

**CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE**  
**AGENDA**  
**City Council Chambers, 21 SE Second Street, Chatfield, MN 55923**  
**January 12, 2026, 4:30 P.M.**

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

- A. Minutes
  - 1. [December 8, 2025 Meeting Minutes](#)  
Review minutes from the previous meeting.
- B. Financial Report
  - 1. [December 2025 Monthly Financial Report](#)  
Review the report.
- C. Continued Business
  - 1. [2026 ABC Contract](#)  
Consider recommendation for the 2026 Contract for Cleaning Services.
  - 2. [Personnel Policy 12.01.03 Update](#)  
Review policy, consider recommendation for approval to Council.
  - 3. [City Office Hours](#)  
Consider possible change to the City Office Hours.
- D. New Business
  - 1. [Schoenfelder Farms Agricultural Lease for 2026](#)  
Review draft lease agreement, consider recommendation to Council for approval.
  - 2. [Leave Sharing Policy](#)  
Review and consider implementation of a Leave Sharing Policy.



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** January 12, 2026

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**Agenda Item:** December 8, 2025 Meeting Minutes

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[2025.12.08 Personnel Budget Meeting Notes.pdf](#)



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**CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE**

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

*December 8, 2025, 4:30 P.M.*

**Members Present:** Councilor Paul Novotny

**Members Absent:** Councilor Mike Urban

**Others Present:** Kay Wangen, Shane Fox, Beth Carlson, Steven Schlichter, Brian Burkholder, and Michele Peterson

A. **Minutes:** The committee reviewed and approved the minutes from the November 10, 2025, meeting.

B. **Financial Report**

1. November financial Report: The report was reviewed with no questions noted.

C. **New Business**

1. Certifying the Final Property Tax Levy for Taxes Payable in 2026: The final levy and operating budget were reviewed. It was noted that potentially in 2027 the additional public works staffing expense will be removed. A recommendation will be shared with Council for approval at tonight's meeting.
2. Personnel Policy 12.01.02 PTO Accrual Amendment: The Policy was updated to amend the language to remove years of service, and instead note completed months of service. Additionally, the PTO Accrual hours for team members hired after January 1, 2024 were amended to whole numbers. Finally, additional years were added for the total carry over allowed for PTO. The final year will be 2031, with 640 hours being the maximum. A recommendation will be shared with Council for approval at tonight's meeting.
3. Request to close the City Office December 26, 2025 and January 2, 2026: A recommendation will be shared with the Council for approval of closing the office the two days requested at tonight's meeting.
4. City Office Hours: A discussion will be continued to take a look at the traffic flow of customers within the current open hours. The goal will be to determine if consideration should be given to amending the hours.
5. MN Paid Leave: City Clerk Beth Carlson recommended a 50/50 split of the premium for the Paid Leave program. Anything over the 50% contribution by the City would be deemed as revenue for the team member. A recommendation will be shared for approval of the 50/50 split in premium costs to the City Council at tonight's meeting.

6. 2026 ABC Contract: The proposed contract was reviewed. It was noted that there have been some service concerns, therefore Peterson will reach out to ABC and discuss the concerns. Discussion to be continued.



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** January 12, 2026

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**Agenda Item:** December 2025 Monthly Financial Report

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**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review the report.

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[Monthly Finance Cash & Investment Report 2025 12.pdf](#)

