

**CITY OF CHATFIELD PARK & RECREATION COMMITTEE**

**AGENDA**

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

**May 27, 2025, 5:30 P.M.**

A. Minutes

1. [March 24, 2025 Park & Rec Meeting Minutes](#)  
Review the minutes from the previous meeting.

B. Continued Business

1. [Tennis Courts Discussion](#)  
Consider options for relocation.

C. New Business

1. [MN Driftless Hiking Trail](#)
2. [Culvert Repair - Mill Creek Park](#)  
Consider recommendation to complete repairs.
3. [Mill Creek Easement](#)  
Informational, no action to be taken.



## PARK & RECREATION COMMITTEE MEETING STAFF REPORT

**Meeting Date:** May 27, 2025

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**Agenda Item:** March 24, 2025 Park & Rec Meeting Minutes

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review the minutes from the previous meeting.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**

[2024.03.24 Park & Rec Notes.pdf](#)

**Park & Rec Committee**

**March 24, 2025**

The Park & Recreation committee met on Monday, March 24, 2025.

**Members Present:** Josh Broadwater and Dave Frank.

**Members Absent:** None

**Others Present:** Shane Fox, Brian Burkholder, and Michele Peterson

**A. Minutes**

1. **Meeting notes from January 27, 2025**, were reviewed with no amendments suggested.

**B. New Business**

1. **Tennis Courts Discussion:** Public Works Director Burkholder reviewed the proposal to consider relocating the tennis courts. The existing courts are in need of repairs, and therefore the suggestion was made to look at alternative sites. Burkholder noted two potential sites, the first being the park on Hillside Drive across from the elementary school. The second site is the previous camping site in Mill Creek Park. It was noted that given the requirements set forth in the land dedication, the courts would not be able to go in Groen Park. Discussion will be continued with Chatfield Schools as a partner in the potential project.
2. **MN Driftless Hiking Trail:** The Trail Administrator was not able to present the discussion, therefore the discussion will be presented at the May meeting.

Meeting Date: May 27, 2025

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**Agenda Item:** Tennis Courts Discussion

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**Subject | Summary:** Tennis Courts Update/Rebuild.

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**Agenda Category:** Continued Business

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider options for relocation.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:** No

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:** The existing tennis courts were built in 1985/1986 in a partnership between the School and the City. The School provided the land for the courts to be built on, while the City paid for the courts to be built. From that point forward the school has been paying for the maintenance of the tennis courts. The courts are now in need of maintenance, as well the fencing needs attention. Given these costs the discussion was started to consider if the courts should be rebuilt in an alternate location. There are two locations that are currently being considered: Mill Creek Park or Hillside Park. Due to the land donation agreement for Groen Park, that area can not be considered.

