

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE
AGENDA
City Council Chambers, 21 SE Second Street, Chatfield, MN 55923
December 8, 2025, 4:30 P.M.

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

A. Minutes

1. [November 10, 2025 Meeting Minutes](#)
Review minutes from the previous meeting.

B. Financial Report

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

C. New Business

1. [Certifying the Final Property Tax Levy for Taxes Payable in 2026](#)
Provide recommendation to City Council for approval.
2. [Personnel Policy 12.01.02 PTO Accrual Amendment](#)
Consider recommendation for approval of suggested amendments.
3. [Request to close the City Office December 26, 2025 and January 2, 2026](#)
Consider recommendation to the City Council for Office Closure as requested.
4. [City Office Hours](#)
Consider possible change to the City Office Hours.
5. [MN Paid Leave](#)
Approve a 50/50 split of the premium for MN Paid Leave, as allowed by law.
6. [2026 ABC Contract](#)
Consider recommendation for the 2026 Contract for Cleaning Services.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: November 10, 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:

[2025.11.10 Personnel Budget Meeting Notes.pdf](#)



CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE

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

November 10, 2025, 4:30 P.M.

Members Present: Councilor Mike Urban

Members Absent: Councilor Paul Novotny

Others Present: Rocky Burnett and Michele Peterson

A. **Minutes:** The committee reviewed and approved the minutes from the October 13, 2025, meeting.

B. **Financial Report**

1. Quarterly Financial Report: The third quarter financial report was reviewed. It was noted that the Library revenue was low due to County funding not yet received, funds have now been received. The Ambulance revenue is low due to switching of the billing company. Director Burnett has requested the new billing company work on the bills from June which will hopefully help bring up the revenue for the year. Lastly the Center for the Arts repair and maintenance expenses are \$30,000 over budget for the year. This makes a significant impact on the overall fund balance.

C. **New Business**

1. Volunteer Ambulance Personnel Policy Update: Director Burnett reviewed the requested amendments, noting the amendments are a directive from MN PERA. No concerns were shared, and recommendation will be made to request approval from the City Council.
2. Capital Financial Plan Review and Summary: The capital financial plan summary was reviewed, which provided a dashboard of the information discussed at committee of the whole on October 27, 2025. This information will also be shared with the City Council.

D. **Other**

1. Discussion was had regarding the number of volunteers, as well as the number of volunteer hours. Director Burnett will share additional information at a future meeting.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

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Recommended Motion: Review the report as presented.

Community Engagement and Outreach:

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Ongoing Cost :

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Included in Current Budget?:

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Fund Name(s) (Operations | Capital):

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Background:

Attachments:

[Monthly Finance Cash & Investment Report 2025 11.pdf](#)

