

***Public Works Committee  
Meeting Agenda  
November 8, 2021 5:30 p.m.  
City Council Chambers – Thurber Building***

1. November 8, 2021 / 5:30 p.m. City Council Chambers Thurber Community Building
2. Consider Offer to purchase Enterprise Drive property
3. 2022 Water Project.
  - A. Consider proposal to add 7<sup>th</sup> Street Waterway improvements to project
4. Discuss policy/practice regarding how to charge fees for digging in the street, whether that should apply to residents or contractors working in the right of way for commercial purposes.
5. Burr Oak area waterway
6. Dog Pound Roof
7. Consider gate valve replacements
8. Proposal for Traffic Engineering Services – Twiford Street Traffic Review

**Members Present:** Councilor Mike Urban

**Members Absent:** Councilor Paul Novotny

**Others Present:** Chris Giesen, Shane Fox, Craig Britton, Joel Young & Brian Burkholder.

**2022 Water Improvement Project:** Britton described the scope of the project as listed in the agenda packet, noting that most of the items come from the KLM proposal, plus generators and a SCADA system.

The cost of Design and Construction Observation for the OTR Tank and the South Reservoir is estimated at \$120,030.

The cost of Design and Construction Observation for the OTR Ground Reservoir is estimated at \$37,030.

The cost of Design and Construction Observation for the Well #2, VFD and Generators for Well #2 and Booster Pump Station is estimated at \$120,030.

The cost of Design and Construction Observation for the SCADA system for Wells #2 and #3 is estimated at \$120,030. All fees will be billed on an hourly basis.

Next step is to approve the scope of work and proposed engineering fees, after which the engineers will continue to work with public works staff to further develop the project. The goal will be to get the project out for bids in January.

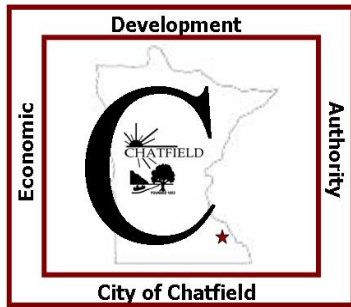
**Twiford Street Traffic Study:** Widseth has asked SSTS to complete the study, which is estimated at a cost of \$8,100 plus any cost associated with meeting attendance, if that is needed. The study will include Twiford Street from Division Street to Third Street, along with Main Street intersections. Member Urban suggested that this issue be tabled to next month for discussion by the full committee membership.

**Grapple for Front End Loader:** Burkholder reported that he had secured three different proposals for a grapple, each of which operate slightly differently. One quote was for a bucket with grapple at a cost of \$15,500. A second quote was for a demolition style grapple at a cost of \$19,500 and a third option is at a cost of \$8,300. After looking at the various models, Burkholder said that the \$8,300 option is the option that best meets the needs of the City, given the kind of work that is anticipated.

Member Urban suggested that Novotny might be leaning toward the \$19,000 unit and Urban was leaning toward an option that would be helpful after storms. Ultimately, Urban pointed out that the employees might be in a better position to gauge what is needed and said he would support the \$8,300 option.

**Water & Sewer Hook-up Fees – Apartment Buildings:** Review the current fee schedule and note that apartment buildings are a bit more cost effective because they do not require as much pipe per residence as a single family residence. Note the importance of getting monthly user fees so hook-up fees shouldn't be excessive.

**Parkland Dedication Fees – Apartment Buildings:** Consider on-site amenities such as trails and pedestrian paths that would allow residents and non-residents of the building to stay off of Twiford Street.



Chatfield Economic Development Authority  
Thurber Community Center - Chatfield Municipal Building  
21 Second Street SE  
Chatfield, MN 55923  
Voice 507.867.1523 Fax 507.867.9093  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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November 8, 2021

To: Chatfield City Council & Public Works Committee

From: Chris Giesen, EDA

RE: Enterprise Drive Purchase Offer

### **Background**

We have received a purchase offer from Paul and Lee Novotny for a portion of Lot 1 Block 4 of the Fingerson Donahoe subdivision along Enterprise Drive. This is the long narrow lot behind Strongwell. Closing is proposed for January 31, 2022.

The price offered is \$0.99 per square foot, depending on the actual size of the lot from Hillside Drive to the end of the pavement (past the MN Energy Building) on Enterprise Drive. This area is estimated to be about 45,000 square feet based on GIS.

In a negotiation with a previous prospect, the public works committee found it agreeable to sell this same area because it would save additional infrastructure costs as well as potential future questions regarding the undeveloped portion of the lot. The committee was also agreeable to providing water and sanitary sewer service connections at no cost to the buyer, provided the buyer pay the survey and lot split costs. When at that time the offer didn't move forward, the committee was agreeable to utilizing the same offer and conditions for other prospective buyers.

The offer received matches the terms the public works committee previously found agreeable.

All other terms of the sale have been met.

### **Action Requested**

1. The public works committee should discuss the offer again and make a recommendation to install water and sewer services to the lot, on advice of the public works department and city engineer.
2. Assuming the committee makes a positive recommendation, the city council should review and consider approval of the offer.



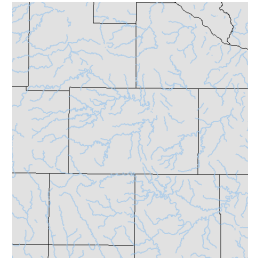


Beacon™

Fillmore County, MN



#### Overview



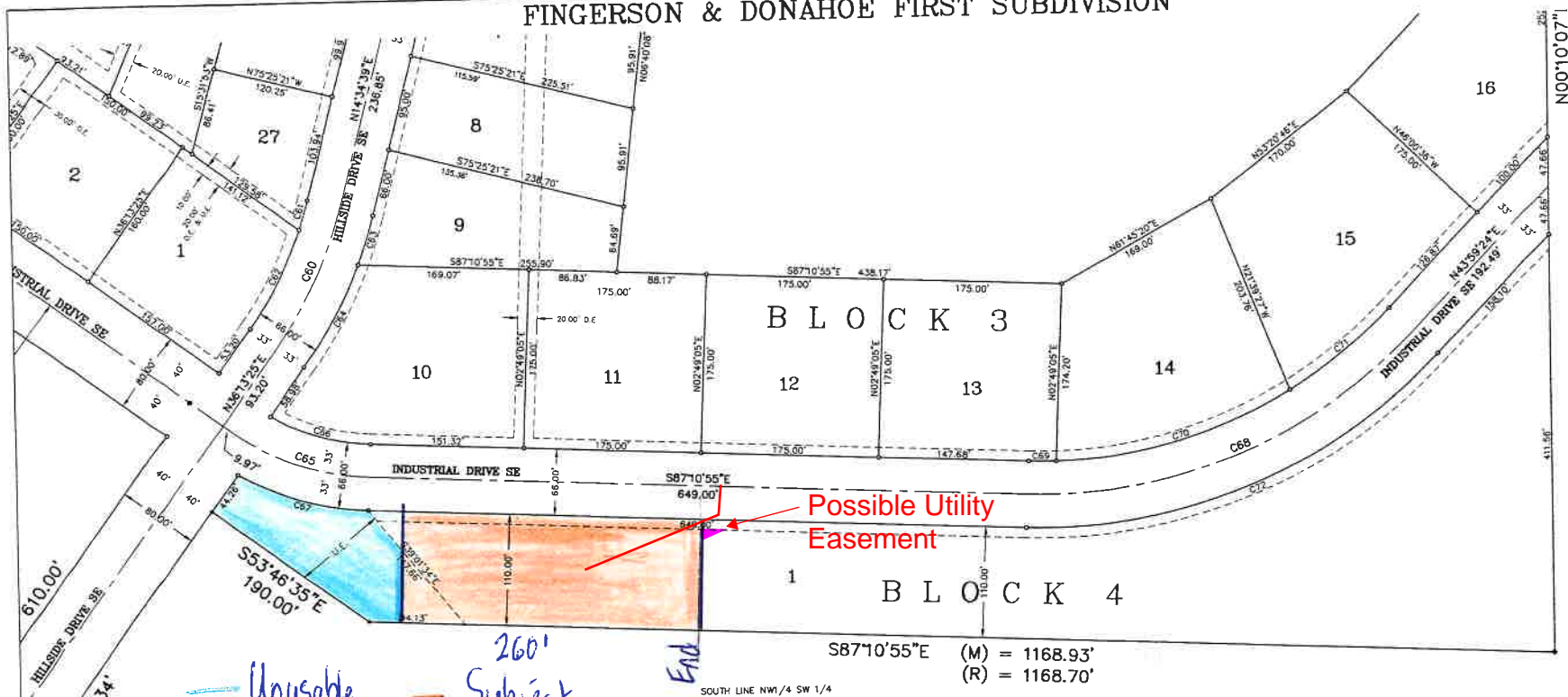
#### Legend

- Road Centerlines
- ▭ Parcels
- ▭ Municipalities
- ▭ Townships
- FEMA Flood Zone**
  - 0.2 PCT ANNUAL CHANCE FLOOD HAZARD
  - A
  - AE
  - AE, FLOODWAY
  - X PROTECTED BY LEVEE

