

***Public Works Committee
Meeting Agenda
March 13, 2023 5:30 p.m.
Fillmore Conference Room – Thurber
Building***

1. March 13, 2023 / 5:30 p.m. Fillmore Conference Room -
Thurber Community Building
2. City Engineer:
 - A. Discuss Initiative to Review Development Fees & Standards
 - B. 2023 Street Project Discussion
 - C. Discuss use of Best Value Contracting for 2023 Street Project Bidding.
3. Retaining Wall Project
4. Review plans of maintenance facilities.
5. Consider adoption of ordinance to restrict discharge of clear water to the
sanitary sewer system.

Members Present: Councilors Paul Novotny and Mike Urban.

Members Absent: None.

Others Present: Craig Britton, Steven Schlichter, Shane Fox, Chris Giesen and Joel Young.

Enterprise Drive Lot Sales: Giesen reported that Josh Broadwater LLC has submitted a full-price offer to purchase lot 3, along Enterprise Drive. He would like the City to provide the water service connection which he would install and the City will provide a transformer if it is not already in place. Broadwater would also like to transfer the rebate that would apply to lot 3 for use on lot 2.

The committee agreed to the terms of the offer and authorized staff to request the city attorney to draft an ordinance to sell the property. It was suggested that the Administrative Code might need to be changed to avoid the need to write an ordinance every time a property is sold.

Sanitary Sewer Report:

- A. Sewer Back-up Claim – Schlichter described a sewer back up at 325 Winona Street, which resulted in a cost to the property owner of \$515.00.
- B. Sanitary Sewer Survey – Recommendations included relocating the fluoride injection point to the lower half of the discharge pipe to avoid excessive pipe corrosion. It is also recommended that all water storage structures be inspected externally on a seasonal basis, a written maintenance program should include periodic internal inspection and cleaning, and operating procedures should be in place to address minimum and maximum water levels and target turnover rates.
- C. The MPCA conducted a compliance inspection which will result in a letter of warning regarding some violations in years 2018 and 2020.

City Engineer's Report:

- A. Development Standards & Fees
The study has started, another review will take place on February 22nd and a discussion will take place at the Committee of the Whole.
- B. Groen Park Pedestrian Bridge Update
Britton reported that there is a 12-month lead time to take delivery of the bridge. Britton is looking for input to see if it is necessary to place obstructions to avoid vehicles from driving over the bridge.
- C. 2023 Street Project Discussion.
Britton described the additional information that has been developed regarding the location of the right of way, street width and a location for the water main to be placed through the park. It was decided to leave the street width at 37', with parking on both sides of the street.

Britton reported that the design, staking and observation contract is ready for consideration. Development of plans and specs is the next level of services needed to move the project forward and the city council would be asked to make that authorization at the next meeting of the city council.

S.C.S. Report:

- A. Consider rate adjustment for snow hauling.

The committee recommended to increase the rate for hauling snow to \$105 per hour and that there would be a minimum of three hours paid when hauling snow on a scheduled event and a minimum of four hours paid when hauling snow on an unscheduled event.

B Review plans of maintenance facilities. Time did not allow for a review of maintenance facilities.

Greenstep Cities: Time did not allow for a review of the Greenstep Cities program.

INTEROFFICE MEMORANDUM

TO: Public Works Committee
FROM: Brian Burkholder, SCS
SUBJECT: 2023 Street Project
DATE: 3/6/2023

Action Requested: To continue discussions on the 2023 Street Project and to finalize for bidding and confirm whether we are adding the Ave B retaining walls replacements to the project as discuss previously.

Background: To finalize the street project plans for bidding by the end of March. I believe the retaining walls should be considered into the project as they have been on our docked for the past 4+ years and are in poor condition. The committee agreed at the time, that the walls were considered city responsibility along with sidewalks.

The street project would be a good place to cover the costs other than other budgets. Back in 2018, I received 3 bids for the replacement after multiple concerns from residence living on them that something needed to get done. I passed along to Craig, all the quotes and specs that I received at the time.

Thank you for your time,
Brian Burkholder

INTEROFFICE MEMORANDUM

TO: Public Works Committee
FROM: Brian Burkholder, SCS
SUBJECT: New Public Works Building
DATE: 3/6/2023

Action Requested: To continue the discussions on a new public works building to be built and location. State property, Enterprise Dr. lots 9,8 &7. or City lots on end of Enterprise Dr east of Minnesota Energy Recourses.

Background: I have spent some time getting plans on other cities building projects to come up with a plan that would best work for the City of Chatfield.

I have attached plans from Plainview, City of Warroad, City of Pequot, and the City of Waterville. I had emailed the plans of 3 to both Paul and Mike for viewing being that they are large to include in the packet. Estimated costs are included on 3 of them.

I have also included drawings using ideas from at least 3 of them and thoughts from both the committee members and public works dept staff. I believe this is a good starting point.

