\$ 13,800	\$ -	\$ 26,728	\$ 5,026			
					Ambulance	Stair Chair				Ambulance		Cots			Ambulance							
611 Water		\$ 39,587	\$ 87,739	\$ 115,696	\$ 36,512	\$ 58,584	\$ 34,609	\$ 114,823	\$ 58,783	\$ 62,185	\$ 73,278	\$ 94,941	\$ 617,742	\$ 925,334	\$ 54,046							
				Well #3Motor		SCADA		Well #2 Pump Motor					500 Water Meters		Refurb Hillside Water Tower							
612 Wastewater		\$ 20,081	\$ 89,629	\$ 24,176	\$ 77,180	\$ 187,753	\$ 384,843	\$ 24,682	\$ 15,157	\$ 121,321	\$ 13,161	\$ 233,400	\$ 538,768	\$ 3,637	\$ 149,361	\$ -	\$ 390,094	\$ 36,536	\$ 61,552			
				SCADA Cmptr VFD		Roofs	Jetter Vac System			SCADA Cmptr RAS Pump Influent Pump			Parking Lot Oxidation		Generator Influent		Jetter Vac					
801 GF Inc \$75,000 Sdwilk/Chp yr.		\$ 289,012	\$ 587,992	\$ 285,758	\$ 395,319	\$ 622,006	\$ 370,525	\$ 475,249	\$ 218,430	\$ 679,770	\$ 317,409	\$ 961,462	\$ 461,628	\$ 257,057	\$ 214,712	\$ 486,109	\$ 267,298	\$ 1,398,390	\$ 497,330			
			Dump Truck		MB Roof	Street Sweeper	MB TckPntng	Park PU Ventrac		Playground Eq Front End Ldr		Street Sweeper	Front End Ldr Pool Rpr				Public Works					

2026 Budget Based on Needs & Goals

• GENERAL FUND | ADMINISTRATION 100-41500

Continue succession planning / staffing changes | Continue to evaluate and refresh business practices. | Focus on building stronger collaboration with internal and external stakeholders | Refresh capital goods plan to align with capital outlay policy & fixed assets.

• GENERAL FUND | MUNICIPAL BLDNGS. | 100-41940

Security Cameras | LED lighting | Refresh capital goods plan to align with capital outlay policy & fixed assets | Incorporate all municipal buildings

• GENERAL FUND | POLICE DEPT. | 100-42110

Staffing Transition | Replace Chief's Squad | Refresh capital goods plan to align with capital outlay policy & fixed assets

• GENERAL FUND | STREETS | 100-43100

Refresh capital goods plan to align with capital outlay policy & fixed assets

• GENERAL FUND | PUBLIC WORKS | SWIMMING POOL | 100-45124

Research solar implementation | Refresh capital goods plan to align with capital outlay policy & fixed assets

• GENERAL FUND | PARKS | 100-45200

Trade Ventrak mower | Trade / replace John Deere tractor | Shady Oak playground equipment | Update / expand City Park bathrooms | Refresh capital goods plan to align with capital outlay policy & fixed assets

• LIBRARY | 211

Identify new opportunities for programs and partnerships with providers to expand programming for youths and adults | Explore and facilitate opportunities to strengthen existing and grow new partnerships | Build opportunities for the community to engage with the library | Curate collections to meet a wide variety of community interests and needs | Update the library's mission and vision statements to ensure the library's actions align with its immediate purpose and long term goals.

