

CITY OF CHATFIELD PUBLIC SERVICES COMMITTEE

AGENDA

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

September 22, 2025, 4:30 P.M.

A. Minutes

1. [August 25, 2025 Public Services Meeting Minutes](#)

Review minutes from the previous meeting.

B. Continued Business

1. [2026 City Wide Clean-up Discussion - Josh Schultz and Bill Hanson](#)

Review proposal, offer suggestions.

C. New Business

1. [Sec 4-22 Hours of sale and consumption Amendment](#)

Review proposed changes to the ordinance, consider recommendation to the City Council for adoption.

2. [Solid Waste Rates and Billing Ordinance Amendment](#)

Consider suggested amendment, as well as recommendation for approval.

3. [2026 Fee Schedule Draft](#)

Review suggested amendments for 2026.



PUBLIC SERVICES COMMITTEE MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: August 25, 2025 Public Services Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review minutes from the previous meeting.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025.08.25 Public Services Notes.pdf](#)

Public Services Committee

August 25, 2025

The Public Services Committee met on Monday, August 25, 2025.

Members Present: Councilor Pam Bluhm

Members Absent: Councilor Dave Frank

Others Present: Luke Thieke, Shane Fox, and Michele Peterson.

A. Minutes

1. **Notes from July 28, 2025,** were reviewed, no amendments were suggested.

B. New Business

1. **Chatfield Fire Department Retirement Plan Proposed Increase:** The Fire department has reviewed the funding report and is recommending an increase from \$3,500 per year to \$4,000 per year. Member Bluhm noted agreement, the discussion will be reviewed by Council with the recommendation for approval.
2. **Mobile Radios for Squad Vehicles:** Chief Fox reviewed the proposal to purchase three new radios for the squads. The existing radios are approximately 20 years old. The discussion will be forwarded to the Council for recommendation of approval to purchase the equipment.
3. **Building Maintenance and Appearance Ordinance Consideration:** Due to concerns in the community a suggestion was made to consider adopting such an ordinance to provide enforcement for building and structure deterioration.



PUBLIC SERVICES COMMITTEE MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: 2026 City Wide Clean-up Discussion - Josh Schultz and Bill Hanson

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review proposal, offer suggestions.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

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Attachments:

[2026 City Wide Clean-up Discussion.pdf](#)

2026 City Wide Clean-up Discussion

William Hanson Waste Removal

- A central location for items to be dropped off (forgoing the door-to-door pickup).
 - Suggestion of the Horse Arena area in Mill Creek Park would work well for this.
- Multiple trucks and trailers would be set up and staffed to take in the items dropped off.
- Timing, the week following City Wide Garage Sales
 - Thursday afternoon and evening.
 - Saturday morning.
- Items may only be brought during specified time periods.
- Should proof of residency be required?
 - Water Bill
 - Driver's License
- Who should be allowed to dispose of items:
 - Single family residents
 - Multi-family residents
 - Small Commercial businesses
 - Large Commercial businesses
 - Industrial
 - Non-Profit Organizations
- Prices
 - Appliances increase from \$25 to \$30
 - Mattresses
 - Furniture



PUBLIC SERVICES COMMITTEE MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: Sec 4-22 Hours of sale and consumption Amendment

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review proposed changes to the ordinance, consider recommendation to the City Council for adoption.

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:

[liquor hours of sale.pdf](#)

Ordinance No.

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO INTOXICATING LIQUOR; REGULATING THE HOURS OF SALE AND CONSUMPTION; AMENDING THE *CHATFIELD CODE*, SUBPART A, CHAPTER 4, SECTION 4-22.

Be it ordained by the City Council of the City of Chatfield, Minnesota.

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 4, Section 4-22 are amended to read:

Sec. 4-22. Hours of sale and consumption.

- (a) *Generally.* Sales and consumption of intoxicating liquor shall be permitted only within the hours prescribed by law. All persons, except the licensee and the licensee's employees, shall vacate the premises within ten minutes after the time provided by the provisions of Minn. Stat. § 340A.504, and amendments thereto, when a sale for consumption on the premises may be made. A licensee may permit a person who is not an employee to enter and remain on the premises after 5:00 a.m. that same day.
- (b) *Sunday sale hours.* A licensee who has an on-sale intoxicating or wine license permitting sales on a Sunday may sell and permit consumption of intoxicating liquor or wine in the licensed premises in conjunction with the serving of food between the hours of 10:00 a.m. on Sunday and 1:00 a.m. on the following Monday.

Section 2. The provisions of this Ordinance shall be effective 30 days following its publication,

Passed and adopted by the City Council of the City of Chatfield this day of , 2025.