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**Attachments:**

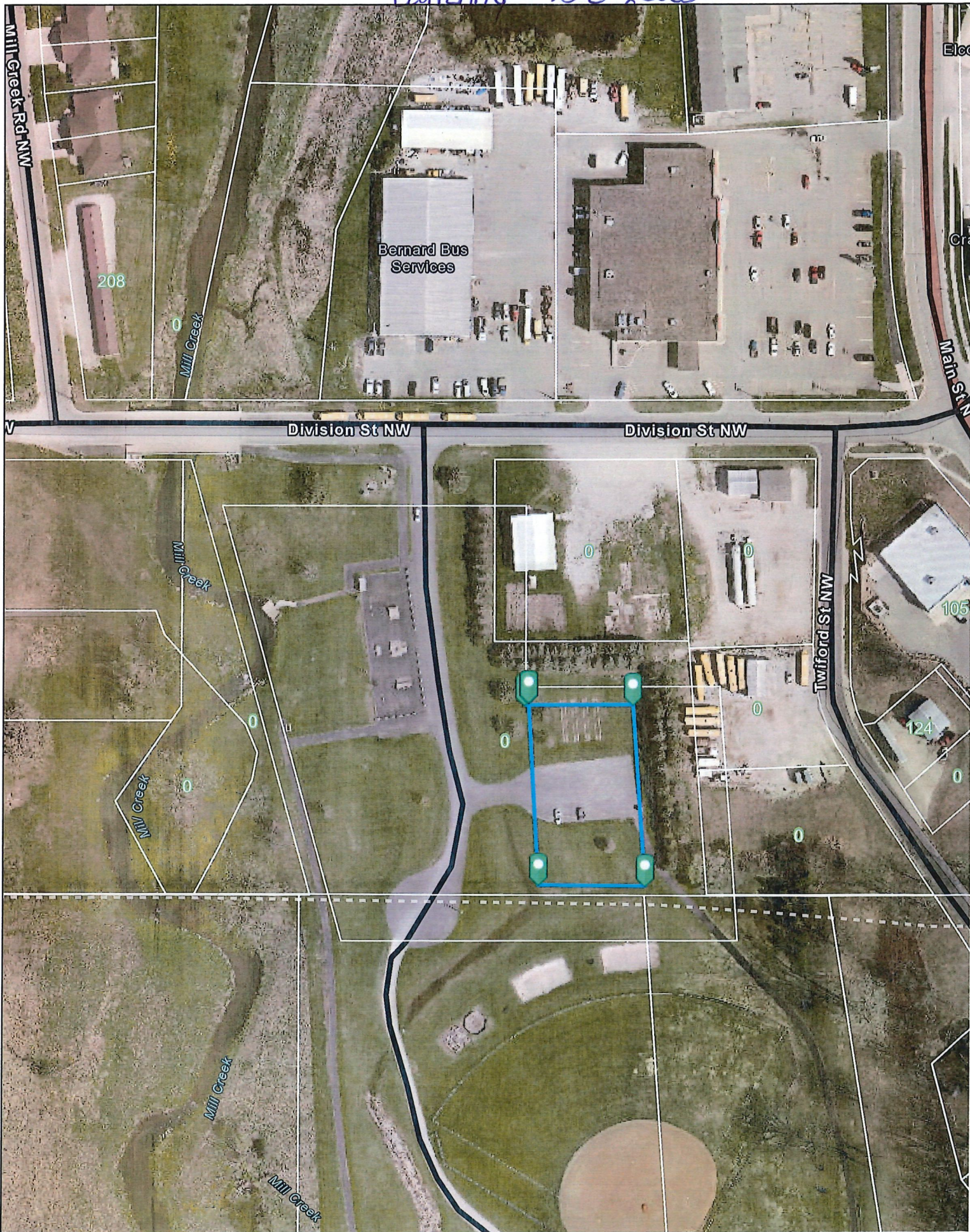
[Potential Layouts.pdf](#)

[Tennis Courts.pdf](#)