• AMBULANCE | 230

Review staffing model | compensation to enhance coverage | Refresh capital goods plan to align with capital outlay policy & fixed assets

• COMMUNITY DEVELOPMENT | 240

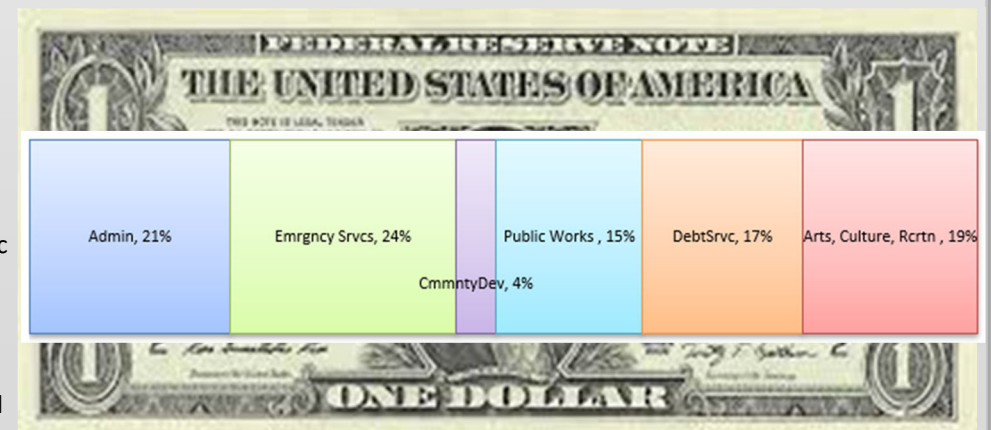
Initiate new lodging establishment | Promote new housing development | Expand business development on Enterprise Drive

• WATER | 601

Lead & copper regulation implementation | Research pick up trade / transition to electric | Refresh capital goods plan to align with capital outlay policy & fixed assets

• WASTE WATER | 602

Continue operating facility as efficiently as possible | Complete facility plan | Collection system maintenance and videoing (include in street reconstruction project) | Clean out reed bed 3 | Refresh capital goods plan to align with capital outlay policy & fixed assets