Date created: 5/17/2021  
Last Data Uploaded: 5/14/2021 11:08:22 PM

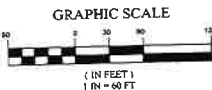
Developed by  **Schneider**  
GEOSPATIAL

**"OFFICIAL PLAT"**  
**FINGERSON & DONAHOE FIRST SUBDIVISION**

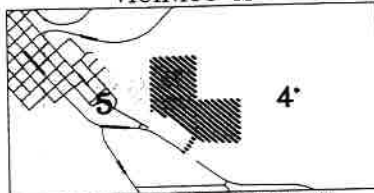


SOUTH LINE NW 1/4 SW 1/4

S87°10'55"E (M) = 1168.93'  
 (R) = 1168.70'



**VICINITY MAP**



**BEARINGS**  
 ALL BEARINGS ARE BASED ON THE WEST LINE OF THE  
 SOUTHWEST QUARTER OF SECTION 4, TOWNSHIP 104  
 NORTH, RANGE 11 WEST WHICH IS ASSUMED TO BEAR  
 N00°15'06\"/>

**DRAINAGE EASEMENT DEFINED**  
 AN UNOBSTRUCTED EASEMENT FOR THE OPERATION AND  
 MAINTENANCE OF ALL WATERWAYS, BOTH SURFACE AND  
 UNDERGROUND RUNNING OVER, UNDER, AND ACROSS SAID  
 EASEMENT.

**UTILITY EASEMENT DEFINED**  
 AN UNOBSTRUCTED EASEMENT FOR THE CONSTRUCTION  
 AND MAINTENANCE OF ALL NECESSARY UNDERGROUND OR  
 SURFACE PUBLIC UTILITIES INCLUDING THE RIGHTS TO  
 CONDUCT DRAINAGE AND TRIMMING ON SAID EASEMENT.



**LEGEND**

- U.E. UTILITY EASEMENT
- D.E. DRAINAGE EASEMENT
- IRON PIPE WITH PLASTIC CAP
- STAMPED R.L.S.#21940 SET
- FOUND MONUMENT ARE IRON PIPES UNLESS OTHERWISE NOTED

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD
C60	151.12	400.00	21°38'46"	N23°24'02"E	152.22
C51	10.29	367.00	4°43'43"	N18°56'30"E	30.26
C62	198.36	367.00	6°55'03"	N27°43'53"E	197.97
C63	50.34	433.00	6°39'39"	N17°54'28"E	50.31
C64	113.25	433.00	14°59'07"	N28°43'51"E	112.82
C65	145.76	250.00	33°24'20"	S72°28'45"E	149.70
C66	102.45	217.00	27°18'49"	S73°31'31"E	102.47
C67	134.91	283.00	27°18'53"	S73°31'39"E	133.64
C68	426.10	500.00	48°49'41"	N68°24'15"E	419.33
C69	27.34	467.00	3°21'14"	S88°11'32"E	27.31
C70	244.22	467.00	29°57'47"	N74°28'57"E	241.44
C71	126.43	467.00	15°30'46"	N51°44'44"E	126.04
C72	454.23	533.00	48°48'41"	N68°24'15"E	440.61

**NOTE:**  
 All existing utility easements granted to the City of Chadfield were vacated on August 15th, 2003 per Document No. J33566.

**SHEET 6 OF 6**

**Geoffrey G Griffin**  
 14010 Hwy. 33 SE, Overland, MO 64073  
 P: 301-827-1888

**Engineering  
 Surveying  
 Planning**

*Donnor 5-5-21*

## **NONRESIDENTIAL PURCHASE AGREEMENT**

Received of Paul Novotny and Lee Novotny the sum of One Thousand and no/100 (\$1,000.00) Dollars in the form of cash as earnest money and in part payment for the purchase of 1625 Enterprise Drive SE, Chatfield, Minnesota and legally described as follows:

Approximately 45,000 square feet of Lot 4, Block 1, Fingerson & Donahoe First Addition, to the City of Chatfield, Fillmore County, Minnesota. Survey to govern.

PIN: Part of 26.0673.000.

together with the following personal property: None.

all of which property the undersigned has this day sold to Buyer for the sum of Forty-Five Thousand and no/100 DOLLARS (\$45,000.00), which Buyer agrees to pay in the following manner:

Earnest money herein paid to Seller and the remaining price in cash, on or before January 31, 2022 the date of Closing.

Said purchase price shall be adjusted to be an amount equal to \$0.99 per square foot as surveyed.

- 1) **DEED/MARKETABLE TITLE:** Subject to performance by Buyer, Seller agrees to execute and deliver a Warranty Deed conveying marketable title to the property subject only to the following exceptions:
  - a. building and zoning laws, ordinances, State and Federal regulations;
  - b. restrictions relating to use or improvement of the premises without effective forfeiture provision;
  - c. reservation of any minerals or mineral rights to the State of Minnesota;
  - d. utility and drainage easements which do not interfere with present improvements;
  - e. rights of tenants as follows:
- 2) **REAL ESTATE TAXES:** Real estate taxes due and payable in the year of closing shall be prorated between Seller and Buyer on a calendar year basis to the actual date of closing unless otherwise provided in this Purchase Agreement. Real estate taxes payable in the years prior to closing shall be paid by Seller. Real estate taxes payable in the years subsequent to closing shall be paid by Buyer.
- 3) **SPECIAL ASSESSMENTS:**
  - a. **SELLER SHALL PAY** on the date of closing all installments of special assessments certified for payment with the real estate taxes due and payable in the year of

closing.

- b. **SELLER SHALL PAY** all other special assessments levied as of the date of this Agreement.
  - c. **SELLER SHALL PAY** special assessments **after** the date of this Purchase Agreement and **before** the date of closing, Buyer may, at Buyer's option: (a) assume payment of the pending special assessment without adjustment to the purchase price; or (b) require Seller to pay the pending special assessment (or escrow for payment of same a sum equal to 1 1/2 times the projected pending assessment) and Buyer shall pay a commensurate increase in the purchase price of the property, which increase shall be the same as the estimated amount of the assessment; or (c) declare this Purchase Agreement terminated by written notice to Seller or licensee representing or assisting Seller. If Buyer terminates this Purchase Agreement, Buyer and Seller shall immediately sign a cancellation of purchase agreement directing all earnest money paid hereunder to be refunded to Buyer.
  - d. **SELLER SHALL PAY** on date of closing any deferred real estate taxes (e.g. Green Acres) or special assessments, payment of which is required as a result of the closing of this sale.
- 4) **PRORATIONS:** Nothing shall be prorated except as expressly provided herein.
- 5) **DAMAGES TO REAL PROPERTY:** If there is any loss or damage to the property between the date hereof and the date of closing, for any reason, the risk of loss shall be on Seller. If the property is destroyed or substantially damaged before the closing, this Purchase Agreement shall terminate, at Buyer's option, if Buyer *gives* written notice to Seller or licensee representing or assisting Seller of such termination within thirty (30) days of the damage. Upon said termination, Buyer and Seller shall immediately sign a cancellation of purchase agreement directing all earnest money paid hereunder to be refunded Buyer.
- 6) **EXAMINATION OF TITLE:** Within a reasonable time after acceptance of this agreement:
- a. Within a reasonable time after acceptance of this agreement Seller shall provide one of the following title evidence options, at Seller's selection, which shall include proper searches covering bankruptcies, state and federal judgments, and liens, and levied and pending special assessments to Buyer or Buyer's designated title service provider:
    - i. A commitment of an owner's policy of title insurance on a current ALTA form issued by an insurer licensed to write insurance in Minnesota as selected by Buyer. Seller shall be responsible for the title search and exam costs related to the commitment. Buyer shall be responsible for all additional costs



related to the issuance of the title insurance policy(ies), including but not limited to the premium(s), Buyer's name search, and plat drawing, if any. Seller shall deliver any abstract of title and a copy of any owner's title insurance policy for the Property, if in Seller's possession or control, to Buyer or Buyer's designated title service provider. Any abstract of title or owner's title insurance policy shall be immediately returned to Seller, or licensee representing or assisting Seller, upon cancellation of this Purchase Agreement.