# City of Chatfield-Tennis Courts<sup>5</sup>

*Currently - 120' x 202'*



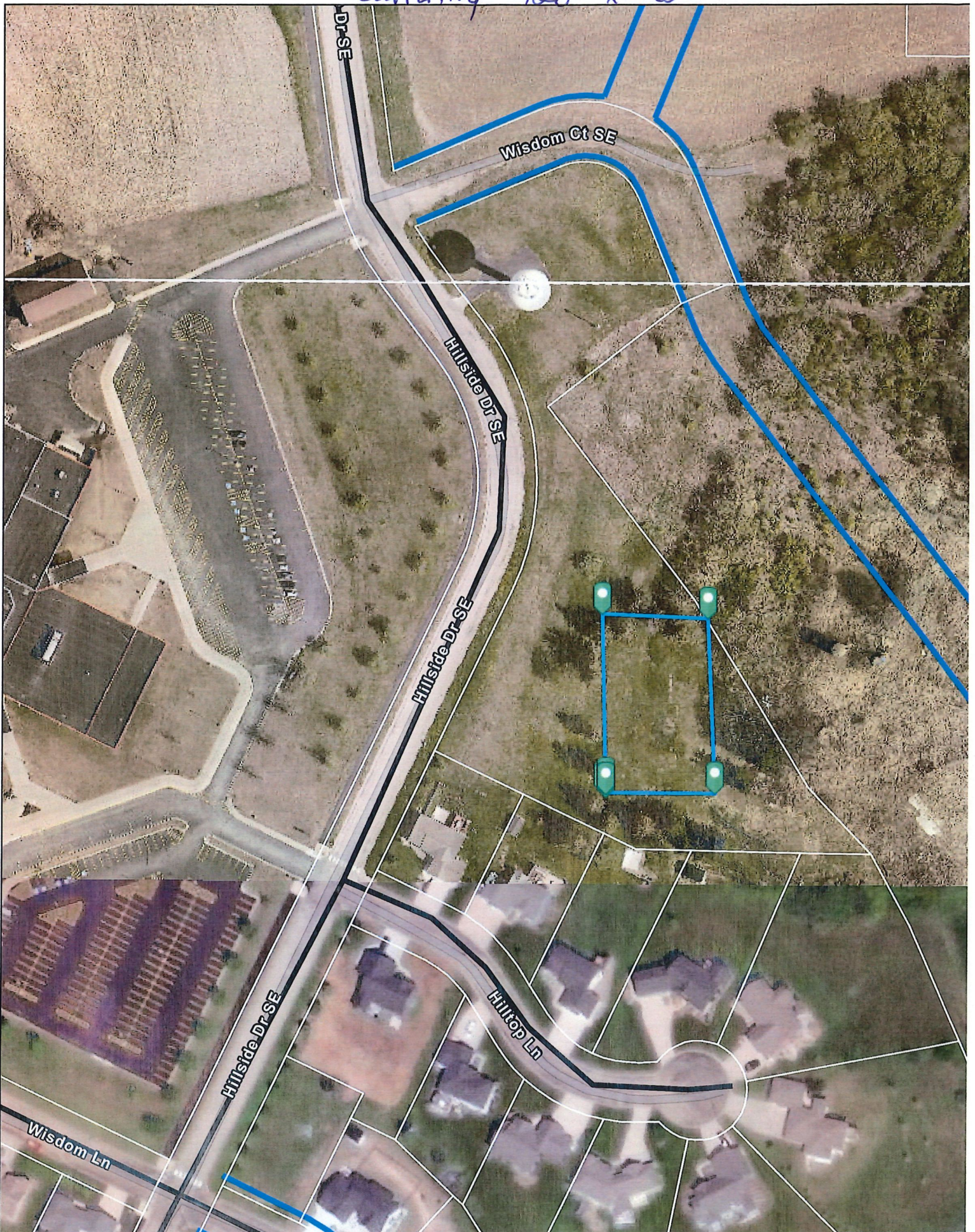


City of Chatfield-Tennis Courts 120'x  
*Reduced - 120' x 140'*





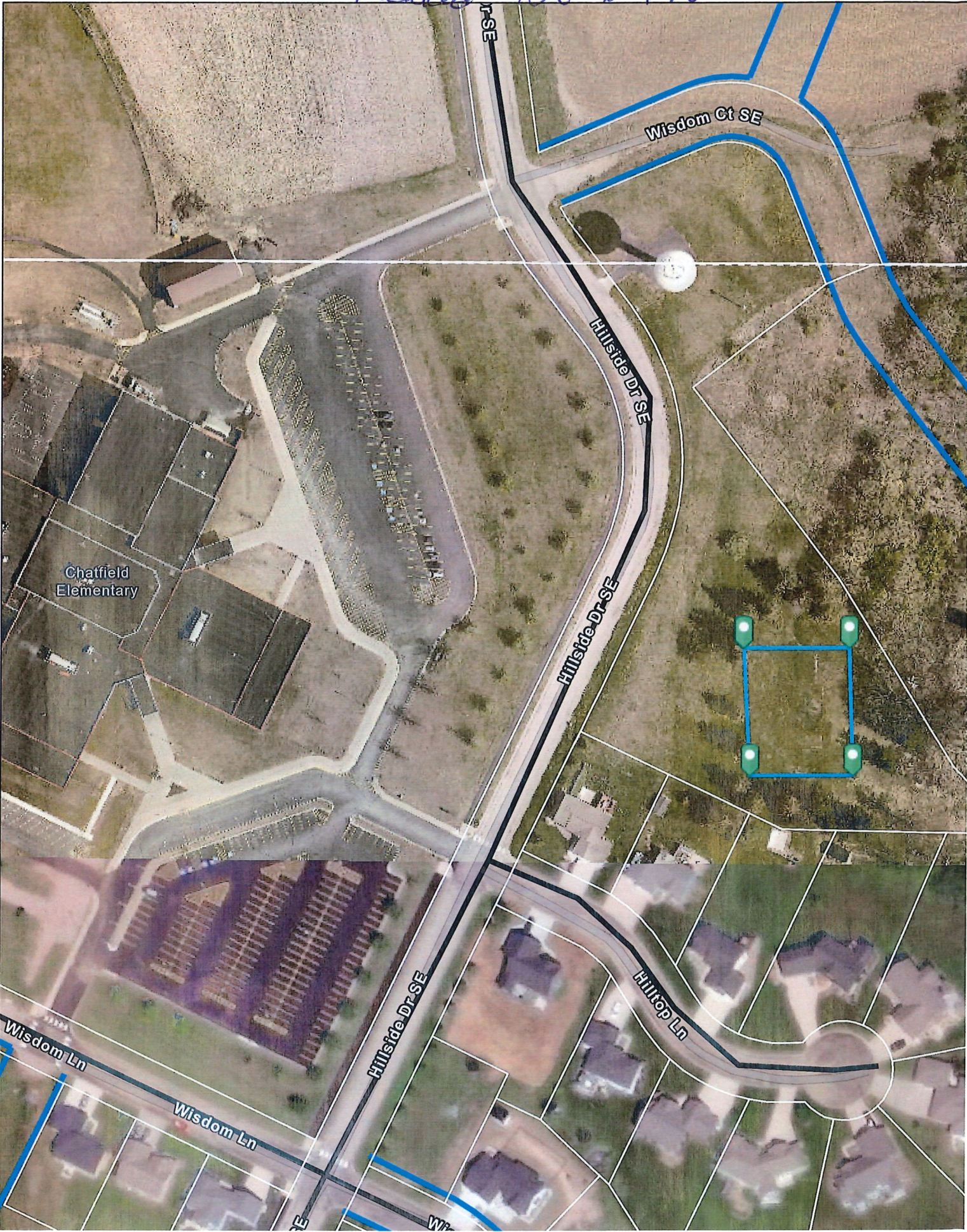
Currently 120' x 202'





