

**CITY OF CHATFIELD CITY COUNCIL**

**AGENDA**

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

**May 5, 2025, 6:30 P.M.**

- I. Open Meeting  
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda - Additions or Corrections
- IV. Consent Agenda
  - a. [Accounts Payable Claims Listings](#)
  - b. [Sale of Equipment - 2010 Ambulance on Auction](#)
  - c. [Resolution 2025-22 Grant Navigation Acceptance](#)
  - d. [Resolution 2025-23 - A resolution accepting a donation to the city](#)
- V. Committee Reports
  - a. [Committee of the Whole](#)
- VI. Mayor's Report
- VII. City Administrator's Report
- VIII. Roundtable
- IX. Next Meetings  
Monday, May 12th, 2025: Personnel | Budget Committee (4:30 p.m.), Public Works Committee (5:30 p.m.), City Council (7:00 p.m.)
- X. Adjourn



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** May 5, 2025

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**Agenda Item:** Accounts Payable Claims Listings

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**Subject | Summary:** Consider accounts payable for approval.

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**Agenda Category:** Consent

**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:** \$63,389.04

**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:**

[Batch Listing - 2025 04FA02 \\$56,896.34.pdf](#)

[Batch Listing - 2025 04FA02U \\$6,492.70.pdf](#)



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: April 2025  
 2025 04FA02

04/22/25 1:41 PM  
 Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>AIRGAS</b>						
	551518	E 230-42270-210	Ambulance	Operating Expenses	\$203.34	OXYGEN
					\$203.34	
<b>AIRGAS</b>						
<b>ALLRECIPES</b>						
	MDF30	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$15.00	SBSCRTN
					\$15.00	
<b>ALLRECIPES</b>						
<b>ALTA PLANNING + DESIGN, INC.</b>						
	2024.0	E 806-46636-310	Community Action	Other Professional Servic	\$26,854.43	PRJCT 304.0002024.085 SE MN TMO-I
					\$26,854.43	
<b>ALTA PLANNING + DESIGN, INC.</b>						
<b>ANDY OCONNOR</b>						
	LSN202	E 614-49840-302	Cable TV (GENER	Contracted Help	\$435.00	LIAISON JAN-DEC 2025
					\$435.00	
<b>ANDY OCONNOR</b>						
<b>BAKER &amp; TAYLOR BOOKS</b>						
	03/31/2	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$533.03	ACCOUNT L6248262
					\$533.03	
<b>BAKER &amp; TAYLOR BOOKS</b>						
<b>BIG GIRL STICKERS</b>						
	2025-7	E 220-42280-152	Fire Department *	Clothing	\$440.00	HATS
					\$440.00	
<b>BIG GIRL STICKERS</b>						
<b>CANON FINANCIAL SERVICES, INC.</b>						
	398333	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
					\$108.44	
<b>CANON FINANCIAL SERVICES, INC.</b>						
<b>CHATFIELD BODY SHOP</b>						
	17504	E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$109.60	MNT BLNC 2022 F350
	17494	E 801-42110-404	Police Administrati	Repairs/Maint Equipment	\$1,046.75	2018 EXP LR DOOR
					\$1,156.35	
<b>CHATFIELD BODY SHOP</b>						
<b>CLIA LABORATORY PROGRAM</b>						
	24D096	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$248.00	2025-2027
					\$248.00	
<b>CLIA LABORATORY PROGRAM</b>						
<b>CONFITREK</b>						
	1152	E 100-42110-403	Police Administrati	Prev. Maint. Agreements	\$768.00	8 OFFCRS-PD TRNG CMLPNCE 12/31/2
					\$768.00	
<b>CONFITREK</b>						
<b>DALE PRIEBE</b>						
	2025 S	E 614-49840-331	Cable TV (GENER	Travel Expenses	\$549.55	MLG PRKNG LDGNG MLS
					\$549.55	
<b>DALE PRIEBE</b>						
<b>DARRIN ALLEN</b>						
	2025 S	E 614-49840-331	Cable TV (GENER	Travel Expenses	\$531.25	2025 SW MLG PRKNG LDGNG MLS
					\$531.25	
<b>DARRIN ALLEN</b>						
<b>DAVE JOHNSON</b>						
	2025 S	E 614-49840-331	Cable TV (GENER	Travel Expenses	\$589.59	MLG PRKNG LDGNG MLS
					\$589.59	
<b>DAVE JOHNSON</b>						
<b>DEMCO</b>						
	762158	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$94.30	LBLS
					\$94.30	
<b>DEMCO</b>						
<b>EZ STEP PRODUCTS</b>						
	12067	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$164.04	STPIN PST RNG