**Monthly Finance Cash & Investment Report**

Banyon Fund Balance	Description	Dec-25				Notes	Dec-25	Dec-25	Dec-25
		Beg Balance	Debit (+)	Credit (-)	End Balance				
100	100 GENERAL FUND	\$ 914,734.67	\$ 1,256,835.58	\$ 350,478.29	\$ 1,821,091.96	65%   YE 50% NY GF Expense Budget or \$1million wchvr >   Incls Jan DS Pymnt \$			
211	211 LIBRARY	\$ 43,552.95	\$ 106,834.12	\$ 38,135.33	\$ 112,251.74	32%   YE 20-40% NY expense bdgt.			
212	212 LIBRARY ENDOWMENT FUND	\$ 297,038.58	\$ 3,384.32	\$ -	\$ 300,422.90				
220	220 FIRE - OPERATIONS FUND	\$ 46,178.02	\$ 34,620.74	\$ 20,741.93	\$ 60,056.83	38%   YE 20-40% NY expense bdgt			
221	221 FIRE - CAPITAL FUND	\$ 1,032,638.84	\$ 22,554.36	\$ -	\$ 1,055,193.20				
230	230 AMBULANCE - OPERATIONS FUND	\$ 141,149.86	\$ 126,602.50	\$ 57,736.70	\$ 210,015.66	45%   YE 20-40% NY expense bdgt			
231	231 AMBULANCE - CAPITAL FUND	\$ 83,998.54	\$ 14,879.21	\$ -	\$ 98,877.75				
240	240 COMMUNITY DEV - OPERATIONS	\$ (555.64)	\$ 64,359.63	\$ 13,239.18	\$ 50,564.81	29%   YE 20-40% NY expense bdgt			
242	242 COMMUNITY DEV - CPTL   358 DG OFFSE	\$ 555,724.26	\$ 4,756.65	\$ -	\$ 560,480.91	358 Family Dollar Interfund Loan Offset			
250	250 CCA - OPERATIONS FUND	\$ (8,616.31)	\$ 35,261.86	\$ 4,687.23	\$ 21,958.32	25%   YE 20-40% NY expense bdgt   Annl Mnt Cntrc & Ins			
251	251 CCA - CAPITAL FUND	\$ 92,939.09	\$ 3,302.46	\$ -	\$ 96,241.55				
323	323 2023A GR&PR   623wtrDS   1MoRsv	\$ 222,542.80	\$ 223,613.20	\$ 200,000.00	\$ 246,156.00				
325	325 2025A 2026 STRT PRJCT	\$ -	\$ -	\$ -	\$ -				
332	332 2012A-WATER TOWER GO REF 200	\$ 140,742.01	\$ 22,766.30	\$ -	\$ 163,508.31				
334	334 2014A STREET/UTILITY RECONST	\$ -	\$ -	\$ -	\$ -	Cmplt-Close Rsltn 2025-09 MAR 2025			
335	335 2016A REF10A&11A 20%GF 1MoR	\$ 443,438.91	\$ 622,318.92	\$ 450,000.00	\$ 615,757.83				
336	336 2016B (WTR) 425K GO REV 3375W	\$ 47,534.15	\$ 12,863.21	\$ -	\$ 60,397.36				
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	\$ 7,588.16	\$ -	\$ 15,390.49				
