

**CITY OF CHATFIELD PERSONNEL / BUDGET COMMITTEE**  
**AGENDA**  
**City Council Chambers, 21 SE Second Street, Chatfield, MN 55923**  
**October 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. [September 14, 2026 Meeting Minutes](#)  
Review minutes from the previous meeting.

B. Financial Report

1. [September 2026 Financial Report](#)

C. New Business

1. [Article XXI Outside Employment - Personnel Policy Update](#)  
Review recommendation for amendment.
2. [Severe Weather Policy](#)  
Consider draft policy.
3. [2027 Mayor and Councilor Pay - Ordinance 486](#)  
Review drafted ordinance, consider recommendation for approval.
4. [Money Market Account](#)  
Consider closing account, and reinvesting the funds.
5. [Water Fund Repayment of \\$150,000 Interfund Loan to Wastewater Fund](#)  
Consider Resolution 2026-89 for approval.
6. [Updated Job Description: Finance Director & IT Coordinator](#)
7. [2027 Pay Grid](#)  
Review study findings, consider recommendation for adoption.

D. Committee Member Input



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** October 12, 2026

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**Agenda Item:** September 14, 2026 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:**

[2026.09.14 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*

*September 14, 2026, 4:30 P.M.*

**Members Present:** Councilor Paul Novotny

**Members Absent:** Councilor Mike Urban

**Others Present:** Brian Burkholder, Scott Keigley, Steven Schlichter, Craig Britton, and Michele Peterson

**A. Minutes:** The minutes of August 10, 2026, committee meeting were reviewed, with no suggested amendments.

**B. Financial Report**

**a. August 2026 financial Report:** The account balance is slightly higher than normal due to the purchase of the new dump truck, once that payment has cleared the account will be back within policy guidelines.

**C. Continued Business**

**a. Police Department Staffing:** After reviewing the current staffing model, as well as operating budget, Chief Keigley has decided to keep the current staffing model. If or when the Chief would like to look at amending the model, a discussion will be brought forward.

**D. New Business**

**a. 2027 Preliminary Budget:** The proposed preliminary budget would be at a 4.93% increase, and would keep the tax rate at 90%, which is in line with the financial policy. The preliminary budget will be presented to the City Council on September 28, 2026, with recommendation for adoption.

**b. 2027 Water and Sewer Rates:** The proposed rates include a change in that the first 2000 gallons would now have a rate attached to them. There is also a slight change in the sewer base rate. The importance of an increase is to gradually increase rates to help fund the Wastewater Treatment Facility upgrade that is needed. The rates will be forwarded to the City Council through the Fee Schedule ordinance for 2027.

**c. 2027 Fee Schedule:** A draft ordinance will be presented to the Council for review at the next meeting for the amended fee schedule.

**d. 2026 Audit Quote:** The quote will be forwarded to the City Council with a recommendation for approval for this year's financial audit.

**e. Managed IT – Breach Readiness & Vulnerability Remediation Services:** The quote will be forwarded to the City Council with the recommendation for approval for services to begin in 2027.

- f. 8.02 Direct Deposit Policy Update:** Language within the policy has been amended to reflect changes in required state deductions. The policy will be reviewed by the City Council with a recommendation for approval.
- g. Public Works Expenses:** Public Works Director Brian Burkholder determined that approximately \$8,000 is spent through his department for Western Days. About one half of that is spent on bathrooms. It was recommended that this be shared with the Western Days Committee for their feedback.
- h. LELS Local 290 – Initial Negotiations Proposal:** In review of the proposal, the determination is to not increase the uniform allowance. In addition, there is a 3% salary increase being recommended. This will be shared with the union officials.



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** October 12, 2026

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**Agenda Item:** September 2026 Financial Report

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**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:**