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: April 2025

2025 04FA02

04/22/25 1:41 PM

Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>EZ STEP PRODUCTS</b>					\$164.04	
<b>FIRST NETWORK SYSTEMS</b>						
TSC202	E 614-49840-302		Cable TV (GENER	Contracted Help	\$1,400.00	09/2024-12/2025 CCTV TECH COORD-
PC2025	E 614-49840-302		Cable TV (GENER	Contracted Help	\$607.00	01-12/2025 PC COORD-APR 2025
<b>FIRST NETWORK SYSTEMS</b>					\$2,007.00	
<b>GRANICUS</b>						
201737	E 100-41500-435		Administration	Licences, Permits and Fe	\$4,335.31	govAccess 04/30/2025-04/29/2026 7
<b>GRANICUS</b>					\$4,335.31	
<b>LOFFLER</b>						
498667	E 211-45500-404		Libraries (GENERA	Repairs/Maint Equipment	\$41.02	CANON DXC3725I OVERAGE CHARGE
<b>LOFFLER</b>					\$41.02	
<b>LYNDA KARVER</b>						
CCSCM	E 614-49840-302		Cable TV (GENER	Contracted Help	\$140.00	CC, SchlCnrcrts, MD & WD 09/2024-12/
<b>LYNDA KARVER</b>					\$140.00	
<b>MARCO TECHNOLOGIES LLC.</b>						
INV135	E 801-42110-580		Police Administrati	Cap. Outlay-Other Equip	\$1,092.50	BODY CAM DPLYMNT
<b>MARCO TECHNOLOGIES LLC.</b>					\$1,092.50	
<b>MAYO CLINIC</b>						
78716	E 230-42270-415		Ambulance	Medical Services	\$340.00	STMNT 02/28/2025-04/10/2025
<b>MAYO CLINIC</b>					\$340.00	
<b>MCKESSON MEDICAL - SURGICAL</b>						
236327	E 230-42270-210		Ambulance	Operating Expenses	\$566.99	SPPLS - GLCGN
<b>MCKESSON MEDICAL - SURGICAL</b>					\$566.99	
<b>MN STATE FIRE DEPT ASSOCIATION</b>						
060508	2025SP E 220-42280-208		Fire Department *	Training and Instruction	\$54.00	MTG / MEAL 3 X \$18
<b>MN STATE FIRE DEPT ASSOCIATION</b>					\$54.00	
<b>NEW LINE MECHANICAL</b>						
25097	E 250-46630-404		Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$3,990.70	RPR GAS LN LK
<b>NEW LINE MECHANICAL</b>					\$3,990.70	
<b>OTIS ELEVATOR COMPANY</b>						
CLR161	E 250-46630-404		Cmmnty Dvlpmnt	Repairs/Maint Equipment	\$793.10	CCA OLD GYM LIFT
<b>OTIS ELEVATOR COMPANY</b>					\$793.10	
<b>RICK IRISH</b>						
2025 S	E 614-49840-331		Cable TV (GENER	Travel Expenses	\$502.99	MLG PRKNG LDGNG MLS
<b>RICK IRISH</b>					\$502.99	
<b>ROCHESTER WHOLESALE TIRES</b>						
020721	E 100-45200-212		Parks (GENERAL)	Vehicle Operating Suppli	\$303.04	TRNSFRC AT2
<b>ROCHESTER WHOLESALE TIRES</b>					\$303.04	
<b>SCHUMACHER ELEVATOR CO</b>						
906439	E 211-45500-401		Libraries (GENERA	Repairs/Maint Buildings	\$176.67	LIB ELEV MAINT
<b>SCHUMACHER ELEVATOR CO</b>					\$176.67	
<b>SELCO</b>						
053368	E 211-45500-414		Libraries (GENERA	Automated Operations	\$467.83	ILS PCKG-PUBLICS
<b>SELCO</b>					\$467.83	
<b>SHORT ELLIOTT HENDRICKSON, INC.</b>						



