

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE
AGENDA
City Council Chambers, 21 SE Second Street, Chatfield, MN 55923
March 9, 2026, 4:30 P.M.

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

- A. Minutes
 - 1. [February 9, 2026 Meeting Minutes](#)
Review minutes from the previous meeting.
- B. Financial Report
 - 1. [February 2026 Financial Report](#)
 - 2. [Resolution 2026-23 Authorizing the Transfer of Funds and Closure of 2025A Mill & Overlay Construction Fund](#)
Recommend approval.
- C. New Business
 - 1. [Seasonal Staffing for Public Works](#)
Review recommendation.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: March 9, 2026

Agenda Item: February 9, 2026 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:

[2026.02.09 Personnel Budget Meeting Notes.pdf](#)



CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE

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

February 9, 2026, 4:30 P.M.

Members Present: Councilors Paul Novotny and Mike Urban

Members Absent: None

Others Present: Kay Wangen, Shane Fox, Rocky Burnett, Brian Burkholder, and Michele Peterson

- A. **Minutes:** The committee reviewed and approved the minutes of the January 12, 2026, meeting.
- B. **Financial Report:**
 - a. **January 2026 financial Report:** The report was reviewed with no questions noted.
 - b. **Resolution 2026-15 Authorizing Transfer of Funds:** Finance Director Kay Wangen noted that currently fund 250 is insufficient, and therefore a transfer from the Capital account is recommended. Members will share a recommendation for approval at the next City Council meeting.
- C. **New Business**
 - a. **Ambulance Staffing Memo:** Director Burnett reviewed the current number of volunteer hours. A grant from the State of Minnesota has been received, which is to be used for wages and equipment. Although the increase in volunteer pay and the part-time position have helped, there is still a need for additional hours to be covered. Therefore, it is suggested that a temporary EMT position be created. The grant dollars would fund one full-time position, or multiple part-time positions for one year. In addition, it was recommended to change the PERA contributions for volunteers, within that change, create a tiered system, and increase amounts. Members supported the suggestions, and requested the information be presented to the Council at tonight's meeting.
- D. **Other**
 - a. **LELS MOU – PTO payout at separation:** Administrator Peterson reviewed the proposed memorandum of understanding for the officers. The goal is to align the current contract with the current personnel policy. The difference is that the officers voted for a 75% cash payout, and 25% deposit to a Health Care Savings Plan. Members recommended approval of the Memorandum at this evening's Council meeting.
 - b. **Chief of Police Offer:** Members reviewed the offer for Scott Keigley for the Chief of Police position, Grade 10, Step 3. With a step increase upon completion of the Leadership training in May of this year. Keigley will earn PTO based on his initial start date with the City, January 2011. Additionally, he will be provided with 40 hours of PTO upfront.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

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Agenda Item: February 2026 Financial Report

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:

[Finance Cash & Investment Report.2026 02.pdf](#)