---

**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.2026 09.pdf](#)

Monthly Finance Cash & Investment Report

|        |                                           | Sep-26          | Sep-26        | Sep-26          | Sep-26          | Sep-26                                                                                                    | Sep-26                                                                                                                                                                                                                                                                                                                                                                                                                                             | Sep-26 | Sep-26 | Sep-26 |
|--------|-------------------------------------------|-----------------|---------------|-----------------|-----------------|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|--------|
| 100    | 100 GENERAL FUND                          | \$ 1,439,467.83 | \$ 51,198.97  | \$ 261,504.72   | \$ 1,229,162.08 | ME 43% - In 40-60% Range   Avg12MO 47% - In 40-60%   50% GF Expense Budget but BELOW \$2million wchvr >   | <div>General Fund Key</div> <div>YE FndCshBlncRvwKey</div> <div>FndBlnc in Range 40-60%</div> <div>SlightVrnce &lt;=10% (30-39%   41-70%)</div> <div>SgnfctVrnce &gt; 10% (&lt;30% &gt;70%)</div>                                                                                                                                                                                                                                                  |        |        |        |
| 211    | 211 LIBRARY                               | \$ 95,255.70    | \$ 16,631.56  | \$ 26,330.60    | \$ 85,556.66    | ME 24% - In 20-40% Range   Avg12MO 26% - In 20-40% expense bdgt Range.                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 212    | 212 LIBRARY ENDOWMENT FUND                | \$ 317,038.27   | \$ 3,779.93   | \$ -            | \$ 320,818.20   | Cash Balance 191% Collection Value   Annual Funding Rate 50%                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 220    | 220 FIRE - OPERATIONS FUND                | \$ 62,238.40    | \$ 2,599.30   | \$ 19,606.43    | \$ 45,231.27    | ME 29% - In 20-40% Range   Avg12MO 44% Slightly Abv 20-40% NY expense bdgt                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 221    | 221 FIRE - CAPITAL FUND                   | \$ 1,162,914.10 | \$ 92,696.26  | \$ -            | \$ 1,255,610.36 | Cash Balance = 28% of Capital Goods Collection Value   Annual Funding Rate 53%                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 230    | 230 AMBULANCE - OPERATIONS FUND           | \$ 223,958.02   | \$ 14,132.94  | \$ 51,790.89    | \$ 186,300.07   | ME 40% - In 20-40% Range   Avg 12MO 44% - Slightly Abv 20-40% range     Slightly High Balance   No Action | <div>SpecialRev   Ent Key</div> <div>YEFndCshBlncRvwKey</div> <div>FndBlnc in Range 20-40%</div> <div>SlightVrnce &lt;=10% (10-19%   41-50%)</div> <div>SgnfctVrnce &gt; 10% (&lt;10% &gt;50%)</div>                                                                                                                                                                                                                                               |        |        |        |
| 231    | 231 AMBULANCE - CAPITAL FUND              | \$ 111,510.67   | \$ 26,175.19  | \$ -            | \$ 137,685.86   | Cash Balance = 14% of Capital Goods Collection Value   Funding Rate 74%                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 240    | 240 COMMUNITY DEV - OPERATIONS            | \$ 29,809.65    | \$ 461.54     | \$ 10,895.17    | \$ 19,376.02    | ME -11% -Slightly below 20-40% Range   Avg12MO 13% - Slightly Low   Target 20-40% expense bdgt            |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 242    | 242 COMMUNITY DEV - CPTL   358 DG OFFSE   | \$ 607,703.88   | \$ 43,608.33  | \$ -            | \$ 651,312.21   | \$359,577.77 Actual   358 Family Dollar Interfund Loan Offset                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 250    | 250 CCA - OPERATIONS FUND                 | \$ 24,992.24    | \$ 222.46     | \$ 5,603.67     | \$ 19,611.03    | ME 22% - In 20-40% Range   Avg12MO 13% - Slightly Low   Target 20-40% of expense buget  \$25,000 trans    |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 251    | 251 CCA - CAPITAL FUND                    | \$ 77,644.19    | \$ 3,211.45   | \$ -            | \$ 80,855.64    |                                                                                                           | <div>Interfund Loan offsetting 242</div>                                                                                                                                                                                                                                                                                                                                                                                                           |        |        |        |
| 323    | 323 2023A GR&PR [623wtrDS] 1MoRsv         | \$ 123,987.34   | \$ 2,100.63   | \$ 775.00       | \$ 125,312.97   |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 325    | 325 2025A 2026 STRT PRJCT                 | \$ (12,414.12)  | \$ -          | \$ 112.54       | \$ (12,526.66)  |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 332    | 332 2012A-WATER TOWER GO REF 200          | \$ 110,510.35   | \$ 19,555.40  | \$ 775.00       | \$ 129,290.75   |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 335    | 335 2016A REF10A&11A [20%GF]1MoR          | \$ 316,768.30   | \$ 128,247.08 | \$ 775.00       | \$ 444,240.38   |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 336    | 336 2016B (WTR) 425K GO REV [337SW        | \$ 36,422.65    | \$ 12,706.48  | \$ -            | \$ 49,129.13    |                                                                                                           | <div>RsltN 2026-23 Closed 03/2026</div> <div>RsltN 2026-32 Close 04/27/2026</div> <div>ME34% - In Range   Avg12MO 21% - In Range   Tar\$ \$150,000 IFL frm 602 12/2024   Project #601WT</div> <div>ME 23% - In Range   Avg12MO 27% - In Range   Target 20-40% expense bdgt</div> <div>Cash Balance = 0% of Capital Goods Collection Value   Funding Rate 0%</div> <div>Cash Balance = 1% of Capital Goods Collection Value   Funding Rate 0%</div> |        |        |        |
| 339    | 339 2017B (WTR) GO UTIL REV (IND)         | \$ 489.48       | \$ 7,527.10   | \$ -            | \$ 8,016.58     |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 340    | 340 2018A GO POOL BOND                    | \$ 176,126.82   | \$ 1,594.35   | \$ 775.00       | \$ 176,946.17   |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 342    | 342 2019A GO TAX ABTMNT. ST LIGHT         | \$ 36,108.71    | \$ 327.35     | \$ -            | \$ 36,436.06    |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 343    | 343 2022A StrmGF 18% (wtr82%303)          | \$ 72,272.99    | \$ 9,875.23   | \$ -            | \$ 82,148.22    |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 344    | 344 2022B TXGO CIP PWFAC                  | \$ 19,375.12    | \$ 175.65     | \$ -            | \$ 19,550.77    |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 355    | 355 TIF DIST 2-7 GJERE ADDITION           | \$ 4,797.09     | \$ 43.49      | \$ -            | \$ 4,840.58     |                                                                                                           | <div>807 Added 09/2025</div>                                                                                                                                                                                                                                                                                                                                                                                                                       |        |        |        |
| 356    | 356 TIF DIST 3-6 GRNDST APT RDV           | \$ 137.32       | \$ 1.24       | \$ -            | \$ 138.56       |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 358    | 358 TIF DIST 2-5 FAMILY DLLR   242        | \$ (289,113.46) | \$ -          | \$ 2,620.98     | \$ (291,734.44) |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 359    | 359 TIF DIST 2-6 CABIN COFFEE REDE        | \$ 258.55       | \$ 2.34       | \$ -            | \$ 260.89       |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 360    | 360 REV LOAN FUND - FED/ORIG              | \$ 156,385.11   | \$ 4,662.12   | \$ -            | \$ 161,047.23   |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 361    | 361 REV LOAN FUND - STATE                 | \$ 97,703.67    | \$ 885.74     | \$ -            | \$ 98,589.41    |                                                                                                           | <div>RsltN 2026-23 Closed 03/2026</div> <div>RsltN 2026-32 Close 04/27/2026</div> <div>ME34% - In Range   Avg12MO 21% - In Range   Tar\$ \$150,000 IFL frm 602 12/2024   Project #601WT</div> <div>ME 23% - In Range   Avg12MO 27% - In Range   Target 20-40% expense bdgt</div> <div>Cash Balance = 0% of Capital Goods Collection Value   Funding Rate 0%</div> <div>Cash Balance = 1% of Capital Goods Collection Value   Funding Rate 0%</div> |        |        |        |
| 425    | 425 2025A 2026 STRT PRJCT-CLOSED 03/2026  | \$ -            | \$ -          | \$ -            | \$ -            |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 456    | 456 WHDP GRND ST APT DVLPMNT              | \$ -            | \$ -          | \$ -            | \$ -            |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 601    | 601 WATER FUND                            | \$ 178,995.89   | \$ 70,415.93  | \$ 72,710.37    | \$ 176,701.45   |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 602    | 602 SEWER FUND                            | \$ 337,568.39   | \$ 102,253.90 | \$ 184,085.72   | \$ 255,736.57   |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 603    | 603 REFUSE (GARBAGE) FUND                 | \$ 30,519.23    | \$ 29,084.04  | \$ 29,990.56    | \$ 29,612.71    |                                                                                                           | <div>Cash Balance = 0% of Capital Goods Collection Value   Funding Rate 0%</div> <div>Cash Balance = 1% of Capital Goods Collection Value   Funding Rate 0%</div>                                                                                                                                                                                                                                                                                  |        |        |        |
| 611    | 611 WATER-Cptl                            | \$ (13,034.43)  | \$ -          | \$ 95.89        | \$ (13,130.32)  |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 612    | 612 WASTEWATER-Cptl                       | \$ 12,332.76    | \$ 111.80     | \$ -            | \$ 12,444.56    |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 801    | 801 CAPITAL GOODS FUND                    | \$ 1,146,309.82 | \$ 154,769.70 | \$ 196,747.72   | \$ 1,104,331.80 |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 803    | 803 ATV TRAIL                             | \$ -            | \$ 9,567.17   | \$ 9,567.17     | \$ -            |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 807    | 807 SE MN TMO-III                         | \$ -            | \$ -          | \$ -            | \$ -            |                                                                                                           | <div>807 Added 09/2025</div>                                                                                                                                                                                                                                                                                                                                                                                                                       |        |        |        |
| 900    | 900 MEMO FUND                             | \$ 42,370.11    | \$ 18,930.75  | \$ 61,300.86    | \$ -            |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| 910    | 910 PAYROLL PASSTHROUGH                   | \$ (13,661.83)  | \$ 103,762.10 | \$ 103,510.67   | \$ (13,410.40)  |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |
| BANYON | Banyon Monthly Fund Cash Balance   Combin | \$ 6,723,748.81 | \$ 931,317.52 | \$ 1,039,573.96 | \$ 6,615,492.37 |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |        |        |