Guiding Principles

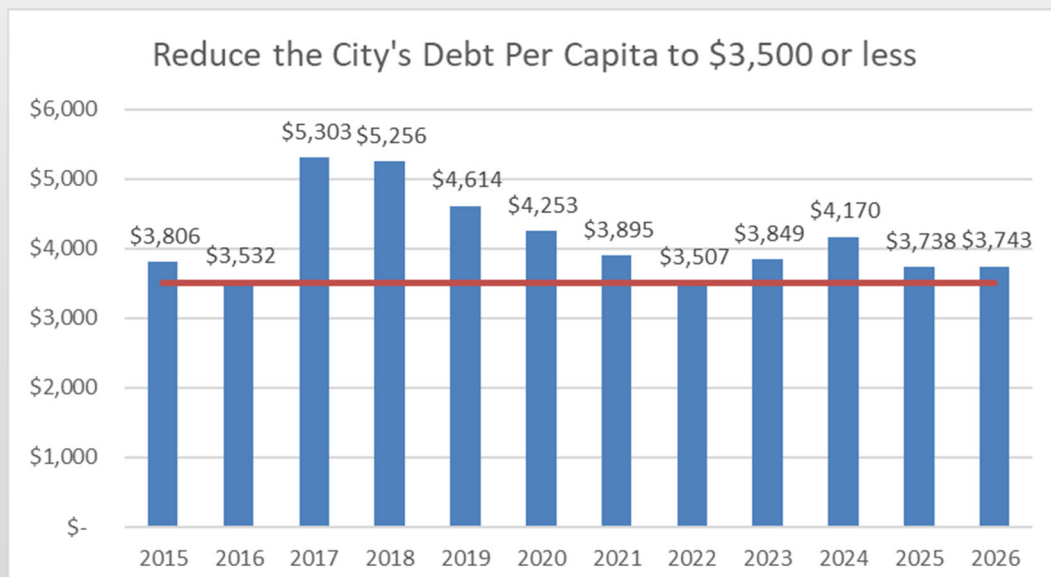
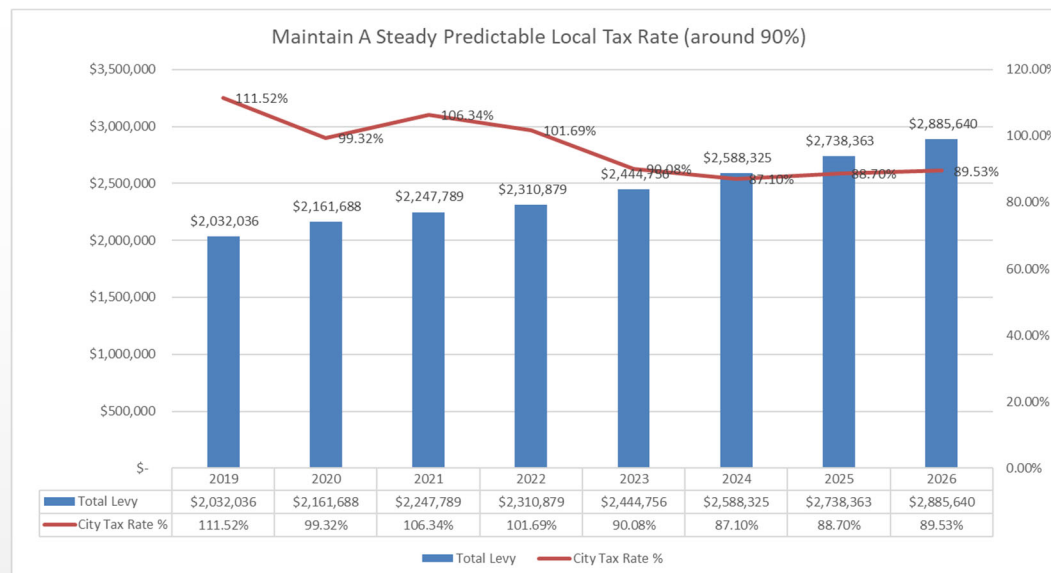
- Maintain a steady, predictable, local tax rate (~90%) - 2026 Preliminary 89.53%
**(w Preliminary Capacity) Pending Update.*
- Reduce the City's current debt per capita to \$3,500 or less.—2026 Preliminary \$3,743
- Maintain positive reserves in the City's Enterprise Funds. Working on establishing water & wastewater reserves.
- Budget based on specified needs & goals.
- Work plans are based on specific outcomes for results based budgeting.
- Maintain public safety and public works programming that reasonably assures the public of their safety, convenience, and maintenance of property value.
- Develop and maintain technology, communication and administrative services that allow all interested parties to be well informed while protecting the City's critical data and operating systems.
- Maintain the city's strong bond rating and financial position (AA).
** The City's AA bond rating ranks Chatfield among the upper tier of cities in the State relative to its credit rating.*

Cost Drivers

- Escalating Equipment Prices.
- Technology Equipment | Security
- Insurance
- Inflation