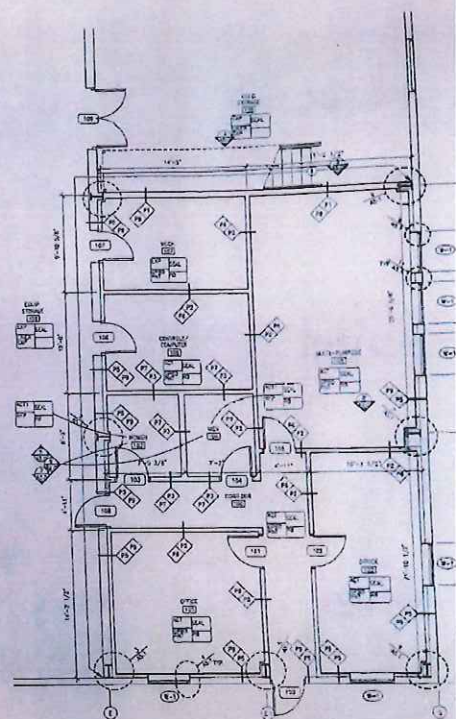
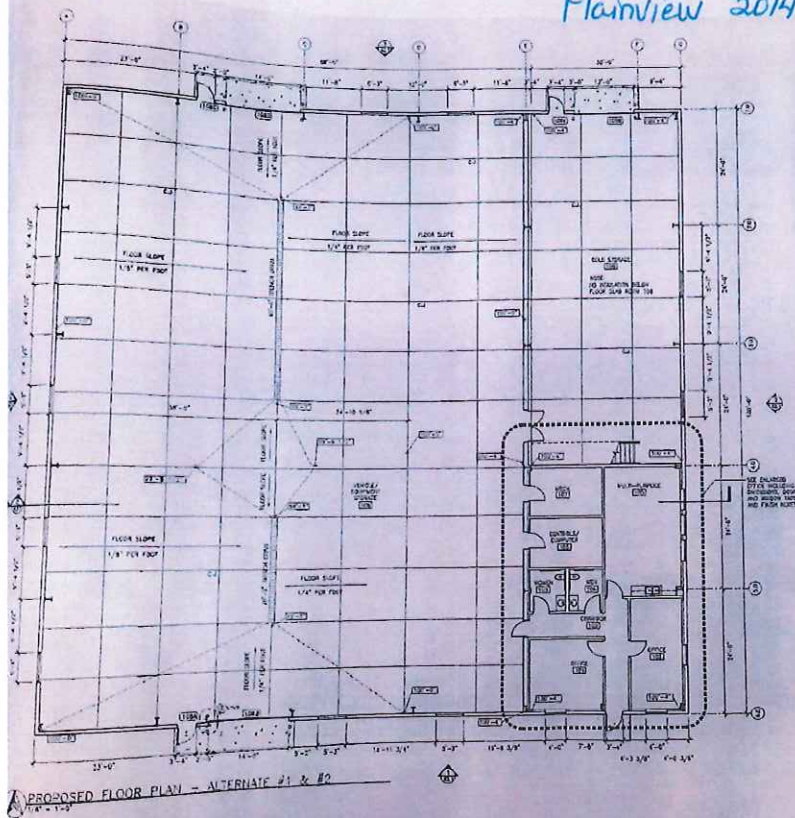
I also attached the measurements of all our current vehicles needing storage along with a layout of all vehicles in the garage area only.

By the end of 2023, my goal would be to have an agreed upon plan in place and a total cost to the building. This way, if something were to come up, I am prepared to move forward.

Another location that possibly could work would be the city lots east of MN Energy Resources and across Enterprise Dr. These lots would need some dirt work and tree clearing.

Thank you for your time,
Brian Burkholder

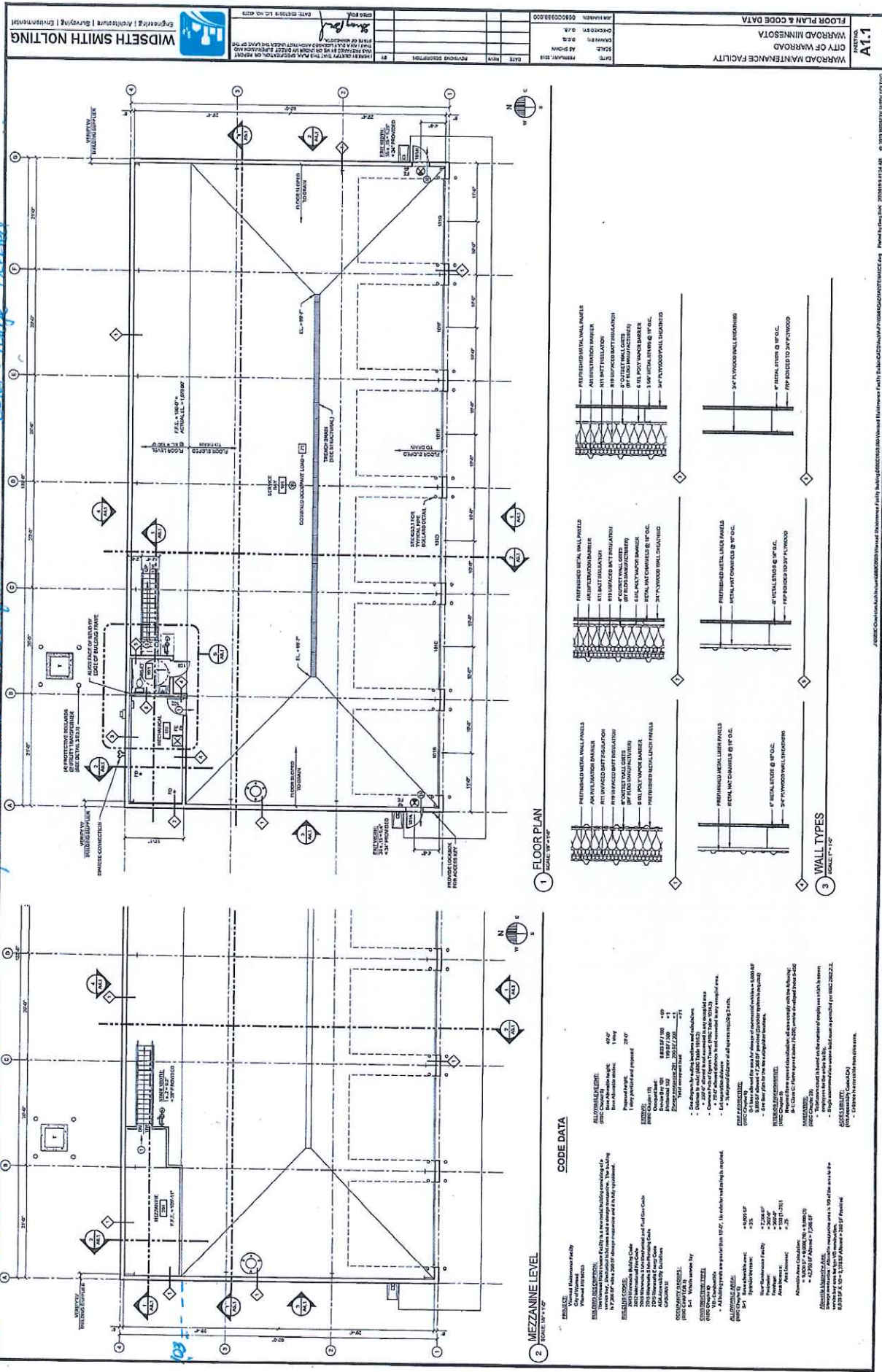
Plainview 2014? - 1.4 M



ENLARGED OFFICE AREA FLOOR PLAN - ALTERNATES

NOTE: DIMENSIONS ARE TAKEN FROM THE DECK

2019 - 700K 2023 - 850K City of Wamod 7,100 sq ft Cold Storage needed



CODE DATA

GENERAL NOTES:

- 1. All dimensions are in feet and inches.
- 2. All dimensions are to the centerline of walls and columns.
- 3. All dimensions are to the finished floor.
- 4. All dimensions are to the finished ceiling.
- 5. All dimensions are to the finished exterior finish.
- 6. All dimensions are to the finished interior finish.
- 7. All dimensions are to the finished exterior finish.
- 8. All dimensions are to the finished interior finish.
- 9. All dimensions are to the finished exterior finish.
- 10. All dimensions are to the finished interior finish.

WALL TYPES

1. 12" CMU WALL WITH 2" POLYSTYRENE INSULATION

2. 12" CMU WALL WITH 4" POLYSTYRENE INSULATION

3. 12" CMU WALL WITH 6" POLYSTYRENE INSULATION

4. 12" CMU WALL WITH 8" POLYSTYRENE INSULATION

5. 12" CMU WALL WITH 10" POLYSTYRENE INSULATION

6. 12" CMU WALL WITH 12" POLYSTYRENE INSULATION

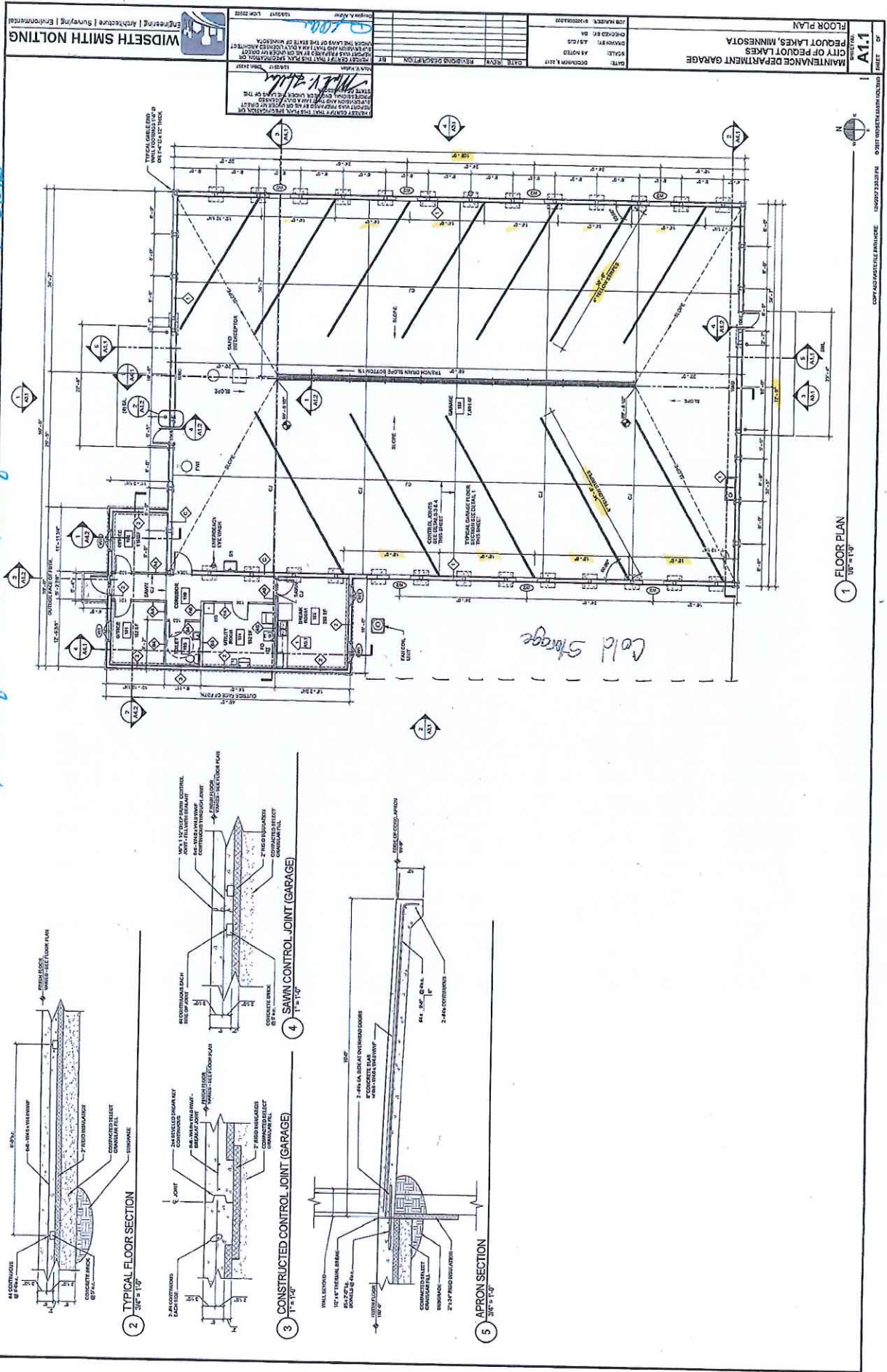
7. 12" CMU WALL WITH 14" POLYSTYRENE INSULATION