340	340 2018A GO POOL BOND	\$ 219,308.93	\$ 242,450.17	\$ 100,000.00	\$ 361,759.10				
342	342 2019A GO TAX ABT MNT. ST LIGHT	\$ 49,815.20	\$ 16,933.03	\$ -	\$ 66,748.23				
343	343 2022A StrmGF 18% (wtr82%303)	\$ 118,787.69	\$ 29,573.82	\$ -	\$ 148,361.51				
344	344 2022B TXGO CIP PWFAC	\$ 22,556.11	\$ 32,283.76	\$ -	\$ 54,839.87				
355	355 TIF DIST 2-7 GJERE ADDITION	\$ (968.61)	\$ 515.44	\$ 6.82	\$ (459.99)				
356	356 TIF DIST 3-6 GRNDST APT RDV	\$ 133.76	\$ 1.14	\$ -	\$ 134.90				
358	358 TIF DIST 2-5 FAMILY DLLR   242	\$ (298,451.28)	\$ 8,689.91	\$ 2,529.22	\$ (292,290.59)				
359	359 TIF DIST 2-6 CABIN COFFEE REDE	\$ 250.69	\$ 1,253.10	\$ 1,250.96	\$ 252.83				
360	360 REV LOAN FUND - FED/ORIG	\$ 123,477.42	\$ 4,301.06	\$ -	\$ 127,778.48				
361	361 REV LOAN FUND - STATE	\$ 95,171.00	\$ 814.43	\$ -	\$ 95,985.43				
423	423 2023A PRSPT&GRAND ST PROJ	\$ -	\$ -	\$ -	\$ -	Cmplt-Close to 423 Rsltn 2025-06 FEB 2025			
425	425 2025A 2026 STRT PRJCT	\$ 525,729.87	\$ 532,110.92	\$ 530,240.72	\$ 527,600.07				
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	\$ 100,511.48	\$ 53,724.82	\$ 88,064.35	\$ 66,171.95	13%   YE 20-40% NY expense bdgt   Slightly Low-Inclcd \$150,000 IFL frm 602 12/2024   Project #601WT			
602	602 SEWER FUND	\$ 373,891.13	\$ 106,141.11	\$ 206,562.88	\$ 273,469.36	25%   YE 20-40% NY expense bdgt			
603	603 REFUSE (GARBAGE) FUND	\$ 39,414.68	\$ 30,222.19	\$ 47,303.97	\$ 22,332.90				
614	614 CABLE ACCESS - OPERATIONS FUN	\$ -	\$ 1,596.96	\$ 1,596.96	\$ -	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	\$ 953,342.85	\$ 132,716.56	\$ 24,566.45	\$ 1,061,492.96				
803	803 ATV TRAIL	\$ -	\$ 9,484.04	\$ 9,484.04	\$ -				
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	\$ 39,501.01	\$ 19,136.17	\$ 58,637.18	\$ -				
910	910 PAYROLL PASSTHROUGH	\$ (17,373.83)	\$ 142,648.19	\$ 144,931.80	\$ (19,657.44)				
<b>BANYON</b>	<b>Banyon Monthly Fund Cash Balance   Combin</b>	<b>\$6,405,941.16</b>	<b>\$3,927,138.04</b>	<b>\$2,350,194.01</b>	<b>\$7,982,885.19</b>				