Monthly Finance Cash & Investment Report

		Feb-26	Feb-26	Feb-26	Feb-26	Feb-26	Feb-26	Feb-26	Feb-26
100	100 GENERAL FUND	\$1,594,861.72	\$5,841.46	\$153,962.96	\$1,446,740.22	52% In 40-60% Range YE 50% NY GF Expense Budget or \$1million wchvr >			
211	211 LIBRARY	\$114,018.41	\$18,049.76	\$27,666.65	\$104,401.52	30% YE 20-40% NY expense bdt.			
212	212 LIBRARY ENDOWMENT FUND	\$301,522.90	\$10,306.00	\$0.00	\$311,828.90				
220	220 FIRE - OPERATIONS FUND	\$58,602.50	\$69,043.03	\$23,900.39	\$103,745.14	65% YE 20-40% NY expense bdt Annl Twshp High Balance No Action			
221	221 FIRE - CAPITAL FUND	\$1,055,668.20	\$500.00	\$1,007.85	\$1,055,160.35				
230	230 AMBULANCE - OPERATIONS FUND	\$199,156.22	\$63,502.39	\$33,057.29	\$229,601.32	49% YE 20-40% NY expense bdt Annl Twshp Slightly High Balance No Action			
231	231 AMBULANCE - CAPITAL FUND	\$99,327.75	\$0.04	\$0.00	\$99,327.79				
240	240 COMMUNITY DEV - OPERATIONS	\$35,559.03	\$311.66	\$9,558.56	\$26,312.13	15% YE 20-40% NY expense bdt Slightly Low Balance No Action			
242	242 COMMUNITY DEV - CPTL 358 DG OFFSET	\$560,480.91	\$0.00	\$0.00	\$560,480.91	358 Family Dollar Interfund Loan Offset			
250	250 CCA - OPERATIONS FUND	-\$6,120.74	\$25,000.00	\$7,794.99	\$11,084.27	13% YE 20-40% NY expense bdt Slightly low \$25,000 transferred from Capital Goods			
251	251 CCA - CAPITAL FUND	\$96,241.55	\$0.00	\$25,000.00	\$71,241.55				
323	323 2023A GR&PR 623wtrDS 1MoRsv	\$55,478.48	\$0.00	\$0.00	\$55,478.48				
325	325 2025A 2026 STRT PRJCT	\$0.00	\$0.00	\$0.00	\$0.00				
332	332 2012A-WATER TOWER GO REF 200	\$29,500.81	\$0.00	\$0.00	\$29,500.81				
335	335 2016A REF10A&11A 20%GF 1MoR	\$24,065.29	\$0.00	\$0.00	\$24,065.29				
336	336 2016B (WTR) 425K GO REV 337SW	\$12,055.48	\$0.00	\$0.00	\$12,055.48				
339	339 2017B (WTR) GO UTIL REV (IND)	\$390.49	\$0.00	\$0.00	\$390.49				
340	340 2018A GO POOL BOND	\$114,531.99	\$0.00	\$0.00	\$114,531.99				
342	342 2019A GO TAX ABTMENT. ST LIGHT	\$30,762.03	\$0.00	\$0.00	\$30,762.03				
343	343 2022A StrmGF 18% (wtr82%303)	\$71,081.36	\$0.00	\$0.00	\$71,081.36				
344	344 2022B TXGO CIP PW FAC	\$8,522.74	\$0.00	\$0.00	\$8,522.74				
355	355 TIF DIST 2-7 GJERE ADDITION	-\$659.99	\$0.00	\$0.00	-\$659.99				
356	356 TIF DIST 3-6 GRNDST APT RDV	\$134.90	\$0.00	\$0.00	\$134.90				
358	358 TIF DIST 2-5 FAMILY DLLR 242	-\$292,490.59	\$0.00	\$0.00	-\$292,490.59				
359	359 TIF DIST 2-6 CABIN COFFEE REDE	\$564.48	\$0.00	\$311.66	\$252.82				
360	360 REV LOAN FUND - FED/ORIG	\$131,022.88	\$3,428.40	\$0.00	\$134,451.28				
361	361 REV LOAN FUND - STATE	\$95,985.43	\$0.00	\$0.00	\$95,985.43				
425	425 2025A 2026 STRT PRJCT	\$71,670.20	\$508.76	\$89,899.31	-\$17,720.35				
456	456 WHDP GRND ST APT DVLPMNT	\$0.00	\$0.00	\$0.00	\$0.00				
601	601 WATER FUND	\$78,575.83	\$45,144.75	\$21,086.98	\$102,633.60	20% YE 20-40% NY expense bdt \$150,000 IFL frm 602 12/2024 Project #601WT			
602	602 SEWER FUND	\$290,963.92	\$88,166.16	\$57,817.80	\$321,312.28	29% YE 20-40% NY expense bdt			
603	603 REFUSE (GARBAGE) FUND	\$43,323.71	\$23,467.34	\$20,696.59	\$46,094.46				
801	801 CAPITAL GOODS FUND	\$1,065,213.13	\$78,356.00	\$27,098.00	\$1,116,471.13				
803	803 ATV TRAIL	\$0.00	\$0.00	\$0.00	\$0.00				
807	807 SE MN TMO-III	\$0.00	\$0.00	\$0.00	\$0.00	807 Added 09/2025			
900	900 MEMO FUND	\$27511.47	\$13,211.22	\$0.00	\$40,722.69				
910	910 PAYROLL PASSTHROUGH	-\$16,786.74	\$98,447.52	\$97,168.53	-\$15,507.75				
BANYON Banyon Monthly Fund Cash Balance Combine		\$5,950,735.75	\$543,284.49	\$596,027.56	\$5,897,992.68				