|                         |                                                 |                               |                 |               |               | Holdings   Valuations   Yields - Calculated BB accomodates balance changes due to deposits & withdrawals |                     |                                       |                                  |       |                 |
|-------------------------|-------------------------------------------------|-------------------------------|-----------------|---------------|---------------|----------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------|----------------------------------|-------|-----------------|
| Cash & Money Fund Accts |                                                 | Description                   | BB   OrigVI     | (+)           | (-)           | End Bal MV                                                                                               | Cash & MM Accts     | *ClctBB 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 STMTNT BLNC           | \$ 613,378.44   | \$ 360,741.41 | \$ 521,967.98 | \$ 452,151.87                                                                                            | RRSB CB STMTNT BLNC | \$ 451,401.82                         | APY Yield Earned %               | 2.02% | \$ 452,151.87   |
| 10101   4000008         |                                                 | F&M MM                        | \$ 149,422.29   | \$ 148.60     |               | \$ 149,570.89                                                                                            | F&M MM              | \$ 149,420.99                         | APY Yield Earned %               | 1.22% | \$ 149,570.89   |
| 10102   76T-154947      |                                                 | Northland MM                  | \$ 195,261.50   | \$ 583.38     |               | \$ 195,844.88                                                                                            | Northland MM        | \$ 195,254.24                         | 30 Day Yield                     | 3.63% | \$ 195,844.88   |
| 10104   35529-101       |                                                 | 4M -Liquid 4M 4MP & LTD Class | \$ 4,572,206.91 | \$ 17,312.21  |               | \$ 4,589,519.12                                                                                          | 4,589,519.12        | \$ -                                  |                                  |       |                 |
|                         |                                                 | 4MP                           |                 |               |               | 4M   4MP - Average Monthly Rate                                                                          |                     | \$ 2,469,580.67                       | DNY   Annl Dvd/CrrntPr Per Share | 3.72% | \$ 2,561,325.59 |
| LTD Est. 02/2026        | \$2,000,000   174034.11 shares @ \$11.492 Share |                               |                 |               |               |                                                                                                          | LTD-11.654 NAV      | \$ 1,947,751.40                       | DNY   Annl Dvd/CrrntPr Per Share | 4.13% | \$ 2,028,193.53 |
| Subtotal                | Institution Liquid Cash Total                   |                               | \$ 5,530,669.14 | \$ 378,785.60 | \$ 521,967.98 | \$ 5,387,486.76                                                                                          |                     | \$ 5,213,809.11                       | Institution Liquid Cash Total    |       | \$ 5,387,486.76 |