# City of Chatfield-Tennis Courts 120'x

*Reduced - 120' x 140'*





## HS Tennis Courts-relocation recommendation

-Current Dimensions- 120' x 202' (4 courts, roughly 50' x 120' per court)

### Options-City Park locations

1. Groen Park-middle area- Plenty of space. **Agreement No Public Sports Activities**
2. Groen Park-area along County Rd 2- would fit (Access by walking bridge across tributary waterway) **Agreement No Public Sports Activities**
3. Mill Creek Park- area south of south ballfield-Plenty of space. Access by walking bridge across tributary waterway. Currently Disc Golf Course using this area. Limited access.
4. Mill Creek Park-North parking/horseshoe area. Expand parking lot between ballfields.
5. Mill Creek-Across from Horse Arena. Will take away from Western Days horse shows.
6. Hillside Park Area-Space for off street parking and tennis/pickleball courts. Incorporate the trail system through the park between courts and parking lot.

### Future idea-

1. Reduce size down to 2 tennis courts and 2 Pickle ball courts. Space required-120' x 140.'
2. Same size-2 tennis courts and 4 pickle ball courts.

### Estimated Cost-

1. Reduced Size-120' x 140'=16,800 sq ft. @ \$9.00 per sq ft= \$151,200
2. Current Size-120' x 202'= 218,160 sq ft. @ \$9.00 per sq ft.= \$218,160





## PARK & RECREATION COMMITTEE MEETING STAFF REPORT

**Meeting Date:** May 27, 2025

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**Agenda Item:** MN Driftless Hiking Trail

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:**

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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