- ii. An abstract of title certified to date if Abstract Property or a Registered Property Abstract ("RPA") certified to date if Registered (Torrens) Property. Seller shall pay for the abstracting or RPA costs and deliver any abstract for this Property in Seller's possession or control to Buyer or Buyer's designated title service provider. Any abstract shall be immediately returned to Seller, or licensee representing or assisting Seller, upon cancellation of this Purchase Agreement. If Property is abstract and Seller does not have an abstract of title, Option I will automatically apply unless otherwise agreed.

- b. Buyer shall have thirty (30) business days after receipt of the abstract of title or owner's title insurance policy for examination of the title and the making of any objections thereto, such objections to be made in writing or deemed to have been waived. If any objections are so made, the Seller shall have One Hundred Twenty (120) days to make the title marketable. Pending correction of the title, payment under this contract shall be postponed, but on correction of the title and within ten (10) days after written notice to the Buyer, the parties, including the Buyer, shall perform this agreement according to its terms.

- c. If the title is found marketable or is made marketable within the time above limited, and the Buyer shall default in any of the agreements contained in this instrument, then and in that case Seller may terminate this contract and upon such termination all payments made upon this contract shall be retained by the Seller as liquidated damages, time being of the essence. This provision shall not deprive either party of the right of specific performance of the contract, provided that any legal action for specific performance shall be commenced within six months after the right of action shall arise.

7) **POSSESSION:** Seller shall deliver possession of the property on the date of Closing.

8) **REPRESENTATIONS AND WARRANTIES:** Not Applicable.

9) **TIME IS OF THE ESSENCE FOR ALL PROVISIONS OF THIS CONTRACT.**

10) **SELLER CERTIFIES THAT SELLER DOES NOT KNOW OF A PRIVATE SEWER SYSTEM ON OR SERVING THE PROPERTY: (If answer is DOES, see Private Sewer System Disclosure.)**

11) **SELLER CERTIFIES THAT SELLER DOES NOT KNOW OF ANY WELLS ON OR SERVING THE PROPERTY. (If answer is DOES, see Well Disclosure Statement.**

12) **FOREIGN INVESTMENT IN REAL PROPERTY TAX ACT:** Section 1445 of the Internal Revenue Code provides that a transferee ("Buyer") of a United States property interest must be notified in writing and must withhold tax if the transferor ("Seller") is a foreign person and no exception from FIRPTA withholding apply. Buyer and sell agree to comply with FIRPTA requirements. Seller shall represent and warrant, under penalties of perjury, whether Seller is a "foreign person", as defined within FIRPTA, prior to closing. Any representations made by Seller with respect to this issue shall survive the closing and delivery of the deed.

13) **ADDENDA.** Attached is \_\_\_\_ Addenda (um) which is made a part of this Purchase Agreement.

14) **MISCELLANEOUS PROVISIONS.**

- a. **Survival.** All of the warranties, representations and covenants of this Agreement shall survive and be enforceable after the closing.
- b. **Entire Agreement; Modification.** This Purchase Agreement constitutes the complete agreement between the parties and supersedes any prior oral or written agreements between the parties regarding the property. There are no verbal agreements that change this Purchase Agreement and no waiver of any of its terms will be effective unless in writing executed by the parties.
- c. **Successors and Assigns.** If this Purchase Agreement is assigned, all provisions of this Purchase Agreement shall be binding on successors and assigns.
- d. **Buyer shall be responsible for the costs of completing a Certificate of Survey which is required as part of this transaction as a tax parcel split will occur.**
- e. **Seller shall install sanitary sewer and city water services to the parcel described herein. Said installation shall be at the sole cost of Seller. Closing shall not occur until these utilities are installed unless otherwise agreed in writing.**

15) **ACCEPTANCE DEADLINE.** This offer to purchase, unless accepted sooner, shall be null and void at 11:59 p.m., December 17, 2021, and in such event all earnest money shall be refunded to Buyer.

**ACCEPTED BY THE PARTIES:**

**Buyer:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Paul Novotny

Date: \_\_\_\_\_

\_\_\_\_\_  
Lee Novotny

**Seller:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Russ Smith, Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Joel Young, City Clerk

**THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT ADVICE.**

Hill Street Drainage Improvements  
West Chatfield

Engineer's Estimate

11/3/2021

West Chatfield Stormwater Improvements - Proposed Storm Sewer Along Hill Street and Hawkeye Street SW					
BID NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
2	Clearing and Grubbing	1	LS	\$ 2,500.00	\$ 2,500.00
3	Remove Bituminous Pavement	1212	Sq Yd	\$ 5.25	\$ 6,363.00
4	Remove Storm Sewer	110	Lin Ft	\$ 10.00	\$ 1,100.00
5	Common Borrow	140	Cu Yd	\$ 19.50	\$ 2,730.00
6	Bituminous Pavement (3.5")	230	Ton	\$ 110.00	\$ 25,300.00
7	Connect to Existing Storm Sewer	1	Each	\$ 750.00	\$ 750.00
8	Construct Drainage Structure Design 48-4020	8	Each	\$ 3,350.00	\$ 26,800.00
9	18" RC Apron with Safety Grate	3	Each	\$ 1,650.00	\$ 4,950.00
10	24" RC Apron with Safety Grate	1	Each	\$ 2,600.00	\$ 2,600.00
11	18" RC Pipe Sewer Des 3006 CL III	935	Lin Ft	\$ 68.00	\$ 63,580.00
12	24" RC Pipe Sewer Des 3006 CL III	30	Lin Ft	\$ 95.00	\$ 2,850.00
13	Random Rip Rap Class III	12	Cu Yd	\$ 65.00	\$ 780.00
14	Silt Fence, Type Heavy Duty	550	Lin Ft	\$ 2.75	\$ 1,512.50
15	Seed / Mulch	1.00	Acre	\$ 2,500.00	\$ 2,500.00
16	Erosion Control Blanket	1180	Sq Yd	\$ 2.25	\$ 2,655.00
17	Erosion Control Supervisor	1	LS	\$ 2,000.00	\$ 2,000.00
Total Estimated Construction Cost				\$	153,970.50
Engineering, Administration and Contingencies (25%)				\$	38,492.63
<b>Estimated Project Total</b>				<b>\$</b>	<b>192,463.13</b>



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INTEROFFICE MEMORANDUM

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**TO:** Public Works Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** 7<sup>th</sup> St Waterway Improvement/2022 Water Project  
**DATE:** 10/19/2021

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**Action Requested:** To consider adding the 7<sup>th</sup> St waterway improvement to the 2022 water project.

**Background:** I took some time to review the 2015 Stormwater Capital Improvement Plan and looked at projects that have been completed and those that have not been completed.

In 2015, there were 7 problem areas that were identified. 3 have been completed, 1 partially completed (County 10 retention ponds), Hill St. is proposed during the 2022 water project, and Prospect St/Grand St. is proposed during the 2023 street project and Hillside ponds seem to be ok.

The only area that would be left on the list is the 7<sup>th</sup> St waterway between 6<sup>th</sup> St and 7<sup>th</sup> St and then 7<sup>th</sup> St south.

I would like to consider getting a cost estimate to complete the waterway between 6<sup>th</sup> & 7<sup>th</sup> St and then to consider adding it to the 2022 water project. If we completed this, we would have completed 6 out of 7 problem areas on the Stormwater Capital Plan.