| CD's   Bonds #        |                                          | Description     | BB   OrigVI   | (+)           | (-)             | End Bal   OrigVI | CD's   Bonds #         | Mat Date        | Market Value    | Est Yld        | Est Crnt Vlue BsdonFullMtrty |
|-----------------------|------------------------------------------|-----------------|---------------|---------------|-----------------|------------------|------------------------|-----------------|-----------------|----------------|------------------------------|
| 10401   702127        | F&M CD 60Mo-Mtrd 03/03/2026              | \$ -            |               |               |                 |                  | 10401   702127         | 3/3/2026        | \$ -            |                | \$ -                         |
| 10401   702128        | F&M CD 60Mo-Mtrd 03/03/2026              | \$ -            |               |               |                 |                  | 10401   702128         | 3/3/2026        | \$ -            |                | \$ -                         |
| 10402   300185-LM-5   | EVGRN BK GRP OAK BOOK IL - 42Mo          | \$ -            |               |               |                 | \$ -             | 10402   300185-LM-5    | 7/27/2026       |                 |                | \$ -                         |
| 10402   564759-RS-9   | MMFCTRS&TRDRS CO - 48Mo                  | \$ 245,000.00   |               |               |                 | \$ 245,000.00    | 10402   564759-RS-9    | 1/20/2027       | \$ 244,752.55   | 4.00%          | \$ 283,826                   |
| 10402   T-FN-2        | CPTL ONE BK USA NTL - 60Mo               | \$ 100,000.00   |               |               |                 | \$ 100,000.00    | 10402   T-FN-2         | 4/20/2027       | \$ 99,176.00    | 2.80%          | \$ 113,280                   |
| 10402   61768E-JR-5   | MGRN STNLY PRVT BK NATL ASSN - 60Mo      | \$ 113,000.00   |               |               |                 | \$ 113,000.00    | 10402   61768E-JR-5    | 5/19/2027       | \$ 112,196.57   | 3.25%          | \$ 130,184                   |
| 10402   254673L38     | DSCVR BK GRNWD - 60Mo                    | \$ 100,000.00   |               |               |                 | \$ 100,000.00    | 10402   254673L38      | 7/6/2027        | \$ 99,202.00    | 3.40%          | \$ 115,444                   |
| 10402   3130ASN96     | APY FDRL HM LN BKS - 84 Mo               | \$ 200,000.00   |               |               |                 | \$ 200,000.00    | 10402   3130ASN96      | 7/27/2029       | \$ 195,604.00   | 4.20%          | \$ 238,266                   |
| 10404   71768-1 33682 | State Bank of India, 856288EQ4 -24MO     | \$ 245,000.00   |               |               |                 | \$ 245,000.00    | 10404   71768-1 33682  | 3/9/2028        | \$ 242,133.40   | 3.80%          | \$ 250,235                   |
| 10404   71767-1 33124 | Goldman Sachs Bank USA - 36MO            | \$ 245,000.00   |               |               |                 | \$ 245,000.00    | 10404   71767-1 33124  | 3/12/2029       | \$ 238,657.20   | 3.75%          | \$ 250,157                   |
| Subtotal              | Institution Fixed Income Total           | \$ 1,248,000.00 | \$ -          | \$ -          | \$ 1,248,000.00 |                  | CDs   Bonds   EB/OrgVI | \$ 1,248,000.00 | \$ 1,231,721.72 | EstCVBsdlMtrty | \$ 1,381,391.67              |
| TOTAL                 | Institution Combined Cash   Money Fund & | \$ 6,778,669.14 | \$ 378,785.60 | \$ 521,967.98 | \$ 6,635,486.76 |                  |                        |                 |                 |                |                              |