City of Chatfield

Batch Listing - Unposted Summary

Current Period: April 2025

2025 04FA02

04/22/25 1:41 PM

Page 3

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	486140	E 601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$2,640.00	Project#184488 CHATF GRANTS FOR
<b>SHORT ELLIOTT HENDRICKSON, INC.</b>					\$2,640.00	
<b>STREAMLINE</b>						
	OBE128	E 211-45500-438	Libraries (GENERA	Internet Expenses	\$100.00	STRMLN FLX - APR 1-MAY 1, 2025
<b>STREAMLINE</b>					\$100.00	
<b>TASC</b>						
	112919	MAY 20 E 100-41500-310	Administration	Other Professional Servic	\$20.50	COBRA MO ADM FEE - MAY 2025
<b>TASC</b>					\$20.50	
<b>UNIVERSAL TRUCK EQUIPMENT, INC</b>						
	65349	E 801-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$6,962.00	PRTofINSCLM-2011INTDMPTRK-WING
<b>UNIVERSAL TRUCK EQUIPMENT, INC</b>					\$6,962.00	
<b>UNIVERSITY OF MINNESOTA</b>						
	217000	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$31.20	BOOK PAGE
<b>UNIVERSITY OF MINNESOTA</b>					\$31.20	
<b>VITAL SOURCE</b>						
	VST-27	E 230-42270-209	Ambulance	Training Institution	\$569.94	EMRGNCY CRE PRSN ED 6
<b>VITAL SOURCE</b>					\$569.94	
<b>WIT BOYZ INC.</b>						
	10563	E 220-42280-240	Fire Department *	Small Tools and Minor E	\$180.00	DRP TRCH
<b>WIT BOYZ INC.</b>					\$180.00	
2025 04FA02					\$58,005.11	
					\$58,005.11	



**City of Chatfield**  
**Batch Listing - Unposted Summary**  
 Current Period: April 2025  
 2025 04FA02U

04/22/25 1:43 PM  
 Page 1

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>ABILITY BUILDING CENTER</b>						
25011		E 100-41940-302	Municipal Building	Contracted Help	\$1,272.56	CLEANING-MAR
<b>ABILITY BUILDING CENTER</b>					\$1,272.56	
<b>ALLEGRA</b>						
29842		E 603-49500-210	Refuse/Garbage (	Operating Expenses	\$41.96	19.77% UTILITY PERMIT 3 ENV ALLO
29842		E 601-49400-210	Water Utilities (GE	Operating Expenses	\$47.14	22.22% UTILITY PERMIT 3 ENVE ALL
29842		E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$123.04	58.00% UTILITY PERMIT 3 ENV ALLO
<b>ALLEGRA</b>					\$212.14	
<b>CENTURYLINK-TELE</b>						
04/01/2		E 100-42110-321	Police Administrati	Telephone	\$130.24	1/5 333683295 T1 F94-179-4395
04/01/2		E 601-49400-321	Water Utilities (GE	Telephone	\$130.24	1/5 333683295 T1 F94-179-4395
04/01/2		E 100-41500-321	Administration	Telephone	\$130.24	1/5 333683295 T1 F94-179-4395
04/01/2		E 100-43100-321	Street Maintenanc	Telephone	\$130.26	1/5 333683295 T1 F94-179-4395
04/01/2		E 211-45500-321	Libraries (GENERA	Telephone	\$85.03	333527984 3480 LIBRARY
04/01/2		E 211-45500-321	Libraries (GENERA	Telephone	\$100.85	333944610 2911 LIBRARY ELEVATOR
04/01/2		E 100-41500-321	Administration	Telephone	\$110.18	333692580 1500 DID
04/01/2		E 230-42270-321	Ambulance	Telephone	\$130.24	1/5 333683295 T1 F94-179-4395
<b>CENTURYLINK-TELE</b>					\$947.28	
<b>EARL F. ANDERSON</b>						
013906		E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$164.00	SIGNS (PRVSLY801 NOT OPS)
<b>EARL F. ANDERSON</b>					\$164.00	
<b>HAWKINS, INC.</b>						
703593		E 601-49400-210	Water Utilities (GE	Operating Expenses	\$40.00	WATER SUPPLY CHEMICALS
<b>HAWKINS, INC.</b>					\$40.00	
<b>LRS</b>						
MP2718		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$620.00	6 PRK UNTS 2025
<b>LRS</b>					\$620.00	
<b>MIENERGY COOPERATIVE</b>						
04/07/2		E 100-45200-380	Parks (GENERAL)	Utility Services (GENERA	\$37.23	333119001 8500759501 52 SIGN
04/07/2		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$655.56	333119002 85007612 HSD BS
04/07/2		E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$464.28	333119003 85007624 JOHNST WELL
04/07/2		E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$410.00	333119005 85010070 HSD STLGHTS
04/07/2		E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$41.53	333119004 85007649 STALB LS
<b>MIENERGY COOPERATIVE</b>					\$1,608.60	
<b>POLLARDWATER</b>						
028496		E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$547.92	HYD DIRECTOR DIFF
<b>POLLARDWATER</b>					\$547.92	
<b>PRESTON EQUIPMENT COMPANY</b>						
01-169		E 100-45200-212	Parks (GENERAL)	Vehicle Operating Suppli	\$264.51	OIL,FILTERS JD
<b>PRESTON EQUIPMENT COMPANY</b>					\$264.51	
<b>QUILL.COM</b>						
436605		E 100-41500-210	Administration	Operating Expenses	\$77.99	BLK TONER 206A
436605		E 100-41500-200	Administration	Office Supplies (GENERA	\$11.18	SCTH DSPNSR TPE
436605		E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$52.99	MULTI PRPS CLNR RFL
435327		E 100-41500-210	Administration	Operating Expenses	\$109.98	COPIER PAPER HP 20 92 10R
<b>QUILL.COM</b>					\$252.14	
<b>VESTIS</b>						