Monthly Finance Cash & Investment Report

Banyon Fund Balance	Description	Nov-25 Beg Balance	Nov-25 Debit (+)	Nov-25 Credit (-)	Nov-25 End Balance	Notes	Nov-25	Nov-25	Nov-25	Nov-25
100	100 GENERAL FUND	\$ 1,062,721.45	\$ 15,612.88	\$ 163,599.66	\$ 914,734.67	33% YE 50% NY GF Expense Budget or \$1million wchvr > Pndng Cnty Sttlmnts				
211	211 LIBRARY	\$ 66,436.71	\$ 795.08	\$ 23,678.84	\$ 43,552.95	12% YE 20-40% NY expense bdgt. Pndng Cnty Sttlmnts				
212	212 LIBRARY ENDOWMENT FUND	\$ 297,038.58	\$ -	\$ -	\$ 297,038.58					
220	220 FIRE - OPERATIONS FUND	\$ 49,529.37	\$ 1,055.56	\$ 4,406.91	\$ 46,178.02	29% YE 20-40% NY expense bdgt				
221	221 FIRE - CAPITAL FUND	\$ 1,030,347.73	\$ 2,360.00	\$ 68.89	\$ 1,032,638.84					
230	230 AMBULANCE - OPERATIONS FUND	\$ 144,125.34	\$ 27,362.05	\$ 30,337.53	\$ 141,149.86	30% YE 20-40% NY expense bdgt				
231	231 AMBULANCE - CAPITAL FUND	\$ 83,998.54	\$ -	\$ -	\$ 83,998.54					
240	240 COMMUNITY DEV - OPERATIONS	\$ 7,927.21	\$ 834.42	\$ 9,317.27	\$ (555.64)	0% YE 20-40% NY expense bdgt Pndng Cnty Sttlmnts				
242	242 COMMUNITY DEV - CPTL 358 DG OFFSE	\$ 556,080.89	\$ -	\$ 356.63	\$ 555,724.26	801PrdFlt \$22,725 Rltn 2025-17 & Schnfldr land rent				
250	250 CCA - OPERATIONS FUND	\$ (771.83)	\$ -	\$ 7,844.48	\$ (8,616.31)	-10% YE 20-40% NY expense bdgt Annl Mnt Cntrc & Ins + Elvtr Rpr Gas Ln Lk WHV Frz				
251	251 CCA - CAPITAL FUND	\$ 92,939.09	\$ -	\$ -	\$ 92,939.09					
323	323 2023A GR&PR 623wtrDS 1MoRsv	\$ 222,542.80	\$ -	\$ -	\$ 222,542.80					
325	325 2025A 2026 STRT PRJCT	\$ -	\$ -	\$ -	\$ -					
332	332 2012A-WATER TOWER GO REF 200	\$ 140,742.01	\$ -	\$ -	\$ 140,742.01					
334	334 2014A STREET/UTILITY RECONST	\$ -	\$ -	\$ -	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025				
335	335 2016A REF10A&11A 20%GF 1MoR	\$ 443,438.91	\$ -	\$ -	\$ 443,438.91					
336	336 2016B (WTR) 425K GO REV 3375W	\$ 47,534.15	\$ -	\$ -	\$ 47,534.15					
338	338 2017A (GF)457K GO TX ABT (IND)	\$ -	\$ -	\$ -	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025				
339	339 2017B (WTR) GO UTIL REV (IND)	\$ 7,802.33	\$ -	\$ -	\$ 7,802.33					
340	340 2018A GO POOL BOND	\$ 219,308.93	\$ -	\$ -	\$ 219,308.93					
342	342 2019A GO TAX ABT MNT. ST LIGHT	\$ 49,815.20	\$ -	\$ -	\$ 49,815.20					
343	343 2022A StrmGF 18% (wtr82%303)	\$ 118,787.69	\$ -	\$ -	\$ 118,787.69					
344	344 2022B TXGO CIP PWFAC	\$ 22,556.11	\$ -	\$ -	\$ 22,556.11					
355	355 TIF DIST 2-7 GJERE ADDITION	\$ (968.61)	\$ -	\$ -	\$ (968.61)					
356	356 TIF DIST 3-6 GRNDST APT RDV	\$ 133.76	\$ -	\$ -	\$ 133.76					
358	358 TIF DIST 2-5 FAMILY DLLR 242	\$ (298,451.28)	\$ -	\$ -	\$ (298,451.28)					
359	359 TIF DIST 2-6 CABIN COFFEE REDE	\$ 250.69	\$ -	\$ -	\$ 250.69					
360	360 REV LOAN FUND - FED/ORIG	\$ 120,233.02	\$ 3,244.40	\$ -	\$ 123,477.42					
361	361 REV LOAN FUND - STATE	\$ 95,171.00	\$ -	\$ -	\$ 95,171.00					
423	423 2023A PRSPT&GRAND ST PROJ	\$ -	\$ -	\$ -	\$ -	Cmplt-Close to 423 Rsltn 2025-06 FEB 2025				
425	425 2025A 2026 STRT PRJCT	\$ 535,194.61	\$ 12,895.41	\$ 22,360.15	\$ 525,729.87					
443	443 2022A StrmGF 18% (wtr82%403)	\$ -	\$ -	\$ -	\$ -	2025-30 05/2025 Close to 343				
456	456 WHDP GRND ST APT DVLPMNT	\$ -	\$ -	\$ -	\$ -					
601	601 WATER FUND	\$ 72,632.46	\$ 46,954.44	\$ 19,075.42	\$ 100,511.48	19% YE 20-40% NY expense bdgt Slightly Low-Inclcd \$150,000 IFL frm 602 12/2024 Project #601WT				
602	602 SEWER FUND	\$ 323,684.85	\$ 77,613.42	\$ 27,407.14	\$ 373,891.13	34% YE 20-40% NY expense bdgt				
603	603 REFUSE (GARBAGE) FUND	\$ 38,074.04	\$ 22,043.11	\$ 20,702.47	\$ 39,414.68					
614	614 CABLE ACCESS - OPERATIONS FUN	\$ -	\$ -	\$ -	\$ -	Closed Oct 2025 RSLTN 2025-67 to GF 100-41500				
615	615 CABLE ACCESS - CAPITAL FUND	\$ -	\$ -	\$ -	\$ -	Closed Aug 2025 RSLTN 2025-49				
801	801 CAPITAL GOODS FUND	\$ 1,117,474.61	\$ 172,839.00	\$ 336,970.76	\$ 953,342.85					
803	803 ATV TRAIL	\$ -	\$ -	\$ -	\$ -					
806	806 SE MN TMO-II	\$ -	\$ -	\$ -	\$ -	806 Added 04/2024 Pndng 09/2025 Clsr				
807	807 SE MN TMO-III	\$ -	\$ -	\$ -	\$ -	807 Added 09/2025				
900	900 MEMO FUND	\$ 23,558.91	\$ 15,942.10	\$ -	\$ 39,501.01					
910	910 PAYROLL PASSTHROUGH	\$ (17,350.80)	\$ 97,100.13	\$ 97,123.16	\$ (17,373.83)					
BANYON	Banyon Monthly Fund Cash Balance Combin	\$6,672,538.47	\$496,652.00	\$763,249.31	\$6,405,941.16					