| Monthly Reconciliation              |                        |                |                |               | CD BONDS MV Summary                        | EB Original \$     | Market Value                         | MV + (-)       | EstCurValue   BsdOnFullMtrty |
|-------------------------------------|------------------------|----------------|----------------|---------------|--------------------------------------------|--------------------|--------------------------------------|----------------|------------------------------|
| Beg                                 | (+)                    | (-)            | End Bal        |               |                                            |                    |                                      |                |                              |
| 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    | \$ (54,920.33)         | \$ (54,920.33) | \$ (54,920.33) | 0.00          | Northland 10402                            | \$ 758,000.00      | \$ 750,931.12                        | \$ (7,068.88)  | \$ 880,999.90                |
| OUTSTANDING CHECKS (END) +ex/-eb    |                        | \$ 19,994.39   | \$ 19,994.39   | -19,994.39    | 4M Fixed Income 10404                      | \$ 490,000.00      | \$ 480,790.60                        | \$ (9,209.40)  | \$ 500,391.77                |
| MONTHLY RECONCILIATION TOTALS       | 6,723,748.81           | 378,785.60     | 487,042.04     | 6,615,492.37  | TOTAL MV INVSTMNTS                         | \$ 1,248,000.00    | \$ 1,231,721.72                      | \$ (16,278.28) | \$ 1,381,391.67              |
| OUT OF BALANCE AMOUNT               | \$ (0.00)              | \$ 552,531.92  | \$ 552,531.92  | \$ -          |                                            |                    | TTLHldngs(CashMMCD&BndEstCrntVltoMat |                | \$ 6,768,878.43              |
| ACTL OpsCB BLNC                     | CB Blnc Gdln \$500,000 |                | 86%            | \$ 432,157.48 |                                            |                    |                                      |                |                              |
| CB Blnc Frmt Key:                   |                        |                |                |               | ME Slightly Low < 90%   12mo Avg High 129% | CB Blnce Frmt Key: |                                      |                |                              |
|                                     |                        |                |                |               |                                            | In Range 90-110%   | High >110%                           | Low <90%       |                              |