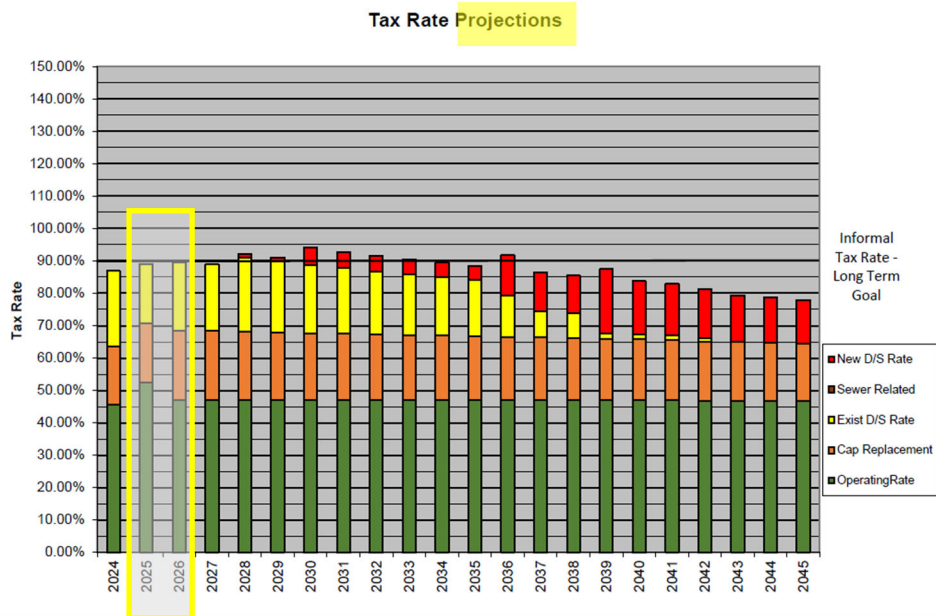
Included In This Budget

- 3% Pay grid adjustment
- 50% Leave conversion
- \$96,545 2025A Mill & Overlay interest payment covered by 2018A, 2022A & 2022B decreased levy need for arbitrage fund balance management.
- Police Department schedule 42x2184
- Public Works—+1, weekend & overtime
- Security cameras
- Minnesota's new paid leave

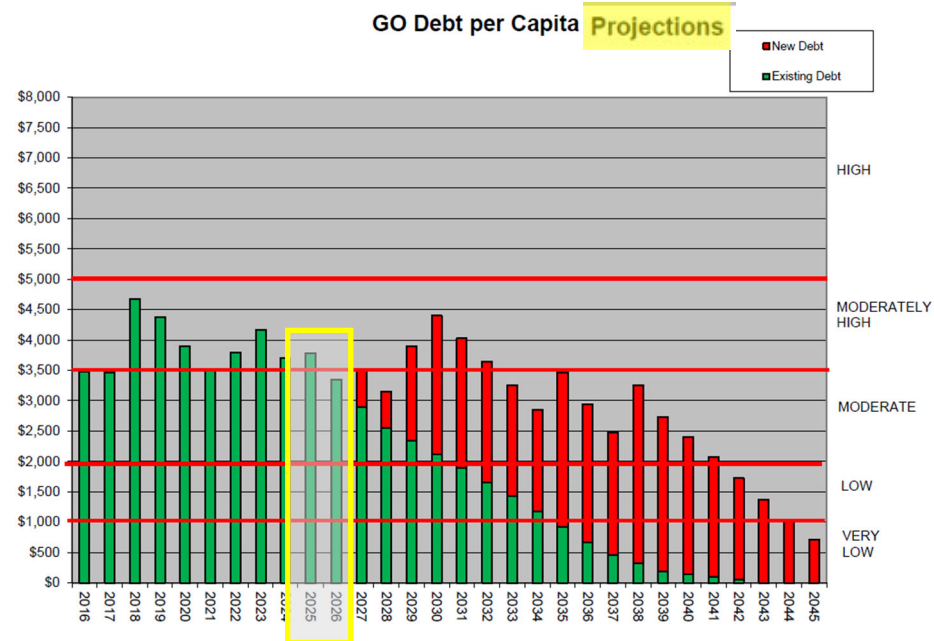


2025 CFP Planning Tool | Tax Rate Projections

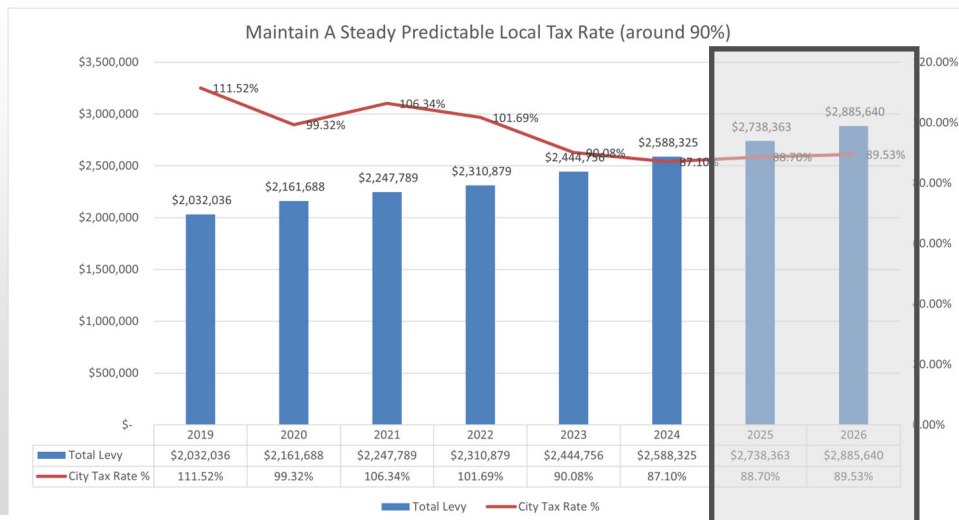
- Detailed by activity: Operations | Capital Goods | Existing Debt Service | Sewer Related Debt Service | New Debt for Projects on the Radar



