

CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE
AGENDA
City Council Chambers, 21 SE Second Street, Chatfield, MN 55923
April 13, 2026, 4:30 P.M.

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

- A. Minutes
 - 1. [March 9, 2026 Meeting Minutes](#)
Review minutes from the previous meeting.
- B. Financial Report
 - 1. [March Financial Report](#)
- C. New Business
 - 1. [Ambulance - New Hire Recommendation](#)
Review proposed recommendation, consider recommendation to City Council.
 - 2. [Thurber Building Repairs](#)
Review recommendation for repairs, provide recommendation to share with Council.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 13, 2026

Agenda Item: March 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:

[2026.03.09 Personnel Budget Meeting Notes.pdf](#)



CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE

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

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

Members Present: Councilor Mike Urban

Members Absent: Councilor Paul Novotny

Others Present: Kay Wangen, Brian Burkholder, Scott Keigley, and Michele Peterson

- A. **Minutes:** The committee reviewed and approved the minutes of the February 9, 2026, meeting.
- B. **Financial Report:**
 - a. **February 2026 financial Report:** The report was reviewed with no questions noted.
 - b. **Resolution 2026-23 Authorizing Transfer of Funds and Closure of 2025A Mill & Overlay Construction Fund:** Finance Director Kay Wangen presented the request to close out the construction fund now that the project is complete. Member Urban recommended approval of the resolution.
- C. **New Business**
 - a. **Seasonal Staffing for Public Works:** Public Works Director Brian Burkholder requested the reappointment of Jeremy Lonien for the Seasonal position in 2026. Burkholder would also like to hire one summer employee. Last years team members have been reached out to, the recommendation would be to reappointment one of them if interested. If not, a request to advertise the position was suggested. Discussion will be presented to the Council at the next meeting.



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 13, 2026

Agenda Item: March 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 03.pdf](#)