Approved:

Attest:

By its Mayor

By its City Clerk



PUBLIC SERVICES COMMITTEE MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: Solid Waste Rates and Billing Ordinance Amendment

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider suggested amendment, as well as recommendation for approval.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Sec. 22_29. Rates_and_billing..docx](#)

Sec. 22-29. Rates and billing.

- (a) *Residential refuse.* The charges and rates for collection of residential refuse and solid waste within the city shall be as established by the city council. A current schedule of such charges shall be kept on file at the city clerk's office. The residential rate so set by the city council shall include the collection of recyclables and provide a base-hauler fee only for the collection of refuse and solid waste materials within the city, delete compostable provision non-recyclable material only.
- (b) *Specially marked collection bags for landfill materials.* In order to implement a volume-based billing system, the city approved contractor shall offer for sale at a minimum of three retail locations within the city specially marked garbage bags to be purchased by residents to be used for the collection of nonrecyclable material. The cost of such bags shall be an amount set from time to time by the city council, plus applicable sales tax, which amount includes the bag and collection services. Such bags shall contain no more than 40 pounds of material or the contractor can refuse collection of such material. Specially marked stickers may be purchased at a rate set by the contractor and approved by city council resolution for material not fitting in a bag or weighing more than 40 pounds. The contractor has the right to refuse the collection of nonrecyclable refuse or solid waste not contained in the specially marked bags or not having the specially marked sticker thereon.
- (c) *Residential accounts.*
 - (1) Each residence within the city limits shall be billed by the city or its authorized agent for the residential rate for collection services once each month or quarter, as approved by city council resolution.
 - (2) Residences having multiple units such as duplexes, apartment buildings, mobile home parks, etc., shall be billed per unit being occupied and shall be billed to the owner of the real estate on which said units are located. The residential rate shall be charged regardless of whether refuse is left for collection.
 - (3) The contractor shall be responsible for the sale of bags and stickers provided for in subsection (b) of this section, the collection of fees therefor, and the payment of any sales tax thereon.
 - (4) Further, the residential rate shall apply whether the property is occupied for all or only part of a month.
 - (5) In order for a resident not to be charged during months in which the residence is not actually occupied, the resident shall give the city clerk at least 15 days notice prior to the first of the month by which service will no longer be requested. **A discontinuation of service fee will be applied to the account in an amount to be set by the City Council.** Resumption of service shall be made by contacting the city clerk when collection is to commence, ~~and by paying a resumption of service fee in an amount to be set by the city council. No collection will commence until the city clerk is notified and the resumption of services fee paid.~~
- (d) *Commercial accounts.* All others, including businesses and commercial places, and also residences used to provide care for the young or the elderly as a business on a regular basis, shall be billed by the contractor at a rate and in a manner agreed upon in advance by the city-approved contractor and the owner or operator of the business establishment.
- (e) *Bulky items.* Residences, businesses and commercial places which have bulky wastes, construction debris, yard and garden waste, tires, batteries, other than flashlight batteries, to be disposed of, shall be charged an additional fee for such services which will be billed by the contractor.

(Code 1999, § 5.2.7; Ord. No. 351, §§ 2, 3, 5-29-2001)



PUBLIC SERVICES COMMITTEE MEETING STAFF REPORT

Meeting Date: September 22, 2025

Agenda Item: 2026 Fee Schedule Draft

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review suggested amendments for 2026.

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:

[4xx 2026 fee schedule draft.pdf](#)

ORDINANCE NO. 4xx

AN ORDINANCE RELATING TO FEES CHARGED BY THE CITY OF CHATFIELD FOR VARIOUS PURPOSES, LICENSES OR SERVICES, AMENDING SUBPART A, CHAPTER 11, SECTION 11-1 OF THE CHATFIELD CITY CODE.

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

Section 1. The provisions of the Chatfield City Code, Subpart A, Chapter 11, Section 11-1, are amended to read:

Section 11-1. Particular Fees, Fines and Charges

City of Chatfield Fee Schedule - 2026

Item	Fee
Administrative	
Returned Check / Payment Fee / etc.	\$30.00
Surcharge Fees for RevTrak payments.	3.5% 3.7%
Transient Merchant Fee	\$20.00
Copying / Printing:	
Printing Base Charge for projects more than 10 pages, per page fee additional as listed below:	\$20.00
8.5 x 11 (one sided) Black & White *if customer provides paper	\$1.50 / .75* per page
8.5 x 11 (one sided) Color *if customer provides paper	\$1.75 / 1.00* per page
11 x 17 (one sided) Black & White *Customer must provide paper	\$2.00 per page
11 x 17 (one sided) Color *Customer must provide paper	\$2.50 per page
Fax (Receive)	\$.50 per page
Fax (Send)	\$1.00 flat
Folding pages and stuffing in envelopes *if customer provides envelopes	\$1.00 per page
Licenses:	
Golf Cart	\$10.00
Special Vehicle	\$10.00
Adult Entertainment Business	\$750.00
Pet License:	
Neutered/Spayed	\$15.00
Non-Neutered/Spayed	\$25.00
Impound / Release Fee (Minimum)	\$15.00
Penalty for Late Licensure per Application	\$10.00
Pound Fee (Daily, after the first 24 hours)	\$3.00
Alcohol License:	
3.2 Beer License (Annual)	\$150.00
Intoxicating Liquor License Investigation Fee (Individual)	\$50.00
Intoxicating Liquor License Investigation Fee (Corporation)	\$100.00
Off-Sale License	\$150.00
Club License	\$300.00
Wine License On-Sale	\$150.00
Temporary On-Sale License	\$75.00
consecutive months prior to making application.	\$900.00
Renewal Fee for establishments with liquor sales between \$0 - \$19,999.99.	\$900.00
Renewal Fee for establishments with liquor sales between \$20,000 - \$39,999.99.	\$1,100.00
Renewal Fee for establishments with liquor sales between \$40,000 - \$59,999.99.	\$1,300.00
Renewal Fee for establishments with liquor sales between \$60,000 - \$79,999.99.	\$1,500.00
Renewal Fee for establishments with liquor sales between \$80,000 - \$99,999.99.	\$1,700.00
Renewal Fee for establishments with liquor sales between \$100,000 - \$119,999.99.	\$1,900.00
Renewal Fee for establishments with liquor sales between \$120,000 - \$139,999.99.	\$2,100.00
Renewal Fee for establishments with liquor sales between \$140,000 - \$159,999.99.	\$2,300.00
Renewal Fee for establishments with liquor sales between \$160,000 - \$179,999.99.	\$2,500.00
Renewal Fee for establishments with liquor sales between \$180,000 - \$199,999.99.	\$2,700.00
Renewal Fee for establishments with liquor sales greater than \$200,000.00.	\$2,900.00
Sunday Liquor Surcharge	\$0.00
Public Works	
Street Excavation Deposit to ensure restoration of street surface	\$3,000.00
Hourly rate for cleaning streets related to private contractor/construction	\$150.00
Utility Disconnection Fee	\$75.00
Utility Reconnection Fee	\$450.00
Solid Waste Discontinuation of Service Fee	\$100.00
Electric Vehicle Charge per kwh	\$0.30
Water:	
Base Monthly Fee	19.53 21.00
Per 1,000 gallons > 2,000—	\$6.81
0-2000 Gallons Per Gallon	\$0.00
2001-6000 Gallons Per one thousand	\$7.25

6001 and above Gallons per one thousand	\$8.00
Bulk Water per 1,000 gallons	10.25 11.25
Hook-up Fee.	\$1,600.00
Water Access Charge/Acre	\$3,000.00
Sanitary Sewer:	
Base Monthly Fee	50 52.25
Per 1,000 gallons > 2,000 —	\$10.73
0-2000 Gallons Per Gallon	\$0.00
2001-6000 Gallons Per one thousand	\$8.60
6001 and above Gallons per one thousand	\$11.05
Non-Metered Monthly Fee based on 3,500 gallons	66.08 70.50
Hook-up Fee.	\$2,600.00
Sewer Access Charge/Acre	\$2,000.00
Multi-Family Combined Water and Sewer Hook-up:	
2 Unit Building	\$4,200.00
3 – 4 Unit Building	\$6,300.00
5 – 8 Unit Building	\$8,400.00
9 – 12 Unit Building	\$10,500.00
13 – 16 Unit Building	\$12,600.00
17 – 20 Unit Building	\$14,700.00
21 – 24 Unit Building	\$16,800.00
Swimming Pool:	
Family Membership	\$170.00
Individual Membership	\$120.00
Afternoon Daily Fee	\$7.00
Evening Daily	\$5.00
Sunday Family Swim – Afternoon –	\$3.00
Midnight Swim	\$5.00
Swimming Lessons – Members	\$50.00
Swimming Lessons – Non-Members	\$60.00
same swimming level, with a maximum of 2 individuals.	\$100.00
Toddler Time – Members	\$25.00
Toddler Time – Non-Members	\$30.00
Lap Swim – Season	\$60.00
Lap Swim – Per Session	\$6.00
Water Aerobics – Season	\$50.00
Water Aerobics per Session	\$6.00
One hour rental of entire facility, up to 25 swimmers plus \$2.00 for additional swimmers.	\$200.00
Two-hour rental of entire facility, up to 25 swimmers plus \$4.00 for additional swimmers.	\$250.00
Non-Refundable Deposit for Pool Rental, with exception for inclement weather.	\$100.00
Fire Department	
Fire Call + Cost of Supplies	\$500.00 +
Fire Call	Cost of Supplies +
Fire Call	\$250/hr. after 1st hr.
Fire Department response to an auto accident	\$500.00
Ambulance Department	
BLS Transport	800 \$1200.00
BLS Transport Outside PSA-	\$900.00
Per Loaded Mile	15 \$20.00
ALS Transport	1200 \$1500.00
ALS Transport Outside PSA-	\$1,300.00
EMT Class (Test Not Included)	\$1,200.00
EMT Refresher Class (Test Not Included)	\$300.00
Practical Test	\$100.00
First Aid for Daycare (Includes CPR)	\$50.00
CPR or First Aid Class / Both	\$45.00/ 75.00
Zoning	
General Development Plan Filing	\$370 + \$20 per lot
Preliminary Plat Filing	\$470 + \$20 per lot
Final Plat Filing	\$220 + \$20 per lot
whichever is chosen by the city.	1/10th acre per Unit
Variance Application	\$375.00
Conditional Use Permit Application (Including Planned Unit Development)	\$425.00
Zoning District Amendment Application	\$375.00
Land Use Plan Amendment	\$450.00
Temporary Use Permit	\$250.00
Permit Application for use of a semi-trailer for storage	\$10.00
permits, fence permits, accessory structures < 200 sf, signs not requiring a building permit,	\$98.00
Residential, Commercial, Mechanical, Plumbing, and Sign Permit Applications	By Total Valuation + Zoning Certificate
Plan Review Fee	By Appl.