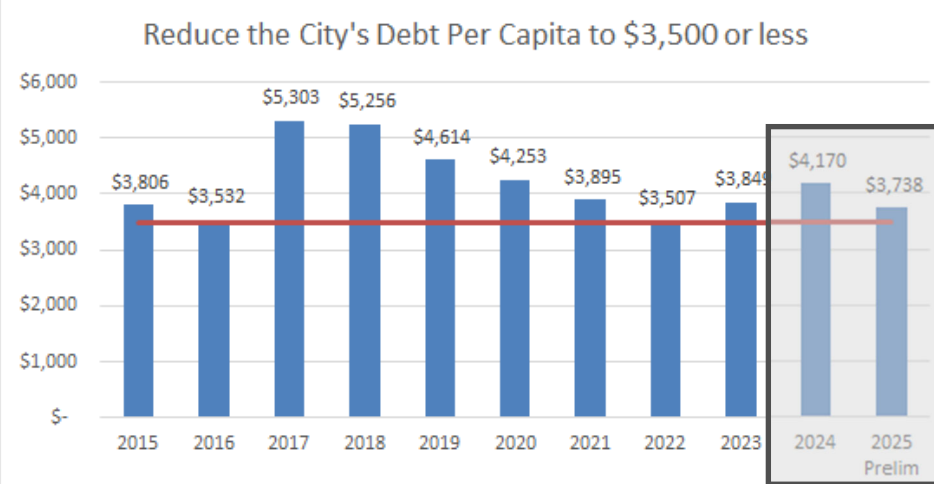
2024 CFP Planning Tool | Debt Per Capita Projections