General Fund Key

YE FndCshBlncRvwKey
FndBlnc In Range 40-60%
SlightVnce <=10% (30-39% 61-70%)
SprfntVnce > 10% (<30% >70%)

SpecialRev | Ent Key

YE FndCshBlncRvwKey
FndBlnc In Range 20-40%
SlightVnce <=10% (10-19% 41-50%)
SprfntVnce > 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 Crnt Vlu
10200	Petty Cash	\$	400.00		\$	10200		\$		\$
10100	RRSB CB STMNT BLNC	\$	913,796.78	\$	399,728.39	\$	504,443.86	\$	809,081.31	
10101	F&M MM	\$	129,143.11	\$	118.88	\$	129,261.99	\$	127,716.62	
10102	Northland MM	\$	432,609.23	\$	1,624.39	\$	434,233.62	\$	419,468.33	
10104	4M Portfolio	\$	3,292,566.51	\$	10,228.61	\$	507.86	\$	3,192,435.55	
Subtotal Institution Cash & Money Fund Accts Total		\$	4,768,515.63	\$	411,700.27	\$	504,951.72	\$	4,675,264.18	

Monthly Reconciliation					CD BONDS				
Beg	(+)	(-)	End Bal	EB Original \$	Market Value	MV + (-)	EstCurValue BsdOnFullMtrty		
DEPOSITS IN TRANSIT (BEG.) +bb/+ex	\$	-	\$	-	-	-			
DEPOSITS IN TRANSIT (END.) +rev/+eb		\$	-						
OUTSTANDING CHECKS (BEG.) -bb/-ex	\$	(215,779.78)	\$	(215,779.78)					
OUTSTANDING CHECKS (END.) -rev/-eb		\$	175,271.50						
MONTHLY RECONCILIATION TOTALS	\$	5,950,735.85	\$	411,700.27	\$	464,443.44	\$	5,897,992.68	
OUT OF BALANCE AMOUNT	\$	(0.10)	\$	131,584.22	\$	131,584.12	\$	(0.00)	
ACTL OpsCB BLNC <small>4nmn Blnc Gdln \$750,000 (3yr avg mnthly ops wd)</small>				85%	\$	633,809.81			