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	\$	586,270.34	\$ 2,588,857.79	\$ 1,274,374.28	RRSB CB STMNT BLNC		\$ 1,863,118.85	APY Yield Earned %	\$ 1,900,753.85
10101   4000008	F&M MM	\$	128,865.11	\$ 142.28	\$ 129,007.39	F&M MM		\$ 127,339.25	APY Yield Earned %	\$ 129,007.39
10102   767-154947	Northland MM	\$	1,313,998.08	\$ 4,523.60	\$ 1,318,521.68	Northland MM		\$ 1,271,967.66	30 Day Yield	\$ 1,318,521.68
10104   35529-101	4M Portfolio	\$	3,052,122.64	\$ 760,415.14	\$ 530,240.72	4M Portfolio		\$ 3,163,309.19	4M 3.75%   P 3.767   LTD 3.35	\$ 3,282,297.06
<b>Subtotal</b>	<b>Institution Cash &amp; Money Fund Accts Total</b>	<b>\$</b>	<b>5,081,656.17</b>	<b>\$ 3,353,938.81</b>	<b>\$ 1,804,615.00</b>			<b>\$ 6,426,134.94</b>	<b>Institution Cash &amp; Money Fund Accts Total</b>	<b>\$ 6,630,979.98</b>

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	\$ 259,070.11	0.75%	\$ 259,061	
10401   702128	F&M CD 60Mo	\$	250,000.00		\$ 250,000.00	10401   702128	3/3/2026	\$ 259,070.11	0.75%	\$ 259,061	
10402   300185-LM-5	EVGRN BK GRP OAK BOOK IL - 42Mo	\$	140,000.00		\$ 140,000.00	10402   300185-LM-5	7/27/2026	\$ 140,175.00	3.85%	\$ 156,122	
10402   564759-RS-9	MNFCTRS&TRDRS CO - 48Mo	\$	245,000.00		\$ 245,000.00	10402   564759-RS-9	1/20/2027	\$ 245,926.10	4.00%	\$ 274,601	
10402   T-FN-2	CPTL ONE BK USA NTL - 60Mo	\$	100,000.00		\$ 100,000.00	10402   T-FN-2	4/20/2027	\$ 98,950.00	2.80%	\$ 110,685	
10402   61768E-JR-5	MRGN STNLY PRVT BK NATL ASSN - 60Mo	\$	113,000.00		\$ 113,000.00	10402   61768E-JR-5	5/19/2027	\$ 112,418.05	3.25%	\$ 126,730	
10402   254673L38	DSCVR BK GRNWD - 60Mo	\$	100,000.00		\$ 100,000.00	10402   254673L38	7/6/2027	\$ 99,609.00	3.40%	\$ 112,242	
10402   3130ASN96	APY FDRL HM LN BKS - 84 Mo	\$	200,000.00		\$ 200,000.00	10402   3130ASN96	7/27/2029	\$ 199,874.00	4.20%	\$ 230,126	
10402   3130ATGQ4	FDRL HM LN BKS - Called Feb 2025	\$	-		\$ -	10402   3130ATGQ4	10/12/2029	\$ -		\$ -	
<b>Subtotal</b>		<b>\$</b>	<b>1,398,000.00</b>	<b>\$ -</b>	<b>\$ 1,398,000.00</b>	<b>CDs   Bonds   EB/OrgVl</b>		<b>\$ 1,398,000.00</b>	<b>\$ 1,415,092.37</b>	<b>EstCVBsdFullMtrty</b>	<b>\$ 1,528,627.50</b>

<b>TOTAL</b>	<b>Institution Combined Cash   Money Fund &amp;</b>	<b>\$ 6,479,656.17</b>	<b>\$ 3,353,938.81</b>	<b>\$ 1,804,615.00</b>	<b>\$ 8,028,979.98</b>					
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Monthly Reconciliation					CD   BONDS MV Summary				
	Beg	(+)	(-)	End Bal	RRSB-10400	EB Original \$	Market Value	MV +/-	EstCurValue   BsdOnFullMtrty
DEPOSITS IN TRANSIT (BEG.) +bb/+ex	\$ -		\$ -	\$ 0.00	F&M 10401	\$ 500,000.00	\$ 518,140.22	\$ 18,140.22	\$ 518,122.42
DEPOSITS IN TRANSIT (END.) +rev/+eb	\$ -		\$ -	\$ 0.00	Northland 10402	\$ 898,000.00	\$ 896,952.15	\$ (1,047.85)	\$ 1,010,505.08
OUTSTANDING CHECKS (BEG.) -bb/-ex	\$ (73,714.91)		\$ (73,714.91)	\$ 0.00	<b>TOTAL MV INVESTMENTS</b>	<b>\$ 1,398,000.00</b>	<b>\$ 1,415,092.37</b>	<b>\$ 17,092.37</b>	<b>\$ 1,528,627.50</b>
OUTSTANDING CHECKS (END.) +ex/-eb	\$ -		\$ 46,094.69	\$ -46,094.69					TTL Holdings (CashMMCD&BndEstCrmtVltoMat) \$ 8,159,607.48
<b>MONTHLY RECONCILIATION TOTALS</b>	<b>6,405,941.26</b>	<b>3,353,938.81</b>	<b>1,776,994.78</b>	<b>7,982,885.29</b>					
<b>OUT OF BALANCE AMOUNT</b>	<b>\$ (0.10)</b>	<b>\$ 573,199.23</b>	<b>\$ 573,199.23</b>	<b>\$ (0.10)</b>					
<b>ACTL OpsCB BLNC  </b>	<b>mm Blnc Gdin \$750,000 (3yr avg mnthly ops wd)</b>			<b>247%</b>	<b>\$ 1,854,659.16</b>				