8. 12" CMU WALL WITH 16" POLYSTYRENE INSULATION

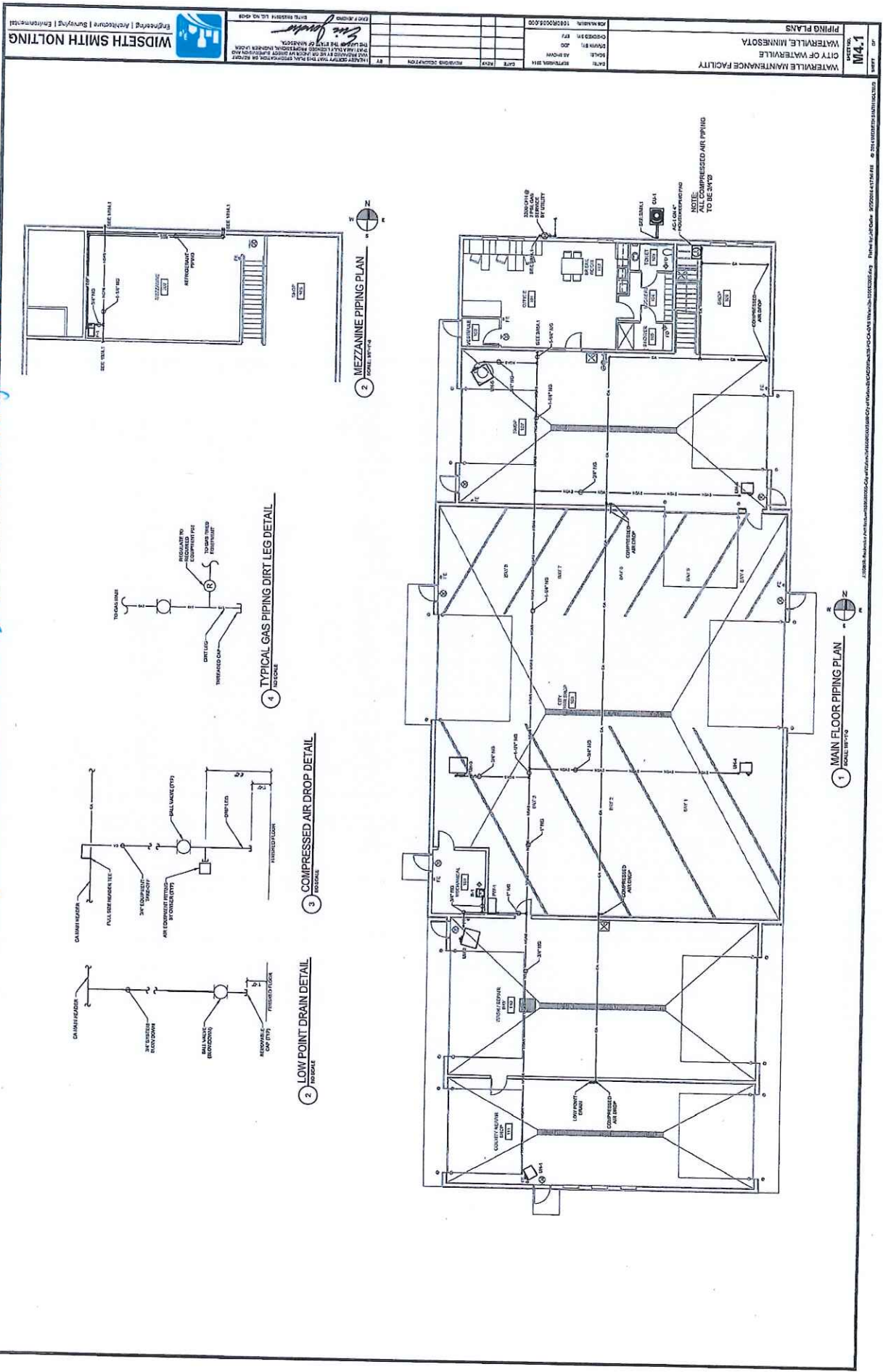
9. 12" CMU WALL WITH 18" POLYSTYRENE INSULATION

10. 12" CMU WALL WITH 20" POLYSTYRENE INSULATION

2019 - 900K 2023 - 1.15M City of Pequot Lakes 2,800 sqft Cold storage needed 10 stalls

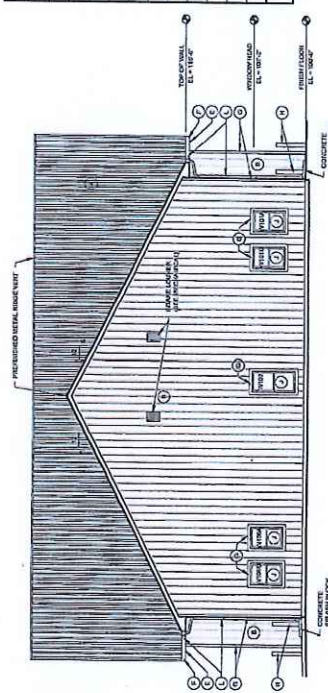


2014-13M 2023-2M City of Waterville, 11,500 sq ft Cold storage needed

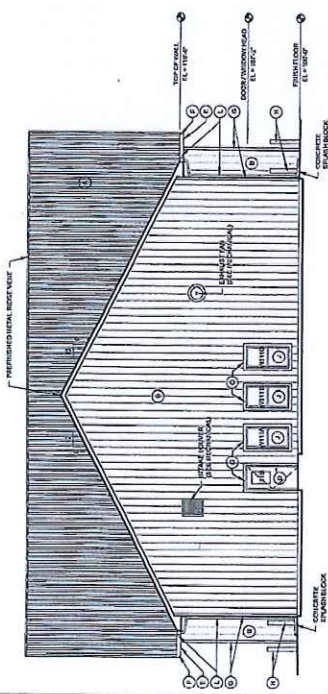


EXTERIOR FINISH SCHEDULE			DATE MATERIAL	FINISH
SYMBOL	BASE MATERIAL			
(A)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(B)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(C)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(D)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(E)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(F)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(G)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(H)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(I)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(J)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(K)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(L)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(M)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(N)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(O)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(P)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(Q)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(R)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(S)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(T)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(U)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(V)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(W)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(X)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(Y)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD
(Z)	W/TA	WOOD PANEL	ACQUA PAPER	WOOD