| Prj# Dept            | Reserve Fund "Bucket" Detail                      | Beg           | (+)          | (-)          | End Bal       | CV-ClctnVlu   AF-AnnlFndng            | % of Portfolio by Institution                                               | EB   Est. Crnt Value |
|----------------------|---------------------------------------------------|---------------|--------------|--------------|---------------|---------------------------------------|-----------------------------------------------------------------------------|----------------------|
| 801AM3               | AMCO 3rd Escrow   R 32214   E 310                 | \$ 2,168.46   | \$ 20.65     |              | \$ 2,189.11   |                                       | 7% RRSB                                                                     | \$ 452,551.87        |
| 801CHP   801SMN.1of4 | Chip Sealing 39214   Crckfling 801-43100-406      | \$ 77,353.24  | \$ 12,824.30 |              | \$ 90,177.54  | 1of4SMN 18% ClctnVlu   115% AnnlFndng | 2% F&M                                                                      | \$ 149,570.89        |
| 801CLK 41500         | Administration *use \$7,000 for MN DOT Prprty     | \$ 53,109.26  | \$ 3,105.21  |              | \$ 56,214.47  | 34% ClctnVlu   66% AnnlFndng          | 16% Northland                                                               | \$ 1,076,844.78      |
| 801HS 41200          | Historical Society R 34030  frm 100-41200-450     | \$ -          |              |              | \$ -          | RsltN 2026-49 to 801MB                | 75% 4M                                                                      | \$ 5,089,910.89      |
| 801HT4 43100         | Hilltop 4th Escrow   R 32214   E 310              | \$ (1,055.37) | \$ 1,055.37  |              | \$ (0.00)     | RsltN 2026-74 CLSD 09/2026            |                                                                             | \$ 6,768,878.43      |
| 801IT 49950          | IT Shared Tech 39204   435 500 (Server / Comp / L | \$ 73,713.16  | \$ 7,101.57  | \$ 5,637.00  | \$ 75,177.73  | 33% ClctnVlu   72% AnnlFndng          | 100% TTL Holdings                                                           |                      |
| 801MB 41940          | Municipal Building 39220 (Inc SNR CTZNS RES 20    | \$ 200,162.28 | \$ 9,761.74  |              | \$ 209,924.02 | 15% ClctnVlu   51% AnnlFndng          | Portfolio Est Value Yield (Bsd on Fil Mtrty) Compared to 3 Mo Treasury Bill |                      |
| 801OVR   801SMN.2of4 | Overlay 39215 (Incl Small Cities Assist)          | \$ 29,963.80  | \$ 8,343.82  |              | \$ 38,307.62  | 1of4SMN 18% ClctnVlu   115% AnnlFndng |                                                                             |                      |
| 801PD 42110          | Police 39206 Vehicls & Cmptr Equip / Sftwr        | \$ 144,799.25 | \$ 6,188.62  | \$ 24,967.77 | \$ 126,020.10 | 53% ClctnVlu   42% AnnlFndng          | Est BB   Face Value                                                         | \$ 6,461,809.11      |
| 801PRK 45200         | Park Imp & Ded. Fees 39219   37252   500 (inc BND | \$ 204,009.45 | \$ 15,042.21 | \$ 4,425.82  | \$ 214,625.84 | 13% ClctnVlu   40% AnnlFndng          | EB   Est. Crnt Value                                                        | \$ 6,768,878.43      |



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** October 12, 2026

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**Agenda Item:** Article XXI Outside Employment - Personnel Policy Update

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review recommendation for amendment.

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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:**

[Article XXI 2026 Update Outside Employment.pdf](#)

## Article XXI. OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the city of Chatfield regard the city as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the city administrator.

Any city employee accepting employment in an outside position determined by the city administrator to be in conflict with the employee's city job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission compatible with city employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the city's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use city equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any city personnel policies as a result of outside employment.
- ~~The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the city. Work performed for others while on approved PTO or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.~~
- Departments may establish more specific policies as appropriate, subject to the approval of the city administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services, or any other operational aspect of the city.



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** October 12, 2026

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**Agenda Item:** Severe Weather Policy

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider draft 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?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**

[Weather Policy.pdf](#)

## **Section X.XX**

### **Emergency Weather Closure**

#### **Purpose**

The City of Chatfield is committed to protecting the health and safety of its employees while maintaining essential public services. This policy establishes procedures for employee compensation and attendance when City facilities are closed or operations are modified due to severe winter weather or other emergency conditions.

#### **Policy Statement**

When severe winter weather, hazardous travel conditions, or other emergency circumstances create a risk to employee or public safety, the City Administrator, Mayor, Emergency Manager, or designee may authorize the closure of City offices or suspension of non-essential operations. This policy is intended to support the objectives of the City's Emergency Operations Plan and the continuity of municipal services during emergency events.

#### **Office Closure**

##### **A. Authorized Closure**

An authorized closure occurs when the City officially announces that administrative offices or non-essential operations are closed due to severe weather or emergency conditions.