Monthly Finance Cash & Investment Report

		Mar-26	Mar-26	Mar-26	Mar-26	Mar-26	Mar-26	Mar-26	Mar-26	Mar-26
100	100 GENERAL FUND	\$ 1,446,740.22	\$ 655,813.47	\$ 857,542.10	\$ 1,245,011.59	44% In 40-60% Range YE 50% NY GF Expense Budget or \$1million wchvr >				
211	211 LIBRARY	\$ 104,401.52	\$ 3,220.29	\$ 25,016.17	\$ 82,605.64	23% YE 20-40% NY expense bdgt.				
212	212 LIBRARY ENDOWMENT FUND	\$ 311,828.90	\$ 4,752.88	\$ 0.52	\$ 316,581.26					
220	220 FIRE - OPERATIONS FUND	\$ 103,745.14	\$ 9,013.67	\$ 19,073.96	\$ 93,684.85	59% YE 20-40% NY expense bdgt Annl Twntshp High ? Xfer to Capital Goods				
221	221 FIRE - CAPITAL FUND	\$ 1,055,160.35	\$ 84,113.89	\$ 48,069.95	\$ 1,091,204.29					
230	230 AMBULANCE - OPERATIONS FUND	\$ 229,601.32	\$ 35,762.02	\$ 48,330.65	\$ 217,032.69	47% YE 20-40% NY expense bdgt Annl Twntshp Slightly High Balance No Action				
231	231 AMBULANCE - CAPITAL FUND	\$ 99,327.79	\$ 15,040.53	\$ -	\$ 114,368.32					
240	240 COMMUNITY DEV - OPERATIONS	\$ 26,312.13	\$ 298.37	\$ 10,539.42	\$ 16,071.08	9% YE 20-40% NY expense bdgt Significantly Low < 10%				
242	242 COMMUNITY DEV - CPTL 358 DG OFFSE	\$ 560,480.91	\$ 6,461.38	\$ 14.99	\$ 566,927.30	358 Family Dollar Interfund Loan Offset				
250	250 CCA - OPERATIONS FUND	\$ 11,084.27	\$ 40.40	\$ 5,535.77	\$ 5,588.90	6% YE 20-40% NY expense bdgt Significantly Low <10% \$25,000 transferred from Capital Goods				
251	251 CCA - CAPITAL FUND	\$ 71,241.55	\$ 3,426.98	\$ -	\$ 74,668.53					
323	323 2023A GR&PR 623wtrDS 1MoRsv	\$ 55,478.48	\$ 1,619.33	\$ -	\$ 57,097.81					
325	325 2025A 2026 STRT PRJCT	\$ -	\$ -	\$ -	\$ -					
332	332 2012A-WATER TOWER GO REF 200	\$ 29,500.81	\$ 18,911.19	\$ -	\$ 48,412.00					
335	335 2016A REF10A&11A 20%GF 1MoR	\$ 24,065.29	\$ 125,757.78	\$ -	\$ 149,823.07					
336	336 2016B (WTR) 425K GO REV 3375W	\$ 12,055.48	\$ 12,525.40	\$ -	\$ 24,580.88					
339	339 2017B (WTR) GO UTIL REV (IND)	\$ 390.49	\$ 7,533.32	\$ -	\$ 7,923.81					
340	340 2018A GO POOL BOND	\$ 114,531.99	\$ 1,320.37	\$ -	\$ 115,852.36					
342	342 2019A GO TAX ABTMENT. ST LIGHT	\$ 30,762.03	\$ 354.64	\$ -	\$ 31,116.67					
343	343 2022A StrmGF 18% (wtr82%303)	\$ 71,081.36	\$ 10,047.03	\$ -	\$ 81,128.39					
344	344 2022B TXGO CIP PWFAC	\$ 8,522.74	\$ 98.25	\$ -	\$ 8,620.99					
355	355 TIF DIST 2-7 GJERE ADDITION	\$ (659.99)	\$ -	\$ 7.61	\$ (667.60)					
356	356 TIF DIST 3-6 GRNDST APT RDV	\$ 134.90	\$ 1.56	\$ -	\$ 136.46		0.202		0.202	
358	358 TIF DIST 2-5 FAMILY DLLR 242	\$ (292,490.59)	\$ -	\$ 3,371.94	\$ (295,862.53)					
359	359 TIF DIST 2-6 CABIN COFFEE REDE	\$ 252.82	\$ 4.11	\$ -	\$ 256.93					
360	360 REV LOAN FUND - FED/ORIG	\$ 134,451.28	\$ 4,793.70	\$ -	\$ 139,244.98					
361	361 REV LOAN FUND - STATE	\$ 95,985.43	\$ 1,106.56	\$ -	\$ 97,091.99					
425	425 2025A 2026 STRT PRJCT-CLOSED 03/2026	\$ (17,720.35)	\$ 26,129.17	\$ 8,408.82	\$ -	Rsltn 2026-23 Closed 03/2026				
456	456 WHDP GRND ST APT DVLPMNT	\$ -	\$ 158,333.34	\$ 158,333.34	\$ -					
601	601 WATER FUND	\$ 102,633.60	\$ 50,468.64	\$ 82,651.02	\$ 70,451.22	13% YE 20-40% NY expense bdgt Slightly Low Incl \$150,000 IFL frm 602 12/2024 Project #601WT				
602	602 SEWER FUND	\$ 321,312.28	\$ 92,970.78	\$ 192,646.25	\$ 221,636.81	20% YE 20-40% NY expense bdgt				
603	603 REFUSE (GARBAGE) FUND	\$ 46,094.46	\$ 23,560.23	\$ 28,820.67	\$ 40,834.02					
801	801 CAPITAL GOODS FUND	\$ 1,116,471.13	\$ 522,246.38	\$ 439,115.83	\$ 1,199,601.68					
803	803 ATV TRAIL	\$ -	\$ -	\$ -	\$ -					
807	807 SE MN TMO-III	\$ -	\$ -	\$ -	\$ -	807 Added 09/2025				
900	900 MEMO FUND	\$ 40,722.69	\$ 45,672.89	\$ 86,395.58	\$ -					
910	910 PAYROLL PASSTHROUGH	\$ (15,507.75)	\$ 101,081.77	\$ 99,682.78	\$ (14,108.76)					
BANYON	Banyon Monthly Fund Cash Balance Combin	\$ 5,897,992.68	\$ 2,022,480.32	\$ 2,113,557.37	\$ 5,806,915.63					