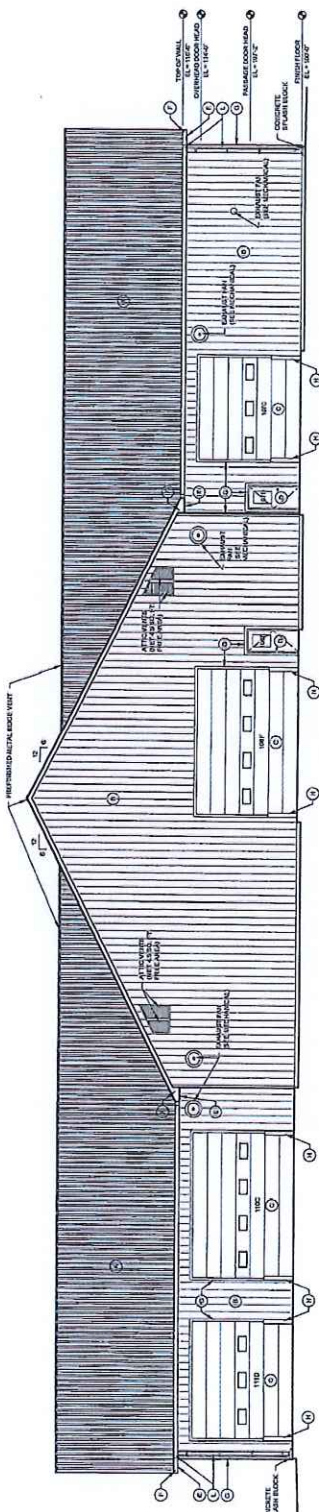
EXTERIOR FINISH SCHEDULE



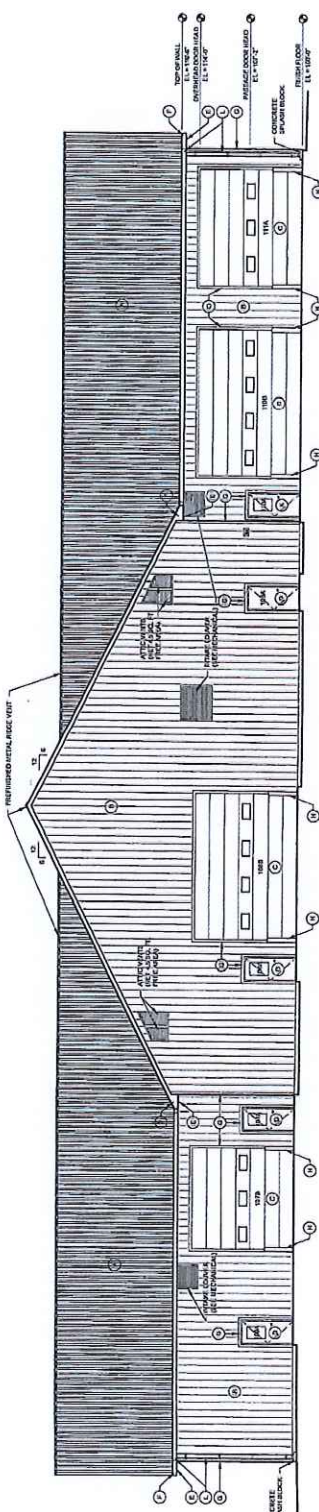
1 NORTH ELEVATION



2 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

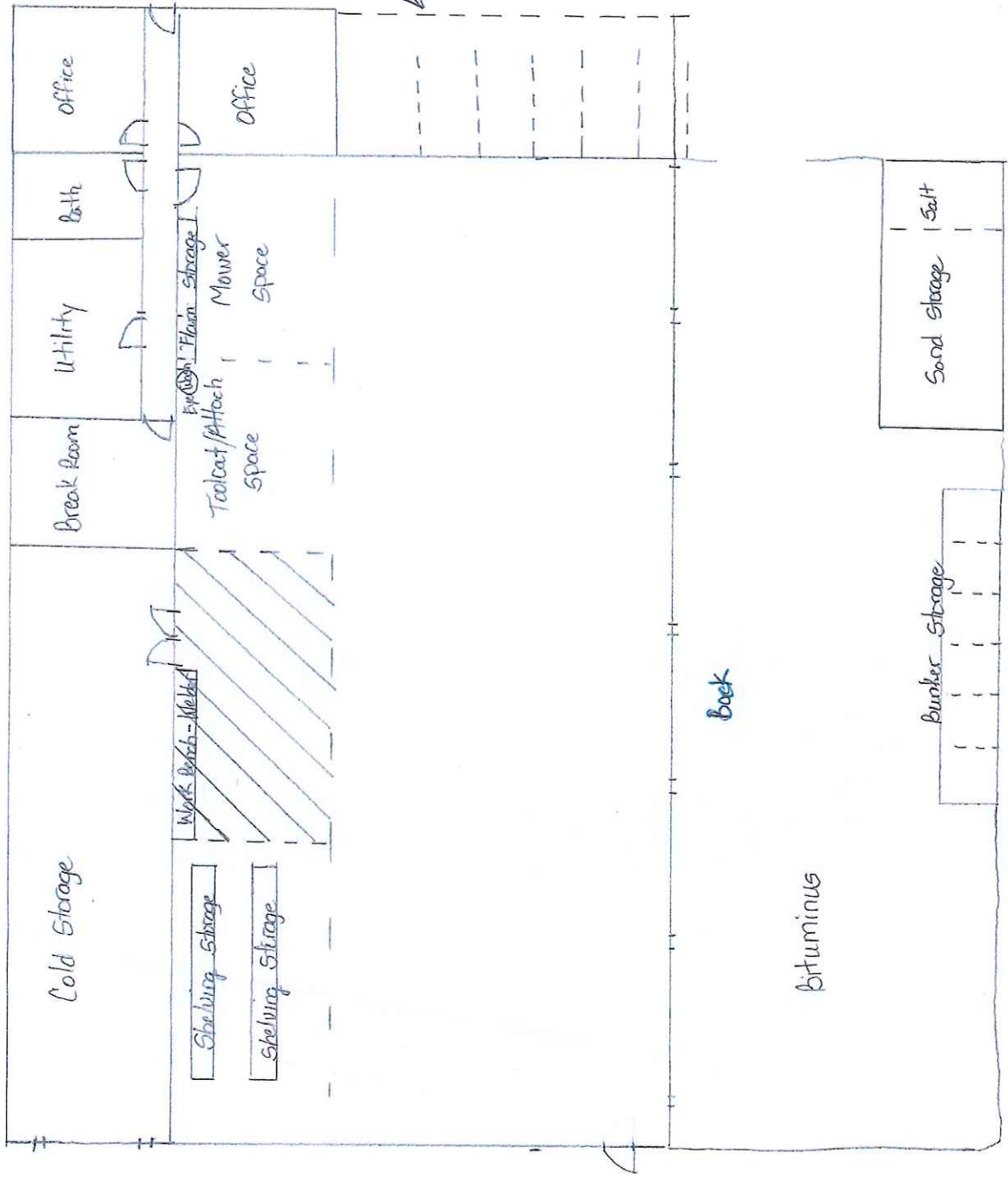