CB Blnc Frmt Key: In Range 90-110% High >110% Low <90%      No Action | Includes 2025A Final Pay\$ & Jan DS \$

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	23% RRSB	\$ 1,901,153.85
801CHP 43100	Chip Sealing 39214   Crckflng 801-43100-406	\$ 40,161.95	\$ 12,063.35		\$ 52,225.30		8% F&M	\$ 647,129.81
801CLK 41500	Administration *use \$7,000 for MN DOT Prprty	\$ 44,266.12	\$ 3,400.08		\$ 47,666.20	E&J Rmb MnDOT PrpSoilTest	29% Northland	\$ 2,329,026.76
801CMP 41910	Comprehensive Plan	\$ -			\$ -	Wdsth - Final 10/2025	40% 4M	\$ 3,282,297.06



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** January 12, 2026

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**Agenda Item:** 2026 ABC Contract

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**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 2<sup>nd</sup> 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 1<sup>st</sup> & Friday January 2<sup>nd</sup> (New Year’s)  
Monday May 25<sup>th</sup> (Memorial Day)  
Friday July 3<sup>rd</sup> (Independence Day)  
Tuesday August 11<sup>th</sup> (ABC Recognition Banquet – All Crews End by 4:00pm)  
Monday September 7<sup>th</sup> (Labor Day)  
Thursday November 26<sup>th</sup> & Friday November 27<sup>th</sup> (Thanksgiving)  
Thursday December 24<sup>th</sup> & Friday December 25<sup>th</sup> (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](mailto: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](mailto: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](mailto:kcoe@ci.chatfield.mn.us)

Billing Contact for Vendor: [accountsreceivable@abcinc.org](mailto: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.

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Michele Peterson, City Administrator  
City of Chatfield

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Kristen Swirtz  
Ability Building Community

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Date

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Date



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** January 12, 2026

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**Agenda Item:** Personnel Policy 12.01.03 Update

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review policy, consider recommendation for approval to Council.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

---

**Background:**

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**Attachments:**

[12.01.03 Draft Amendment 2025.12.16.docx](#)

### 12.01.03 PTO Separation Payout

Full-time employees will receive a distribution of accrued, unused PTO earned through the last date of active employment, subject to applicable caps as noted above. Upon termination of employment, 50% of the employee's earned, unused PTO will be paid out to the employee (with applicable taxes withheld), and the remaining 50% will be contributed to the employee's Health Care Savings Plan (HCSP) with the Minnesota State Retirement System (MSRS), in accordance with MSRS plan rules. The rate of payout and HCSP contribution will be based on the employee's base rate of pay at the time of termination.

In the event of the employee's death, earned, unused PTO will be paid to the employee's surviving spouse directly, (if there is not personal representative of the estate appointed) up to statutory limits.



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** January 12, 2026

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**Agenda Item:** City Office Hours

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[Customer Contact.pdf](#)

Clerk's Office Customer Assistance  
Current Hours 8am - 4:30 pm Monday - Friday

Date	Monday		Tuesday		Wednesday		Thursday		Friday	
	Phone Calls	Counter								
6/2/2025	19	11								
6/3/2025			10	7						
6/4/2025					9	9				
6/5/2025							4	4		
6/6/2025									8	3
6/9/2025	16	3								
6/10/2025			9	8						
6/11/2025					3	4				
6/12/2025							8	2		
6/13/2025									9	7
6/16/2025	8	5								
6/17/2025			9	7						
6/18/2025					7	5				
6/19/2025							Holiday			
6/20/2025									22	10
6/23/2025	5	3								
6/24/2025			4	4						
6/25/2025					11	9				
6/26/2025							10	6		
6/27/2025									5	5
<b>Total</b>	<b>48</b>	<b>22</b>	<b>32</b>	<b>26</b>	<b>30</b>	<b>27</b>	<b>22</b>	<b>12</b>	<b>22</b>	<b>15</b>
<b>Average</b>	<b>12</b>	<b>6</b>	<b>8</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>7</b>	<b>5</b>
<b>Average Customer Contact Per Day</b>	<b>9</b>		<b>7</b>		<b>7</b>		<b>6</b>		<b>6</b>	