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**Background:**

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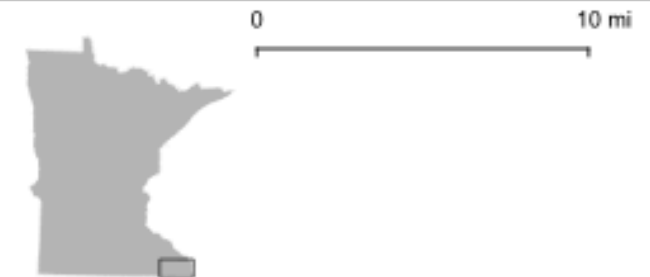
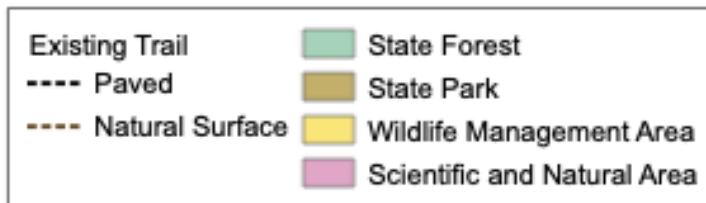
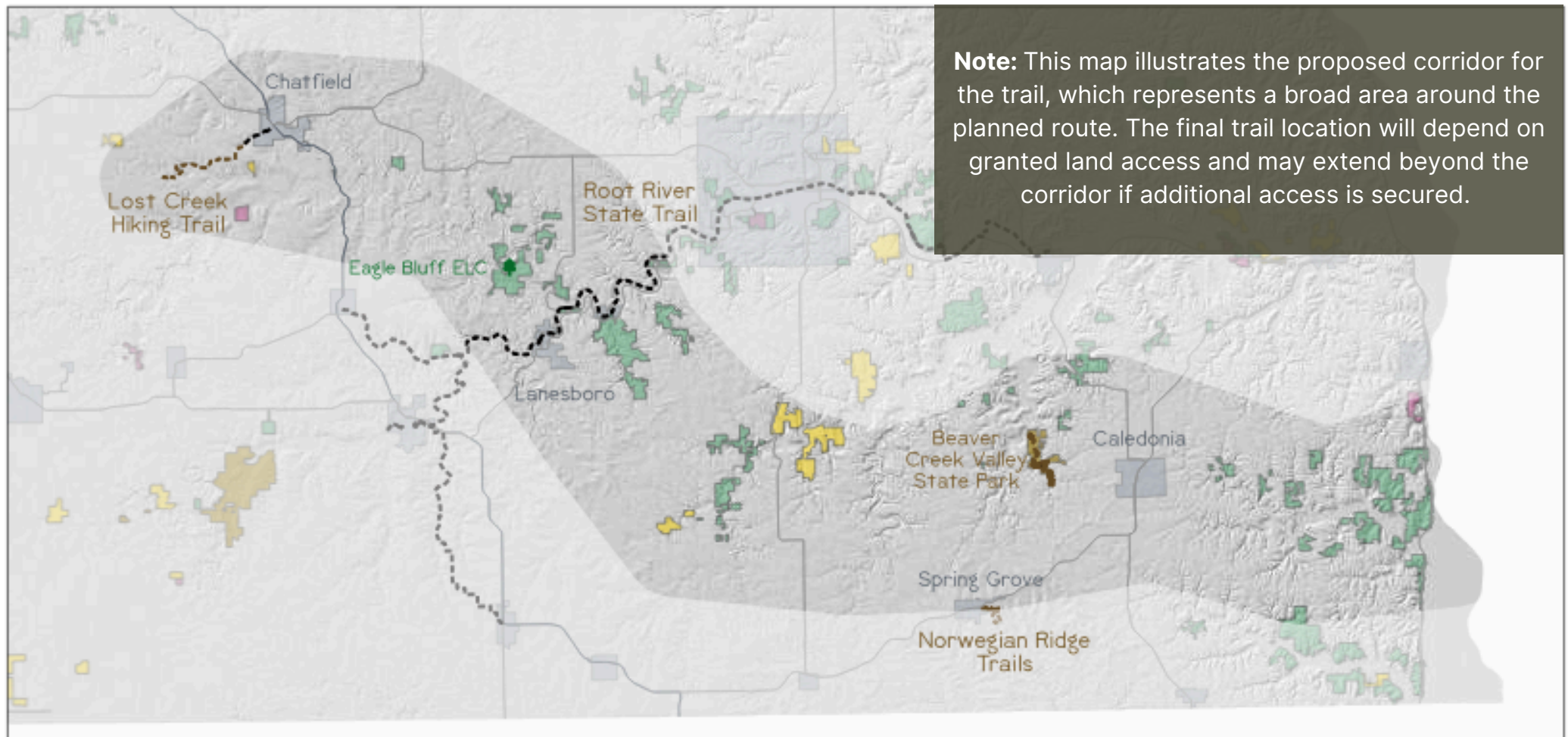
**Attachments:**

[Proposed Corridor and Build Standards \(1\).pdf](#)

[CHATFIELD\\_MDHT\\_V2 \(1\).pdf](#)

# Minnesota Driftless Hiking Trail

## Proposed Corridor



# BUILD STANDARDS

In wooded areas, our design standards call for:

24 - 30" Tread

4 - 5' Clearing Width

8' Clearing Height

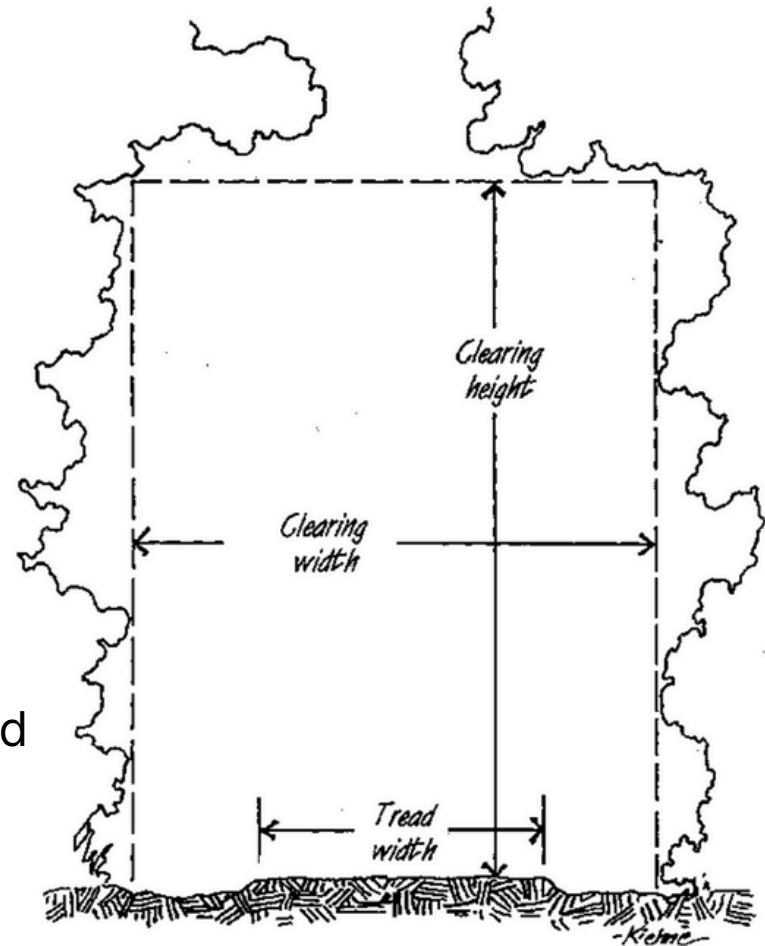
Other landscapes have other standards:

30" Mowed path in grass

Obstruction free on logging roads/shared trails

Very narrow where ATV access is being guarded against

To read the full report: [Build Standards & Guidelines](#)







CHATFIELD  
(PROPOSED ROUTE)

The Minnesota Driftless Hiking Trail is an effort to establish a 100+ mile backpacking trail through the Driftless Region of Minnesota, in the style of the National Scenic and Recreational Trails, supported by volunteers and operating as an independent organization

JAC'S BAR GRILL  
CARLY MAE'S BAKERY  
HONG KONG RESTAURANT

**MAP KEY**

- MAIN ROUTE
- ENTRY OPTION ONE
- ENTRY OPTION TWO
- LOST CREEK TRAIL





## PARK & RECREATION COMMITTEE MEETING STAFF REPORT

**Meeting Date:** May 27, 2025

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**Agenda Item:** Culvert Repair - Mill Creek Park

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**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider recommendation to complete repairs.

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**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**

[2025 5-21 Proposed Culvert Repair-Mill Creek Park.pdf](#)

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INTEROFFICE MEMORANDUM

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**TO:** Park and Recreation Committee  
**FROM:** Brian Burkholder, SCS  
**SUBJECT:** Repair & Extend Culvert/Mill Creek Walking Trail  
**DATE:** 5/21/2025

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**Action Requested:** To consider and approve the repair and extension on both ends of the culvert that runs under the walking trail.

**Background:** Due to the partial collapsing of the walking trail on both sides due to the culvert being too short on either end plus a gap between 2 different section of pipe underneath, we need to extend it on each side and also add an inlet on the west side for incoming storm water.

We are planning to replace 2 sections of bad 8' wide trails on the north end of Mill Creek Park and replace with 10' wide trails during the Overlay Project. We would like to complete this work ahead of time so the culvert section can be patched at the same time.

Thanks for your time,  
Brian Burkholder



# 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

May 21, 2025

### Culvert Extension at Park Trail

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

Description	Quantity	Rate	Total
314 MOVE	1 HR	\$ 235.00	\$ 235.00
314	6 HR	\$ 235.00	\$ 1,410.00
LABOR	6 HR	\$ 100.00	\$ 600.00
259B-3	4 HR	\$ 170.00	\$ 680.00
20-1 TRUCK	1 HR	\$ 130.00	\$ 130.00
24" CMP	6 FT	\$ 56.50	\$ 339.00
24" CMP	8 FT	\$ 56.50	\$ 452.00
24" BAND	2 EA	\$ 85.00	\$ 170.00
24" APRON	1 EA	\$ 395.00	\$ 395.00
CRUSHED BLACKTOP DELIVERED	17 TON	\$ 12.25	\$ 208.25
1 1/2" SCREENED ROCK DELIVERED	17 TON	\$ 22.88	\$ 388.96
BLACK DIRT	17 TON	\$ 16.20	\$ 275.40
			\$ -
<b>TOTAL</b>			<b>\$ 5,283.61</b>

#### Notes:

The above quote is based on unit prices listed and the final billing amount will be determined by the actual quantities constructed.

If rock cannot be dug by a 336 Cat Excavator, the cost of drilling and shooting will be "Time & Material"

Owner

Greg Griffin  
Griffin Construction Co., Inc.

Date

Date

- (a) Any 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 improvements 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.