Prj# Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	Comment	% of Portfolio by Institution	EB Est. Crnt Value	
801CHP 43100	Chip Sealing 39214 Crckflng 801-43100-406	\$	52,225.30		\$	52,225.30	13%	RRSB \$ 809,481.31	
801CLK 41500	Administration *use \$7,000 for MN DOT Prprty	\$	48,166.20	\$	500.00	\$	10%	F&M \$ 648,332.10	
801HS 41200	Historical Society R 34030 frm 100-41200-450	\$	29,682.99		\$	29,682.99	23%	Northland \$ 1,453,935.25	
801HT4 43100	Hilltop 4th Escrw R 32214 E 310	\$	(1,037.50)		\$	(1,037.50)	53%	4M \$ 3,302,287.26	
801IT 49950	IT Shared Tech 39204 435 500 (Server / Comp / Lic	\$	78,418.03	\$	(858.00)	\$	100%	TTL Holdings \$ 6,214,035.92	
801MB 41940	Municipal Building 39220 (Inc SNR CTZNS RES 202	\$	157,875.54		\$	157,875.54			
801OVR 43100	Overlay 39215 (Incl Small Cities Assist)	\$	26,296.52		\$	26,296.52			
801PD 42110	Police 39206 Vehicls & Cmptr Equip / Sftwr	\$	186,207.25	\$	5,000.00	\$			
801PRK 45200	Park Imp & Ded. Fees 39219 37252 500 (inc BND	\$	143,347.53		\$	143,347.53			
801SEQ 43100	Street Equip 39221 550 / Signs 240 39260 / Trees	\$	93,961.39	\$	20,000.00	\$			
801SP 45124	Swimming Pool 39201 500	\$	122,379.38		\$	122,379.38			
801SS 43100	Storm Sewer 39227 408 763 765	\$	31,891.98		\$	31,891.98			
801SWK 43100	SDWLK 39213 SIDEWALK CROSSWALK	\$	(3,543.73)		\$	(3,543.73)			
801UND 41100	Legislative Undesignated 39201 500	\$	98,632.32		\$	98,632.32			
PDBRDG 45200	Pedestrian Bridge 45200	\$	709.93	\$	74,900.00	\$			
801 CAPITAL GOODS FUND		\$	1,065,213.13	\$	75,400.00	\$	24,142.00	\$	1,116,471.13

Portfolio Est Value Yield (Bsd on Full Mtrty) Compared to 3 Mo Treasury Bill

Est BB Face Value	\$	5,931,081.97
EB Est. Crnt Value	\$	6,214,035.92
Est Yield		4.77%
3Mo Daily Trsry Par Yield Curve Rate Monthly Avg		3.69%
		1.08%

[https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type=RRSB CB STMNT BLNC](https://home.treasury.gov/resource-center/data-chart-center/interest-rates/TextView?type=RRSB%20CB%20STMNT%20BLNC)

RRSB CB STMNT BLNC	APY Yield Earned %	2.02%
F&M MM	APY Yield Earned %	1.21%
Northland MM	30 Day Yield	3.52%
4M Portfolio	P 3.642 LTD 3.24Yld(Rof)	3.44%



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: March 9, 2026

Agenda Item: Resolution 2026-23 Authorizing the Transfer of Funds and Closure of 2025A Mill & Overlay Construction Fund

Subject | Summary: Consider resolution 2026-23 to authorize the transfer of funds from the mill & overlay reserve fund to the 2025 construction fund to cover the deficit balance (~19,835.25) and closure of the 2025A mill & overlay construction fund.

Agenda Category: Department Reports - Finance **Submitted By:** Michele Peterson

Recommended Motion: Recommend approval.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount: ~\$19,835.25

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Resolution 2026-23 Transfer Funds & Close 2025A Mill & Overlay; Construction Project.pdf](#)



Resolution 2026-23

**Resolution Authorizing the Transfer of Funds and
Closure of Fund 425 2025A Mill & Overlay Construction Fund**

Whereas, the City of Chatfield uses a Fund Accounting system of tracking revenues, expenses, and cash balances relating to various activities, projects, and obligations, and

Whereas, the City of Chatfield authorizes the transfer of funds to meet its budgetary obligations, compliance with fund balance policies, and

Whereas, there is no longer a need to maintain a Fund for various activities, and

Now Therefore, Be It Resolved that the City Council authorizes the following transfer of funds and to close certain funds:

<u>Transfer From</u>	<u>Amount</u>	<u>Transfer To</u>
801 Overlay Reserve #801OVR (801-43100-768)	~\$19,835.25	2025A Mill & Overlay Const. Fund #425M&O (425-43200-39201)
<u>Detail</u>		
Pedestrian ramps added to project after bid & extra work required on manholes caused project to be over budget. Fund shortage to be provided from the overlay reserve fund to cover deficit balance.		

<u>Fund</u>	<u>Action</u>
425 2025A Mill & Overlay Project Construction Fund	Authorization to close due to obsolescence

Approved by the Chatfield City Council this 9th day of March 2026.