General Fund Key	
YE FndCshBlncRwKey	
FndBlnc In Range 40-60%	
SlightVnce <=10% (10-19% 61-70%)	
SignifVnce >10% (<30% >70%)	

SpecialRev Ent Key	
YE FndCshBlncRwKey	
FndBlnc In Range 20-40%	
SlightVnce <=10% (10-19% 41-50%)	
SignifVnce >10% (<10% >50%)	

Cash & Money Fund Accts					Holdings Valuations Yields					
CD's Bonds #	Description	BB OrigVl	(+)	(-)	End Bal	CD's Bonds #	Mat Date	Market Value	Est Yld	Est Crmt Vlu BsdOnFullMtrty
10200	Petty Cash	\$ 400.00			\$ 400.00	Petty Cash		\$ 400.00		\$ 400.00
10100 4100078	RRSB CB STMNT BLNC	\$ 662,738.63	\$ 380,343.39	\$ 456,811.68	\$ 586,270.34	RRSB CB STMNT BLNC		\$ 574,662.16	APY Yield Earned %	2.02%
10101 4000008	F&M MM	\$ 128,727.47	\$ 137.54	\$ -	\$ 128,865.01	F&M MM		\$ 127,198.71	APY Yield Earned %	1.31%
10102 767-154947	Northland MM	\$ 1,307,589.06	\$ 6,409.02	\$ -	\$ 1,313,998.08	Northland MM		\$ 1,265,650.24	30 Day Yield	3.82%
10104 35529-101	4M Portfolio	\$ 3,215,910.19	\$ 10,015.55	\$ 173,803.10	\$ 3,052,122.64	4M Portfolio		\$ 2,936,385.02	4M 4.068 P 4.0927 LTD 3.64	3.94%
Subtotal	Institution Cash & Money Fund Accts Total	\$ 5,315,365.35	\$ 396,905.50	\$ 630,614.78	\$ 5,081,656.07			\$ 4,904,296.13	Institution Cash & Money Fund Accts Total	\$ 5,081,656.07