##### **B. Compensation During Closure**

Employees who are regularly scheduled to work during an officially authorized closure shall receive their regular straight-time pay for the hours they were scheduled to work.

Employees shall not be required to use vacation leave, personal leave, compensatory time, earned sick and safe time, or any other accrued paid leave to cover work hours missed as a result of an authorized City closure.

Compensation provided under this policy shall not be considered hours worked for purposes of overtime calculations under applicable federal or state law.

#### **Essential Employees**

Employees designated as essential personnel may be required to report for duty, remain on duty, or respond to emergency assignments during a City closure.

Compensation for essential employees shall be governed by applicable personnel policies, compensation plans, and collective bargaining agreements.

### **Employee-Initiated Absences**

This policy applies only when the City officially closes its offices or suspends operations.

If City offices remain open and an employee chooses not to report to work due to weather conditions, the employee shall utilize accrued leave or other approved leave in accordance with applicable personnel policies unless otherwise authorized by the City Administrator.

### **Communication of Closures**

Official closure announcements will be communicated through methods designated by the City Administrator, which may include employee notification systems, email, telephone, website postings, social media, or other communication tools utilized by the City.

Employees are responsible for monitoring official City communications during severe weather events.

### **Administration**

The City Administrator and/or Emergency Manager shall have authority to administer and interpret this policy and to make operational decisions necessary to implement emergency closures consistent with the City's Emergency Operations Plan.

*The City recognizes that severe weather events are beyond the control of employees. Employees should not be penalized when the City determines that closing facilities is necessary to protect public safety and employee well-being.*



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** October 12, 2026

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**Agenda Item:** 2027 Mayor and Councilor Pay - Ordinance 486

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review drafted ordinance, consider recommendation 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:**

[486 - Mayor & City Council Pay.pdf](#)

ORDINANCE NO. 486

AN ORDINANCE OF THE CITY OF CHATFIELD ESTABLISHING THE ANNUAL COMPENSATION FOR PERSONS HOLDING THE ELECTIVE OFFICE OF MAYOR AND COUNCILOR OF THE CITY ON JANUARY 11, 2021, AND THEREAFTER; REPEALING ANY PRIOR ORDINANCE IN CONFLICT THEREWITH.

THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA, DOES ORDAIN:

Section 1. The annual salary of the person holding the office of mayor of the City of Chatfield, Minnesota, on January 1, 2027, and thereafter, shall be ~~\$5,250.00~~ \$6,425.00 per year, with additional compensation of ~~\$39.00~~ \$48.00 for each special council meeting and any special committee meeting that is officially scheduled on days other than regularly scheduled meetings of the city council.

Section 2. The annual salary of a person holding the office of councilor of the City of Chatfield, Minnesota, on January 1, 2027, and thereafter, shall be ~~\$3,375.00~~ \$4,150.00 per year, with additional compensation of ~~\$28.50~~ \$35.00 for each special council meeting and any special committee meeting that is officially scheduled on days other than regularly scheduled meetings of the city council.

Section 3. Any prior ordinance passed and adopted by the City of Chatfield at an earlier time and still effective that establishes a different rate of compensation for the holders of the offices of mayor or councilor of the City of Chatfield, Minnesota, than those established herein is hereby expressly repealed.

Section 4. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the City Council of the City of Chatfield, Minnesota, this 26<sup>th</sup> day of October, 2027.

By:

Attest:

\_\_\_\_\_  
Its Mayor

\_\_\_\_\_  
Its City Clerk



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** October 12, 2026

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**Agenda Item:** Money Market Account

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider closing account, and reinvesting the funds.

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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:**



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** October 12, 2026

---

**Agenda Item:** Water Fund Repayment of \$150,000 Interfund Loan to Wastewater Fund

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**Subject | Summary:** The water operations fund was issued an interfund loan of \$150,000 from the wastewater fund in December of 2024 per Resolution 2024-47. The water fund balance now has sufficient fund to repay this obligation.

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**Agenda Category:** New Business

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider Resolution 2026-89 for approval.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:** \$150,000

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):** 601 Water Operations | 612 Wastewater Capital

**Account Code:** 601-49400-700 | 612-49450-39201

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**Background:**

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**Attachments:**

[2026-89 Transfer of Funds - Repayment of Interfund Loan Water to Wastewater.pdf](#)

## Resolution 2026-89

### Resolution Authorizing the Transfer of Funds and Repayment of \$150,000 Interfund Loan

**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**, the Water Operations Fund balance is now able to repay the interfund loan to the Wastewater fund authorized in December of 2024 by Resolution 2024-47.