Projects

Project Number	Description	Abbrev	Start Date	End Date	Status
425M&O	MILL & OVERLAY w RTNG WALL	2025M&O	8/11/2025	12/31/2025	Active

Comment: Widseth #9747847 Rochester Sand & Gravel | 2025 Mill & Overlay including Avenue B retaining wall | Resolution 2025-49.

Posted	Receipts	Payments	Customer/Vendor	Comment	Account
August 2025		\$5,731.25	WIDSETH SMITH NOLTING	2025-10567 MLLOVRLY	E 425-43200-503 Cap. Proj-Engin
August 2025		\$80.00	OLMSTED COUNTY - FNC	RGSTN FEE 2025A NOTE	E 425-43200-310 Other Professio
August 2025		\$12,153.00	WIDSETH SMITH NOLTING	2025-10567 MLL OVRLY	E 425-43200-503 Cap. Proj-Engin
August 2025	\$1,686,400.00		F & M COMMUNITY BANK	2025A CF BOND PROCEED	R 425-43200-36292 Bond Procee
September 2025	\$5,781.04		4M FUND	4M FUND-35529-02010 2025	R 425-43200-36210 Interest Earn
October 2025		\$1,143,706.19	ROCHESTER SAND AND GR	WDSTH PRJCT#2025-10567	E 425-43200-500 Cap. Outlay-GE
October 2025	\$4,684.01		4M FUND	4M FUND-35529-02010 2025	R 425-43200-36210 Interest Earn
November 2025		\$8,033.10	WIDSETH SMITH NOLTING	2025-10567 MLL OVRLY	E 425-43200-503 Cap. Proj-Engin
November 2025		\$6,293.92	GRIFFIN CONSTRUCTION	SWR SRVC RPR AVE B 50	E 425-43200-310 Other Professio
November 2025	\$3,146.96		PAUL RATH	Sewer Servicing Lowering &	R 425-43200-39560 Reimburse
November 2025	\$1,715.32		4M FUND	4M FUND-35529-02010 2025	R 425-43200-36210 Interest Earn
December 2025	\$1,363.89		4M FUND	4M 0201 2025A CNSTRCTN	R 425-43200-36210 Interest Earn
December 2025	\$506.31		4M FUND	4M FUND-35529-02010 2025	R 425-43200-36210 Interest Earn
January 2026		\$455,931.42	ROCHESTER SAND AND GR	WDSTH PRJCT#2025-10567	E 425-43200-500 Cap. Outlay-GE
January 2026	\$1.55		4M FUND	4M FUND-35529-02010 2025	R 425-43200-36210 Interest Earn
February 2026		\$89,391.45	ROCHESTER SAND AND GR	WDSTH PRJCT#2025-10567	E 425-43200-500 Cap. Outlay-GE

Receipts	\$1,703,599.08	Estimated Receipts	\$1,686,400.00	Estimated Balance	-\$17,199.08
Payments	\$1,721,320.33	Estimated Payment:	\$1,674,083.00		-\$47,237.33
Adjustments(JE)	\$0.00				
Project Balance	-\$17,721.25	(does not include adjustments)			