CD's Bonds #	Description	BB OrigVl	(+)	(-)	End Bal OrigVl	CD's Bonds #	Mat Date	Market Value	Est Yld	Est Crmt Vlu 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	\$ -			\$ -	10402 856285-TQ-4	5/28/2025	\$ -		\$ -	
10402 33847E-3L-9	FLAGSTAR BK FSB TROY - Mtrd May 2025	\$ -			\$ -	10402 33847E-3L-9	5/29/2025	\$ -		\$ -	
10401 702091	F&M CD 60Mo	\$ -			\$ -	10401 702091	6/8/2025	\$ -		\$ -	
10400 35668	CD 35668 - 60MO - Mtrd Jun 2025	\$ -			\$ -	10400 35668	6/9/2025	\$ -		\$ -	
10400 35671	CD 35671 - 60MO	\$ -			\$ -	10400 35671	6/30/2025	\$ -		\$ -	
10400 35954	CD 35954 - LIB 14Mo-Mtrd Sep 2025	\$ -			\$ -	10400 35954	9/8/2025	\$ -		\$ -	
10402 73319F-AS-8	PPPY BK SNTA RSA - 66Mo -Mtrd Sep 2025	\$ -			\$ -	10402 73319F-AS-8	9/19/2025	\$ -		\$ -	
10401 702108	F&M CD 60Mo - Mtrd Oct 2025	\$ -			\$ -	10401 702108	10/21/2025	\$ -		\$ -	
10401 702127	F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401 702127	3/3/2026	\$ 258,586.59	0.75%	\$ 258,578	
10401 702128	F&M CD 60Mo	\$ 250,000.00			\$ 250,000.00	10401 702128	3/3/2026	\$ 258,586.59	0.75%	\$ 258,578	
10402 300185-LM-5	EVGRN BK GRP OAK BOOK IL - 42Mo	\$ 140,000.00			\$ 140,000.00	10402 300185-LM-5	7/27/2026	\$ 140,046.20	3.85%	\$ 154,639	
10402 564759-RS-9	MNFCTRS&TRDRS CO - 48Mo	\$ 245,000.00			\$ 245,000.00	10402 564759-RS-9	1/20/2027	\$ 245,575.75	4.00%	\$ 271,890	
10402 T-FN-2	CPTL ONE BK USA NTL - 60Mo	\$ 100,000.00			\$ 100,000.00	10402 T-FN-2	4/20/2027	\$ 98,717.00	2.80%	\$ 109,917	
10402 61768E-JR-5	MGRN STNLY PRVT BK NATL ASSN - 60Mo	\$ 113,000.00			\$ 113,000.00	10402 61768E-JR-5	5/19/2027	\$ 112,206.74	3.25%	\$ 125,710	
10402 254673L38	DSCVR BK GRNWD - 60Mo	\$ 100,000.00			\$ 100,000.00	10402 254673L38	7/6/2027	\$ 99,446.00	3.40%	\$ 111,298	
10402 3130ASN96	APY FDRL HM LN BKS - 84 Mo	\$ 200,000.00			\$ 200,000.00	10402 3130ASN96	7/27/2029	\$ 199,898.00	4.20%	\$ 227,736	
10402 3130ATGQ4	FDRL HM LN BKS - Called Feb 2025	\$ -			\$ -	10402 3130ATGQ4	10/12/2029	\$ -		\$ -	
Subtotal		\$ 1,398,000.00	\$ -	\$ -	\$ 1,398,000.00	CDs Bonds EB/OrgVl		\$ 1,398,000.00	\$ 1,413,062.87	EstCVBsdFullMtrty	\$ 1,518,344.11

TOTAL	Institution Combined Cash Money Fund &	\$ 6,713,365.35	\$ 396,905.50	\$ 630,614.78	\$ 6,479,656.07					
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Monthly Reconciliation					CD BONDS MV Summary				
	Beg	(+)	(-)	End Bal	EB Original \$	Market Value	MV +/-	EstCurValue BsdOnFullMtrty	
DEPOSITS IN TRANSIT (BEG.) +bb/+ex	\$ -		\$ -	\$ 0.00	\$ -	\$ -	\$ -	\$ -	
DEPOSITS IN TRANSIT (END.) +rev/+eb	\$ -		\$ -	\$ 0.00	\$ 500,000.00	\$ 517,173.18	\$ 17,173.18	\$ 517,155.24	
OUTSTANDING CHECKS (BEG.) -bb/-ex	\$ (40,826.88)		\$ (40,826.88)	\$ 0.00	\$ 898,000.00	\$ 895,889.69	\$ (2,110.31)	\$ 1,001,188.88	
OUTSTANDING CHECKS (END.) +ex/-eb	\$ -		\$ -	\$ -73,714.91	TOTAL MV INVSTMNTS	\$ 1,398,000.00	\$ 1,413,062.87	\$ 15,062.87	
MONTHLY RECONCILIATION TOTALS	6,672,538.47	396,905.50	663,502.81	6,405,941.16				\$ 6,600,000.18	
OUT OF BALANCE AMOUNT	\$ 0.00	\$ 99,746.50	\$ 99,746.50	\$ 0.00					
ACTL OpsCB BLNC 	mm Blnc Gdin \$750,000 (3yr avg mnthly ops wd)		68%	\$ 512,555.43					