Date	Monday		Tuesday		Wednesday		Thursday		Friday	
	Phone Calls	Counter								
6/30/2025	7	11								
7/1/2025			8	4						
7/2/2025					10	6				
7/3/2025							11	2		
7/4/2025									Holiday	
7/7/2025	9	9								
7/8/2025			4	4						
7/9/2025					12	4				
7/10/2025							5	2		
7/11/2025									10	2
7/14/2025	7	4								
7/15/2025			4	3						
7/16/2025					5	4				
7/17/2025							8	9		
7/18/2025									8	5
7/21/2025	6	4								
7/22/2025			8	3						
7/23/2025					4	2				
7/24/2025							6	3		
7/25/2025									5	3
7/28/2025	6	5								
7/29/2025			15	5						
7/30/2025					12	6				

7/31/2025							19	7		
8/1/2025									6	4
Total	35	33	39	19	43	22	49	23	29	14
Average	7	7	8	4	9	4	10	5	7	4
Average Customer Contact Per Day	7		6		7		7		5	
Date	Monday Phone Calls Counter		Tuesday Phone Calls Counter		Wednesday Phone Calls Counter		Thursday Phone Calls Counter		Friday Phone Calls Counter	
8/4/2025	10	10								
8/5/2025			8	3						
8/6/2025					3	3				
8/7/2025							8	3		
8/8/2025									6	6
8/11/2025	1	5								
8/12/2025			4	2						
8/13/2025					7	1				
Total	11	15	12	5	10	4	8	3	6	6
Average	6	8	6	3	5	2	4	2	3	3
Average Customer Contact Per Day	7		4		4		3		3	
Average Customer Contact Per Day	7		6		6		5		5	



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** January 12, 2026

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**Agenda Item:** Schoenfelder Farms Agricultural Lease for 2026

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review draft lease agreement, consider recommendation to Council for approval.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[AGRICULTURAL LEASE - 2026.pdf](#)

AGRICULTURAL LEASE

This agreement entered into this 1st day of January 2026, by and between the City of Chatfield, a Minnesota municipal corporation (“City”) and Schoenfelder Farms a partnership organized under the laws of the State of Minnesota (“Schoenfelder”),

It is agreed between the parties as follows:

1. Term. For the annual payment by Schoenfelder to City of the sum of \$225 per acre, or \$9,000.00 per year, City demises and leases to Schoenfelder the property for the term of January 1, 2026, to December 31, 2026. Payment is due April 1, 2026.
2. In order to properly maintain the newly created storm water structures, no tillage will take place closer than ten (10) feet from the front of the structures and a thirty (30) foot clear radius will be maintained around the drainpipes on both retention ponds. Reshape the waterways to the basins.
3. Construct a 10’ wide path from County Road 10 field drive along the ditch and along the fence for access to equipment for mowing and maintenance to basin 2.
4. According to MN Rules Chapter 7041, work with the biosolids manager in the fall when biosolids application is to take place. The following information will be provided to the farmer: harvest restrictions, MANA rates and the amount of nitrogen supplied by biosolids, public access control periods, and immediate incorporation requirements.
5. Prior to planting, contact Brian Burkholder at 507-273-9597 to ensure access to the retention ponds for the purpose of mowing.