## PARK & RECREATION COMMITTEE MEETING STAFF REPORT

**Meeting Date:** May 27, 2025

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**Agenda Item:** Mill Creek Easement

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Informational, no action to be taken.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**

[Mill Creek Easement Maps.pdf](#)

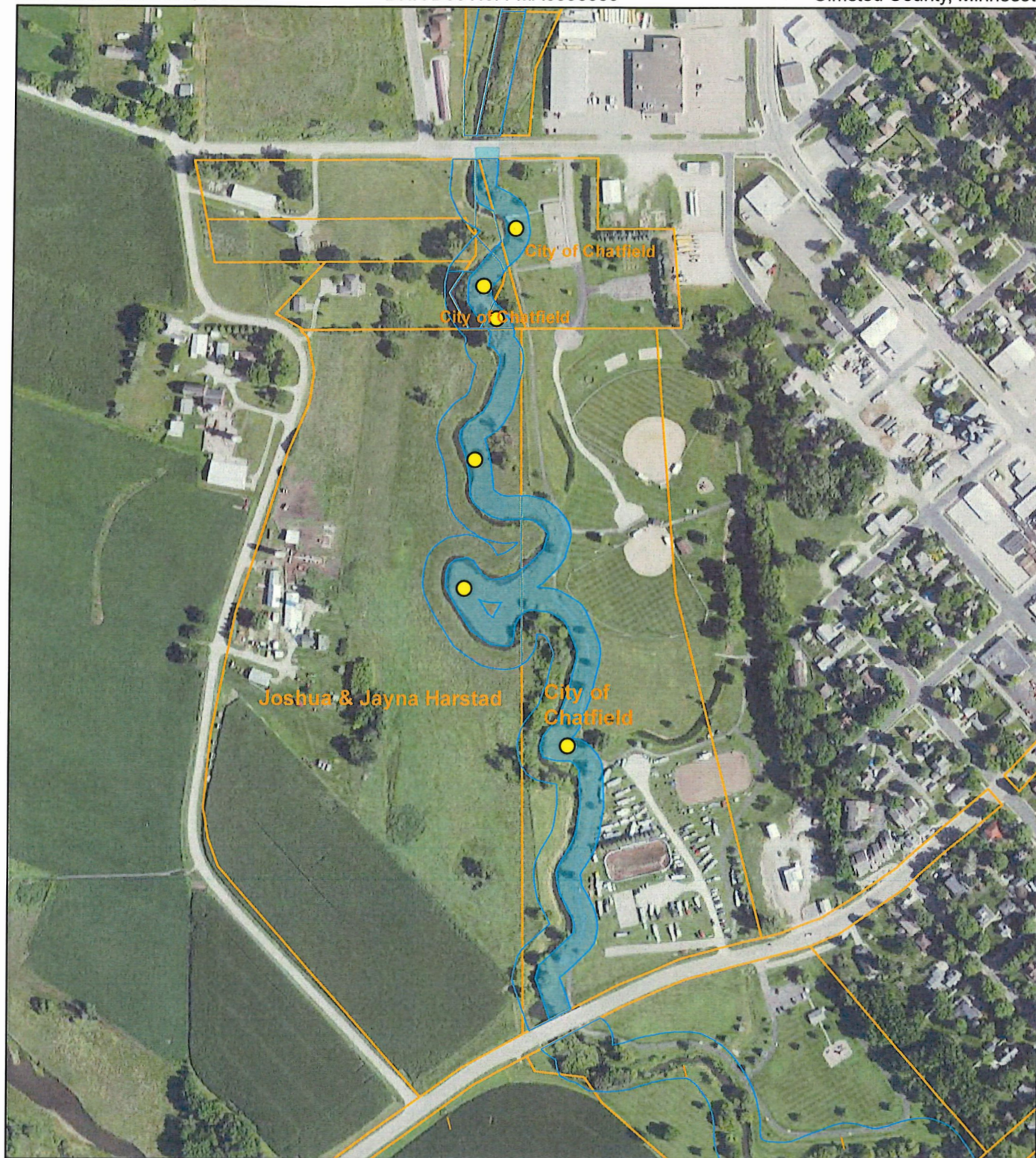
# Stream Conservation Easement

## Ownership Points: Mill Creek AMA- 9 City of Chatfield

DNR Trnx Num: ACQ0115250

County Doc No: 275358; 668333

DNR Doc No: FMA0000083

Mill Creek  
Olmsted County, Minnesota

- Conservation Easement
- Access Easements
- Ownership Points
- Parcel Boundary

0 0.05 0.1 Miles



Ownership Points

Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.