CB Blnc 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. Crmt Value	
801CD 42500	Civil Defense 39226	\$ -			\$ -	To 801SEQ	9% RRSB	\$ 586,670.34	
801CHP 43100	Chip Sealing 39214 Crckflng 801-43100-406	\$ 40,161.95			\$ 40,161.95		10% F&M	\$ 646,020.25	
801CLK 41500	Administration *use \$7,000 for MN DOT Prprty	\$ 44,266.12			\$ 44,266.12	E&J Rmb MnDOT PrpSoilTest	35% Northland	\$ 2,315,186.96	
801CMP 41910	Comprehensive Plan	\$ -			\$ -	Wdsth - Final 10/2025	46% 4M	\$ 305,212.64	
801EnD 41100	Enterprise Drive -39101 (Sale Fxd Asst -500 Rebate	\$ -			\$ -	Rsltn 2025-42 To 242HTBI	100%	TTL Holdings	\$ 6,600,000.18
801HRT 46323	Heritage 39201 (Haven Wall Funding)	\$ -			\$ -	Rsltn 2025-15 To 242			



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Certifying the Final Property Tax Levy for Taxes Payable in 2026

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Provide recommendation to City Council for approval.

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:

[2025-85 2026 Final Tax Levy 5.378%.pdf](#)

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



**Resolution 2025-85
Certifying the Final Property Tax Levy for Taxes Payable in 2026**

WHEREAS, the City of Chatfield has prepared a budget for the operations of the City of Chatfield for the 2026 calendar year, and

WHEREAS, it has been determined that a property tax levy in the amount stated below is necessary to meet the needs outlined in the budget:

Fund Name	2026
General Fund (100)	\$1,483,285
Library Fund (211)	\$242,231
Fire Department Fund (220)	\$74,000
Ambulance Fund (230)	\$149,428
Community Development (240)	\$171,458
Center for the Arts Fund (250)	\$87,907
Debt Service:	
2016A (335) Disposal Syst. Debt Service	\$98,000
2019A (342) Street Light Debt Service	\$10,000
2022A (343) Water/Storm Debt Service	\$3,448
2022B (344) PW Facility Debt Service	\$61,886
2023A (323) Grnd& Prspct Debt Service	\$198,902
2025A (325) Mill & Overlay	\$95,645
Total Non-Referendum Base Levy	\$467,881
2018A (340) Referendum Based Levy	\$209,450
Total Tax Asking	\$2,885,640

And WHEREAS, the budget and proposed tax levy will be presented to the public at a regular meeting of the City Council in compliance with Truth in Taxation regulations, and

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Chatfield, County of Fillmore, Minnesota, that the 2026 final budget and property tax levy be adopted,

BE IT FURTHER RESOLVED that the special levies established by prior resolutions hereby be amended to the above stated amounts.

AND BE IT YET FURTHER RESOLVED that Administration is hereby instructed to share this resolution with the Auditors of Fillmore and Olmsted Counties, Minnesota.

Approved December 8, 2025
/s/Beth M Carlson
City Clerk
City of Chatfield



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 | CptIGds | ER Benefits | 2012A 2019A & 2022A Adj | PFML \$17,979

w PB Review

2026 Proposed Preliminary Budget		2025v3 08 25 COW			
Budget At A Glance					
Budget at a Glance -Proposed 2026 Prelim Levy 08/25/2025 COW					
GENERAL FUND	Revenues (excludng Levy)	Expenses	Fund Balance Bdgt Adj +Inc(low) - Dec(High) Cash Flow Policy 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			\$ -	-3.94%	
			1,483,285	<i>2025 Included 91,400 DS offset</i>	
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)			\$ -	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%	2026 1xRdcdCFClosed2025 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%	<i>2025 included 91,400 GF offset</i>
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			\$ -		



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Personnel Policy 12.01.02 PTO Accrual Amendment

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation for approval of suggested amendments.

