

***Public Works Committee  
Meeting Agenda  
March 14, 2022 5:30 p.m.  
City Council Chambers – Thurber Building***

1. March 14, 2022 / 5:30 p.m. City Council Chambers Thurber Community Building
2. Consider Waiver of Municipal Consent for Highway 30 Bridge Project.
3. City Engineer Report (Craig Britton):
  - A. Resolution to Advertise for Bids – Water Improvement Project.
  - B. GIS Map Project Update
4. Consider banner cable across Main Street
5. Consider logging the property at Enterprise Drive.
6. Dog Pound improvements.

**Members Present:** Councilor Paul Novotny.

**Members Absent:** Councilor Mike Urban.

**Others Present:** Craig Britton, Steven Schlichter, Shane Fox, Beth Carlson & Brian Burkholder.

**WWTP Issues – Lab Floor improvements:** The old vinyl flooring in the lab room at the WWTF is deteriorating and needs replacing. Swedebro has submitted a quote to remove the old vinyl floor and install new epoxy floor coating with a cost of \$2950 for a solid grey color. It would be an additional \$250 to add flake to it. Funds from the Repair and Maintenance of Buildings account 401 would be used for the project. The recommendation will be to move forward.

**WWTP Issues – Lonestone Lift Station:** The pumps at the lift station were installed in 2003. And inspection in the summer of 2021 revealed they are in poor condition. Staff is recommending the replacement of the pumps. KSB pumps would be used. New piping, check valves, and guide sticks will be installed as well. The quote from Quality Flow for the project is \$28,970. \$28,963 has been set aside in the CIP.

The day of installation, the lift station won't be operational so flows will need to be limited. The Vac truck will be used to accommodate this.

**Toolcat Replacement:** The Toolcat and its snowblower attachment are on schedule for replacement. Quoted costs are as follows:

Toolcat after trade in	\$15,000	Snowblower after trade in	\$2,094
Extended warranty for 3 yrs	\$3,500	Truck shoot TBD	
Toolcat Total	\$18,500	Snowblower Total	\$2,094

**Total quoted price (without the Truck shoot) \$20,594**

Toolcat Capital Plan allotment	\$13792	Snowblower Capital Plan allotment	\$7957
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**Total Capital Plan allotment \$21,749**

Staff is recommending purchasing the Toolcat and the 3 yr/2000 hr extended warranty and waiting on the snowblower.

**Reconsider dog pound roof:** Quotes for a flat roof have been looked at previously by the committee. Quotes for the suggested steel-gabled roof have not obtained.

Other repairs are also needed on the building including replacement of two broken windows and service doors that need replacement. The quote from Kendal Doors for the doors is \$6614.40. The quote for windows from Chatfield Lumber is \$211 per door. Staff is waiting on additional quotes.

**Consider banner cable across Main Street:** At the last council meeting, the repairs needed for Jac's building were approved. Concerns from Mayor Smith were voiced that the banner may not be allowed in the right-of-way and Mn Dot should be contacted to verify. A permit may need to be applied for. Burkholder has been looking into the situation. From an insurance standpoint, attaching a new cable to buildings does create a liability. The committee is for looking for alternative options and locations for placing banners. Permits will be looked at later.

**Consider approval of RFP to distribute to Widseth re: cost of infrastructure to expand the city to the north and west:** One of the strategic initiatives that was adopted by the city council was to identify areas of potential growth for the city. Craig Britton of Widseth listed Burr Oak, West Chatfield, and the Shields property as potential areas to expand. Widseth will be working up cost estimates.

**2022 Water Project Update:** Staff from Widseth, has been working with City staff and KLM Engineering staff on the upcoming 2022 Water improvement project. They have provided the following summary:

**Project A – 2022 Ground Water Storage Improvements**

1. Old Territorial Tank – Full reconditioning interior and exterior / no containment
2. South Reservoir – Full reconditioning interior and exterior / no containment

**Project B – 2022 Concrete Ground Storage Water Tank Rehabilitation**

1. Old Territorial Reservoir – Concrete repairs per 2014 inspection report. Alternative Bid for EPDM Roof.

**Project C – 2022 Water System Electrical Improvements**

1. Generators for Well 2 and Booster Pump Station
2. SCADA System Improvements (Includes upgrades to overall SCADA system along with VFD for Well #2)
3. Electrical Improvements at Well #2
4. Mixer for Reservoir #3

**Project D – Chemical Room Addition and Addition of Service Door at Well #2**

**Project E – West Chatfield Drainage Improvements (Note – Bench Street is not included)**

**Consider logging the property at Enterprise Drive:** Staff will look into this further.



MINNESOTA DEPARTMENT OF TRANSPORTATION  
SP 5505-27 TH 30  
GEOMETRIC LAYOUT  
REPLACEMENT OF BRIDGE #9008  
OLMSTED COUNTY

Level 1 LAYOUT APPROVAL	
Programmed Letting Date	11/18/2022
Prepared By	Aaron Breyfogle
Reviewed By	Michael Kempinger
Reviewed By	Michael Schwenen
Reviewed By	Gary Lovelace
Reviewed By	Aaron Breyfogle
Reviewed By	Nancy Yoo
Approved By	Mark Schoenfelder
Approved By	Tom Styrbicki

LAYOUT No. 1B COPY No. 1  
T.H. 30 VICINITY OF CITY OF CHATFIELD  
FROM 0.11 MILES WEST TH 30 & TH 52

Prepared JULY 2021 Scale: Hor. 1 Inch = 50 Ft.  
By SONIA MANSFIELD

The alignment and grades shown on this map are tentative and subject to change without notice.

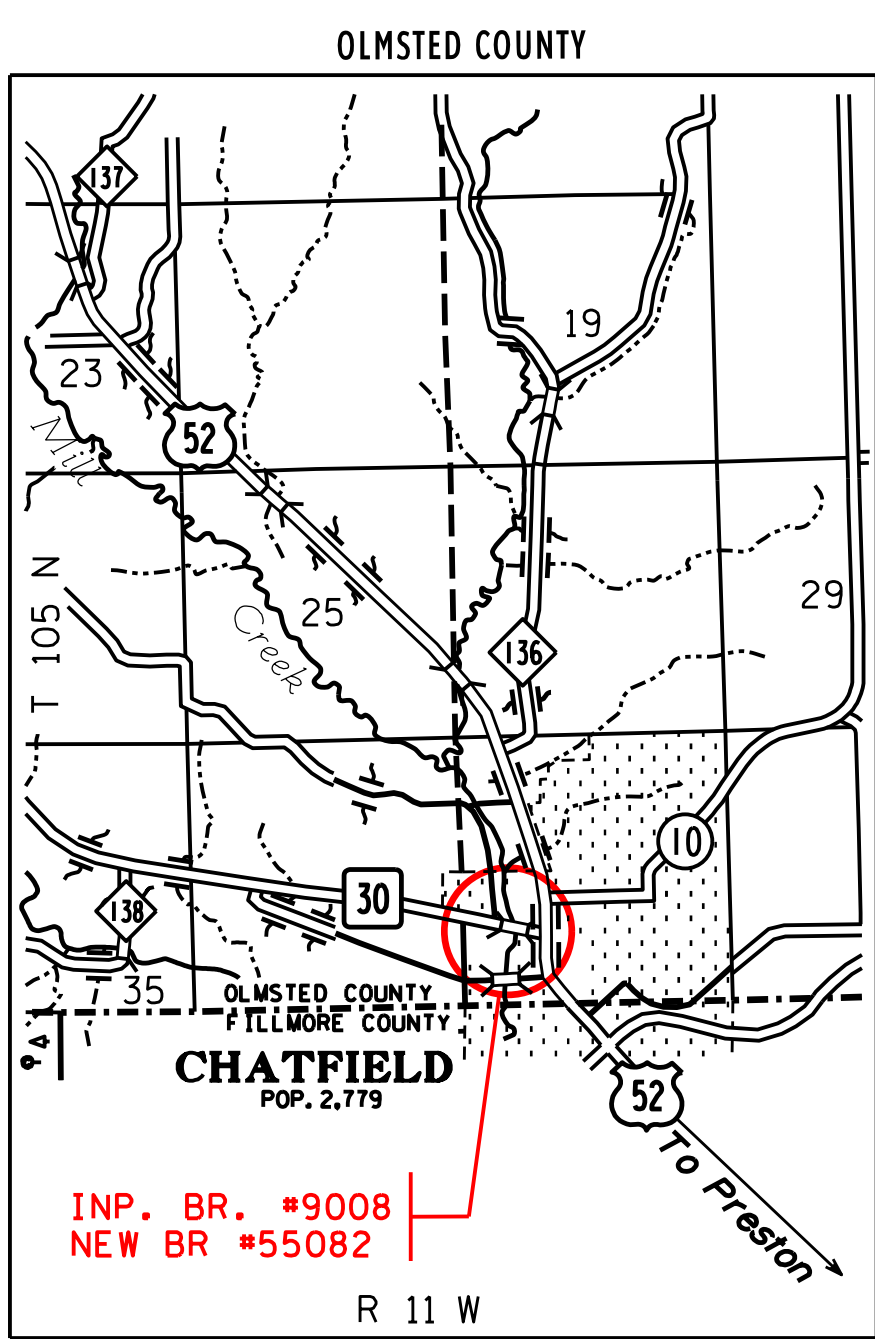
Staff Approval Date: \_\_\_\_\_  
The traffic volumes shown are estimated for year 2041.

Prepared: DECEMBER, 2020

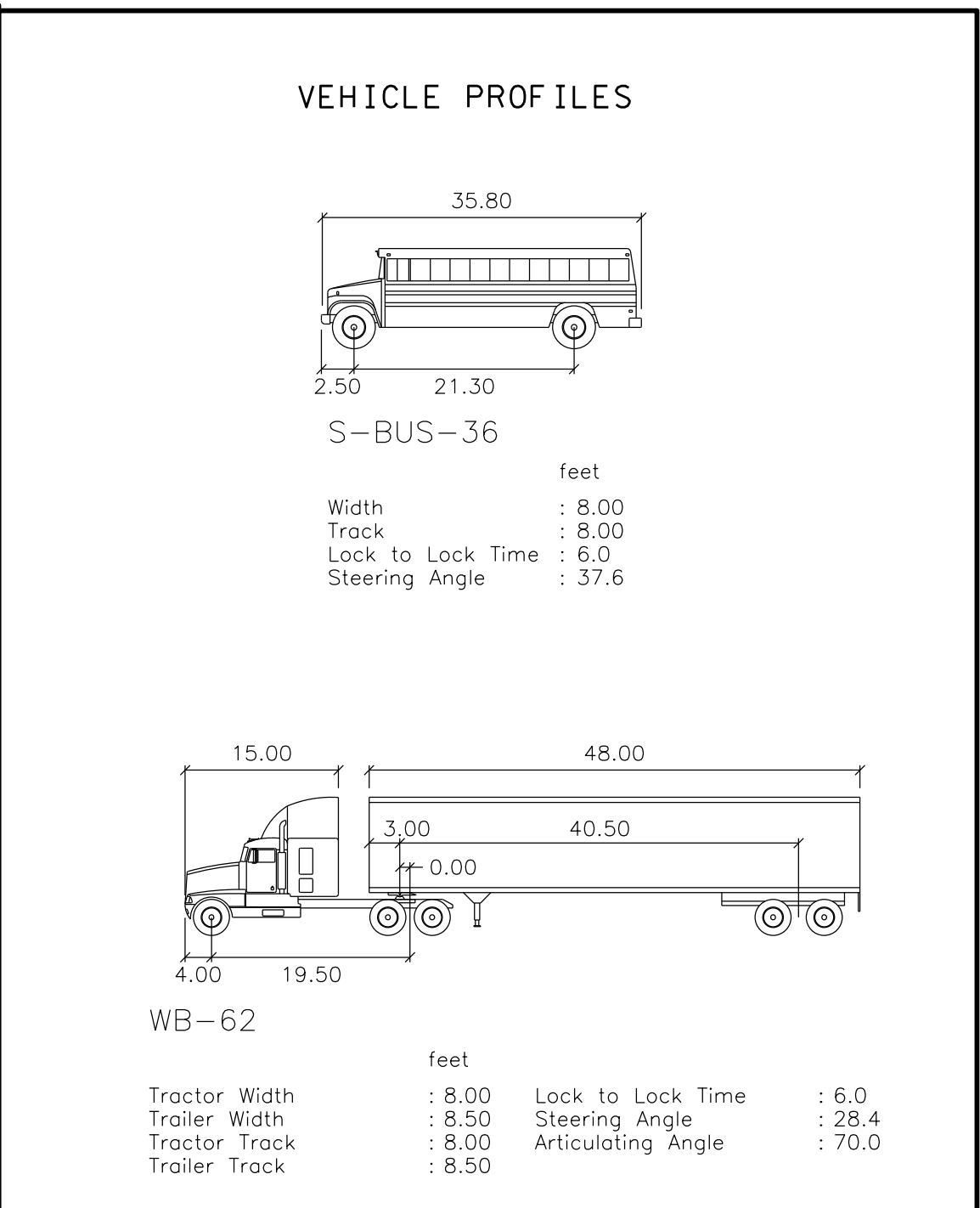
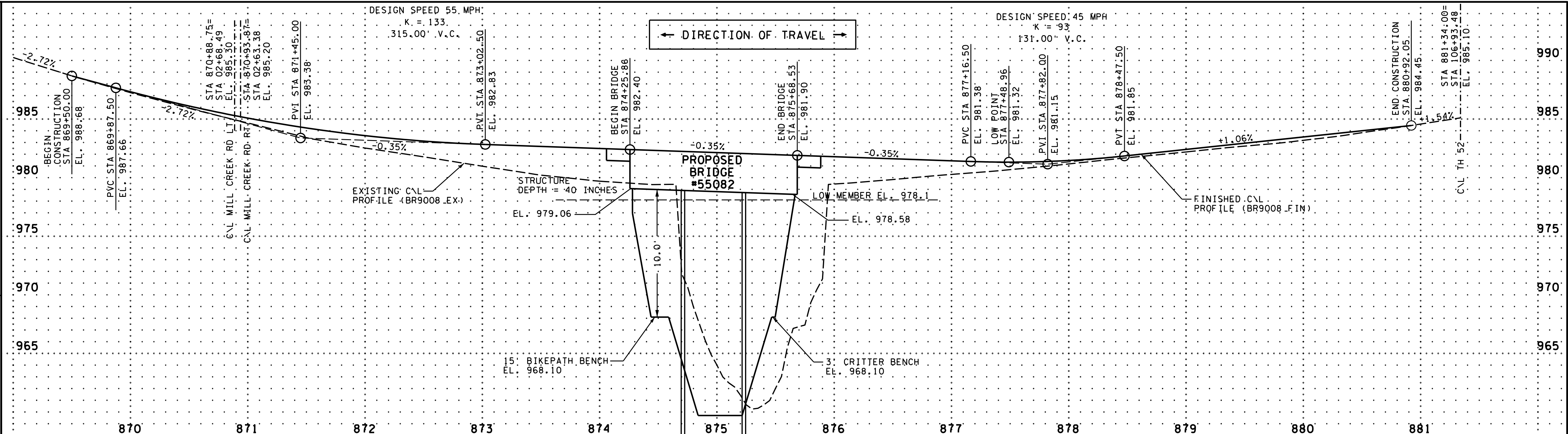
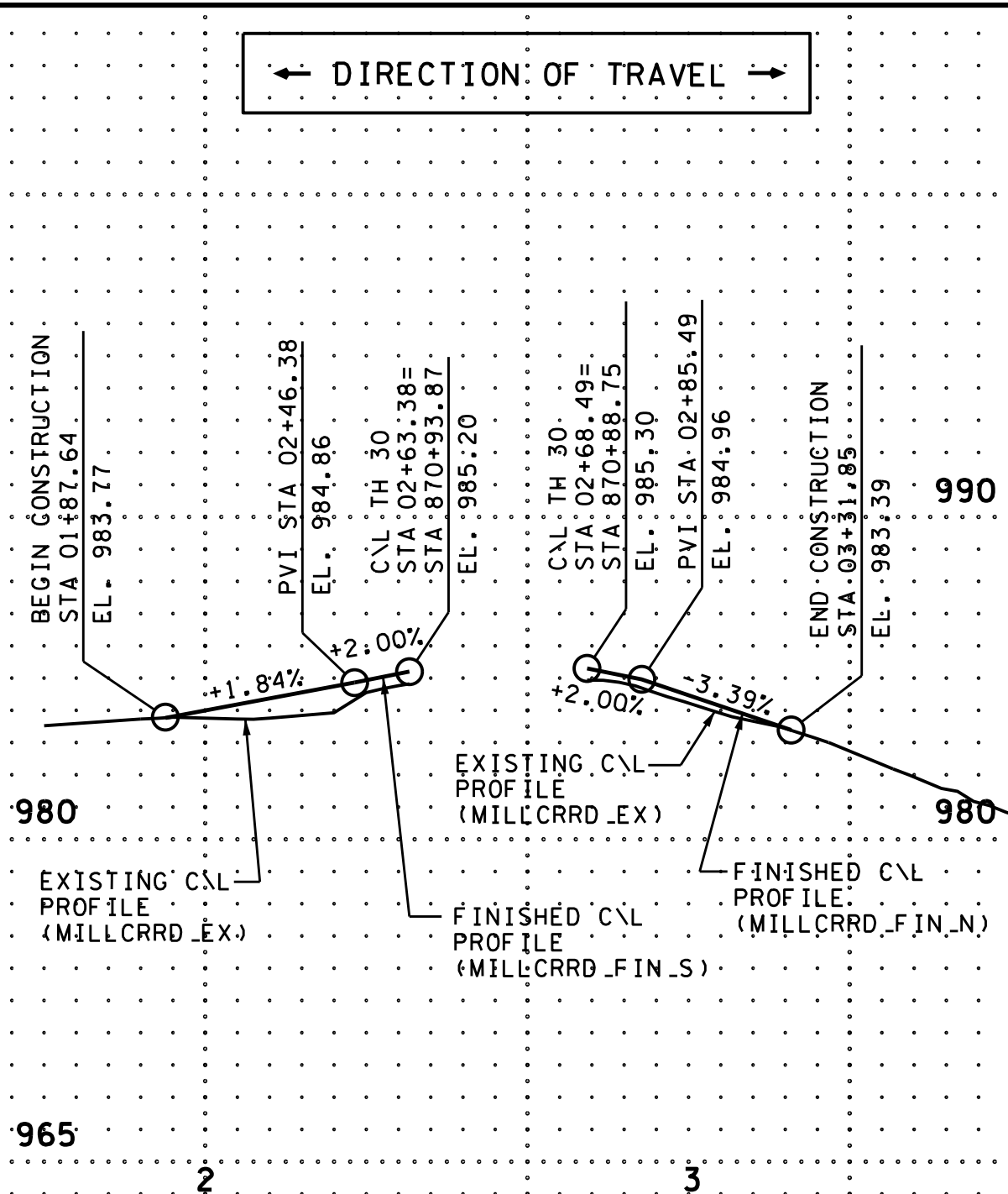
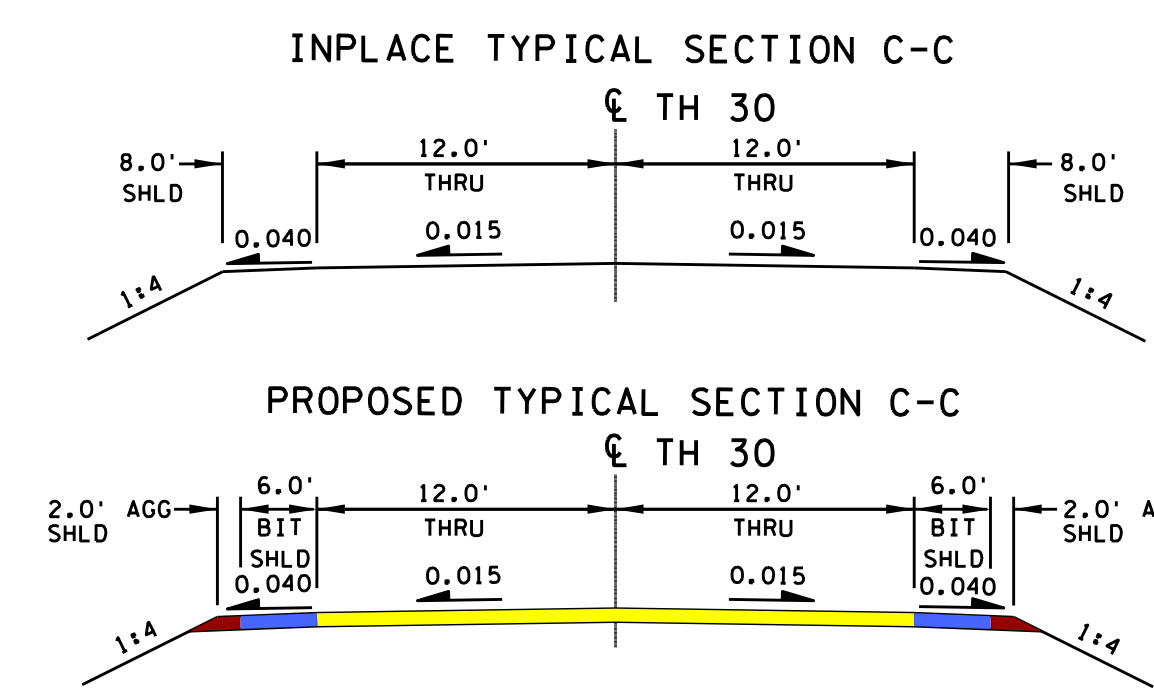
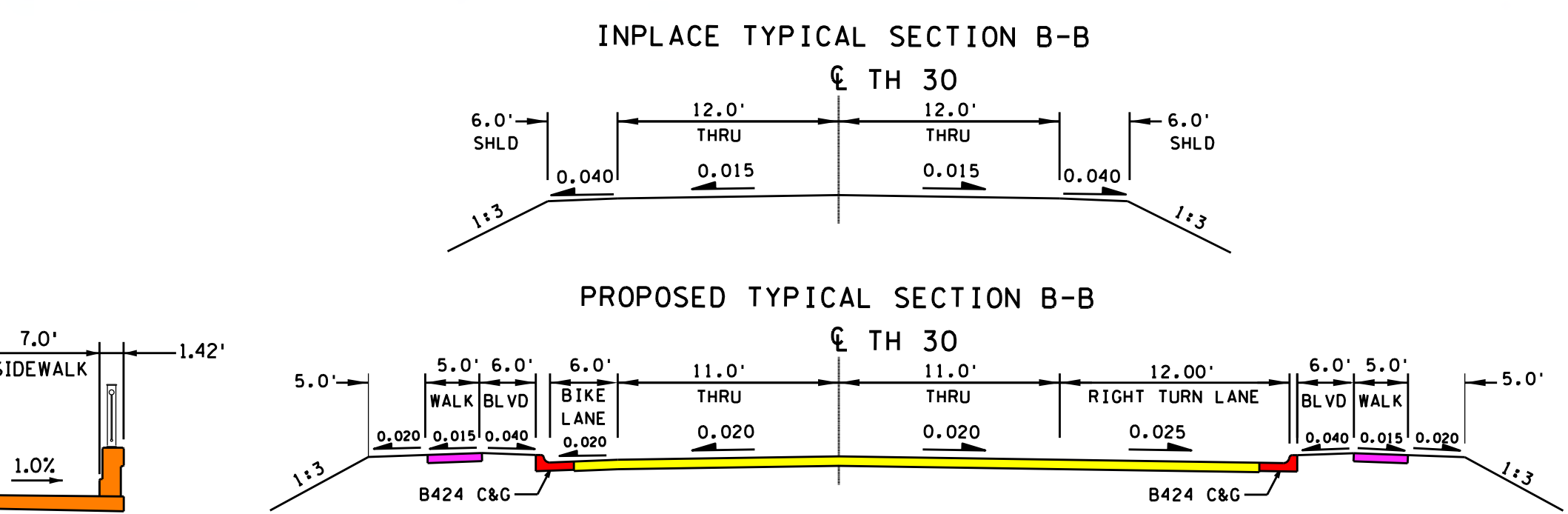
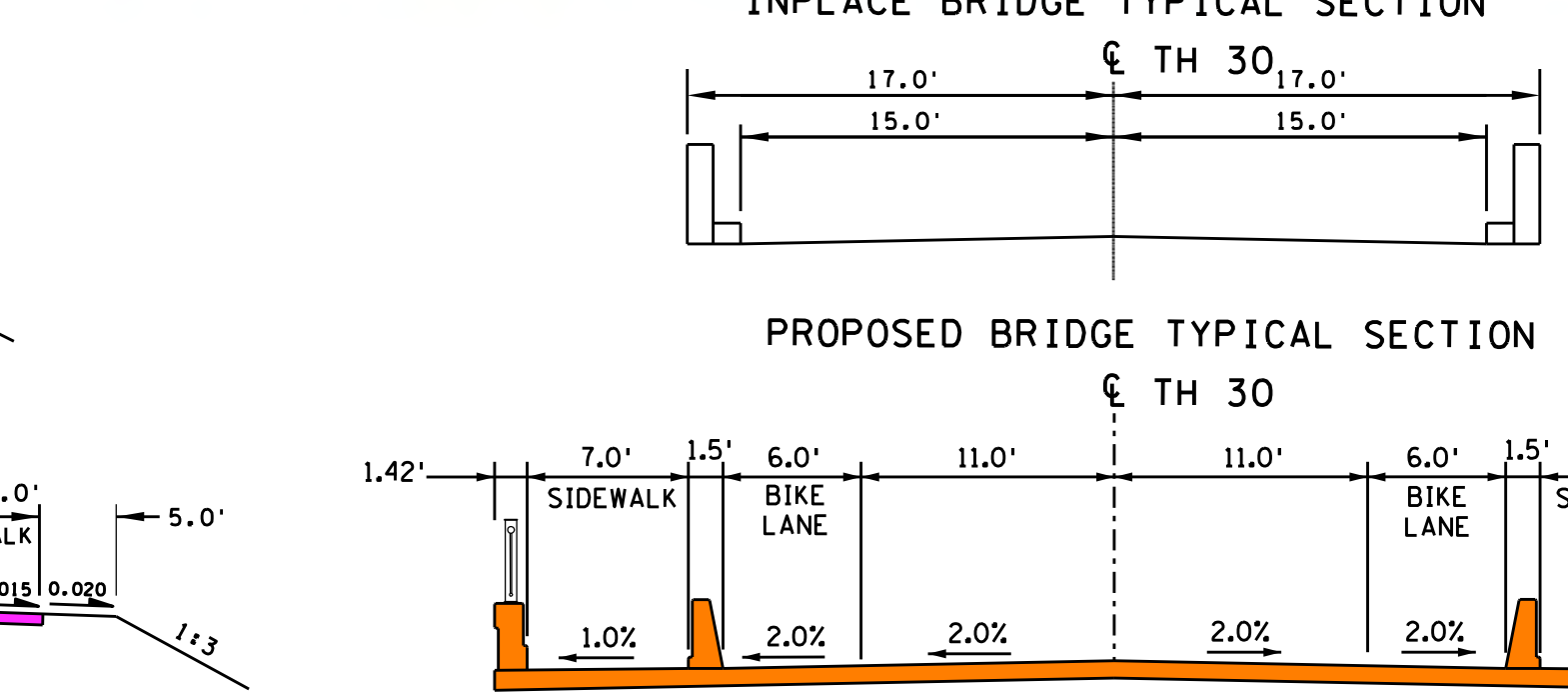
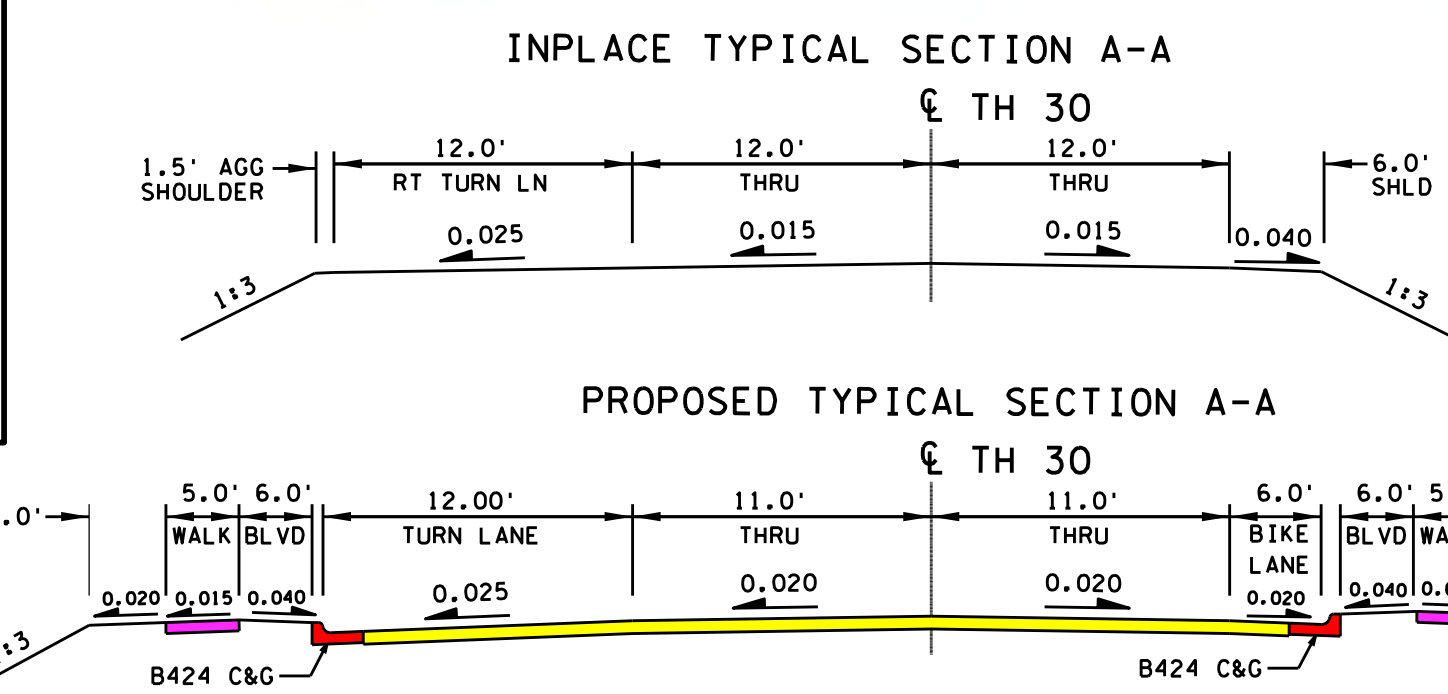
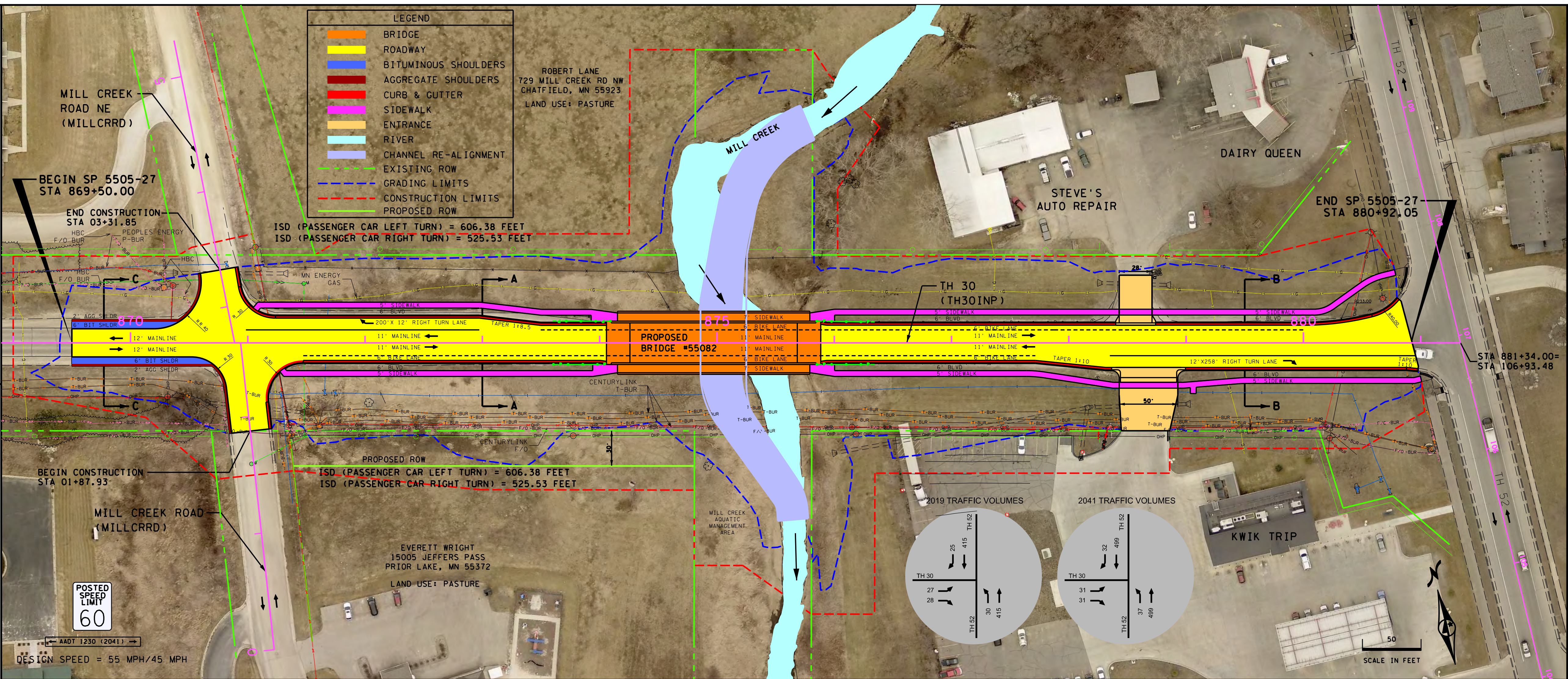
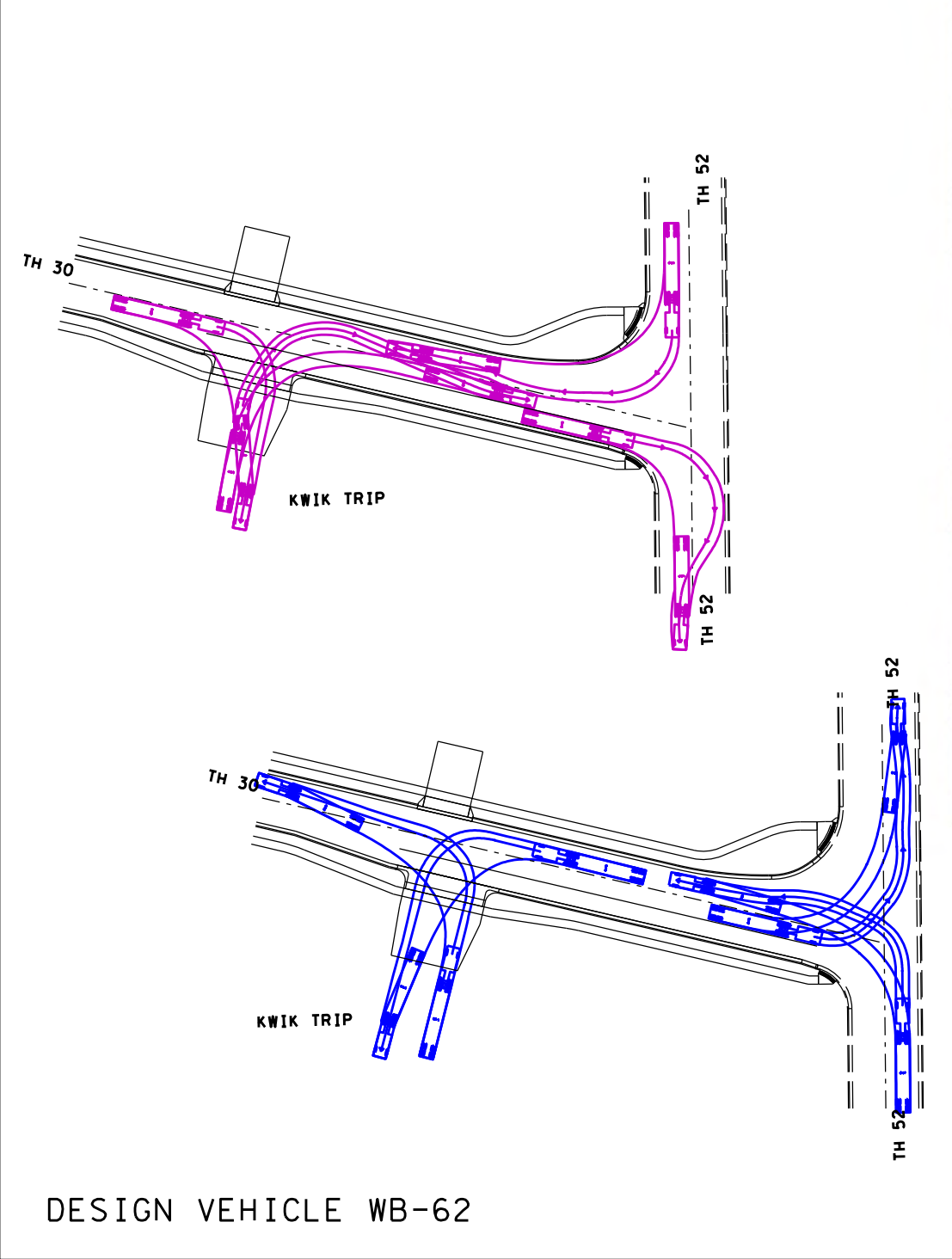
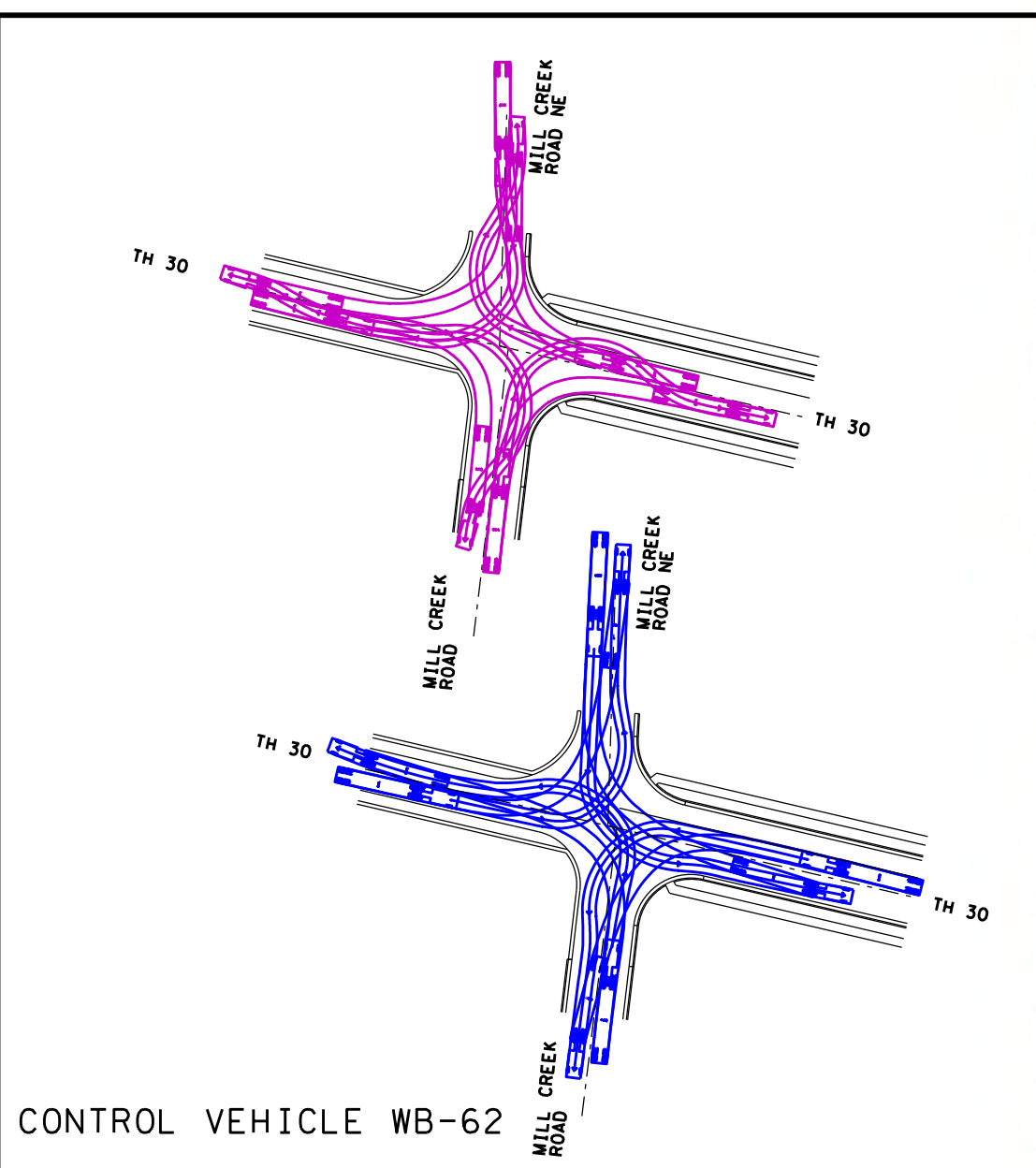
S.P. 5505-27 T.H. 30 A.J. 163-33 PPMS Activity 1140  
S.P. T.H. A.J. PPMS Activity  
S.P. T.H. A.J. PPMS Activity

Copy To: \_\_\_\_\_ For: \_\_\_\_\_

DESIGN FILE: Projects\06\_RCH\030\5505\027\Design\Layouts\550527\_layout\_br9008.dgn  
DATE: 7/14/2021



LAYOUT HISTORY	
JANUARY 2020 - OTS GEOMETRIC LAYOUT SUBMITTED TO GDSU FOR REVIEW	
JUNE 2020 - PRELIMINARY LAYOUT SUBMITTED TO GDSU FOR REVIEW	
JANUARY 2021 - FINAL LAYOUT SUBMITTED TO GDSU FOR REVIEW	
JULY 2021 - FINAL LAYOUT SUBMITTED TO GDSU FOR SIGNATURE	
SEPTEMBER 2021 - PROPOSED ROW	
LAYOUT PURPOSE AND NEED	
REPLACE BRIDGE TO MEET CURRENT BRIDGE DESIGN GUIDELINES AND STANDARDS, RESOLVE SCOURING OF CHANNEL, TO INCREASE DESIGN YEAR FLOW, AND PROVIDE BIKE AND PEDESTRIAN IMPROVEMENTS.	







## Minnesota Department of Transportation

District 6  
2900 48<sup>th</sup> Street NW  
Rochester, MN 55901

February 18, 2022

Joel Young (City Clerk)  
City of Chatfield  
21 SE Second Street  
Chatfield, MN 55923

RE: Request for City Approval (Municipal Consent) of the Final Layout for SP 5505-27 (TH 30)  
Replacement of Bridge 9008 on State Highway 30 over Mill Creek

Dear Mr. Young

MnDOT is proceeding with plans to complete State Project 5505-27, (TH 30) Replacement of Bridge 9008 on State Trunk Highway 30 (TH30) over Mill Creek. In accordance with Minnesota Statute 161.164, I am submitting for City approval the project's Final Layout, identified as Layout No. 18, S.P. 5505-27 dated August 18, 2021.

The City's approval (municipal consent) is required for this project because it requires acquisition of permanent rights of way on 3 properties immediately adjacent to the Bridge. Municipal consent of MnDOT projects is described in Minnesota Statutes 161.162 through 161.167 (attached).

Approval or disapproval of the final layout is by resolution of the City Council. (A sample resolution is attached). However, if the City neither approves nor disapproves the final layout within 90 days of the public hearing, the layout is deemed approved (per MN Statute 161.164).

The deadlines (per MN Statute 161.164) for the City's responsibilities regarding municipal consent of the attached layout are as follows, based on a submittal date of the final layout to the City of February 18, 2022:

- Within 15 days of receiving the final layout, schedule a public hearing (**by March 4, 2022**)
- Within 60 days of receiving the final layout, conduct the public hearing (**by April 19, 2022**)
- Provide at least 30-days' notice of the public hearing (**by March 21 or before**).
- Within 90 days of the public hearing, approve or disapprove the layout by resolution (**by May 18, 2022**).

MnDOT will attend the public hearing to present the final layout and answer questions, as required by statute.

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### **Project Purpose**

*The purpose of this project is to replace two (2) bridges, Bridge No. 9008 & 9009.*

### **Project Description**

The State Project 5505-27 includes the replacement of Bridge No. 9008 and Bridge No. 9009 on State Highway 30. Bridge 9008 is over Mill Creek (in the City of Chatfield) and Bridge No. 9009 is over the North Fork of the Root River (near Cummingsville) approximately 4 miles west of Chatfield near the intersection of TH 30 and County Road 7. State Trunk Highway 30 (TH30) will also be reconstructed from Mill Creek Rd. to State Trunk Highway 52 which includes new sidewalk on both sides of TH 30 and new storm sewer through this area (See Layout).

### **Planned Project Schedule**

This project is scheduled to let November 18, 2022. The start of construction is expected to begin Spring 2023 and construction completion Fall 2023. TH 30 will be detoured during the bridge construction.

### **City's Estimated Project Costs**

The City of Chatfield has not requested any additional items to be included in this project. As a result, there are no cost to the City of Chatfield for this project.

Please note that the City does have some City utilities located in project limits and within State right-of-way by utility permit. It is anticipated that some of these City utilities will require adjustments or relocation for the proposed SP 5505-27 (TH 30) project construction improvements. These City utility adjustments or relocations will be the responsibility of the City per the utility permit for those utilities. Further utility coordination will be needed with the City as the plans are further developed.

Attached is MnDOT's current estimate of MnDOT's estimated costs.

### **City's Maintenance Responsibilities**

The City of Chatfield will be responsible for the minor maintenance of the sidewalks on the bridge. Minor maintenance of sidewalks on the bridge includes snow removal, sweeping, crack repair, and other minor items. In addition, The City of Chatfield will be responsible for the complete maintenance of all new sidewalks off the bridge along State Trunk Highway 30 from Mill Creek Road to State Trunk Highway 52.

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Please feel free to contact me if you have any questions about this submittal.

Sincerely,

Jacob Gasper  
Project Manager

MNDOT District 6  
2900 48<sup>th</sup> Street NW  
Rochester, MN 55901

Email: [Jacob.gasper@state.mn.us](mailto:Jacob.gasper@state.mn.us)  
Phone: 507-286-7693

Attachments:

Final Layout for SP 5505-27, dated August 18, 2021  
MN Statutes 161.162 – 161.167  
Estimated Project Costs  
Sample City Resolution

cc: Craig Britton, City of Chatfield Engineer  
Greg Paulson, Assistant District Engineer of Program Delivery  
Tony Wagner, District Project Management Engineer  
Brian Veronen, District Right-of-way Engineer  
Mike Dougherty, District Public Engagement/Communications Director

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**RESOLUTION NO. 22.03.28**  
**Resolution for Layout Approval**

At a Meeting of the City Council of the City of Chatfield, held on the 28th day of March, 2022, the following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_ to wit:

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project SP5505-27 on Trunk Highway 30, from U.S. 52 to Mill Creek Road within the City of Chatfield for \_\_\_\_\_ improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167: and

WHEREAS, said final layout is on file in the District 6 Minnesota Department of Transportation office, Chatfield, Minnesota, being marked as Layout No. br9008, S.P. 5505-27 from R.P. XX+xxx to XX+xxx.

NOW, THEREFORE, BE IT RESOLVED that said final layout for the improvement of said Trunk Highway within the corporate limits be and is hereby approved.

Upon the call of the roll the following Council Members voted in favor of the Resolution:

The following Council Members voted against its adoption:

ATTEST:

Mayor \_\_\_\_\_ Dated \_\_\_\_\_, 20\_\_

State of Minnesota

County of \_\_\_\_\_

City of \_\_\_\_\_

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of \_\_\_\_\_, Minnesota at a duly authorized meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, as shown by the minutes of said meeting in my possession.

(SEAL) \_\_\_\_\_

City Clerk



SP 5505-27 Construction Cost Estimate  
3/23/16

DESCRIPTION	LENGTH (FT.)	WIDTH (FT.)	AREA (FT. <sup>2</sup> )	QUANTITY	UNIT	QUANTITY	UNIT	UNIT COST	TOTAL COST
INPLACE BRIDGE NO. 9008									
Structure	131.67	52.33	6890.3						\$1,146,000
Approach Panels	20	52.33	1046.6	233	SY			\$110	\$25,584
Remove Existing Bridge									\$65,000
<b>Subtotal</b>									<b>\$1,236,584</b>
INPLACE BRIDGE NO. 9009									
Redeck	250.5	52.33	13109					\$60	\$786,520
Approach Panels	20	52.33	1046.6	233	SY			\$110	\$25,584
Miscellaneous Repairs									\$100,000
<b>Subtotal</b>									<b>\$912,103</b>
Miscellaneous Costs									
Approach Roadway (Bridge 9008)									\$300,000
MOBILIZATION									\$100,000
TRAFFIC CONTROL									\$10,000
DETOUR									\$20,000
FIELD OFFICE & LAB									\$10,000
<b>Subtotal</b>									<b>\$440,000</b>

**GRAND TOTAL**

**\$2,588,687**



# Minnesota Statutes

161.162 – 161.167



## 2013 Minnesota Statutes

### 161.162 DEFINITIONS.

Subdivision 1. **Applicability.** The terms in sections 161.162 to 161.167 have the meanings given them in this section and section 160.02.

Subd. 2. **Final layout.** (a) "Final layout" means geometric layouts and supplemental drawings that show the location, character, dimensions, access, and explanatory information about the highway construction or improvement work being proposed. "Final layout" includes, where applicable, traffic lanes, shoulders, trails, intersections, signals, bridges, approximate right-of-way limits, existing ground line and proposed grade line of the highway, turn lanes, access points and closures, sidewalks, proposed design speed, noise walls, transit considerations, auxiliary lanes, interchange locations, interchange types, sensitive areas, existing right-of-way, traffic volume and turning movements, location of storm water drainage, location of municipal utilities, project schedule and estimated cost, and the name of the project manager.

(b) "Final layout" does not include a cost participation agreement. For purposes of this subdivision "cost participation agreement" means a document signed by the commissioner and the governing body of a municipality that states the costs of a highway construction project that will be paid by the municipality.

Subd. 3. **Final construction plan.** "Final construction plan" means the set of technical drawings for the construction or improvement of a trunk highway provided to contractors for bids.

Subd. 4. **Governing body.** "Governing body" means the elected council of a municipality.

Subd. 5. **Municipality.** "Municipality" means a statutory or home rule charter city.

**History:** 2001 c 191 s 3; 2002 c 364 s 3

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## 2013 Minnesota Statutes

### 161.163 HIGHWAY PROJECT REVIEW.

Subdivision 1. **Projects requiring review.** Sections 161.162 to 161.167 apply only to projects that alter access, increase or reduce highway traffic capacity, or require acquisition of permanent rights-of-way.

Subd. 2. **Traffic safety measures.** Nothing contained in sections 161.162 to 161.167 limits the power of the commissioner to regulate traffic or install traffic-control devices or other safety measures on trunk highways located within municipalities regardless of their impact on access or traffic capacity or on the need for additional right-of-way.

Subd. 3. **Construction program.** Nothing contained in sections 161.162 to 161.167 limits the commissioner's discretion to determine priority and programming of trunk highway projects.

**History:** 2001 c 191 s 4

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## 2013 Minnesota Statutes

### 161.164 FINAL LAYOUT APPROVAL PROCESS.

Subdivision 1. **Submission of final layout.** Before proceeding with the construction, reconstruction, or improvement of any route on the trunk highway system lying within any municipality, the commissioner shall submit to its governing body a final layout and project report covering the purpose, route location, and proposed design of the highway. The final layout must be submitted as part of a report containing any supporting data that the commissioner deems helpful to the governing body in reviewing the final layout submitted. The supporting data must include a good-faith cost estimate of all the costs in which the governing body is expected to participate. The final layout must be submitted before final decisions are reached so that meaningful early input can be obtained from the municipality.

Subd. 2. **Governing body action.** (a) Within 15 days of receiving a final layout from the commissioner, the governing body shall schedule a public hearing on the final layout. The governing body shall, within 60 days of receiving a final layout from the commissioner, conduct a public hearing at which the Department of Transportation shall present the final layout for the project. The governing body shall give at least 30 days' notice of the public hearing.

(b) Within 90 days from the date of the public hearing, the governing body shall approve or disapprove the final layout in writing, as follows:

(1) If the governing body approves the final layout or does not disapprove the final layout in writing within 90 days, in which case the final layout is deemed to be approved, the commissioner may continue the project development.

(2) If the final construction plans contain changes in access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the governing body, the commissioner shall resubmit the portion of the final construction plans where changes were made to the governing body. The governing body must approve or disapprove the changes, in writing, within 60 days from the date the commissioner submits them.

(3) If the governing body disapproves the final layout, the commissioner may make modifications requested by the municipality, decide not to proceed with the project, or refer the final layout to an appeal board. The appeal board shall consist of one member appointed by the commissioner, one member appointed by the governing body, and a third member agreed upon by both the commissioner and the governing body. If the commissioner and the governing body cannot agree upon the third member, the chief justice of the Supreme Court shall appoint a third member within 14 days of the request of the commissioner to appoint the third member.

Subd. 3. **Appeal board.** Within 30 days after referral of the final layout, the appeal board shall hold a hearing at which the commissioner and the governing body may present the case for or against approval of the final layout referred. Not later than 60 days after the hearing, the appeal board shall recommend approval, recommend approval with modifications, or recommend disapproval of the final layout, making additional recommendations consistent with state and federal requirements as it deems appropriate. It shall submit a written report containing its findings and recommendations to the commissioner and the governing body.

**History:** 2001 c 191 s 5



## 2013 Minnesota Statutes

### 161.165 COMMISSIONER ACTION; INTERSTATE HIGHWAYS.

Subdivision 1. **Applicability.** This section applies to interstate highways.

Subd. 2. **Action on approved final layout.** (a) If the appeal board recommends approval of the final layout or does not submit its findings and recommendations within 60 days of the hearing, in which case the final layout is deemed approved, the commissioner may prepare substantially similar final construction plans and proceed with the project.

(b) If the final construction plans change access, traffic capacity, or acquisition of permanent right-of-way from the final layout approved by the appeal board, the commissioner shall submit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 3. **Action on final layout approved with changes.** (a) If, within 60 days, the appeal board recommends approval of the final layout with modifications, the commissioner may:

(1) prepare final construction plans with the recommended modifications, notify the governing body, and proceed with the project;

(2) decide not to proceed with the project; or

(3) prepare final construction plans substantially similar to the final layout referred to the appeal board, and proceed with the project. The commissioner shall, before proceeding with the project, file a written report with the governing body and the appeal board stating fully the reasons for doing so.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 4. **Action on disapproved final layout.** (a) If, within 60 days, the appeal board recommends disapproval of the final layout, the commissioner may either:

(1) decide not to proceed with the project; or

(2) prepare final construction plans substantially similar to the final layout referred to the appeal board, notify the governing body and the appeal board, and proceed with the project. Before proceeding with the project, the commissioner shall file a written report with the governing body and the appeal board stating fully the reasons for doing so.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 5. **Final construction plans issued.** The commissioner shall send a complete set of final construction plans to the municipality at least 45 days before the bid opening for informational purposes.

**History:** 2001 c 191 s 6

## 2013 Minnesota Statutes

### 161.166 COMMISSIONER ACTION; OTHER HIGHWAYS.

Subdivision 1. **Applicability.** This section applies to trunk highways that are not interstate highways.

Subd. 2. **Action on approved final layout.** If the appeal board recommends approval of the final layout or does not submit its findings or recommendations within 60 days of the hearing, in which case the the final layout is deemed approved, the commissioner may prepare substantially similar final construction plans and proceed with the project. If the final construction plans change access or traffic capacity or require additional acquisition of right-of-way from the final layout approved by the appeal board, the commissioner shall submit the portion of the final construction plan that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 3. **Action on final layout approved with changes.** (a) If the appeal board approves the final layout with modifications, the commissioner may:

- (1) prepare final construction plans including the modifications, notify the governing body, and proceed with the project;
- (2) decide not to proceed with the project; or
- (3) prepare a new final layout and resubmit it to the governing body for approval or disapproval under section 161.164, subdivision 2.

(b) If the final construction plans contain changes in access or traffic capacity or require additional acquisition of permanent right-of-way from the final layout reviewed by the appeal board or the governing body, the commissioner shall resubmit the portion of the final construction plans that shows the changes, to the governing body for its approval or disapproval under section 161.164, subdivision 2.

Subd. 4. **Action on disapproved final layout.** If the appeal board disapproves the final layout, the commissioner may:

- (1) decide not to proceed with the project; or
- (2) prepare a new final layout and submit it to the governing body for approval or disapproval under section 161.164, subdivision 2.

Subd. 5. **Final construction plans issued.** The commissioner shall send a complete set of final construction plans to the municipality at least 45 days before the bid opening for informational purposes.

**History:** 2001 c 191 s 7

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## 2013 Minnesota Statutes

### **161.167 REIMBURSEMENT OF EXPENSES.**

Members of the appeal board shall submit to the commissioner an itemized list of the expenses incurred in disposing of matters presented to them. The appeal board members shall be reimbursed for all reasonable expenses incurred by them in the performance of their duties. The commissioner shall pay these costs out of the trunk highway fund.

**History:** 2001 c 191 s 8

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**RESOLUTION No. \_\_\_\_\_**

**Resolution for Waiver of Municipal Consent**

At a Meeting of the City Council of the City of Chatfield, held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the following Resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_, to wit:

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project 5505-27 on Trunk Highway 30, from Mill Creek Road to Trunk Highway 52 within the City of Chatfield for Bridge 9008 replacement and Trunk Highway 30 improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167: and

WHEREAS, said final layout is on file in the District 6 Minnesota Department of Transportation office, Rochester, Minnesota, being marked as Layout No. 1B, S.P. 5505-27, from R.P. 239+00.606 to 239+00.795; and

NOW, THEREFORE, BE IT RESOLVED that the City Council waives the municipal consent approval action, described in Minnesota Statutes 161.162 to 161.167, of the final layout for SP 5505-27 for the improvement of said and Trunk Highway 30 within the corporate limits.

Upon the call of the roll the following Council Members voted in favor of the Resolution:

The following Council Members voted against its adoption:

ATTEST:

Mayor \_\_\_\_\_ Dated \_\_\_\_\_, 20\_\_\_\_

State of Minnesota

County of \_\_\_\_\_

City of \_\_\_\_\_

I do hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of \_\_\_\_\_, Minnesota at a duly authorized meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as shown by the minutes of said meeting in my possession.

(SEAL) \_\_\_\_\_

City Clerk





# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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**TO:** CITY COUNCIL  
**FROM:** CRAIG BRITTON  
**SUBJECT:** 2022 WATER SYSTEM AND DRAINAGE IMPROVEMENT PROJECTS  
**DATE:** MARCH 10, 2022  
**CC:** CITY CLERK, JOEL YOUNG AND SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Consider passing resolutions for approving project plans and specifications and authorizing the advertisement for bids for the 2022 Water System Improvements projects.

**Background:** On October 25 the City moved to begin work on the 2022 water system project. The project involves improvements in a few different areas as summarized below. The current schedule includes opening bids for the 2022 water project on April 6<sup>th</sup> and opening quotes for the drainage improvement projects also on April 6<sup>th</sup>. Following the bid and quote openings the costs will be tabulated and we'll review the numbers with the budgeted amounts. The plan is to take the bids and quotes to the public works committee meeting on April 11<sup>th</sup> and to the City Council for consideration of award on April 25<sup>th</sup>.

1. 2022 Ground Water Storage Improvements (Steel Tanks)
  - a. Reconditioning of Old Territorial Rd (100k gal) and South Reservoirs (200k gal)
2. 2022 Concrete Ground Storage Water Tank Rehabilitation
  - a. Concrete Structural Repairs and / or EPDM Roof on Concrete Tank (300k gal)
3. 2022 Water System Electrical Improvements
  - a. Generators for Well 2 and Booster Pump Station
  - b. VFD for Well 2, Mixer for South Reservoir, SCADA System Upgrades and Expansion to Wells 2 and 3, Well 2 Chemical Room Addition and Installation of Service Door
4. West Chatfield Drainage Improvements (Installation of Storm Sewer)
5. Bench Street Drainage Improvements (Installation of Storm Sewer)

## 2022 GROUND WATER STORAGE IMPROVEMENTS

### A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

Whereas; Pursuant to the approval by Council on Monday, October 25, 2021, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2022 Ground Water Storage Improvement project;

**Now therefore, be it resolved by the City Council of the City of Chatfield, Minnesota:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that bids will be received through QuestCDN until 11:00 AM on Wednesday, April 6, 2022, at which time they will be publicly opened electronically through QuestCDN by the City Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, April 25, 2022 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless electronically filed with QuestCDN and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid.

Adopted by the City Council this 14<sup>th</sup> day of March, 2022



## 2022 CONCRETE GROUND STORAGE WATER TANK REHABILITATION

### A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

Whereas; Pursuant to the approval by Council on Monday, October 25, 2021, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2022 Concrete Ground Storage Water Tank Rehabilitation project;

**Now therefore, be it resolved by the City Council of the City of Chatfield, Minnesota:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that bids will be received through QuestCDN until 10:30 AM on Wednesday, April 6, 2022, at which time they will be publicly opened electronically through QuestCDN by the City Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, April 25, 2022 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless electronically filed with QuestCDN and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid.

Adopted by the City Council this 14<sup>th</sup> day of March, 2022

## 2022 WATER SYSTEM ELECTRICAL IMPROVEMENTS

### A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

Whereas; Pursuant to the approval by Council on Monday, October 25, 2021, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2022 Water System Electrical Improvements project;

**Now therefore, be it resolved by the City Council of the City of Chatfield, Minnesota:**

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that bids will be received through QuestCDN until 10:00 AM on Wednesday, April 6, 2022, at which time they will be publicly opened electronically through QuestCDN by the City Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, April 25, 2022 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless electronically filed with QuestCDN and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid.

Adopted by the City Council this 14<sup>th</sup> day of March, 2022



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
[www.ci.chatfield.mn.us](http://www.ci.chatfield.mn.us)

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## MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** CRAIG BRITTON  
**SUBJECT:** GIS UPDATE  
**DATE:** MARCH 10, 2022  
**CC:** CITY CLERK, JOEL YOUNG AND SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Provide input on GIS capabilities available to Chatfield residents.

**Background:** As part of the City's recent strategic planning efforts, leveraging technology was identified as a strategic direction of the City. One of the technology initiatives involves getting GIS interactive mapping up and running. City staff has met to review some of the capabilities that could be available for public use. Our goal as a committee is to identify mapping applications that will provide the most benefit to Chatfield residents. The following includes a preliminary list of mapping features we feel would be important to include in the GIS system, and we are seeking input from the Public Works Committee on the features.

1. City Maps
  - a. Aerial Map showing corporate limits and parcel information
  - b. Zoning Map and Land Use Plan Map
2. Parks and Trails Map
3. Floodplain Map
4. Report a Problem for Residents Use
5. Other Capabilities with Lower Priorities at this Time
  - a. Contour Information
  - b. City Utility Information
  - c. Future Improvement Project Areas
  - d. Snow Plow Routes



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INTEROFFICE MEMORANDUM

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**TO:** Public Works Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** Cables/Re-install across Hwy 52  
**DATE:** 2/8/2022

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**Action Requested:** To bring back for further discussion on the re-installing of the 2 cables across Hwy 52 for the Western Days banner and the Christmas Decoration.

**Background:** At the last council meeting, the repairs to Jac's building was approved but the re-installing of the cables was tabled. There was discussion from Mayor Smith that it is no longer allowed, and that this should be checked into further with Mn Dot on whether it is allowed and if a permit is needed.

Mayor Smith followed up with me on his findings from his staff at Mn Dots and I have attached the information on their regulations and permitting requirements.

After reading the permit requirements, (in particularly J, K, and O) and listening to the insurance adjustor on the future liabilities to the city to both the public and the buildings, I personally think it would be in the best interest not to re-install the cables.

Thank you for your time,  
Brian Burkholder

## Brian Burkholder

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**From:** Chatfield, MN <noreply@ci.chatfield.mn.us>  
**Sent:** Tuesday, January 25, 2022 7:58 AM  
**To:** Brian Burkholder  
**Subject:** Cable over TH52

Message submitted from the <Chatfield, MN> website.

**Site Visitor Name:** Russ Smith  
**Site Visitor Email:** russell.m.smith@state.mn.us

Brian I had a conversation this morning about the cable over Main Street with the rest of the Permits office here. The consensus is that there can be a cable placed across a State Highway for a banner, it must get a Permit, it must be 22' or higher from the driving surface, and has a display time window around the event. This should go back to Public Works for another discussion. St Charles had the same kind of cable and they had to change the way they had it attached. Now they have two poles installed and their cables are high above the ground. E-mail me back at my state e-mail and I can send you a picture of what St Charles has now. Anyway, this needs more discussion about if the City wants to keep the liability.



22' from grade

St Charles TH74



## Brian Burkholder

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**From:** Smith, Russell M (DOT) <russell.m.smith@state.mn.us>  
**Sent:** Tuesday, January 25, 2022 8:48 AM  
**To:** Brian Burkholder  
**Cc:** Joel Young  
**Subject:** Statute Guidance for Event Banner  
**Attachments:** CABLE.png

*Brian, here is the text from the engineering manual, it shows the conditions for the event banner to meet. "j" has the 22' minimum. I included Joel just for info purposes. Also attached is St Charles solution to the 22' issue.*

### 14-4.06.04 Signs, Banners, and Decorations

#### 1. Freeways

Signs, banners, and decorations should not be allowed on the right-of-way.

#### 1. Expressways, High Speed Two-Lane Two-Way Highways, and Low Speed Roads

Directional signs may be allowed at the intersection of the local road leading to the event. Non-directional signs, banners, and overhead decorations will be allowed only on low speed roads subject to the following criteria:

- a. If the signs, banners, or decorations are to be located within a city, the requests should be made through the offices of or by the city.
- b. Signs, banners, or decorations shall not be attached to any MnDOT structure (sign, signal, bridge, etc.).
- c. Directional and non-directional signing are the responsibility of the requester. If, upon request, MnDOT provides assistance in the form of signs and labor, the requester should be billed for the actual costs to the Department.
- d. The requester for directional signing will be advised that signing must conform to the MN MUTCD or as directed by the District Office.
- e. Directional signing shall contain only directional information for the event.
- f. Non-directional signs or banners shall not appear to represent or conflict with an official traffic control device in shape, form, color, or legend. They should be of a neutral color.
- g. Non-directional signs or banners should display only the name of the event and the scheduled time.
- h. Signs, banners, and decorations shall not obstruct sight distance or detract from motorists' view of traffic control devices.
- i. No changeable message signs of the type used for temporary or permanent traffic control shall be permitted for event advertising purposes.
- j. The minimum clearance for all signs, banners, and decorations spanning a highway should be 22 feet above the roadway and shoulder.
- k. Letter height displayed on city banners is not to exceed two inches.
- l. Stroke width displayed on city banners is not to exceed width of B Series Highway Gothic lettering.
- m. No logos or product advertising is allowed.
- n. Adequate traffic control shall be provided when overhead signs, banners, and decorations are being installed and removed.

- o. Non-directional signs, banners, and decorations pertaining to an event shall not be in place longer than two weeks prior to the event and shall be removed within three days after the last day of the event.
- 14-10

Russell M Smith  
Transportation Specialist  
District 6 Permits Section  
2900 48<sup>th</sup> St NW  
Rochester MN 55901  
Russell.m.smith@state.mn.us  
507-517-2003

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INTEROFFICE MEMORANDUM

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**TO:** Public Works Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** Update/Dog Pound Roof Improvements  
**DATE:** 2/3/2022

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**Action Requested:** To update the committee on quotes for a steel-gabled roof vs a flat roof, 1 new window and 2 new doors.

**Background:** After presenting 2 quotes on a flat roof, it was suggested that I get quote for a steel-gabled roof. Also, to get a cost of replacing 1 window that are currently broken and 2 steel/aluminum service doors that are in bad condition.

I currently reached out to Brian Lee construction and B & B Services (Chad Buenger) for quotes on a steel roof. As of today, I met with Brian Lee and waiting for the quotes for both the roof and the 2 doors. I also received a quote from Kendall Doors for the 2 doors. (attached).

Bill DuBord received a quote for a 36 x 24 slider window from Chatfield Lumber for \$211 each and to be installed by Bill.

Thanks for your time,  
Brian Burkholder





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Date: 1/17/2022

Quote: DM0117220454

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TO: CITY OF CHATFIELD  
ATTN: BRIAN BURKHOLDER

Respectfully submitted by Duane Masterson from our Winona, MN facility, this is our Proposal to furnish the following Material for the WASTE WATER:

- 1 EA - 3070 5-3/4" M14 RK (105) RHR HM FRAME @ 1
- 1 EA - 3070 707 S 18 RK K-TOP (F) RHR HM DOOR @ 1
- 3 EA - MPB91 4-1/2" X 4-1/2" NRP HINGE 32D @ 1
- 1 EA - ND80P6D X RHO X 13-247 X 10-025 CYL. LOCKSET 626 @ 1
- 1 EA - 4040XP.RWPA.689 CLOSER 689 @ 1
- 1 EA - S425A X 36"W THRESHOLD A @ 1
- 1 EA - 815A X 36" X 84" WEATHERSTRIP A @ 1
- 1 EA - 964C X 36"W SWEEP C @ 1
- 1 EA - 341D LATCH GUARD US2C @ 1
- 1 EA - 3070 5-3/4" M14 RK (105) RHR HM FRAME @ 2
- 1 EA - 3070 707 S 18 RK K-TOP (F) RHR HM DOOR @ 2
- 3 EA - MPB91 4-1/2" X 4-1/2" NRP HINGE 32D @ 2
- 1 EA - ND80P6D X RHO X 13-247 X 10-025 CYL. LOCKSET 626 @ 2
- 1 EA - 4040XP.RWPA.689 CLOSER 689 @ 2
- 1 EA - S425A X 36"W THRESHOLD A @ 2
- 1 EA - 815A X 36" X 84" WEATHERSTRIP A @ 2
- 1 EA - 964C X 36"W SWEEP C @ 2
- 1 EA - 341D LATCH GUARD US2C @ 2
- 1 EA - LABOR TO INSTALL DOORS, FRAMES, AND HARDWARE

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**PRICE QUOTE: \$6,614.40**

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(This price includes No Sales Tax)

**TERMS & CONDITIONS:** Our quotation is subject to the following terms and conditions: Acceptance of this quotation by Customer will be acceptance of all terms and conditions as follows and will supersede any conflicting term in any other contract document. Customer's agreement will be evidenced by Customer's signature permitting

KENDELL Doors & Hardware, LLC (KENDELL) to commence project work. KENDELL will not commence work until proposal is signed and accepted.

**ACCEPTANCE CONDITIONS:**

1. **SALES TAX:** Increase post-quotation date is the responsibility of the accepting party.
2. **VALID DATE:** 15-days from date of quotation unless extended in writing by KENDELL.
3. **CHANGES IN MATERIAL COSTS** in excess of 5% between the date of the proposal and the date of installation will require an adjustment in the Contract amount.
4. **LEAD TIME:** Stated lead time is an estimate only, given at time of estimate and is subject to change due to material and labor availability.
5. **CHANGES TO CONTRACT TERMS:** Any changes to Contract amount or work scope due to extras, change-orders, delays, acceleration or otherwise will have no time penalties to KENDELL. All information regarding changes will be furnished in writing by Customer to KENDELL. No work will proceed until approvals have been authorized and signed by Customer and KENDELL.
6. **WORK HOURS:** Work is to be performed during KENDELL regular working hours unless otherwise stated in Estimate. All work performed outside regular working hours will be charged for rates or amounts agreed upon by the parties at the time authorized.
7. **WORK STOPPAGE:** KENDELL shall not be required to continue performance if timely payments are not made to KENDELL for suitably performed work or stored materials.
8. **BACK CHARGES:** No claims or back charges by the Customer for materials or services will be valid unless authorized in writing by KENDELL executive.
9. **TERMINATION:** This agreement shall not be cancelled or change by Customer except with the express written consent of an authorized official of KENDELL. In the event a contract or order is cancelled, KENDELL will invoice Customer for amount equal to work, materials and equipment provided to the Project and for materials ordered or stored but not yet installed. Standard payment terms will apply.

**CREDIT/ PAYMENT TERMS:**

1. **RETAINAGE:** No retainage is to be held on material invoices.
2. **PROJECT START:** No materials will be ordered, manufactured or supplied until a valid purchase order or prepayment is received.
3. **EXISTING KENDELL CREDIT CUSTOMERS:** To proceed, please provide authorization and a valid Purchase Order #.
4. **NEW/ PRE-PAYMENT CUSTOMERS:** To proceed, please provide pre-payment or credit card information. KENDELL will be paid in full for entire order including special-order material, stock material and labor/install.
5. **EXTENSION OF CREDIT:** KENDELL will approve open credit (via credit application) prior to submission/processing of any order. KENDELL will be provided with the legal description of the property, the name, address and representative of the project Owner. Evidence of adequate and proper financing shall be required. Customer shall promptly notify KENDELL of any changes to Owner's identity and/or financial status. KENDELL will not be obligated to commence or continue Work in absence of adequate assurances of payment.

The undersigned accepts the terms and conditions herein and agrees to incorporate same into any Contract arising from this Quote.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ PO #: \_\_\_\_\_