2,114 WIDSETH FINAL
-19,835.25

Projects

Project Number	Description	Abbrev	Start Date	End Date	Status
801OVR	Street Ovrly Cptl Gds Rsrv	STOVRLY	1/1/2024		Active
Comment	Street Overlay Capital Goods Reserve Fund 801 Dept 43100 R 36215 from 100-43100-736 E 530 Includes Small Cities Assist once 2017A 338 Bond is complete				
Posted	Receipts	Payments	Customer/Vendor	Comment	Account
January 2024	\$104,900.58		CITY OF CHATFIELD	2024 RSV BCKT BB SU-OVER	R 801-43100-39215 TIn-Ovrly 73
March 2024	\$7,500.00		TRANSFER	2024QTRLY-OVERLAY RSR	R 801-43100-39215 TIn-Ovrly 73
March 2024	\$508.13		INTEREST ALLOCATION	2024 1QTR INT ALLCTN (10	R 801-43100-36210 Interest Earn
June 2024	\$7,500.00		TRANSFER	2024QTRLY-OVERLAY RSR	R 801-43100-39215 TIn-Ovrly 73
June 2024	\$625.85		INTEREST ALLOCATION	2024 2QTR INT ALLCTN (10	R 801-43100-36210 Interest Earn
September 2024	\$7,500.00		TRANSFER	2024QTRLY-OVERLAY RSR	R 801-43100-39215 TIn-Ovrly 73
September 2024	\$685.07		INTEREST ALLOCATION	2024 3QTR INT ALLCTN (10	R 801-43100-36210 Interest Earn
November 2024		\$51,172.80	ROCHESTER SAND AND GR	ALLEY MILL & OVRLY	E 801-43100-530 Cap. Outlay-Str
December 2024	\$7,500.00		TRANSFER	2024QTRLY-OVERLAY RSR	R 801-43100-39215 TIn-Ovrly 73
December 2024	\$471.72		INTEREST ALLOCATION	2024 4QTR INT ALLCTN (10	R 801-43100-36210 Interest Earn
March 2025	\$7,750.00		TRANSFER	2025QTRLY-OVERLAY RSR	R 801-43100-39215 TIn-Ovrly 73
March 2025	\$664.71		INTEREST ALLOCATION	2025 1#QTR INT ALLCTN (1	R 801-43100-36210 Interest Earn
June 2025	\$7,750.00		TRANSFER	2025QTRLY-OVERLAY RSR	R 801-43100-39215 TIn-Ovrly 73
June 2025	\$1,316.01		INTEREST ALLOCATION	2025 2QTR INT ALLCTN (10	R 801-43100-36210 Interest Earn
July 2025		\$1,336.00	ESS	R3067V CCB	E 801-43100-530 Cap. Outlay-Str
July 2025	\$14,037.50		MMB	G90 SMALL CITY ASSIST -	R 801-43100-33404 Small City A
September 2025	\$7,750.00		TRANSFER	2025QTRLY-OVERLAY RSR	R 801-43100-39215 TIn-Ovrly 73
September 2025	\$1,346.47		INTEREST ALLOCATION	2025 3QTR INT ALLCTN (10	R 801-43100-36210 Interest Earn
October 2025		\$297.94	DSG	+ 2 CURBSTOPS&MNHL CV	E 801-43100-530 Cap. Outlay-Str
October 2025		\$685.43	GRIFFIN CONSTRUCTION	FX MANHOLE - 2B RMB RS	E 801-43100-530 Cap. Outlay-Str
November 2025		\$108,025.57	ROCHESTER SAND AND GR	4952458-17 COC 2025 ALLE	E 801-43100-530 Cap. Outlay-Str
December 2025	\$7,750.00		TRANSFER	2025QTRLY-OVERLAY RSR	R 801-43100-39215 TIn-Ovrly 73
December 2025		\$12,000.00	ROCHESTER SAND AND GR	4952458-17 ALLEYS 2025 C	E 801-43100-530 Cap. Outlay-Str
December 2025	\$14,037.50		MMB	G90 SMALL CITY ASSIST -	R 801-43100-33404 Small City A
December 2025	\$220.72		INTEREST ALLOCATION	2025 4TH QTR INT ALLCTN	R 801-43100-36210 Interest Earn

Receipts	\$199,814.26
Payments	\$173,517.74
Adjustments(JE)	\$0.00
Project Balance	\$26,296.52

Estimated Receipts	
Estimated Payment:	Estimated Balance

(does not include adjustments)

-19,835.25
6,461.27

Kay Wangen

From: Craig Britton <Craig.Britton@widseth.com>
Sent: Thursday, February 26, 2026 9:14 AM
To: Kay Wangen
Cc: Brian Burkholder; Michele Peterson
Subject: RE: 2025A Mill & Overlay Project #2025-10567

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Kay,

Our final invoice should be coming next week and is in the amount of \$2,114.