3 EAST ELEVATION
SCALE: 1/8" = 1'-0"



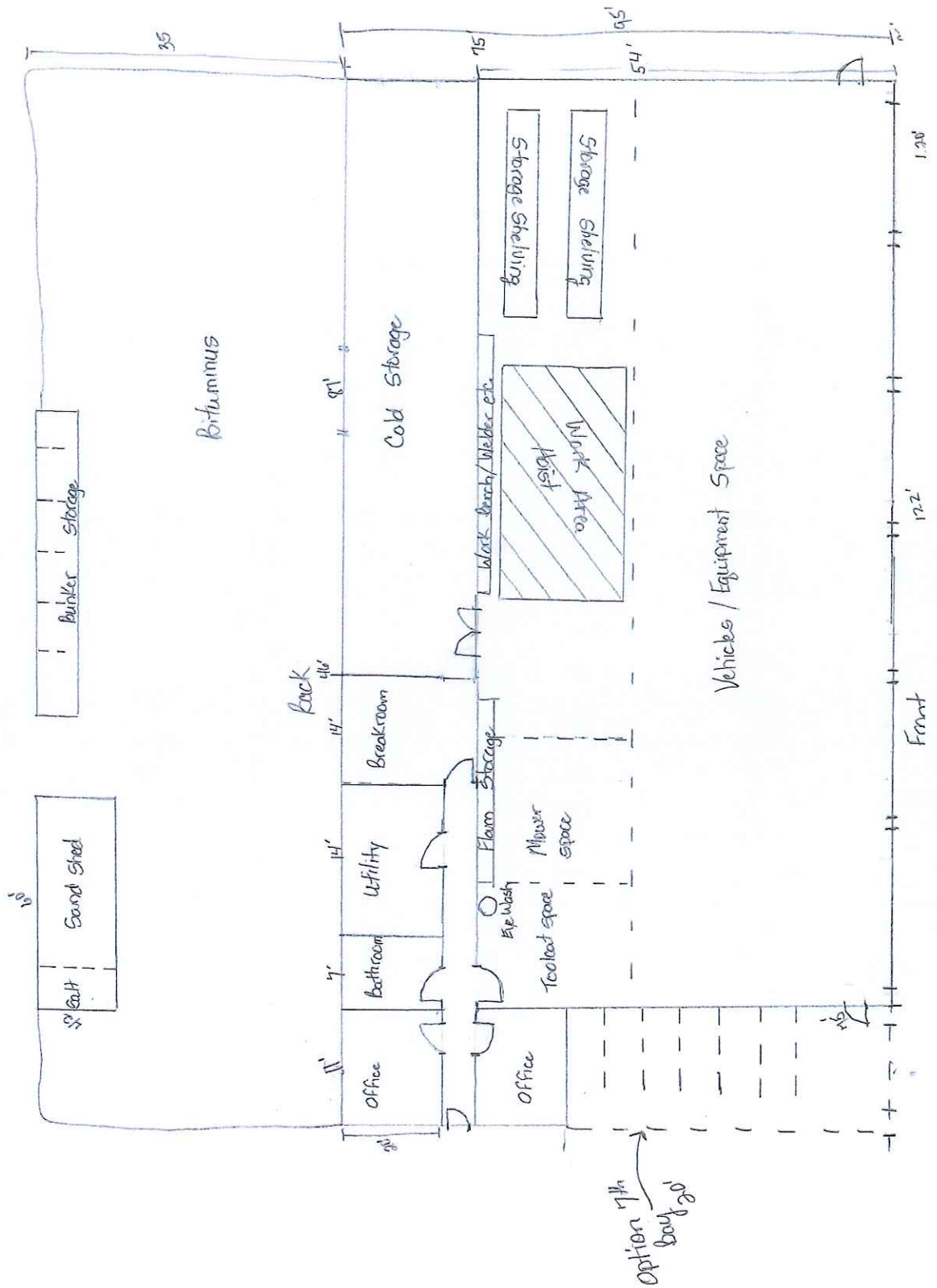
4
WEST ELEVATION
SCALE: 1/8" = 1'-0"

Option 1 - 95' x 122' = 11,590 sq ft
 Option 2 - 95' x 142' = 13,490 sq ft
 Front Right Bay