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:

[PTO Amendment.docx](#)

Current Policy

Section 12.01.02 PTO Accrual

Employees PTO will accrue per month and PTO accruals will begin on the first day of employment and are available upon successfully completing their probationary period. For the purpose of determining an employee's PTO accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

PTO time is not accrued during periods of unpaid leave, long-term disability leave, or worker's compensation leave (unless required by law). An employee will not earn any PTO leave for any pay period unless they are employed by the city on the last scheduled workday of the pay period. Further, PTO leave will stop accruing as of the effective date of termination.

Employees hired prior to 01/01/2024 have the following accrual rate:

Completed Years of Service	Total Annual Accrual Days*	Total Annual Accrual Hours	PTO Accrual Hours per Pay Month
0- 5 years	22	176.40	14.70
6-10 years	27	216.00	18.00
11-15 years	29.5	235.92	19.66
16-20 years	32	255.96	21.33
21-25 years	34.5	276.00	23.00
26 and beyond years	37	296.16	24.68

*Based on an 8-hour workday

Employees hired after 01/01/2024 have the following accrual rate:

Completed Years of Service	Total Annual Accrual Days*	Total Annual Accrual Hours	PTO Accrual Hours per Pay Month
0- 5 years	10	80.4	6.7
6-10 years	16	129.6	10.8
11-15 years	20	159.12	13.26
16-20 years	25	198.36	16.53
21-25 years	30	237.6	19.8
26 and beyond years	32	257.76	21.48

*Based on an 8-hour workday

The maximum carry over of hours for full-time employees will be as follows, as of:

- December 31, 2023, will be 1280 hours
- December 31, 2024, will be 1200 hours
- December 31, 2025, will be 1120 hours
- December 31, 2026, will be 1040 hours
- December 31, 2027, will be 960 hours
- December 31, 2028, will be 880 hours

Regular part-time employees who work an average of twenty (20) hours per week will accrue PTO at one-half the rate of regular full-time employees and can carry no more than 200 hours of PTO leave. Regular part-time employees who work an average of thirty (30) hours per week will accumulate PTO leave at three-fourths the rate of full-time employees, up to a maximum of 500 hours.

Proposed Policy:

Section 12.01.02 PTO Accrual

Employees PTO will accrue per month and PTO accruals will begin on the first day of employment and are available upon successfully completing their probationary period. For the purpose of determining an employee’s PTO accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

PTO time is not accrued during periods of unpaid leave, long-term disability leave, or worker’s compensation leave (unless required by law). An employee will not earn any PTO leave for any pay period unless they are employed by the city on the last scheduled workday of the pay period. Further, PTO leave will stop accruing as of the effective date of termination.

Employees hired prior to 01/01/2024 have the following accrual rate:

Completed Months of Service	PTO Accrual Hours per Month
0-60	14.70
61-120	18.00
121-180	19.66
181-240	21.33
241-300	23.00
301 and beyond	24.68

Employees hired after 01/01/2024 following accrual rate:

Completed months of Service	PTO Accrual Hours per Month
0-60	8
61-120	11
121-180	14
181-240	17
241-300	20
301 and beyond	23

*Accruals are based on an eight hour work day.

The maximum carry over of hours for full-time employees will be as follows, as of:

- December 31, 2026, will be 1040 hours
- December 31, 2027, will be 960 hours
- December 31, 2028, will be 880 hours
- December 31, 2029, will be 800 hours
- December 31, 2030, will be 720 hours
- December 31, 2031, will be 640 hours

Regular part-time employees who work an average of twenty (20) hours per week will accrue PTO at one-half the rate of regular full-time employees and can carry no more than 200 hours of PTO leave. Regular part-time employees who work an average of thirty (30) hours per week will accumulate PTO leave at three-fourths the rate of full-time employees, up to a maximum of 500 hours.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: Request to close the City Office December 26, 2025 and January 2, 2026

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation to the City Council for Office Closure as requested.

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:



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: City Office Hours

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider possible change to the City Office Hours.