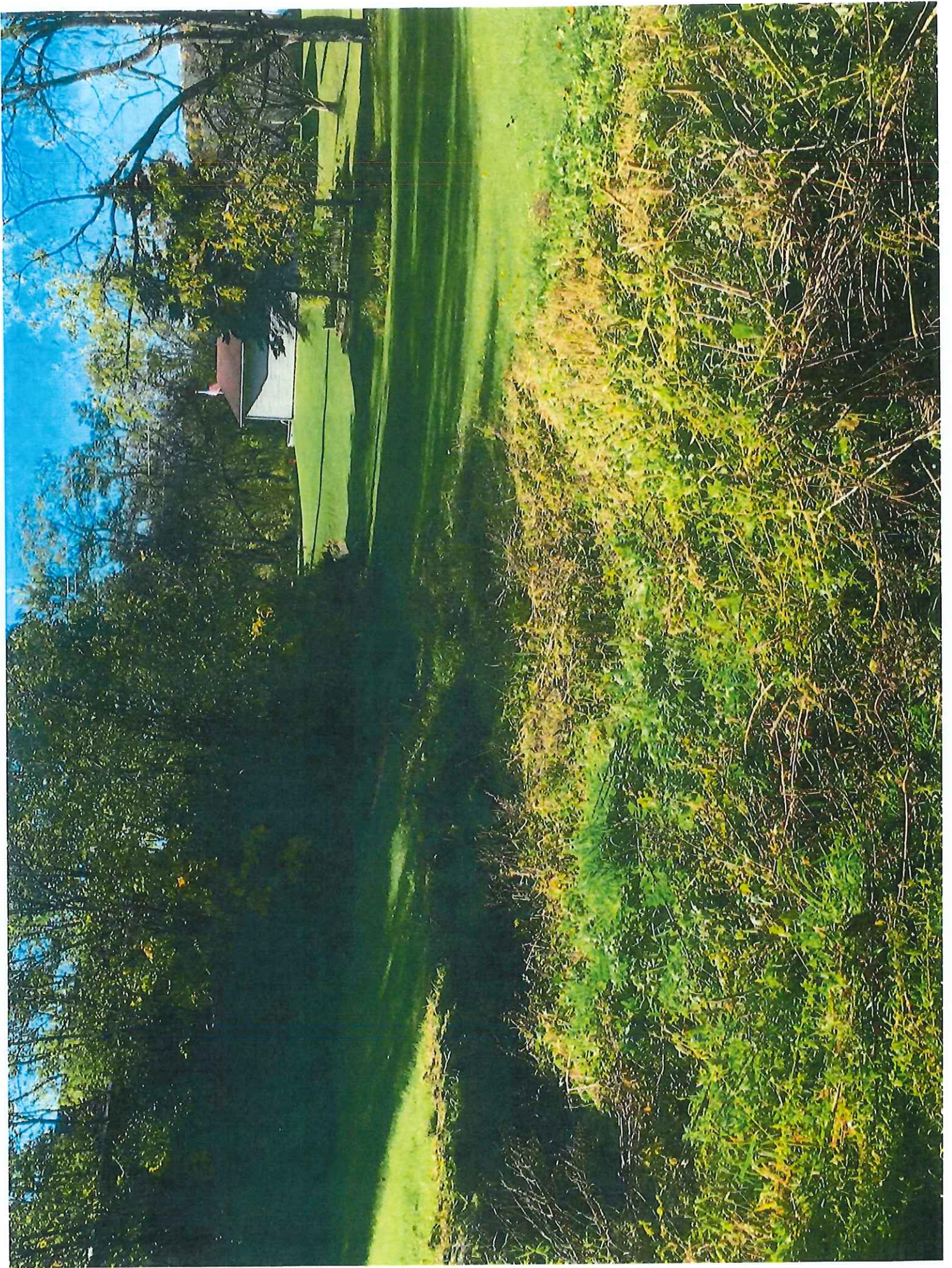
The cost estimate for this project in 2015 was \$61,200.

Thank you for your time,  
Brian Burkholder

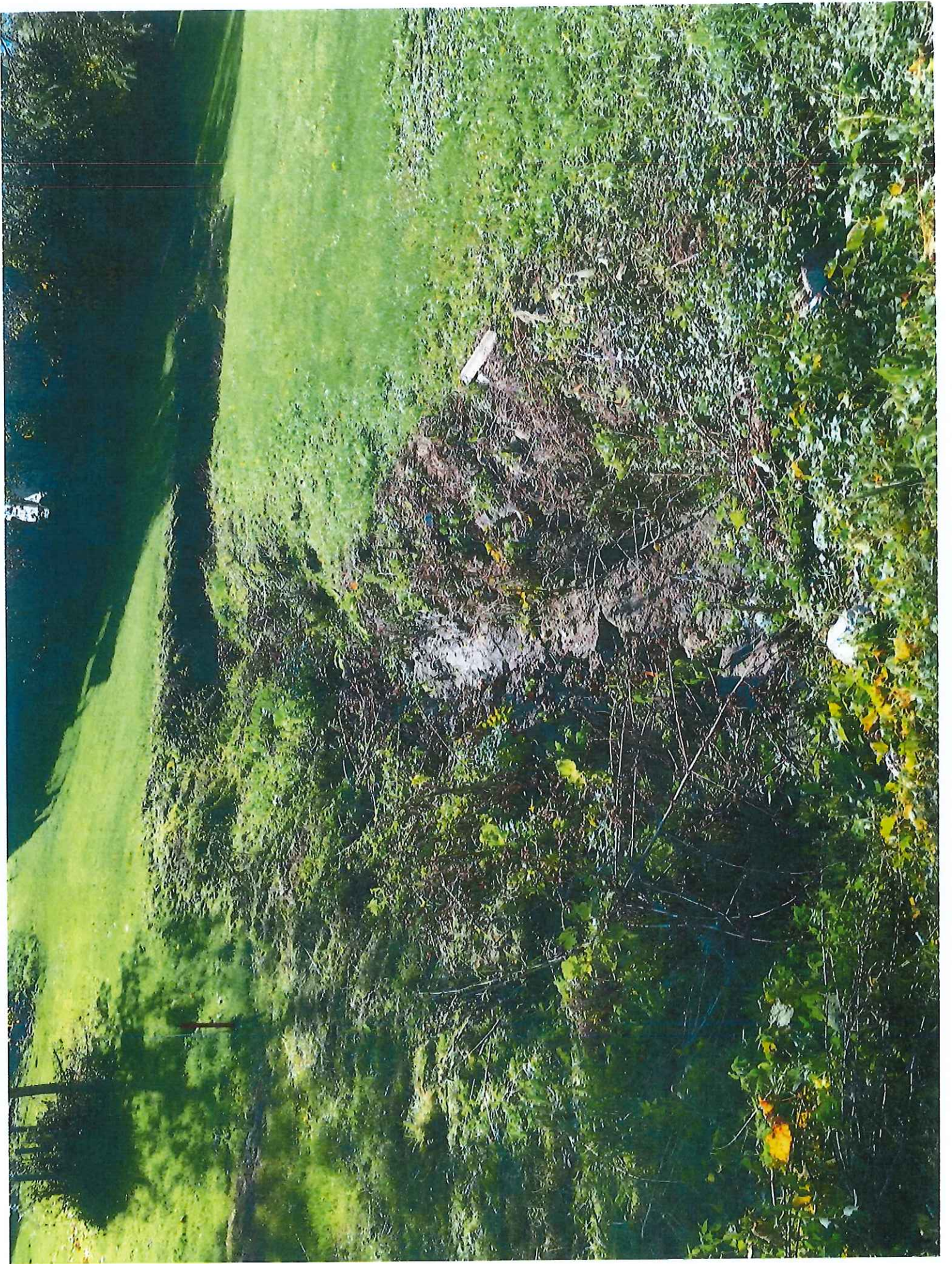














**Proposed Stormwater Improvements**

**South of Bench Street - Between 6th Street SW and 7th Street SW**

Engineer's Estimate

11/3/2021

**Segment A - Proposed work includes installing 30" RCP Storm Sewer in the Existing Drainage Swale**

BID NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization	1	LS	\$ 2,500.00	\$ 2,500.00
2	Clearing and Grubbing	1	LS	\$ 1,500.00	\$ 1,500.00
3	Common Borrow	380	Cu Yd	\$ 19.50	\$ 7,410.00
4	Connect to Existing Storm Sewer	2	Each	\$ 750.00	\$ 1,500.00
5	Construct Drainage Structure Design 60-4020	3	Each	\$ 4,200.00	\$ 12,600.00
6	30" RC Pipe Sewer Des 3006 CL III	310	Lin Ft	\$ 105.00	\$ 32,550.00
7	Silt Fence, Type Heavy Duty	435	Lin Ft	\$ 2.75	\$ 1,196.25
8	Seed / Mulch	0.50	Acre	\$ 2,500.00	\$ 1,250.00
9	Erosion Control Blanket	850	Sq Yd	\$ 2.25	\$ 1,912.50
10	Erosion Control Supervisor	1	LS	\$ 1,500.00	\$ 1,500.00

Total Estimated Construction Cost \$ 63,918.75

Engineering, Administration and Contingencies (25%) \$ 15,979.69

**Estimated Project Total Between 6th St SW and 7th St SW \$ 79,898.44**

**South of 7th Street SW**

**Segment B - Proposed work includes installing 30" RCP Storm Sewer in the Ex Drainage Swale (24" HDPE Remains)**

BID NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization	1	LS	\$ 2,500.00	\$ 2,500.00
2	Clearing and Grubbing	1	LS	\$ 3,000.00	\$ 3,000.00
3	Common Borrow	180	Cu Yd	\$ 19.50	\$ 3,510.00
4	Connect to Existing Storm Sewer	2	Each	\$ 750.00	\$ 1,500.00
5	Construct Drainage Structure Design 60-4020	2	Each	\$ 4,200.00	\$ 8,400.00
6	30" RC Pipe Sewer Des 3006 CL III	55	Lin Ft	\$ 105.00	\$ 5,775.00
7	Silt Fence, Type Heavy Duty	120	Lin Ft	\$ 2.75	\$ 330.00
8	Seed / Mulch	0.25	Acre	\$ 2,500.00	\$ 625.00
9	Erosion Control Blanket	650	Sq Yd	\$ 2.25	\$ 1,462.50
10	Erosion Control Supervisor	1	LS	\$ 1,500.00	\$ 1,500.00