Demolition Permits	\$186 + Zoning Certificate
Reinspection/Special Inspection	\$125.00
Valuation of Project	Fee
Residential Building Permit Fee:	
\$1.00 to \$5,000	\$84.00
\$5,001 to \$100,000	\$84.00 for the first \$5,000 plus \$4.90 per additional \$1,000
\$100,001 and Up	\$549.50 for the first \$100,000 plus \$3.00 per additional \$1,000
Commercial Building Permit Fee:	
\$1.00 to \$5,000	\$84.00
\$5,001 to \$25,000	\$84.00 for the first \$5000 plus \$11.00 per additional \$1,000
\$25,001 to \$50,000	\$304.00 for the first \$25,000 plus \$8.30 per additional \$1,000
\$50,001 to \$100,000	\$511.50 for the first \$50,000 plus \$6.70 per additional \$1,000
\$100,001 to \$500,000	\$846.50 for the first \$100,000 plus \$4.80 per additional \$1,000
\$500,001 to \$1,000,000	\$2,766.50 for the first \$500,000 plus \$2.50 per additional \$1,000
\$1,000,001 and up	\$4,016.50 for the first \$1,000,000 plus \$1.00 per additional \$1,000
Plumbing and Mechanical Fee:	
\$1.00 to \$5,000	\$84.00
\$5,001 to \$25,000	\$84.00 for the first \$5,000 plus \$16.30 per additional \$1,000
\$25,001 to \$100,000	\$410.00 for the first \$25,000 plus \$9.90 per additional \$1,000
\$100,001 to \$500,000	\$1,152.50 for the first \$100,000 plus \$6.70 per additional \$1,000
\$500,001 to \$1,000,000	\$3,832.50 for the first \$500,000 plus \$3.50 per additional \$1,000
\$1,000,001 and up	\$5,582.50 for the first \$500,000 plus \$2.30 per additional \$1,000
Police Department	
Fingerprinting Applicant Card (Includes up to 2 cards for fee)	\$10.00
Standard Tow and Impound	\$150.00
Extra Tow charge (any tow beyond standard)	Actual Cost
Impound Fee (for any extra tow)	\$20.00
Storage-per day (after 1st 24 hours)	\$10.00
Copy of Reports: Less than 10 pages	No Charge
Copy of Reports: 10 – 100 pages	\$.25 per page
Copy of Reports: More than 100 pages (per statute)	Actual Cost
Copy of Video Tape	\$20.00
Copy of DVD	\$15.00
Copy of Video Recording	\$10.00
Administrative Fines:	
Various described animal violations	\$50.00
Various described nuisances	\$100.00
Various street, sidewalk, and vehicle violations	\$50.00
Any other violation of the Code not otherwise specified	\$50.00

Section 2. This ordinance shall be effective 30 days following its publication. Passed and adopted by the City Council of the City of Chatfield, Minnesota, this _____ of November, 2025