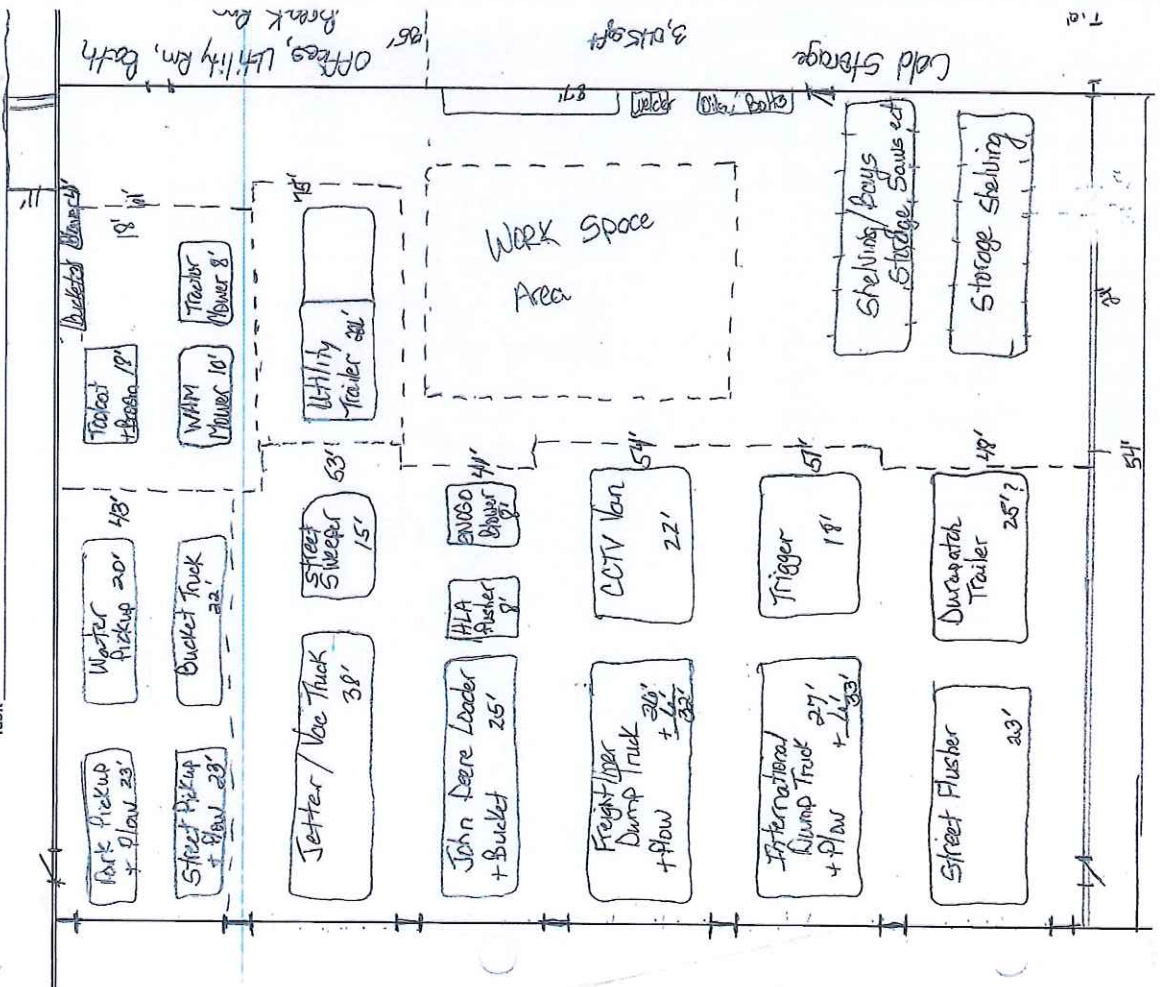
Back

Option 1 - 95' x 122' = 11,590 sq ft.
 Option 2 - 7th bay 95' x 142' = 13,490 sq ft



Public Works Vehicle List and lengths

1. Bucket Truck- 22'	
2. Street Sweeper- 15'	
3. SNOGO Blow- 8'	
4. Toolcat with Broom- 18'	
5. Toolcat Blower- 18'	
6. Toolcat Bucket- 3'	
7. International Dump Truck- 27' + Plow- 6" = 33'	
8. Freightliner Dump Truck- 26' + Plow- 6' = 32'	
9. John Deere Loader- 22' + Bucket- 3' = 25'	
10. HLA Snow Pusher- 8'	
11. Flusher- 23'	
12. Street Pickup- 19' + Plow- 5' = 23"	
13. Park Pickup- + Plow- 5' =	
14. Water Pickup- 20'	
15. Trigger- 18'	
16. CCTV Van- 22'	
17. WAM Mower- 10'	
18. Tractor Mower- 8'	
19. International Jetter/Vac Truck- 38'	
20. Durapatcher- 25'	
21. Utility Trailer- 21'	
	Cold Storage
	Cold Storage
	Cold Storage or Outside
Total- 416'	



Inflow and Infiltration, LMC Model Ordinance

League models are thoughtfully developed by our staff for a city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in the Sanitary Sewer Toolkit Information Memo.



This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.

ORDINANCE NO. _____

AN ORDINANCE FOR THE REDUCTION OF CLEAR WATER IN THE SANITARY SEWER SYSTEM

The City Council finds that the discharge of water from roof, surface, groundwater, sump pump, footing tile or swimming pool, or other natural precipitation into the municipal sanitary sewer system has the potential to cause property damage and overload the municipal and regional sanitary sewer systems. The City Council therefore finds it essential for the maintenance of health, minimization of property damage, and to maintain the life and capacity of the wastewater treatment system that the provisions of this ordinance be strictly enforced.

The City Council of _____, Minnesota ordains:

Section 1: Applicability

This ordinance shall apply to all water entering the sanitary sewer system unless explicitly exempted by the City. The City and its representatives are authorized to administer, implement, and enforce the provisions of this ordinance.

Section 2: Definitions

For the purpose of this Ordinance, the following terms are defined:

Clear water means storm water, natural precipitation, melting snow, ground water, roof drainage, ground surface and subsurface drainage, down spout, yard drain, sump pump, foundation drain, yard fountain, pond, swimming pool, cistern overflow, or any other water that is not required to be treated by state or federal law. Swimming pool water that is required to be treated in accordance with city, county or state regulations shall not be considered clear water.

Sewer service lateral means all sewer service pipes that extend from the municipal sewer main to the structure that it serves.