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:



Meeting Date: December 8, 2025

Agenda Item: MN Paid Leave

Subject | Summary: Per the information sheet provided by the state, Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of wages up to the cap set by Social Security’s Old-Age, Survivors, and Disability Insurance program (currently \$185,000). Your employer may deduct up to 0.44% of your wages to fund your portion of the premium.

I suggest staying with the 50/50 split of the premium between employer and employee. Money used to pay the employee portion of the premium is taxable income. If the employer chooses to pay more than 50% of the premium, employees will have to pay tax on the premium amount above 50%.

By law, notices about MN Pay Leave needed to be sent by 12/1/2025. If we choose to pay more than the 50%, supplemental notices will be needed.

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Approve a 50/50 split of the premium for MN Paid Leave, as allowed by law.

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:

[MN Paid Leave Employee Notice sent 2025 11 26.pdf.pdf](#)

Minnesota Paid Leave

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered, but may opt in. You may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website. If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

Who pays for Paid Leave?

Paid Leave is funded by premiums paid by employees and employers. **The initial premium rate is 0.88% of wages** up to the cap set by Social Security’s Old-Age, Survivors, and Disability Insurance program (currently \$185,000). Your employer **may deduct up to 0.44% of your wages** to fund your portion of the premium. This total premium covers both Medical Leave (0.61%) and Family Leave (0.27%).

Employers are responsible for sending premiums to Paid Leave on behalf of all employees.

Your premium contributions are:

Total Medical Leave Premium: 0.61%				
Medical Leave	<i>(Employer Name)</i>	will contribute	.305%	of the Medical Leave contribution
		and the remaining	.305%	will be deducted from your wages

Total Family Leave Premium: 0.27%				
Family Leave	<i>(Employer Name)</i>	will contribute	.135%	of the Family Leave contribution
		and the remaining	.135%	will be deducted from your wages

Total deducted from your wages	.44%
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How do I take Paid Leave?

1. Notify your employer.
2. Apply with Paid Leave. You will be able to apply for Paid Leave at paidleave.mn.gov. You can also apply over the phone if needed.

After you apply, you will receive a determination from Paid Leave, which is the official decision from the program about whether your application was approved or denied.

If you are approved for Paid Leave payments, they will be sent to the bank account or prepaid debit card selected in your application.

Learn more

Visit paidleave.mn.gov to apply or for more information about Paid Leave, including calculators to help you estimate your premium costs and the payments you could receive under Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:	City of Chatfield
Mailing Address:	21 Second Street SE, Chatfield, MN 55923
Employer Identification Number (FEIN):	41-6005045

Employee Acknowledgement:

<input type="checkbox"/>	I acknowledge receipt of this notification
Name	
Signature	
Date	



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: December 8, 2025

Agenda Item: 2026 ABC Contract

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation for the 2026 Contract for Cleaning Services.

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:

[Chatfield City Hall 2026.pdf](#)



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Contractual Agreement Between The City of Chatfield and Ability Building Community

Scope of Work:

Ability Building Community, herein referred to as “Vendor” will provide a supervised crew to provide custodial services to Chatfield City Hall, herein referred to as “Vendee”. The location of the worksite is: 21 2nd Street SE Chatfield, MN 55923.

A specific list of tasks can be found on-site in the ABC worksite book, but will generally consist of: vacuuming carpeted areas, cleaning, mopping and/or dusting all resilient surfaces such as floors, ledges, furniture and picture frames, cleaning restrooms, emptying trash, sweeping building garages and washing interior windows. In addition to City Hall, tasks will be performed at the City Park, Fire Station and Water Plant.

Uniform and other requirements:

No uniform requirements.

Vendee will provide all equipment and chemicals as well as all paper supplies and trash can liners. Vendor will provide all personal protective equipment. (Any Vendee supplied chemical changes require updated SDS sheets, and prior approval before use).

Schedule:

The crew will provide the above services two days per week on Mondays & Thursdays from approximately 9:00am – 2:00pm. Additional days may be added if mutually agreed upon by Vendor and Vendee. In the event of inclement weather, when driving conditions are dangerous, Vendor reserves the right to postpone, reschedule, or cancel services for the day. Individuals’ health and safety cannot be jeopardized due to dangerous driving conditions. Vendor is closed on ABC’s listed holidays/closed days and employees will not be scheduled to work those days. 2027 Holiday schedule will be submitted by 12/15/26.