Tracking Results



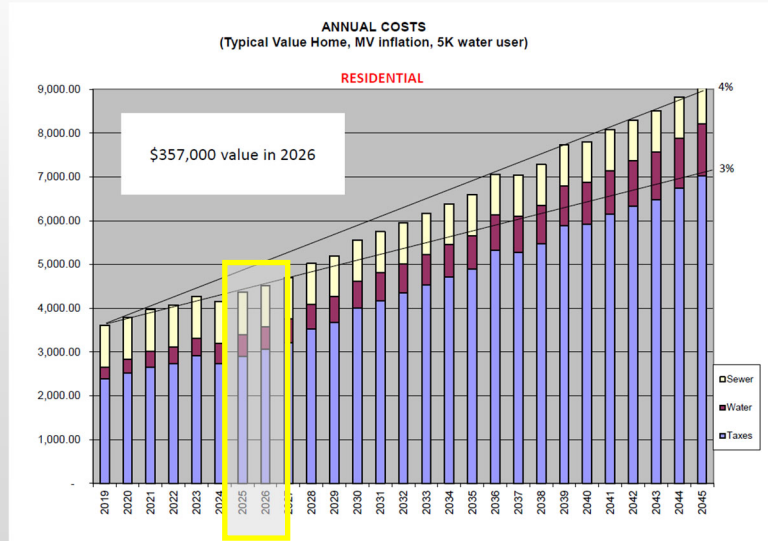
Tracking Results



2025 CFP Planning Tool | Resident Impacts Projections

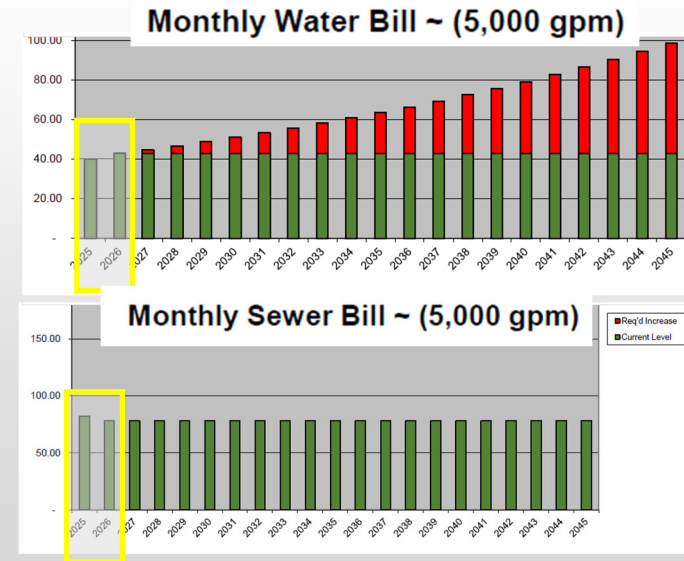
Property Tax Impact for City Services

- Annual cost for city services on a home valued \$357,000, 5% MV inflation, 5K gallon per month water user, displaying portion related to taxes, water and sewer
- Goal—Maintain impact to residents reasonable (between 3 and 4%)



Water & Sewer Utility Bill Projections

- Utility billing rate model is transitioning from the current seasonal averaging model to an actual usage model in 2026



Capital Financial Plan History Recap

2025—October Update

Projects & Debt

# Project	Future PW Bldg	Road Project	OTR & Mains Water Storage	Road Project	Road Project	WWTP upgrade
Est Year 2025 Cost	2,100,000	2,500,000	2,000,000	2,000,000	2,000,000	20,000,000
NET Financed (Inflation Less Cash)	1,915,250	3,038,766	2,552,563	3,257,789	3,771,298	
Type Bond	GO	GO	GO	GO	GO	
Term	20	10	20	10	10	
Rate	4.50%	4.00%	2.50%	4.00%	4.00%	
Bond Pymt	147,237	374,652	163,740	401,656	464,967	
Yr Built	2027	2029	2030	2035	2038	

2024—October Update

Projects & Debt

necessary to flow fire cap fund

# Project	Fire Equipment	Fire Equipment	Sewer Repl Gen Fund	Water OTR Storage PFA	Water SCADA & Meters	Future PW Bldg	Road Project	Road Project	Road Project
Est Year 2022 Cost	355,341	249,313	1,567,052	1,865,539	341,643	2,100,000	1,250,000	2,500,000	2,000,000
NET Financed (Inflation Less Cash)	500,000	600,000	2,000,000	1,500,000	0	2,031,013	1,378,125	3,190,704	3,959,883
Type Bond	GO	GO	GO	GO	Cash	GO	GO	GO	GO
Term	10	10	20	20	10	20	10	10	10
Rate	4.00%	4.00%	0.00%	2.50%	4.00%	4.50%	4.00%	4.00%	4.00%
Bond Pymt	61,646	73,975	100,000	96,221	0	156,136	169,910	393,385	488,215
Yr Built	2031	2042	2029	2030	2033	2027	2026	2029	2038

2029 (2030 Actual)