Total Estimated Construction Cost \$ 28,602.50

Engineering, Administration and Contingencies (25%) \$ 7,150.63

**Estimated Project Total from 7th St SW to Existing 24" HDPE Storm Sewer \$ 35,753.13**

**Segment C - Proposed work includes replacing existing 24" HDPE with 30" RCP Storm Sewer**

BID NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL COST
1	Mobilization	1	LS	\$ 1,500.00	\$ 1,500.00
2	Clearing and Grubbing	1	LS	\$ 500.00	\$ 500.00
3	Common Borrow	60	Cu Yd	\$ 19.50	\$ 1,170.00
4	Connect to Existing Storm Sewer	1	Each	\$ 750.00	\$ 750.00
5	F&I 30" RC Apron with Safety Grate	1	Each	\$ 2,850.00	\$ 2,850.00
6	30" RC Pipe Sewer Des 3006 CL III	200	Lin Ft	\$ 105.00	\$ 21,000.00
7	F&I Rip Rap Class III	18	Cu Yd	\$ 65.00	\$ 1,170.00
8	Silt Fence, Type Heavy Duty	240	Lin Ft	\$ 2.75	\$ 660.00
9	Seed / Mulch	0.25	Acre	\$ 2,500.00	\$ 625.00
10	Erosion Control Blanket	555	Sq Yd	\$ 2.25	\$ 1,248.75
11	Erosion Control Supervisor	1	LS	\$ 1,500.00	\$ 1,500.00

Total Estimated Construction Cost \$ 32,973.75

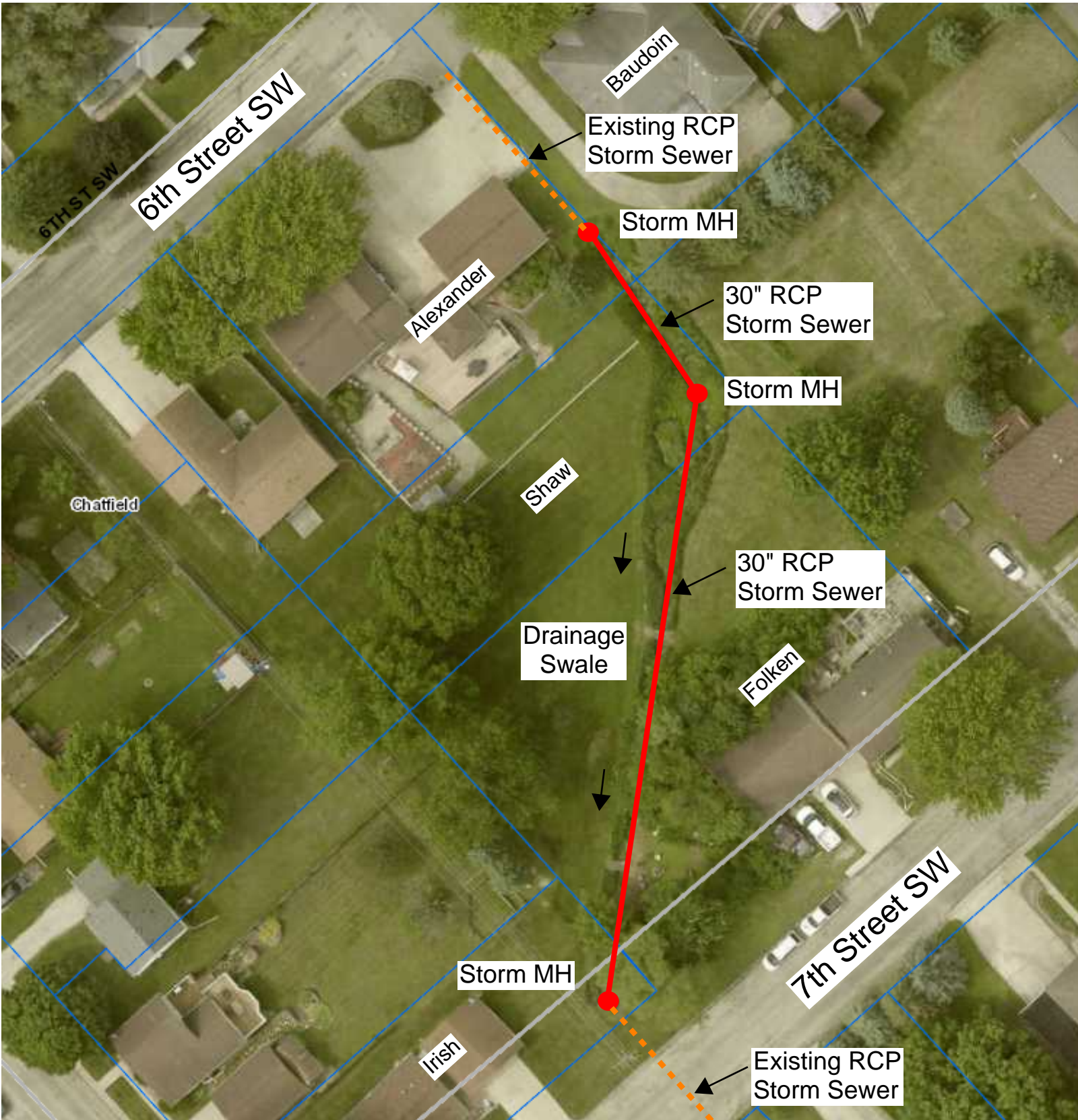
Engineering, Administration and Contingencies (25%) \$ 8,243.44

**Estimated Project Total to Replace Existing 24" HDPE with 30" RCP Storm Sewer \$ 41,217.19**

**Estimated Project Total South of 7th Street SW \$ 76,970.31**

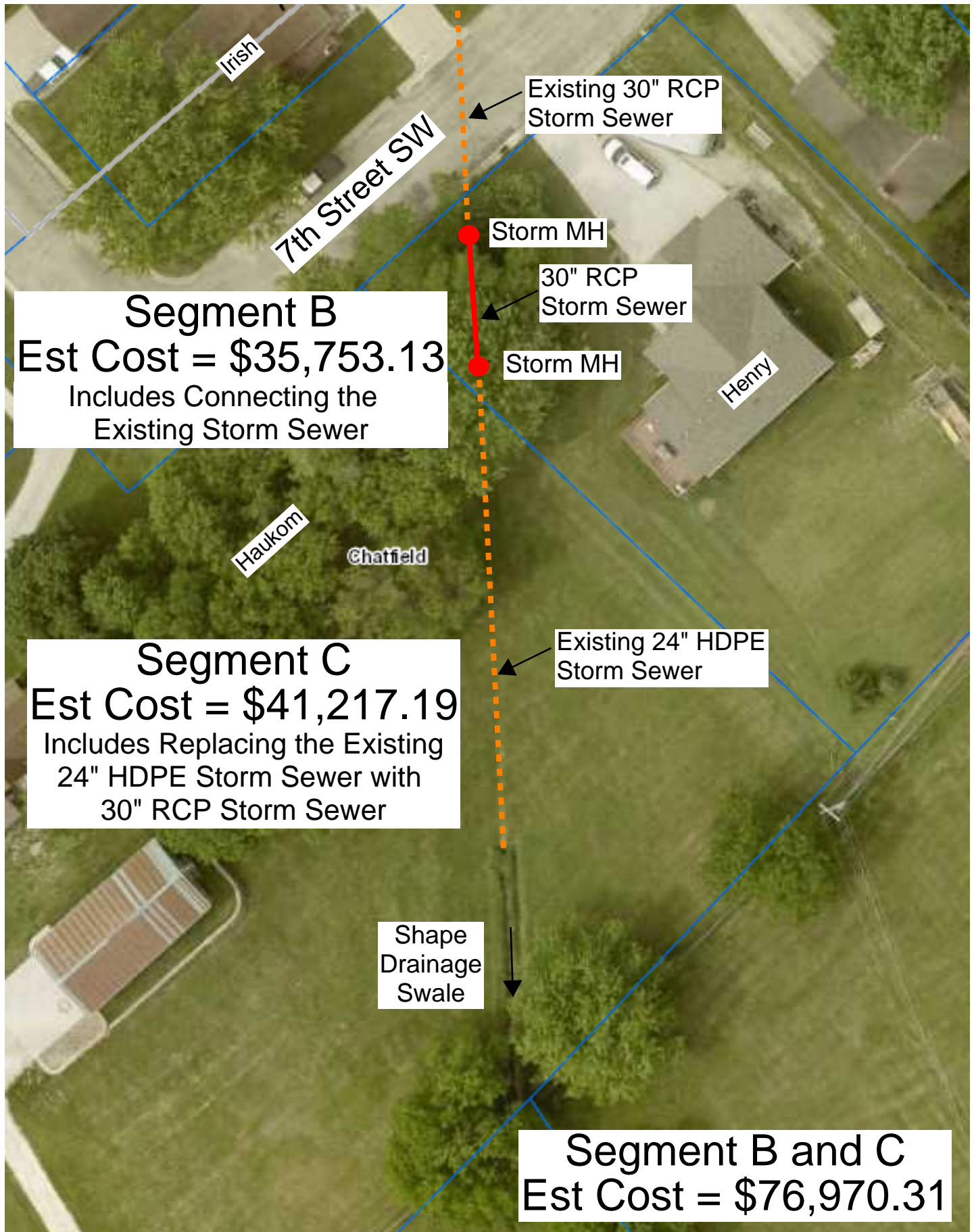
# Proposed Stormwater Improvements South of Bench Street Between 6th Street SW and 7th Street SW