Thanks for checking on this.

Have a great day!

Craig Britton, PE
 Civil Engineer, Office Manager, VP
 507-206-2125
 3777 40th Avenue NW Suite 200
 Rochester, MN 55901-3297



Widseth.com
 File Transfer | [Click here to transfer large files](#)

50 Best Places to Work (Prairie Business Magazine, 2025)

Expense batch 8010VE to out
Revenue Batch #25M+0 Tin
 add fixed asset

Resolution to Transfer Funds
3/9 agenda
 PB+
 CC

Transfer
 close
 Add fixed asset

From: Kay Wangen <KWangen@cityofchatfieldmn.gov>
Sent: Tuesday, February 24, 2026 3:56 PM
To: Craig Britton <Craig.Britton@widseth.com>
Cc: Brian Burkholder <bburkholder@cityofchatfieldmn.gov>; Michele Peterson <mpeterson@cityofchatfieldmn.gov>
Subject: 2025A Mill & Overlay Project #2025-10567

Hi Craig,

I am working on closing out the 2025 Mill & Overlay project now that the final pay estimate has been processed for Rochester Sand & Gravel. Have all the engineering fees been invoiced / paid? The last invoice I show being paid to Widseth is #241525 for \$8,033.10 in November.

Please advise.
Thank you.

Kay Wangen

From: Brian Burkholder
Sent: Wednesday, February 18, 2026 2:27 PM
To: Kay Wangen
Cc: Michele Peterson
Subject: RE: 2025 Mill and Overlay Project - Final Payment

Kay,

Please transfer the shortages of \$18,000 from 801OVR as I have no for seen plans for any major overlays in the near future.

Thank you,

Brian Burkholder
 Public Works Director

City of Chatfield
 21 Second Street SE
 Chatfield, MN 55923
 507-867-3810
 507-273-9597 (cell)

From: Kay Wangen <KWangen@cityofchatfieldmn.gov>
Sent: Wednesday, February 18, 2026 10:06 AM
To: Brian Burkholder <bburkholder@cityofchatfieldmn.gov>
Cc: Michele Peterson <mpeterson@cityofchatfieldmn.gov>
Subject: RE: 2025 Mill and Overlay Project - Final Payment

Hi Brian,

To confirm, which reserve fund balance should the construction fund shortage be transferred from?

- 801CHP – 01/31/2026 ending balance is \$52,225.30
- 801OVR – 01/31/226 ending balance is \$26,296.52 (This is the reserve fund that receives the Small City Assistance allocation, which is estimated to be \$46,634 in 2026.)

The exact shortage in the construction fund until the February month end process is complete. As Michele mentioned it will ~\$18,000. After the February reconciliation is complete and 4M closes the 2025A subaccount, a resolution will be drafted to transfer the shortage from one of the reserve funds to bring the construction fund balance to \$0 and then close the construction fund.

Kay Wangen | Finance & Information Systems Director
direct 507.867.1514 | **office** 507-867-3810
 21 SE Second Street Chatfield MN 55923 | www.cityofchatfieldmn.gov

*Note-New .gov Email address effective 09-10-2025: kwangen@cityofchatfieldmn.gov



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: March 9, 2026

Agenda Item: Seasonal Staffing for Public Works

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review recommendation.

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:

[2026 2-17 Seasonal Mower consideration-Jeremy Lonien.doc](#)

INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee
FROM: Brian Burkholder, SCS
SUBJECT: SEASONAL MOWER POSITION
DATE: 2/17/2026

Action Requested: To consider Jeremy Lonien coming back for the 2026 mowing season.

Background: Jeremy Lonien started with us in the middle of the 2024 mowing season filling in when our 6th Public Works employee left. Jeremy came back in 2025 and is interested in coming back again for the 2026 season. Jeremy has done a great job in this position.

Thank you for your time,
Brian Burkholder