2026 Holiday/Closed Days

Thursday January 1st & Friday January 2nd (New Year’s)
Monday May 25th (Memorial Day)
Friday July 3rd (Independence Day)
Tuesday August 11th (ABC Recognition Banquet – All Crews End by 4:00pm)
Monday September 7th (Labor Day)
Thursday November 26th & Friday November 27th (Thanksgiving)
Thursday December 24th & Friday December 25th (Christmas)



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If vendee would like to request to switch service days due to a holiday/closed day, contact must be made with the below vendor contact at least two weeks prior. Vendor will do their best to accommodate schedule changes, but cannot guarantee a schedule change can occur.

Vendor's primary contact: Kristen Swirtz, communitycontracts@abcinc.org, 507-535-7123

Vendor's secondary contact: Samantha Moccia, 507-535-7120

Vendee's primary contact: Michele Peterson, 507-867-1518, mpeterson@ci.chatfield.mn.us

Vendee's emergency contact:

Terms:

The terms of this work agreement are in effect for the 2026 calendar year and may be extended by mutual agreement of both parties. An updated contract will be generated at the beginning of each calendar year. Either party may cancel this agreement in thirty (30) working days by providing written notice.

Invoice and Payments:

Vendor will charge \$50.16 per crew hour for the services outlined in this contractual agreement. Vendee will be billed following services, with payment due within thirty (30) days of invoice date. Vendee may be subject to a late fee for payments received after 45 days of the invoice date. This rate will be reviewed annually. Unless noted invoices will be sent electronically.

Billing Contact for Vendee: kcoe@ci.chatfield.mn.us

Billing Contact for Vendor: accountsreceivable@abcinc.org

It is understood that the Vendor's staff and individuals served are Vendor's employees, and Vendor will cover all wages, benefits, withholding taxes, and workers compensation insurance.

Health & Safety:

The Vendee will provide a safe working environment for ABC employees. The Vendee will provide personal protective equipment (when applicable). This may include gloves, eye/face protection, etc. Safety Data Sheets (SDS) will also be provided for any products or materials which ABC employees may be expected to use or handle. ABC personnel will perform safety evaluations of the work areas at a minimum of once yearly. ABC employees will be required to follow all safety policies put in place by the Vendee. If ABC employees do not follow proper safety policies, the Vendee will immediately notify contact person listed above as vendor primary contact. It is ABC's responsibility to ensure that all its employees are following established safety policies.

Equal Opportunity Statement

It is the policy of the Vendor to provide equal employment opportunities to individuals without regard to disability, race, color, sex, marital status, or national origin.



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Compliance with Laws and Regulations

In the performance of services under this agreement, Vendor and Vendee agree to comply with all HIPAA, Federal, State, and local laws, ordinances, rules, and regulations.

Except as otherwise provided in this agreement, Vendee may not use or disclose **Protected Health Information (PHI)** they may obtain by any means through the course of contracting services from Vendor, unless specified in this agreement, and provided that such use or disclosure does not violate the **Health Insurance Portability and Accountability Act (HIPAA)** and its implementing regulations, including but not limited to 45 Code of Federal Regulations parts 142, 160, 162, and 164, hereinafter referred to as the Privacy Rule. The uses and disclosures of PHI may not exceed the limitations applicable to the Vendor under the regulations except as authorized.

The Vendee shall not use or further disclose PHI other than as permitted or required by this agreement, or as required by law. The Vendee shall use appropriate safeguards to prevent use or disclosure of PHI other than as provided for by this agreement. The Vendee shall report to the Vendor any use or disclosure of the PHI not provided for by this agreement or otherwise in violation of the Privacy Rule.

Human Rights Provision:

Workers assigned to this job may be considered vulnerable adults. Vendor requests any suspected abuse or negligence issues related to the workers' vulnerability be reported to the Vendor contact to take appropriate action. Further information about the workers should be considered confidential and subject to the same protection as other employee information under the Federal and State Data privacy laws.

Michele Peterson, City Administrator
City of Chatfield

Kristen Swirtz
Ability Building Community

Date

Date