2023—October Update

Projects & Debt

INTERFUND LOANS

# Project	Generic Mill and Overlay	Generic Road Reconstruct or Extension	Future PW Bldg	ANNUAL SEWER REIMB OF	Water OTR Storage - PFA	Water SCADA	Water Meters		
Est Year 2022 Cost	-	1,060,000	2,100,000	2,000,000	1,876,000	86,000	200,000	-	-
NET Financed (Inflation Less Cash)	-	1,276,282	3,350,239	2,264,911	2,474,738	111,172	415,786	-	-
Type Bond	GO	GO	GO	GO	GO	GO	GO	GO	GO
Term	20	20	10	20	20	10	20	20	10
Rate	2.00%	2.00%	4.00%	4.00%	4.00%	4.00%	5.00%	4.50%	4.00%
Bond Pymt	-	157,354	413,054	173,349	100,000	158,747	13,707	33,364	-
Yr Built	0	0	2028	2028	2029	2030	2033	2037	0

2028, 2030 actual

2022—October Update

Projects & Debt

INTERFUND LOANS

# Project	2023 Grant & Prospect	Generic Mill & Overlay	Public Works Bldg	Sewer Fund Reimb GP Bal Print #1	Storm Sewer Project (Sewer Reimb GP)	Generic Mill and Overlay	Generic	Water OTR Storage	Future PW Bldg
Est Year 2022 Cost	-	1,860,000	376,000	700,000	172,788	613,913	1,060,000	1,876,000	2,100,000
NET Financed (Inflation Less Cash)	-	1,732,500	393,750	771,750	(0)	(0)	1,407,100	3,350,239	2,264,911
Type Bond	GO	GO	GO	GO	Cash	Cash	GO	GO	GO
Term	20	20	10	20	10	10	10	20	20
Rate	2.00%	2.00%	4.00%	5.25%	4.00%	4.00%	4.00%	4.50%	4.50%
Bond Pymt	-	213,602	48,546	63,247	(0)	(0)	173,483	413,054	173,349
Yr Built	0	0	2023	2023	2024	2026	2028	2028	2029

2022 project, int only to 25

2021—October Update

Projects & Debt

INTERFUND LOANS

# Project	2023 Grant & Prospect	Generic Mill & Overlay	Various Water Thru 2027 (& Storm?)	Sewer Fund Reimb GP Bal Print #1	Storm Sewer Project (Sewer Reimb GP)	Public Works Bldg	Water Sewer Project	Generic Mill and Overlay	Water Capital Replacement
Est Year 2021 Cost	-	1,860,000	376,000	1,270,000	164,641	637,301	860,000	2,600,000	336,000
NET Financed (Inflation Less Cash)	-	1,819,125	413,438	1,333,500	0	0	1,099,744	3,517,751	733,446
Type Bond	GO	GO	GO	Cash	Cash	GO	GO	GO	GO
Term	20	20	10	20	10	10	10	10	20
Rate	2.00%	2.00%	3.00%	3.50%	3.00%	3.00%	3.00%	3.00%	3.50%
Bond Pymt	-	213,257	48,467	93,826	0	0	77,379	412,388	51,606
Yr Built	0	0	2023	2023	2026	2032	2024	2028	2037



Includes: 3% Pay Grid | 50% LvCnversn | 95,645 2025A M&O
covered by 2018A 2022A & 2022B Arbtrg Adj | PD 42x2184 |
PW Wknd & OT | +1PW | Rdcd to Cameras | CptlGds | ER
Benefits | 2012A 2019A & 2022A Adj | PFML \$17,979