Segment A - Estimated Cost = \$79,898.44





# Proposed Stormwater Improvements South of 7th Street SW



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**MEMORANDUM**

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** JOEL YOUNG, CITY CLERK  
**SUBJECT:** STREET EXCAVATION COST ASSESSMENT  
**DATE:** 11/1/21  
**CC:**

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**Request:** Determine if homeowners should be responsible for street repairs resulting from repairing/replacing a sewer or water service line.

**Background:** As part of developing the annual Fee Ordinance, it was noted that the cost of repairing a street can be as much as \$4,000 each occurrence. Some years ago, the City started charging the party who was responsible for cutting into the street an amount that was equal to the street repair cost. At the time that practice started, the cost of those repairs was rather minimal, in the range of \$250 or so. Since that time, of course, the cost has increased dramatically. Now that the cost is as significant as it is, the Committee might want to think about treating homeowners differently from a private utility company that excavates the street. The Committee might want to think about exempting residential property owners from this fee since those property owners are already burdened with the cost associated with the water or sewer line repair. Sharing the cost of repairing the street in a situation like this might be one of the benefits of being part of a community system. One other thought would be to have the water and/or sewer fund pay the general fund for this cost, so the general fund is not saddled with these costs.



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INTEROFFICE MEMORANDUM

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**TO:** Public Works Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** Trade/Replace John Deere Loader  
**DATE:** 8/31/2021

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**Action Requested:** To discuss work that was completed on the waterway on Burr Oak Ave next to 903 Burr Oak completed the property owner to make it mow able. Also, to consider further action with the property owner to redo the waterway as advised by Craig and myself.

**Background:** A few weeks back, I returned from a couple days off and noticed the rip rap had been removed from waterway closest to the property of 903 Burr Oak Ave.

When I responded to the locate request, I contacted Craig and we met at the site to review. Craig advised that they either re-install the rip rap or to install Turf Reinforcement matting on that side to hold the bank from eroding in the future but also to allow grass growth. Craig also stated to seed and install erosion control blanket on the rest of the bank that was disturbed.

After meeting with Craig, I called the number on the locate request and spoke with the property owner's dad. I explained the situations and met them Saturday, Oct 29<sup>th</sup>. I explained Craig's recommendations which they understood, and it sounded like they were going to do one of the options. As new owners, they did not realize the volumes of water that came down the waterway on a large rain event. I also gave them an erosion control tube with stakes requesting them to install near the water to eliminate sediment downstream.

It appears after the completions that no recommendations were completed exempt for the erosion tube that I provided.

I am recommending that if it is not completed as advised that we pursue further action. If it starts eroding the bank, I don't feel we need to put it back the way it was. The waterway has been working well for the past 50 years.

Thank you for your time,  
Brian Burkholder















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INTEROFFICE MEMORANDUM

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**TO:** Public Works Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** Requote/Dog Pound Roof Project  
**DATE:** 11/1/2021

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**Action Requested:** To consider the requote price for roof work to be completed on the Dog Pound building.

**Background:** Steven brought this forward to the committee back in July for approval to reroof the dog pound building for \$2003.00. This number came from the 2021 inspection report. The committee agreed to move ahead on the replacement. I informed my Schwikert's salesmen of the approval to move forward. He stated that they would need to come down and inspect the roof again as the inspection is only a bidding price and with the increased costs of material. This was back on July 14<sup>th</sup>. I called him back in September-early October to find out on requotes. After reviewing the quote on the phone, he stated it would be roughly \$12,000. I stated that we would not be doing it at that price. He then did some figuring using some used 2-year-old material off a building at Dakota County.

I have attached the requotes using some used material. The first quote is for a total re-roof. The second quote is for a membrane replacement and the 3<sup>rd</sup> quote is for wall repairs and reusing the current membrane.

I believe that these prices are high with the increased cost, so I have asked Allen Roofing to give us a quote as well. Allen Roofing completed the new roof on the City Shop/Firehall building and the stairway roofs at City Hall back in 2018. I am hoping to have a quote soon. If a quote would be approved, the work would not take place until 2022.

Thanks for your time,  
Brian Burkholder

## SECTION H OVERVIEW

Section H is a Ethylene Propylene Diene Monomer (EPDM) roof system that is believed to be approximately forty-one year old, and is in poor condition. As of the 04/12/2021 Facility Roof Audit, there are no repairs requiring immediate attention on this roof section. We recommend roof replacement as soon as funds allow.

### SYSTEM INFORMATION

<b>System Type</b>	EPDM
<b>Sq Ft</b>	89
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/1980 (approx)
<b>Manufacturer</b>	Goodyear
<b>Installed By</b>	Unknown Contractor

### NOTES



WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown Contractor		
Manufacturer	Goodyear		

### PENDING REPAIRS\*

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

### PROPOSED CAPITAL PROJECT

<b>Project Year:</b>	2021
<b>Project Cost:</b>	\$2,003
<b>Project Type:</b>	Tear Off / Replace
<b>Proposed System:</b>	EPDM