General Fund Key

YE FndCshBlncRvwKey

FndBlnc in Range 40-60%

SlightVnce <10% (50-39% | 61-70%)

SgnfontVnce >10% (<30%|>70%)

SpecialRev | Ent Key

YE FndCshBlncRvwKey

FndBlnc in Range 20-40%

SlightVnce <10% (10-19% | 41-50%)

SgnfontVnce >10% (<10%|>50%)

Holdings | Valuations | Yields - Calculated BB accomodates balance changes due to deposits & withdrawals

Cash & Money Fund Accts	Description	BB OrigVl	(+)	(-)	End Bal MV	Cash & MM Accts	*CldtBB based on EB Face Par Shares	Monthly Yield NAV	Int%	CurValue
10200	Petty Cash	\$ 400.00			\$ 400.00	Petty Cash	\$ 400.00			\$ 400.00
10100 4100078	RRSB CB STMNT BLNC	\$ 809,081.31	\$ 433,812.08	\$ 633,900.06	\$ 608,993.33	RRSB CB STMNT BLNC	\$ 607,983.10	APY Yield Earned %	2.02%	\$ 608,993.33
10101 4000008	F&M MM	\$ 129,261.99	\$ 519,410.95	\$ 500,000.00	\$ 148,672.94	F&M MM	\$ 148,487.32	APY Yield Earned %	1.52%	\$ 148,672.94
10102 76T-154947	Northland MM	\$ 434,233.62	\$ 1,710.13		\$ 435,943.75	Northland MM	\$ 434,668.72	30 Day Yield	3.52%	\$ 435,943.75
10104 35529-101	4M -Liquid 4M 4MP & LTD Class	\$ 3,302,287.26	\$ 14,215.51	\$ 0.90	\$ 3,316,501.87		\$ 3,316,501.87			
							\$ 1,267,486.25	Average Monthly Rate	3.62%	\$ 1,313,369.25
							\$ 1,935,019.92	7 Day Av NMrktY Annlzd	3.52%	\$ 2,003,132.62
							\$ 4,394,045.31			\$ 4,510,511.89
Subtotal	Institution Liquid Cash Total	\$ 4,675,264.18	\$ 969,148.67	\$ 1,133,900.96	\$ 4,510,511.89			Institution Liquid Cash Total		\$ 4,510,511.89