Section 3: Compatibility with Other Regulations

This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall apply.

Section 4: Prohibition Against Discharge into the Sanitary Sewer System

No person shall discharge or cause to be discharged into the municipal sanitary sewer collection system, or infiltrate into the sanitary sewer system any clear water because of a sump pump, defective plumbing, a defective sewer service lateral or by any other means.

Section 5: Sump Pump Regulation

Any dwelling, structure or building that has a sump pump discharge system to remove groundwater from its foundation drain must have a permanently installed discharge line.

A “permanently installed discharge line” shall be one which provides for year-around discharge capability to either the outside of the dwelling, building or structure, or is connected to the City storm sewer. It shall consist of a rigid discharge line, without valving or quick connections for altering the path of discharge and, if connected to the City storm sewer line, include a check valve. It shall not be capable of connection or reconnection to the municipal sanitary sewer system.

Section 6: Inspection

By _____, every person owning improved real estate, or contractors and builders who are building a structure connected to the City’s sanitary sewer system, shall obtain an inspection of each building located on such property by an inspector designated by the City. The purpose of this city inspection shall be to confirm that there is no prohibited discharge into the municipal sanitary sewer system.



Insert date in the blank space. Cities should choose a date that is far enough out from the passage of the ordinance that will allow city staff reasonable time to inspect properties. Cities may choose to have inspections done at the time of sale or have time of sale inspections be the only required inspection.

This inspection requirement may also be met by having the property owner contract with a licensed plumber to perform the inspection. The plumber must inspect the property’s sump pump, sewer service lateral, and groundwater drainage system, and upon completion, return an inspection form provided by the City documenting the results of the inspection. All costs associated with an inspection by a privately retained plumber shall be the responsibility of the property owner.



Cities may choose to be more specific as to how inspections are performed, and how sewer service laterals are inspected.



Cities may also choose the length of certification, based on whether the certificate of compliance would be issued for regular inspections or at point of sale. Optional text includes:

Unless the property owner already has a valid certificate of compliance issued by the City for the property, the owner or owner's representative is required to complete an inspection and obtain a certificate of compliance issued by the City before such property is offered for sale, gifted or transferred, and before the owner or owner's representative enters into any contract for deed or other transaction changing the party responsible for the property.

A certificate of compliance shall be issued by the city upon successful completion of an inspection. A certificate of compliance shall be valid for ten years.

-OR-

The owner or owner's representative is required to complete an inspection and obtain a certificate of compliance issued by the City before such property is offered for sale, gifted or transferred, and before the owner or owner's representative enters into any contract for deed or other transaction changing the party responsible for the property.

A certificate of compliance shall be issued by the City upon successful completion of an inspection. A certificate of compliance shall be valid until the property is again offered for sale, gifted or transferred, and before the owner or owner's representative enters into any contract for deed or other transaction changing the party responsible for the property.

Section 7: Corrections

Upon notice that the discharge of clear water on a property is not in compliance with this ordinance, the owner or occupant of the property shall cease from discharging clear water in violation of this ordinance and shall make the necessary repairs and corrections to discharge the clear water in accordance with this ordinance. Discharge of clear water in compliance with this ordinance shall be completed within _____ days of the date of notice of noncompliance, or as determined by the **public works director**. A second inspection of the property will be completed after _____ days following the notice of noncompliance.



Cities should keep in mind the extent of repairs and weather conditions when establishing completion days for repairs. Suggestion 90 – 365 days.

Section 8: Violations

A monthly surcharge in an amount duly adopted by the City Council and set forth in the City's fee schedule shall be assessed against any property on which clear water is discharged in violation of this ordinance. The monthly surcharge will be charged on the property's municipal utility billing statement if one or more of the following conditions apply: (1) an inspection as

required herein has not been allowed by the property owner or occupant or a certificate of compliance has not been issued by the city within ____ days after the city's notice of inspection; (2) the property owner or occupant fails to make the sewer line cleanout readily available for the inspection; (3) the necessary corrections have not been made within the time specified; and (4) the property owner or occupant reconnects a clear water discharge line to the municipal sanitary sewer system after it has been previously disconnected at the city's or a court's direction. A surcharge will be assessed for every month during which the property is not in compliance.

Section 9: Temporary Waivers

The City may grant a temporary waiver from the provisions of this section where strict enforcement would cause a threat of damage or harm to other property, the environment, or public safety because of circumstances unique to the individual property or due to weather conditions. A written request for a temporary waiver must be first submitted to the **public works director** specifying the reasons for the temporary waiver.



Note: Cities may wish to have waiver requests go through the city clerk, city administrator, city manager, or some other position.

If a temporary waiver is granted, the property owner shall pay an additional fee for sewage service charges based on the number of gallons discharged into the City's sanitary sewer system as estimated by the **public works director**.

The **public works director** may set conditions to the temporary waiver. The **public works director** may terminate the temporary waiver upon a failure to comply with any conditions imposed on the temporary waiver. The **public works director** must give a five-day written notice of the termination to the property owner and occupant setting forth the reasons for the termination. After expiration or termination of a temporary waiver, the property owner shall comply with the provisions of this ordinance.

Section 10: Appeals

Applications for appeal of any administrative determination made pursuant to this Ordinance shall be addressed in writing to the **city administrator** within 30 days of the determination.



Cities may wish to designate a different official to receive requests for appeals.

Applications shall at a minimum identify the property for the appeal is sought, the name of the property owner, and describe in detail the determination which is being appealed. Within 60 days of receipt of the application, the City Council shall make its decision on the matter and send a written copy of such decision to the property owner by mail.

Section 11: Severability and Validity

The provisions of this ordinance are hereby declared to be severable. If any provision, clause, sentence, or paragraph of this ordinance or the application thereof to any person, establishment, or circumstances be declared by a court of competent jurisdiction to be invalid, such invalidity

shall not affect the validity of other provisions or application of this ordinance.

Passed by the City Council of _____, Minnesota this _____ day of Month, Year.

Mayor

Attested:

City Clerk