**Now Therefore, Be It Resolved** that the City Council authorizes the following transfer of funds to fulfill repayment of the interfund loan obligation:

| <u>Transfer From</u>                                                                                        | <u>Amount</u> | <u>Transfer To</u>                                        |
|-------------------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------|
| Water Operations Transfer Out<br>(E 601-49400-700 Transfer Out)                                             | \$150,000     | Wastewater Transfer In<br>(R 612-49450-39201 Transfer In) |
| <u>Detail</u>                                                                                               |               |                                                           |
| Repayment of \$150,000 Interfund loan authorized by Resolution 2024-47 on December 9 <sup>th</sup> , 2024.. |               |                                                           |

Approved by the Chatfield City Council this 26<sup>th</sup> day of October, 2026.



## PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT

**Meeting Date:** October 12, 2026

---

**Agenda Item:** Updated Job Description: Finance Director & IT Coordinator

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:**

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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:**

[Finance IT Coordinator 2026.10.06.pdf](#)

## Job Description – Finance Director & IT Coordinator

**Position Title:** Finance Director & IT Coordinator

**Immediate Supervisor's Title:** City Administrator

**Classification:** Non-Exempt

**Department:** Administration

**Grade:** 9

**Status:** Full-Time

### **Purpose:**

To guide municipal financial operations and oversee the administration and security of the local government's information technology infrastructure.

This dual-function role requires balancing precise statutory financial reporting with modern data and telecommunications management.

### **Organizational Relationships**

Communicates with: Internally – Other administrative staff, department heads, City Council and other City employees; Externally – City attorney, county officials, school personnel, state legislators, various suppliers/vendors, business community and residents.

Supervises: None

May provide work direction to: Deputy Clerk's

### **Essential Functions – Financial Management & Reporting**

- **Core Accounting:** Managing comprehensive accounts payable (AP), accounts receivable (AR), revenues and expenses.
- **Budgeting & Investments:** Leading the annual budget process and managing the local government's investment portfolios.
- **Specialized Municipal Finance:** Handling county settlements and coordinating State of Minnesota reporting requirements with City Administrator (including annual Tax Increment Financing and Sales & Use Tax) and monthly, quarterly and annual reporting and auditing requirements.

### **Essential Functions – Information Technology & Systems**

- **System Development** – Coordinates the evaluation, development and implementation of new data networks, software applications and voice / telecom systems with department heads and IT consultants.
- **Information Processing:** Coordinating day-to-day data processing needs to ensure municipal departments run efficiently.
- **Network Administration:** Coordinate network security, data backup and infrastructure reliability across all government facilities.

### **Other Duties and Responsibilities**

- Assist with answering incoming calls and help customers at the front counter as needed.
- Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

- Knowledge of the principles, methods and practices of municipal government.
- Ability to work and communicate effectively in verbal and written communications with the public, city staff and elected officials, and work groups.
  - Well-developed business English and spelling
  - Well-developed math skills.
- Knowledge of office practices and procedures.

- Knowledge of governmental accounting/bookkeeping, budgeting, utility billing and payroll practices and procedures.
- General skills in operating Windows based computers and software, Microsoft Word, Excel, GIS, and have an ability to continue learning additional software.
- General skills in operating automated accounting systems and ability to perform some basic troubleshooting.
- Skill in keyboarding/typing with sufficient speed and accuracy.
- Ability to analyze financial and accounting data and prepare useful statements and reports.
- Ability to analyze and review financial data to develop forecasts and trends.
- Ability to handle confidential information with discretion.
- Ability to prepare and present statistical and narrative reports.
- Ability to coordinate Information Technology & voice technology with Vendors / Consultants.

#### **Minimum Qualifications**

- Any combination of education and experience that provides the required knowledge, skills, and abilities. Typical combinations include:
  - High school degree or equivalent and 5 years of related experience in areas such as finance, business administration, public administration or other closely related field.
  - Associate's degree in a financial, technology or administrative support program and two years in a municipal setting with experience in one or more accounting or technology functions.
  - Certified as a municipal clerk, or the ability to obtain.

#### **Preferred Qualifications**

- Bachelor's or Masters degree in accounting, bookkeeping, finance or information technology. Certified Municipal Clerk (CMC) designation.

#### **Working Conditions**

- Work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Works has standard vision requirement.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels;
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;

#### **Special Requirements**

- Applicable position, department, organization and professional training will be provided.
- Valid driver's license in the State of Minnesota.



**PERSONNEL / BUDGET COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** October 12, 2026

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**Agenda Item:** 2027 Pay Grid

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review study findings, consider recommendation for adoption.

---

**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:**