CD's Bonds #	Description	BB OrigVl	(+)	(-)	End Bal OrigVl	CD's Bonds #	Mat Date	Market Value	Est Yld	Est Crnt Vltue BsdonFullMtrty
10401 702127	F&M CD 60Mo-Mtrd 03/03/2026	\$ 250,000.00	\$ 9,549.21	\$ 259,549.21	\$ -	10401 702127	3/3/2026	\$ -		\$ -
10401 702128	F&M CD 60Mo-Mtrd 03/03/2026	\$ 250,000.00	\$ 9,549.21	\$ 259,549.21	\$ -	10401 702128	3/3/2026	\$ -		\$ -
10402 300185-LM-5	EVGRN BK GRP OAK BOOK IL - 42Mo	\$ 140,000.00			\$ 140,000.00	10402 300185-LM-5	7/27/2026	\$ 139,973.40	3.85%	\$ 157,603
10402 564759-RS-9	MNFCTRS&TRDRS CO - 48Mo	\$ 245,000.00			\$ 245,000.00	10402 564759-RS-9	1/20/2027	\$ 245,235.20	4.00%	\$ 277,309
10402 T-FN-2	CPTL ONE BK USA NTL - 60Mo	\$ 100,000.00			\$ 100,000.00	10402 T-FN-2	4/20/2027	\$ 98,876.00	2.80%	\$ 111,449
10402 61768E-JR-5	MRGN STNLY PRVT BK NATL ASSN - 60Mo	\$ 113,000.00			\$ 113,000.00	10402 61768E-JR-5	5/19/2027	\$ 112,199.96	3.25%	\$ 127,746
10402 254673L38	DSCVR BK GRNWD - 60Mo	\$ 100,000.00			\$ 100,000.00	10402 254673L38	7/6/2027	\$ 99,392.00	3.40%	\$ 113,184
10402 3130ASN96	APY FDRL HM LN BKS - 84 Mo	\$ 200,000.00			\$ 200,000.00	10402 3130ASN96	7/27/2029	\$ 199,308.00	4.20%	\$ 232,514
10404 71768-1 33682	State Bank of India, 856288EQ4 - 24MO	\$ 245,000.00			\$ 245,000.00	10404 71768-1 33682	3/9/2028	\$ 244,458.53	3.80%	\$ 244,798
10404 71767-1 33124	Goldman Sachs Bank USA - 36MO	\$ 245,000.00			\$ 245,000.00	10404 71767-1 33124	3/12/2029	\$ 243,638.27	3.75%	\$ 244,775
Subtotal	Institution Fixed Income Total	\$ 1,398,000.00	\$ 509,098.42	\$ 519,098.42	\$ 1,388,000.00	CDs Bonds EB/OrgVl	\$ 1,388,000.00	\$ 894,984.56	EstCVBsdFullMtrty	\$ 1,509,378.35
TOTAL	Institution Combined Cash Money Fund &	\$ 6,073,264.18	\$ 1,478,247.09	\$ 1,652,999.38	\$ 5,898,511.89					

Monthly Reconciliation	Beg	(+)	(-)	End Bal	CD BONDS MV Summary	EB Original \$	Market Value	MV + (-)	EstCurValue BsdOnFullMtrty
DEPOSITS IN TRANSIT (BEG.) +bb/+ex	\$ -		\$ -	\$ 0.00	RRSB-10400	\$ -	\$ -	\$ -	\$ -
DEPOSITS IN TRANSIT (END.) +rev/+eb	\$ -		\$ -	\$ 0.00	F&M 10401	\$ -	\$ -	\$ -	\$ -
OUTSTANDING CHECKS (BEG.) -bb/-ex	\$ (175,271.50)		\$ (175,271.50)	\$ 0.00	Northland 10402	\$ 898,000.00	\$ 894,984.56	\$ (3,015.44)	\$ 1,019,805.45
OUTSTANDING CHECKS (END.) +ex/-eb	\$ -		\$ 91,596.26	\$ -91,596.26	4M Fixed Income 10404	\$ 490,000.00	\$ 488,096.80	\$ (1,903.20)	\$ 489,572.90
MONTHLY RECONCILIATION TOTALS	5,897,992.68	1,478,247.09	1,569,324.14	5,806,915.63	TOTAL MV INVESTMENTS	\$ 1,388,000.00	\$ 1,383,081.36	\$ (4,918.64)	\$ 1,509,378.35
OUT OF BALANCE AMOUNT	\$ (0.00)	\$ 544,233.23	\$ 544,233.23	\$ -		5,806,915.63	TTLHldngs(CashMMCD&BndEstCrntVltoMat		\$ 6,019,890.24
ACTL OpsCB BLNC 	mm Blnc Gdln \$750,000 (3yr avg mnthly ops wd)			69%					