Map Prepared by Donald Kilberg, Apr 2025

Data sources cited on page following final map in this report  
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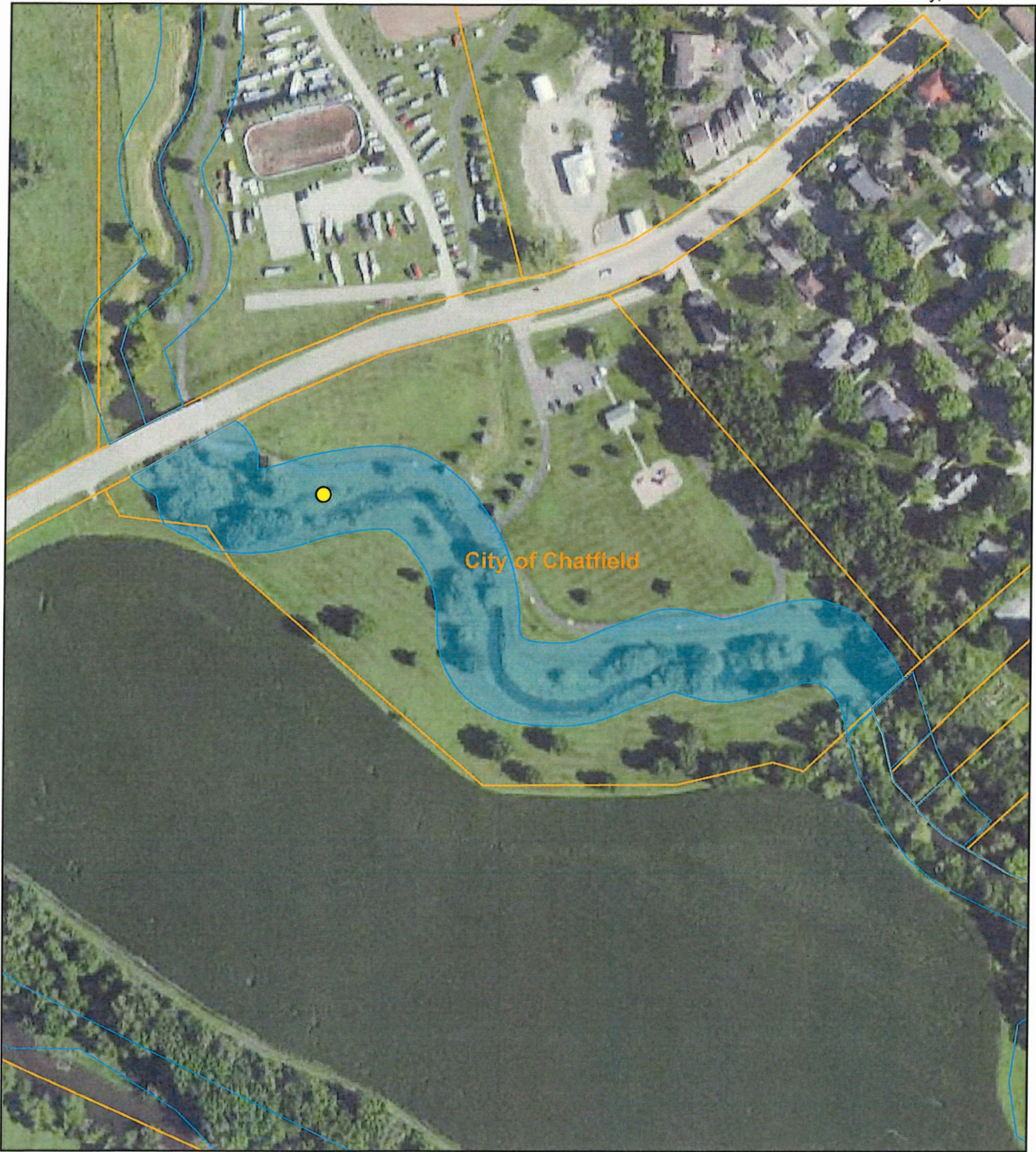
# Stream Conservation Easement

## Ownership Points: Mill Creek AMA- 9C City of Chatfield

DNR Trnx Num: ACQ0149570

County Doc No: 400249  
DNR Doc No: AMA0000422

Mill Creek  
Fillmore County, Minnesota



- Conservation Easement**
- Access Easements
- Ownership Points
- Parcel Boundary

0 0.025 0.05 Miles

Ownership Points

Note: This map shows the approximate relative location of property boundaries and other features but was not prepared by a professional land surveyor. This map is provided for informational purposes only and may not be sufficient or appropriate for legal, engineering, or surveying purposes.  
Map Prepared by Donald Kilberg, Apr 2025  
Data sources cited on page following final map in this report  
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