2026 Proposed Preliminary Budget 2025v3 08 25 COW

Budget At A Glance

Budget at a Glance -Proposed 2026 Prelim Levy 08/25/2025 COW

	Fund Balance Bdgt Adj +Inc(low) - Dec(High) Cash Flow Policy					
GENERAL FUND	Revenues (exclndg Levy)	Expenses	Adj.	Levy	% Change 2025 to 2026	Comments
LGA / PERA Aid-41000-33401 33405	\$ 952,141				0.19%	Certified
Interest Income-36210	\$ 25,000				47.06%	
41000 General Services Transfer In-34020	\$ 147,342				3.00%	
41100- Legislative Dept.	0	\$ 68,990			2.09%	
41200- Hist. Society ? Add to MncplBldg	\$ -	\$ -			0.00%	Combine with MncplBldng?
41410- Elections	\$ -	\$ 3,825			112.50%	2026 1 Elections
41500- Administration/Finance	\$ 11,680	\$ 702,715			10.42%	
41910- Planning & Zoning	\$ -	\$ -			-100.00%	Moved to 240 Community Development
41940- Municipal Building	\$ 500	\$ 82,833			-6.57%	
42110- Police Department	\$ 73,119	\$ 804,761			3.09%	
42400 Building Code	\$ -	\$ -			-100.00%	Moved to 240 Community Development
43100- Street Maintenance	\$ 6,980	\$ 624,730			-17.43%	+1 Vacant PW 51k to Prk103 \$41,930 1x2025AIntoffset
45124- Swimming Pool	\$ 98,748	\$ 219,021			5.53%	
45200- Parks	\$ 660	\$ 292,580			26.44%	+1 Vacant PW51kFrmStrt101
General Fund Total Rev Exp	\$ 1,316,170	\$ 2,799,455	\$ -	\$ -	-3.94%	
GENERAL GOVERNMENT LEVY-31010	\$ -			\$ 1,483,285	-3.94%	2025 Included 91,400 DS offset
Services	Revenues	Expenses		Levy		
211-31010 Library Levy	\$ 109,478	\$ 351,709		\$ 242,231	7.85%	
220-31010 Fire Department Levy	\$ 84,400	\$ 158,400		\$ 74,000	5.71%	
230-31010 Ambulance Levy	\$ 314,640	\$ 464,068		\$ 149,428	4.46%	
240-31010 Community Development Levy	\$ 5,750	\$ 177,208		\$ 171,458	70.81%	Transferred from General Fund
250-31010 Center for the Arts Levy	\$ 2,000	\$ 89,907		\$ 87,907	16.13%	2025 Rdcd 14,300 Fund Balance Adj
614-31010 CCTV Levy	\$ 16,000	\$ 16,000	0	\$ -	-100.00%	Ops xfrd to CPS FF pass thru
TOTAL SERVICES LEVY				\$ 725,024	14.95%	
Debt Service				Levy		
2012A 332-Wtr Twr (2027)	nt			\$ -	0.00%	CPS & FC Abtmnt + Wtr Rvn 2027 Final Bond Pymnt
2016A 335-WWTP (2028)				\$ 98,000	3.16%	
2018A 340-Pool (2039)				\$ 209,450	-30.25%	Rdcd \$90k Arbtrg Rvw Net 0
2019A 342-Street Lights (2027)				\$ 10,000	-71.67%	Reduced \$26,205
2022A 343-Wtr Storm (2043)				\$ 3,448	-80.87%	20261xRdcCFClosed2025 18%GF&Arbtrg Adj
2022B 344-PW Facility (2043)				\$ 61,886	-10.09%	2026 Rdcd \$7,500 Arbtrg Adj
2023A 323-Grand Prospect St				\$ 198,902	331.45%	2025 1x150,000 GF Levy Offset
2025A 325 Mill & Overlay Street Prjct				\$ 95,645	0.00%	2027 Placeholder Smll Cts Asst, StrtRsrvTO Offsets 202
DEBT SERVICE LEVY				\$ 677,331	20.19%	2025 included 91,400 GF offset
Levy Total				\$ 2,885,640		
Increase in Tax Levy				\$ 147,277		
Percent Increase over Prior Year					5.378%	
NET TAX CAPACITY	2025v3 08 25 COW					
Fillmore County NTC				\$ -		
Olmsted County NTC				\$ -		
Net Taxable Tax Capacity				\$ -		
Increase in Tax Capacity				\$ -		
% Increase in Tax Capacity				0%		
Certified Final Levy				\$ 2,885,640		
City Tax Rate				#DIV/0!		
Goal: Maintain a steady, predictable local tax rate.				0		
Debt Per Capita				\$ -		