## City of Chatfield

### Batch Listing - Unposted Summary

Current Period: April 2025

2025 04FA02U

04/22/25 1:43 PM

Page 2

Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	256036	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$71.93	RUG SERVICE
	256033	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$384.60	RUG SERVICE
	256035	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$53.51	RUG SERVICE
	256034	E 100-41940-401	Municipal Building	Repairs/Maint Buildings	\$53.51	RUG SERVICE
<b>VESTIS</b>					\$563.55	
2025 04FA02U					\$6,492.70	
					\$6,492.70	

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## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** May 5, 2025

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**Agenda Item:** Sale of Equipment - 2010 Ambulance on Auction

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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?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**

[2010 Ambulance sale.pdf](#)



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**INTEROFFICE MEMORANDUM**

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**TO:** PERSONAL/BUDGET COMMITTEE  
**FROM:** ROCKY BURNETT  
**SUBJECT:** 2010 Ambulance sale  
**DATE:** 2/4/2025

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Background, The ambulance department has been trying to sell our 2010 Ford E350 ambulance with no luck. I am looking for some guidance on the next steps towards selling it. Should we put it on public surplus? If so is there a minimum number we would like to get? Is there another use for it within the city?

I plan to be at the Personal and Budget committee meeting for discussion.

Rocky



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** May 5, 2025

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**Agenda Item:** Resolution 2025-22 Grant Navigation Acceptance

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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:** \$5,000.00

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**

[2025.22 Grant Navigation Acceptance.pdf](#)

## City of Chatfield

### RESOLUTION NO. 2025-22

#### A RESOLUTION ACCEPTING GRANT NAVIGATOR FUNDING

**WHEREAS**, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Grant”) in which LMC provides grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

**WHEREAS**, the City of Chatfield (“City”) submitted an application for the Grant, a copy of which is attached hereto as Exhibit A (“Application”) for support in finding grant funding for (“Project”).

**WHEREAS**, the City has been notified that it has been awarded \$5,000 from the Grant (“Funding”) to find additional grant funding for the Project.

**WHEREAS**, the city council has determined that it is in the best interests of the City to accept the Funding and proceed with hiring a contractor to assist in finding additional grant opportunities for the Project as noted in the Application, subject to the terms and conditions of the Grant.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA AS FOLLOWS:

1. The City accepts the Funding in order to seek additional grant opportunities to complete the Project consistent with the findings in the Application.
2. The City shall use the Funding to enter into an agreement with SHE (“Contractor”) to find additional grant funding for the Project in a manner consistent with the terms and conditions of the Grant and the Application.
3. \_\_\_\_\_ is hereby appointed as the City’s Authorizing Agent related to the Grant and the Project.
4. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
5. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
6. The Authorizing Agent shall serve as the City’s official liaison with the entity issuing the Grant.
7. The Authorizing Agent is granted the authority to direct City staff and the Contractor in matters related to accepting the Grant and finding funding for the Project.
8. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Grant.

9. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Grant.

Passed by the City Council of Chatfield, Minnesota this 28 day of April, 2025.

\_\_\_\_\_  
John McBroom  
Mayor

Attested:

\_\_\_\_\_  
Beth Carlson  
City Clerk

**EXHIBIT A**  
(Grant Navigator Application)



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** May 5, 2025

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**Agenda Item:** Resolution 2025-23 - A resolution accepting a donation to the city

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**Subject | Summary:** Donation from the Chatfield Firefighters Activity Association in the amount of \$90,000 to be used for Truck/Equipment needs.

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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:** \$90,000

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**

[2025-23 to Accept a Donation of Gambling Funds.pdf](#)

**RESOLUTION 2025-23**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

**WHEREAS**, the City of Chatfield is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Chatfield Firefighters Activity Association</u>	<u>\$90,000</u>
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**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

To be used for Truck/Equipment needs

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Chatfield, Minnesota this 28<sup>th</sup> day of April, 2025.

/s/Beth M Carlson  
City Clerk  
City of Chatfield



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** May 5, 2025

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**Agenda Item:** Committee of the Whole

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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?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**