2. Use. During the period that this lease, or any extension thereof is in effect, Schoenfelder, or its agents or assigns, shall be permitted to use the property for agricultural purposes, or a use consistent with agricultural pursuits. Schoenfelder shall be required during the term of this lease to use and maintain the property in a manner that minimizes the uncontrolled drainage of surface water, erosion of soil and the growth of noxious weeds, and is consistent with good agricultural practices.

3. Termination Prior to December 31 of a Given Year. Notwithstanding the provisions of paragraph 1 herein, City may terminate this lease at any time prior to the end of its term by giving Schoenfelder 30 days written prior notice of termination. Provided, that if City does so subsequent to October 1, of a given year and Schoenfelder has invested labor and other inputs in preparation for cultivating a crop on the property during the remainder of or a renewed term of the lease, City shall reimburse Schoenfelder the reasonable value of such labor and other inputs expended. Provided further, if such early termination of the lease occurs at a time when a crop is under cultivation (but not yet harvested) on the property by Schoenfelder, City, at its option may: (a) permit Schoenfelder to harvest said crop within a reasonable period of time, notwithstanding termination of the lease; or, (b) pay to Schoenfelder the reasonable value of the crop that would have been harvested but for the termination of the early termination of the lease.

Schoenfelder Farms

City of Chatfield

By

By

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
Mayor

By

Attest:

\_\_\_\_\_  
(Title)

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



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** January 12, 2026

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**Agenda Item:** Leave Sharing Policy

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review and consider implementation of a Leave Sharing Policy.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):**

**Account Code:**

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**Background:**

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**Attachments:**

[City\\_of\\_Chatfield\\_Leave\\_Sharing\\_Policy.pdf](#)

# City of Chatfield Leave Sharing Policy

## Purpose

The City of Chatfield establishes this Leave Sharing Policy to allow employees to voluntarily donate accrued paid leave to assist fellow employees who are experiencing a medical emergency or a major disaster declared by the President under the Stafford Act. This program complies with IRS Notice 2006-59 and related guidance to ensure proper tax treatment.

## Definitions

**Medical Emergency:** A severe illness, injury, or condition of the employee or a family member that requires prolonged absence and results in substantial income loss due to exhaustion of all paid leave.

**Major Disaster:** A disaster declared by the President under §401 of the Stafford Act or for federal agencies under 5 U.S.C. §6391.

## Eligibility

### Recipient:

- Must be a City employee
- Must have exhausted all accrued paid leave
- Must submit a written request with supporting documentation

### Donor:

- Must be a City employee with accrued leave available
- Donations must be voluntary and irrevocable

## Donation Guidelines

- Employees may donate vacation or PTO hours (sick leave donations optional)
- Minimum donation: 4 hours

- Maximum donation: 80 hours per calendar year
- Donations are credited to a Leave Sharing Bank administered by HR

## Usage Guidelines

- Recipients may receive up to 240 hours per qualifying event
- Leave is paid at the recipient's normal rate of pay
- Donated leave cannot be converted to cash or other benefits

## Tax Treatment

- Donated leave is not taxable to the donor
- Recipient includes the value of leave used as wages for tax purposes
- Donors cannot claim charitable deductions

## Application Process

1. Recipient Request: Submit written application to the City Clerk with documentation of medical emergency or disaster impact
2. City Clerk Review: Verify eligibility and approve based on IRS criteria
3. Distribution: City Clerk allocates donated leave from the Leave Sharing Bank to approved recipients

## Confidentiality

All medical and personal information will be kept confidential in accordance with applicable laws.

## Administration

The City Clerk will maintain records of donations and usage. Annual review to ensure compliance with IRS Notice 2006-59 and related guidance.

## References

- - IRS Notice 2006-59: Employer Leave-Based Donation Programs
- Stafford Act §401

## Leave Donation Request

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Hours to Donate: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Leave Recipient Application

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Reason (Medical Emergency/Major Disaster): \_\_\_\_\_

Supporting Documentation Attached:    Yes / No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_