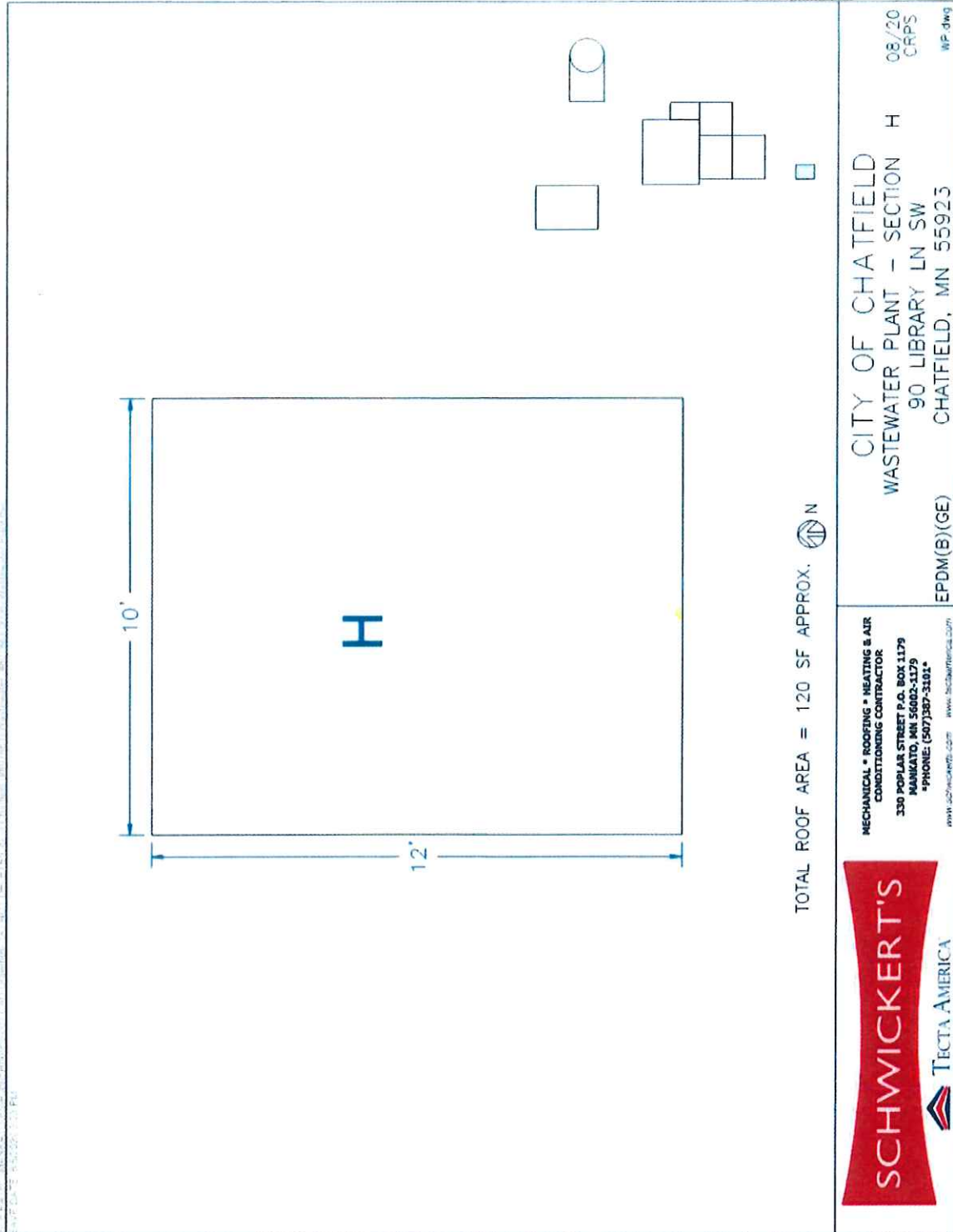
### ROOF ASSESSMENT PROFILE\*

04/12/2021

Assessment Categories	Roof Assessment Points							Roof Assessor Points	Estimated Remaining Service Life
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	0-1 Year
Membrane Base Flashings	5	4	3	2	1	0	0		
Insulation & Decking	5	4	3	2	1	0	-5	16-20	2-3 Years
Drainage Condition	5	4	3	2	1	0	0		
Roof Top Traffic	5	4	3	2	1	0	0	21-30	4-6 Years
Leak Status	5	4	3	2	1	0	0		
Roof Age	5	4	3	2	1	0	0	31-40	7-9 Years
Interior Sensitivity	5	4	3	2	1	0	0		
Current Repair Status	5	4	3	2	1	0	-5	41-50	10+ Years
Overall Assessment	5	4	3	2	1	0	-5		
<b>Total Points</b>	<b>0</b>								

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**SECTION H OVERALL DRAWING**




## **PROGRAM OVERVIEW**

The initial phase of the TectaPlan program consists of an assessment of the roof(s) on your facility, including: meeting with site personnel, gathering available roof maintenance and warranty documentation, performing a walk-through of the facility to identify possible leak areas, determining field measurements and (where possible) system component information, visually inspecting the roof to determine overall condition and documenting defects.

The second phase consolidates information gathered during the initial site visit. In this phase, we utilize TectaTracker, our online roof asset management tool, to collate photographs, computer drawings, physical attributes and historical data to provide a complete assessment of your roof(s).

The final phase comprises a professional analysis of installed roofing on your facility with an emphasis on actions needed to return each roof to a maintainable condition, maximize performance and extend service life. To this end, a 5 year financial forecast of maintenance budgets and capital expenditures is provided.

The success of the TectaPlan inspection and maintenance program depends upon regular follow-up inspections, preventive maintenance and timely completion of recommended repairs, which allow the short term recommendations to be continually fine-tuned, and your roofing portfolio to remain in top condition. This approach maximizes roof service life and reduces overall cost over the life of the asset.





Date: 10-28-21

Proposal #:DS102821A

To: City of Chatfield

Re: WWTP Sec H

Project Architect/Engineer:

We are pleased to provide the following proposal for the above referenced project. Please note this proposal assumes the following scope of work and the qualifications/exclusions as noted.

#### SCOPE OF WORK

All work will be performed in accordance with bid documents prepared by dated

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>SCOPE</u>
Sec H	Re-Roof	<ul style="list-style-type: none"> <li>• Mobilize crew to site and set up site safety as needed to perform scope of work.</li> <li>• Remove and dispose of all perimeter cap metal, scupper, downspout and remaining ballast from roof and dispose of.</li> <li>• Tear off roof down to bare concrete deck and let deck dry. Install wood blocking if needed in front of scupper to height of scupper opening.</li> <li>• Install base layer of 2.6" ISO set in low rise foam adhesive and install ¼" per foot tapered insulation with fill and crickets all set in low rise foam adhesive to achieve positive drainage and an overall average value of R30.</li> <li>• Install new perimeter securement strip around entire perimeter and install new .60 mil EPDM adhered to insulation and wall per manufacturer specifications.</li> <li>• Provide and install new perimeter color clad coping cap metal anchored with neoprene gasket fasteners, install new scupper and tie into roof system.</li> <li>• Provide and install new color clad custom fabricated downspout and hanger brackets per manufacturer specifications.</li> <li>• Clean up and dispose of all debris off site.</li> </ul>

<u>Section</u>	<u>Description</u>	<u>Scope</u>
Sec H	Membrane Swap	<ul style="list-style-type: none"> <li>• Mobilize crew to site and set up site safety as needed to perform scope of work.</li> <li>• Remove and dispose of all perimeter cap metal, scupper, downspout and dispose of.</li> <li>• Remove remaining ballast and save for re-use.</li> <li>• Tear off Old EPDM down to insulation and remove up to 50 SQFT of wet deteriorated insulation.</li> <li>• Replace wet deteriorated insulation to match existing roof insulation heights.</li> <li>• Install new perimeter securement and new loose laid .60 Mil EPDM per manufacturers Ballast roof Requirements.</li> </ul>

507.281.0611  
Schwicker's Tecta America, LLC  
204 Schuman Drive NW, Stewartville,  
MN 55976

507.387.3106  
Schwicker's Tecta America, LLC  
330 Poplar Street, Mankato,  
MN 56001

612.284.4233  
Schwicker's Tecta America, LLC  
5420 Highway 169 North, New Hope,  
MN 55411

- Install new scupper and tie into new Roof system, install new coping cap, install new joint covers, and downspout.
- Re-use old ballast and spread out onto new roof, and provide new ballast on the remaining roof system spreading out uniformly across the roof system.
- Clean up and dispose of all debris off site.

<u>Section</u>	<u>Description</u>	<u>Scope</u>
Sec H	Wall Repairs	
		<ul style="list-style-type: none"> <li>• Mobilize crew to site load roof materials and set up site safety as needed</li> <li>• Remove all perimeter cap metal and save for reuse.</li> <li>• Dispose of metal joint covers.</li> <li>• Cut out and relax entire perimeter and remove failed perimeter securement strip.</li> <li>• Provide and install new perimeter securement strip and install new 3'wide .60 mil EPDM wall flashing membrane and tie into existing roof system.</li> <li>• Re-flash existing scupper and reseal exterior wall opening with new Sealant.</li> <li>• Re-install perimeter cap metal anchored with gasket fasteners and install new custom fabricated joint covers set in mastic and anchored with gasket fasteners.</li> <li>• Clean and remove all debris from scope of work and dispose of offsite.</li> </ul>

The following addenda have been noted: 0

#### QUALIFICATIONS/EXCLUSIONS

- Hoisting of materials is assumed in this proposal.
- Identification, abatement, and disposal of hazardous materials is not included.
- Sales and excise taxes are included.
- Building Permits are not included.
- Performance bonds, builder's risk and/or owner-contractor protective insurances are not included.
- All electrical work unless specifically noted within the mechanical specification is not included.
- Mechanical and electrical disconnect switches are not included.
- Wood blocking is not included.
- Asbestos testing, monitoring and removal is not included.
- Snow and ice removal shall be the responsibility of the general contractor for the duration of this project and is not included in this proposal.
- Protection of the roof system after installation is considered to be the responsibility of the general contractor.
- This proposal assumes no premium time/and or acceleration costs.
- We do not include costs for temporary utilities and/or facilities (i.e.: heat, electric, lights, water, ventilation, dust and dirt barriers).
- Structural consideration for support of our work other than that which has been designed is not included.
- Trash will be removed to dumpster provided by others and disposed of at no cost to Schwickert's.
- All terms and conditions of contract between Schwickert's and prime contractor will not include provisions that are more stringent than those between owner and prime contractor.
- Our price stated in this contract proposal is based upon current material prices. Because of raw material



price volatility, including the price of oil, our material suppliers are unable to provide us with price protection for the materials included within this proposal. Accordingly, should our material prices increase during the term of this proposal, and during the time of performance of work contemplated by this proposal, our price for performance of the work contemplated by this proposal shall be increased by such direct material cost increases.

**Base Bid Re-Roof Amount: 7,500.00**  
**Seven Thousand, Five Hundred, and NO/100's**

**Option #1 Membrane Swap Bid Amount: \$6,245.00**  
**Six Thousand, Two Hundred Forty Five, and NO/100's**

**Option #2 Wall Re-flashing Repairs Bid Amount: \$ 5,350.00**  
**Five Thousand, Three Hundred Fifty, and NO/100's**

**This proposal has been prepared and submitted by Dan Schefers**  
**If you have any questions or concerns please call (507) 995-4172**

Thank you,  
**SCHWICKERT'S TECTA AMERICA, LLC.**

Daniel Schefers  
Roofing Services Manager





**PRE-LIEN NOTICE OF PRIME CONTRACTOR**

(To be Attached as Rider to all Prime Contracts  
for Work on Private Property)

**"(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**

**b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

**RECEIPT**

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

SUBMITTED BY

Schwickerts Tecta America, LLC.

ACCEPTED BY

OWNER:

\_\_\_\_\_  
Dan Schefers

(Sign)

\_\_\_\_\_

(Sign)

Title: \_\_\_\_\_  
Roofing Services Manager

Title: \_\_\_\_\_

Date: \_\_\_\_\_  
10-29-2021

Date: \_\_\_\_\_



## Brian Burkholder

---

**From:** Brian Burkholder  
**Sent:** Wednesday, July 14, 2021 11:12 AM  
**To:** Dan Schefers  
**Cc:** Steven Schlichter  
**Subject:** WWTP/Roof H

Dan,

Steven brought up roof H (dog pound) at the meeting Monday night. They suggested to go ahead and replace that roof for the cost of \$2,003. Let us know what we need to do to go ahead with the project.

Thanks

**Brian Burkholder**

*Superintendent of City Services*

**City of Chatfield**

21 SE Second Street

Chatfield, MN 55923

[bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)

**Office 507-867-1511**

Cell 507-273-9597

Steven brought up roof H (dog pound) at the meeting Monday night. They suggested to go ahead and replace that roof for the cost of \$2,003. Let us know what we need to do to go ahead with the project.

Thanks

**Brian Burkholder**

*Superintendent of City Services*

**City of Chatfield**

21 SE Second Street

Chatfield, MN 55923

[bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)

**Office 507-867-1511**

Cell 507-273-9597

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## Brian Burkholder

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**From:** Brian Burkholder  
**Sent:** Wednesday, July 14, 2021 12:06 PM  
**To:** Dan Schefers  
**Cc:** Steven Schlichter  
**Subject:** RE: [External] WWTP/Roof H

Sounds good. We will be waiting to hear back from you.

Thanks

### **Brian Burkholder**

*Superintendent of City Services*

#### **City of Chatfield**

21 SE Second Street

Chatfield, MN 55923

[bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)

**Office 507-867-1511**

**Cell 507-273-9597**

---

**From:** Dan Schefers <dschefers@tectaaamerica.com>  
**Sent:** Wednesday, July 14, 2021 11:21 AM  
**To:** Brian Burkholder <bburkholder@ci.chatfield.mn.us>; Dan Schefers <dschefers@tectaaamerica.com>  
**Cc:** Steven Schlichter <SSchlichter@ci.chatfield.mn.us>  
**Subject:** RE: [External] WWTP/Roof H

Hey Brian, we can definitely do that roof, but we will have to make a site visit to do a little investigation on it. That price for that roof section is only a budget price and may need to be adjusted accordingly for all the material price increases we have had plus make sure we calculate the proper R value for insulation. I don't think there will be much difference but we can also go over other options for different types of roof systems as well. I will get ahold of the PM that originally gave us the budget price and have him get in touch with you. Im in a training meeting all day in Mankato but will contact him on lunch break

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Brian Burkholder <[bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)>  
**Date:** 7/14/21 11:11 AM (GMT-06:00)  
**To:** Dan Schefers <[dschefers@tectaaamerica.com](mailto:dschefers@tectaaamerica.com)>  
**Cc:** Steven Schlichter <[SSchlichter@ci.chatfield.mn.us](mailto:SSchlichter@ci.chatfield.mn.us)>  
**Subject:** [External] WWTP/Roof H

Dan,

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**MEMORANDUM**

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**TO:** CHATFIELD CITY COUNCIL  
**FROM:** RYAN PRIEBE, WATER SUPERINTENDENT  
**SUBJECT:** GATE VALVE REPLACEMENT  
**DATE:** 11/1/2021

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Action Requested- To consider and approve a gate valve replacement plan for 3 different locations.

Background- Every year we have been on a plan of replacing 3 hydrants a year. Right now, we don't have any hydrants that are broken or leaking.

We have 2 gate valves that are currently broken in the area's that hydrants are next on the list to be replaced. When replacing these the 2 broken valves, we would also like to add additional gate valves in these intersections. The 3<sup>rd</sup> area is at an intersection that currently does not have any gate valves.

By adding additional valves would greatly reduce the amount of residence needed to be without water for future breaks, replacements, and other unforeseen reasons.

The cost is about the same to replace 3 gates valves in an intersection as it is to replace 3 hydrants. The cost is around \$15,000 - \$18,000 per intersection. Over the next 3 years, we would like to plan on replacing these instead of hydrants for the next 3 years. Then when we are done replacing gate valves, we will replace hydrants in those areas.

Thank you, Ryan Priebe





*Griffin*

**Construction Co., Inc.**

14070 Hwy 52 S, Chatfield, MN 55923  
Phone (507) 867-4648 ~ Fax (507) 867-4171

GOLF COURSES ~ HOUSING DEVELOPMENTS ~ ROAD BUILDING ~ LANDFILLS

October 12, 2021

**Estimate for 4" and 6" Gate Valve Installation**

City of Chatfield  
21 SE 2nd Street  
Chatfield, MN 55923

Description	Bid Qty	Unit	Rate	Total
4" Gate Valve - includes material	1	LS	\$ 4,145.00	\$ 4,145.00
6" Gate Valve - includes material	1	LS	\$ 4,370.00	\$ 4,370.00
<b>TOTAL</b>				<b>\$ 8,515.00</b>

**NOTE:**

Blacktop to be replaced by City of Chatfield  
Work to be done "Time & Material"



September 24, 2021

Craig Britton, City Engineer  
Chatfield Municipal Building  
21 Second Street SE  
Chatfield MN, 55923

**Re: Proposal for Traffic Engineering Services – Twiford Street Traffic Review,  
Chatfield, MN**

Dear Mr. Britton,

Thank you for the opportunity to present this proposal to review, analyze, and document the traffic demand on Twiford St NW between Division St NW and 3<sup>rd</sup> St SW. This review will include documentation of the traffic demand at the Dollar General Store and its impact to existing conditions on Twiford St NW. The analysis will establish a traffic model for testing the impact of future residential development on the Twiford St NW operating conditions. Based on our experience with these types of studies, we propose the following scope of services.

Study Area will include the Twister St NW, Main St NW, Division St NW, and 3<sup>rd</sup> St SW roadways and the following intersections:

- Twiford St NW and Division St NW
- Twiford St NW and Dollar General Access
- Twiford St NW and Spring St SW
- Twiford St NW and 1<sup>st</sup> St SW
- Twiford St NW and 3<sup>rd</sup> St SW
- Main St N and Division St NW
- Main St N and Dollar General Access
- Main St N and Spring St SW
- Main St S and 1<sup>st</sup> St SW
- Main St S and 3<sup>rd</sup> St SW

1) SSTS will collect existing weekday AM and PM peak period turning movement traffic counts at the following intersections:

- Twiford St NW and Division St NW
- Twiford St NW and Dollar General Access
- Twiford St NW and Spring St SW
- Twiford St NW and 1<sup>st</sup> St SW
- Twiford St NW and 3<sup>rd</sup> St SW
- Main St N and Division St NW
- Main St N and Dollar General Access
- Main St N and Spring St SW

- Main St S and 1<sup>st</sup> St SW
  - Main St S and 3<sup>rd</sup> St SW
- 2) Review the traffic demand at Dollar General and establish conditions on Twiford St NW with and without the store.
  - 3) Establish a traffic operational model reflecting the existing traffic conditions using the latest version of Synchro/SimTraffic software. The model will serve as a basis for comparison with the future Build conditions.
  - 4) Prepare a traffic report detailing the methodology and the findings suitable for submission to the City of Chatfield for their approval.

The lump sum fee for preparing this traffic study is \$8,100 due upon receipt of the draft study. If meeting attendance is required (virtual or in-person), it will be provided separately at \$250 virtual or \$800 in-person per approved meeting (includes preparation, travel time, and attendance) and additional milage costs (if needed). It is anticipated this project will require 4 weeks to conduct, assuming a October 4, 2021 start.

Sincerely,  
SSTS, LLC



Vernon Swing, PE  
Owner/CFO

City of Chatfield (Authorized signer)

Signature

Date

Printed Name

Title