CB Blnc Frmt Key: Low <90% Target | Monitoring

CB Blnce Frmt Key: In Range 90-110% High >110% Low <90%

Prj# Dept	Reserve Fund "Bucket" Detail	Beg	(+)	(-)	End Bal	Comment	% of Portfolio by Institution	EB Est. Crnt Value
801CHP 43100	Chip Sealing 39214 Crckflng 801-43100-406	\$ 52,225.30	\$ 12,674.02		\$ 64,899.32		10%	RRSB \$ 609,393.33
801CLK 41500	Administration *use \$7,000 for MN DOT Prprty	\$ 48,666.20	\$ 3,616.56	\$ 2,092.18	\$ 50,190.58	E&J Rmb MnDOT PrpSoilTest	2%	F&M \$ 148,672.94
801HS 41200	Historical Society R 34030 lfrn 100-41200-450	\$ 29,682.99	\$ 323.78		\$ 30,006.77		24%	Northland \$ 1,455,749.20
801HT4 43100	Hilltop 4th Escrw R 32214 E 310	\$ (1,037.50)	\$ (11.32)		\$ (1,048.82)		63%	4M \$ 3,806,074.77
801IT 49950	IT Shared Tech 39204 435 500 (Server / Comp / L	\$ 79,276.03	\$ 7,321.94	\$ 459.98	\$ 86,137.99		100%	TTL Holdings \$ 6,019,890.24
801MB 41940	Municipal Building 39220 (Inc SNR CTZNS RES 20;	\$ 157,875.54	\$ 9,571.26	\$ 1,600.00	\$ 165,846.80			
801OVR 43100	Overlay 39215 (Incl Small Cities Assist)	\$ 26,296.52	\$ 8,140.06	\$ 19,834.35	\$ 14,602.23	Rsltn 2026-23 Closed 425		
801PD 42110	Police 39206 Vehicls & Cmptr Equip / Sftwr	\$ 181,207.25	\$ 6,956.09	\$ 6,878.00	\$ 181,285.34			
801PRK 45200	Park Imp & Ded. Fees 39219 37252 500 (inc BND	\$ 143,347.53	\$ 15,550.09		\$ 158,897.62			
801SEQ 43100	Street Equip 39221 550 / Signs 240 39260 / Trees	\$ 73,961.39	\$ 34,460.64	\$ 7,900.00	\$ 100,522.03			
801SP 45124	Swimming Pool 39201 500	\$ 122,379.38	\$ 4,809.89		\$ 127,189.27			
801SS 43100	Storm Sewer 39227 408 763 765	\$ 31,891.98	\$ 10,756.51	\$ 340.00	\$ 42,308.49			
801SWK 43100	SDWLK 39213 SIDEWALK CROSSWALK	\$ (3,543.73)	\$ 6,989.68		\$ 3,445.95			
801UND 41100	Legislative Undesignated 39201 500	\$ 98,632.32	\$ 1,075.86		\$ 99,708.18			
PDBRDG 45200	Pedestrian Bridge 45200)	\$ 75,609.93			\$ 75,609.93			



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 13, 2026

Agenda Item: Ambulance - New Hire Recommendation

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review proposed recommendation, consider recommendation to City Council.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Part-time hires 2026.pdf](#)

INTEROFFICE MEMORANDUM

TO: CHATFIELD CITY COUNCIL

FROM: ROCKY BURNETT

SUBJECT: PART-TIME HIRE

DATE: 04/06/2026

CC:

The ambulance service put out a request for applications for a Full-time/Part-Time EMT. This resulted in four applications. Michele and I interviewed three of the applicants. After the interviews we discussed the applicants and believe we have two good part-time candidates.

I would recommend that we hire Janoah Haugen and Sean Guingon for these positions starting at pay grade 4 step minimum. The start date is yet to be determined, but I would anticipate them both to start the week of 4/13 if approved. They are both aware that as of now these are temporary positions that will run until grant funding runs out early in 2027.

Both Sean and Janoah have some experience already working with area ambulance services, so I believe the training period for them both to be only a couple of weeks.

I plan to be on hand at the meeting Monday to answer any questions you may have.

Thanks for the consideration

Rocky



PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

Meeting Date: April 13, 2026

Agenda Item: Thurber Building Repairs

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review recommendation for repairs, provide recommendation to share with Council.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments: