

***Public Works Committee  
Meeting Agenda  
August 8, 2022 5:30 p.m.  
Fillmore Conference Room – Thurber  
Building***

1. August 8, 2022 / 5:30 p.m. Fillmore Conference Room - Thurber Community Building
2. Mountain Biking Update – Gavin Carr
3. SCS Report:
  - A. Discuss billing practices when water leaks occur
4. City Engineer Report:
  - A. Infrastructure Expansion Initiative – Strategic Initiative
  - B. City Development Standards Review – Strategic Initiative
  - C. 2023 Street Project Discussion for Feasibility Report
  - D. TH 30 Water Main Realignment Update
5. Consider extending fiber optics to pool house.

**Members Present:** Councilor Paul Novotny and Councilor Mike Urban.

**Members Absent:** None.

**Others Present:** Tayler Shaw, Jared Halloran, Craig Britton, Shane Fox, Brian Burkholder & Joel Young.

**Mountain Biking Update:** None.

**Sewer Back-up Claim:** Tayler Shaw asked the City to make a no-fault sewer backup payment to him to help with the costs associated with two back-ups that occurred earlier this year. His total loss amounted to approximately \$7,000 in construction materials plus labor on the first incident and \$14,450 for the second incident. He said that he submitted the losses to his insurance company, which paid him \$5,000 for each claim.

The total amount that can be paid under the policy is \$3,000 per occurrence. He installed a 4" check-valve on his service line to protect his property in the future. He suggested that some sort of alarm system be installed to warn the City in advance of the next back up. The committee recommended a \$6,000 payment.

**Resident Request to Purchase City Property:** As the City Engineer, Craig Britton describes the uncertainty involved with approving the sale of any property around the retention pond. Britton said that the City might need to expand the pond at some point in the future and recommended that none of the property be sold at this time, at least until full drainage information is developed. Britton suggested that it would be possible to develop an understanding between the neighboring property owner and the City which would allow the neighbor to more fully enjoy the City's land without having the cost of ownership. Britton will provide a sample agreement for consideration. The neighboring property owner and the committee reviewed the easements in place.

**City Engineer Report:**

- **2022 Water System Electrical Improvements Change Order:** Britton reported that the General Contractor has contacted him to report that various components have increased in price since the bid was submitted. Britton said that he had verified the amount and timing of the price increase and to ensure that no labor costs were increased. The amount of the change would be \$16,658.58 and the committee approved the change.
- **Water Main Relocation at Highway 30 bridge:** MNDOT is planning this project for spring of 2023. It's not known just how much deeper the water pipes need to be placed at this time. More information should be available for the meeting next month.
- **2023 Street Reconstruction Project:** Britton reviewed the project as including reconstruction of Grand Street from 7<sup>th</sup> to Prospect, Hawley St. from Grand to end of cul de sac and Prospect from Winona Street to the end of Prospect...and some other pavement and storm sewer improvements. Britton offered to prepare a feasibility report at the cost of \$6,400. The committee developed a recommendation of approval to send to the city council.

**Crackfilling Proposal:** Burkholder reported that he has received a proposal from Durst Outdoor Services to perform crackfilling at a cost of \$27,892.90. Burkholder said that he has reduced the amount of street to crackfill due to high cost of material.

**Compost Management:** Burkholder suggested that the City might want to regulate what materials can be taken from the brush and leaf dump. He said that people had taken a lot of mulch, which he had planned to use for public works. He also said that the composted leaves have resulted in a lot of black dirt, which could be desirable. The committee did not develop any firm recommendations.



# 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)

## MEMORANDUM

**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** CRAIG BRITTON  
**SUBJECT:** STRATEGIC INITIATIVE – INFRASTRUCTURE EXPANSION AREAS  
**DATE:** AUGUST 3, 2022  
**CC:** CITY CLERK, JOEL YOUNG AND SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

**Action Requested:** Provide input on next steps for reviewing future expansion areas of the City.

**Background:** As part of the City's recent strategic planning efforts, growing the City was identified as a strategic direction of the City. One of the initiatives involves looking at the scope and feasibility of expanding infrastructure beyond the current City limits. Below is a clip from the Strategic Plan.

### Growing the City

This strategic direction looks to grow the City in a responsible way to add amenities and livability options to current residents and those who might wish to move to Chatfield.

### Initiatives

- Promote Development
- Execute on Community Needs
- Provide Incentives



### First Year Accomplishments

1. Hotel is started
2. Downtown apartment building started
3. EV charging ports established at CCA (2 car capacity)
4. Prospects for developing lots are secured
5. Location for affordable lots are identified
6. Scope cost for expanding Infrastructure North with developed vision

### 2-Year Results

1. Hotel build
2. Downtown apartment building is built
3. Electric Vehicles (EV) Car chargers are installed and being used
4. Additional restaurants in town (fast food)
5. Some variety of lots are available for development
6. Specific vision for development is scoped

City staff is requesting input from the public works committee to assist in developing a plan to prioritize growth areas and prepare estimated costs for expansion. Once certain areas are identified, Wideseth can prepare costs estimates for the proposed expansion of City infrastructure to serve the areas.

Attached is a map showing potential growth areas. These areas are approximate, and the boundaries can be adjusted based on opportunities. For example, the Orchard Ridge expansion area can be expanded north of the hatched area as shown.

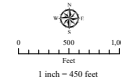
Please let me know if you have any questions.

Sincerely,

Craig Britton



POTENTIAL FEASIBLE  
DEVELOPMENT AREAS  
Chatfield, MN

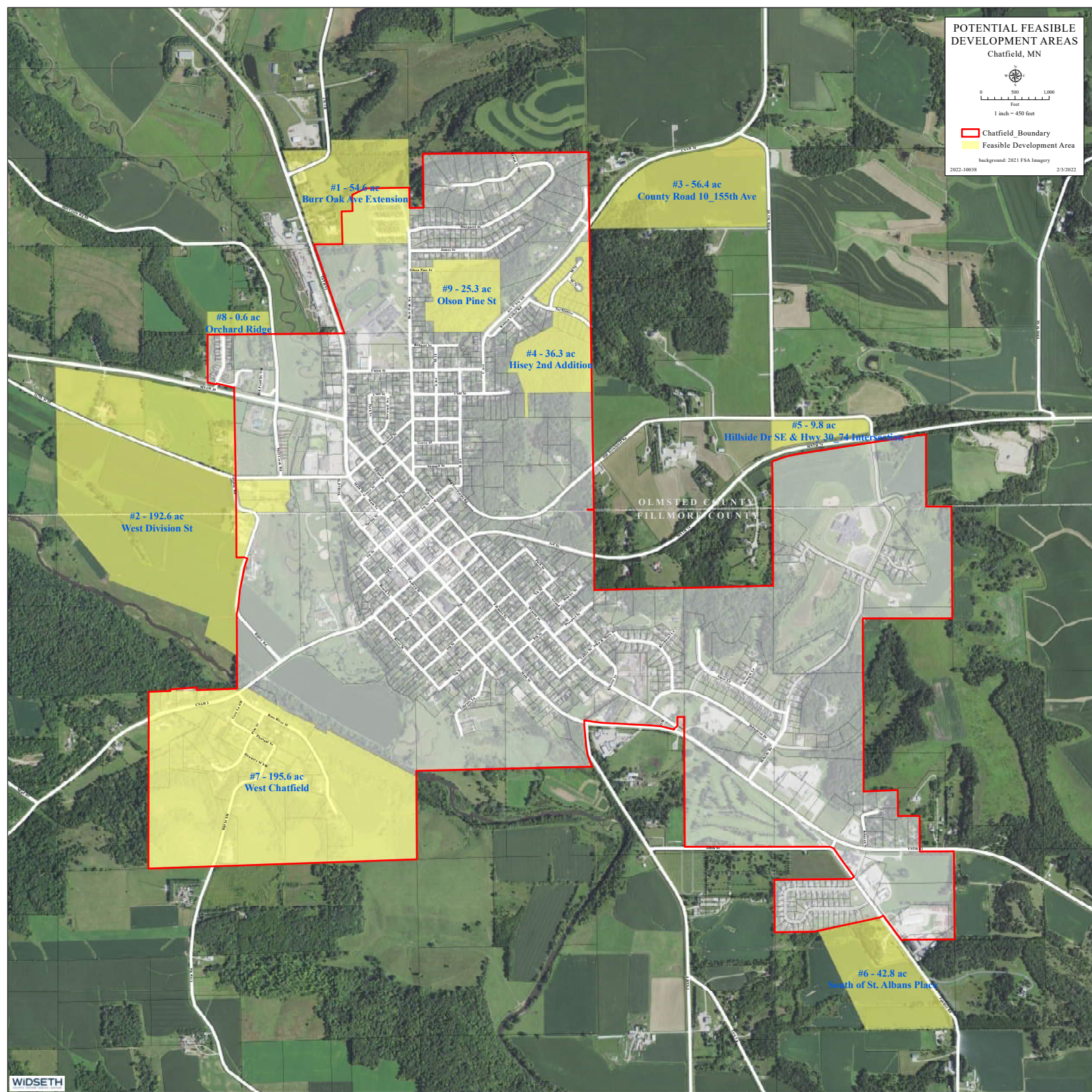


- Chatfield Boundary
- Feasible Development Area

background: 2021 FSA Imagery

2022-10038

2/3/2022





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## MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** CRAIG BRITTON  
**SUBJECT:** REVIEW OF CITY DEVELOPMENT STANDARDS AND FEES  
**DATE:** AUGUST 3, 2022  
**CC:** CITY CLERK, JOEL YOUNG AND SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Provide input on how to approach reviewing current City development standards and fees.

**Background:** City staff is requesting input from the public works committee on how to approach reviewing the current City development standards and fees in an attempt to stay current with existing and anticipated growth and development trends. Examples of development standards that could be reviewed include such items as; street widths, sidewalk locations and widths, bike lanes and other pedestrian facilities, lot widths, impervious coverage, density, parking requirements, etc...

City fees include sanitary and water area charges, parkland dedication fees, and the potential of stormwater related fees.

Please let me know if you have any questions.

Sincerely,

Craig Britton





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## MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** CRAIG BRITTON  
**SUBJECT:** GRAND STREET SE, HAWLEY STREET SE AND PROSPECT STREET SE IMPROVEMENTS  
**DATE:** AUGUST 3, 2022  
**CC:** CITY CLERK, JOEL YOUNG  
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Provide input on design related items for the preparation of the feasibility report.

**Background:** The above project areas were identified because the existing pavement is in poor condition, the existing 4" water main is undersized and there is a lack of storm sewer in that area of the City. The current plan includes reconstructing and resurfacing the Streets as noted below.

1. Full Reconstruction
  - a. Grand Street SE from 7<sup>th</sup> Street to Prospect Street SE (2 Blocks)
  - b. Hawley Street SE from Grand Street SE to End of Cul De Sac (1 Block)
  - c. Prospect Street SE from Winona Street to End of Street (2 Blocks)
2. Reclaim & Pave and Storm Sewer Installation
  - a. Grand Street SE from Prospect Street SE to Valley Street SE (1 Block)

City staff walked the site and has the following questions / comments for the public works committee.

1. Should Shady Oak Park remain as is? Should the campsites remain? If so, should the sites be regraded to provide for level campsites? Should sites be added / removed?
2. Is there interest in platting residential lots in park? Should services be extended into the park to accommodate future residential lots?
3. Prospect Street is 37 ft wide north of Grand St and 32 ft wide south of Grand St. It'd be best to maintain a constant street width if possible.
4. Currently there is no cul de sac on the east end of Prospect Street. An offset cul de sac could be designed to provide a turnaround if desired.
5. Some of the curb within the project area may be able to be saved. However, much of it would need to be replaced due to the replacement of the storm sewer and installation of services. Would it be best to replace all the curb with the exception of Grand Street east of Prospect?



6. Does the committee want to see sidewalk within the project area? Currently there is none.
7. Any additional items to consider?

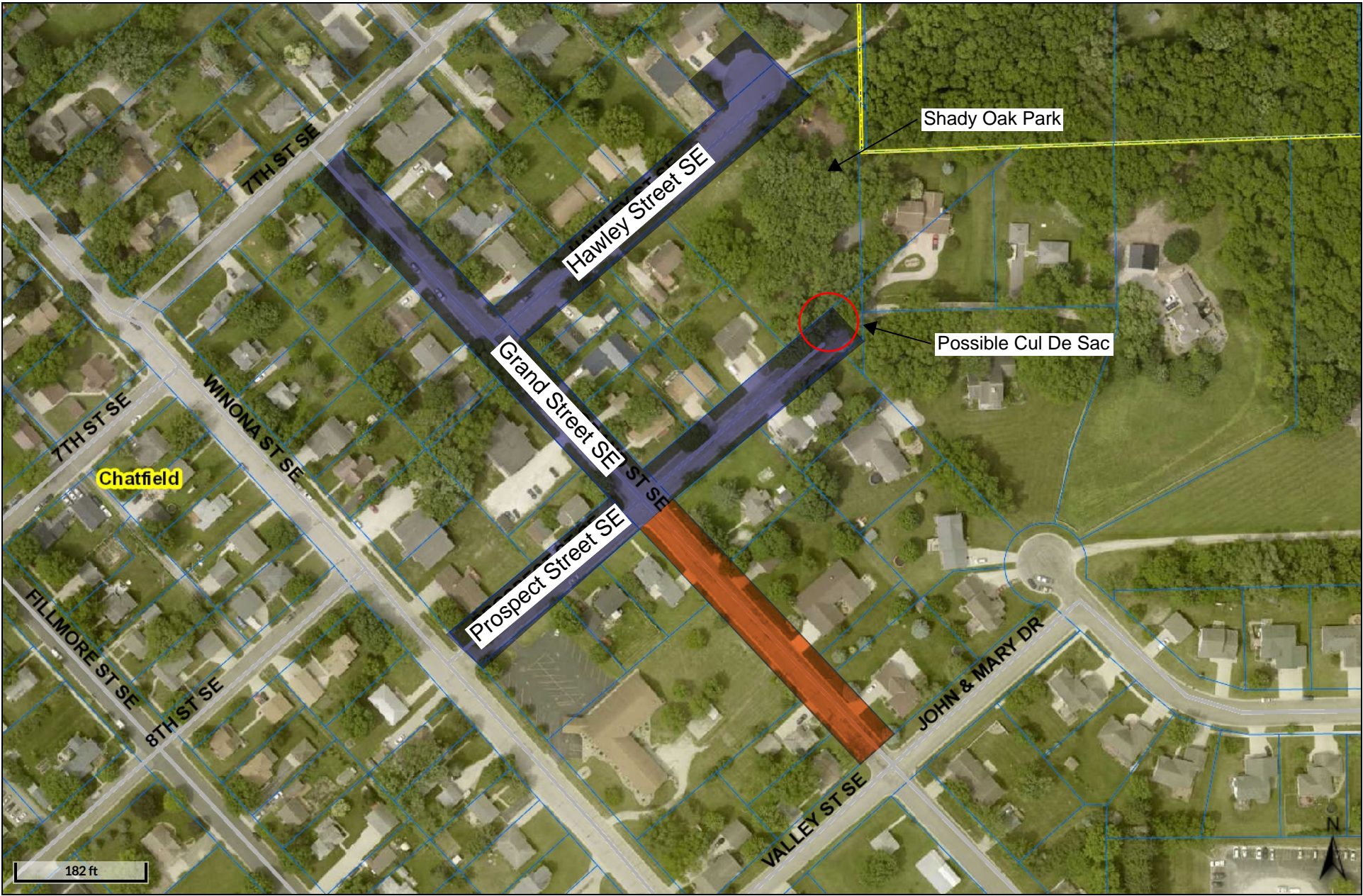
If you have any questions prior to the public works committee meeting please let me know.

Sincerely,

Craig Britton

Possible 2023 Street Project

- Proposed Full Reconstruction
- Proposed Reclaim & Pave and Storm Sewer Installation







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## MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** CRAIG BRITTON  
**SUBJECT:** TH 30 WATER MAIN REALIGNMENT UPDATE  
**DATE:** AUGUST 3, 2022  
**CC:** CITY CLERK, JOEL YOUNG AND SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** No action is requested at this time. This is an update to the MnDOT TH 30 plans and status of obtaining a quote for lowering the existing water main to be performed this fall.

**Background:** As a recap, MnDOT is proposing the realignment of Mill Creek as part of the TH 30 bridge replacement project. The creek is going to be realigned west of its current location at TH 30, which will require the existing water main to be relocated. MnDOT staff has indicated that the horizontal alignment of the existing water main running parallel to TH 30 is fine and will not interfere with construction, however, due to the current depth of the watermain in the area where the creek is being realigned, the watermain will need to be lowered. MnDOT recently sent us their current plan set and based on the creek realignment we're anticipating that approximately 80 ft of the existing water main will need to be lowered.

Widseth is preparing a bidding document and quote form to be shared with a contractor to obtain a quote. Staff is anticipating that the quote will be ready for Council consideration at the August 22<sup>nd</sup> meeting.

MnDOT is conducting a virtual utility meeting on Thursday, August 11<sup>th</sup> at 1:00 PM to review the status of the project.

Please let me know if you have any questions.

Sincerely,

Craig Britton