

CITY OF CHATFIELD PARK & RECREATION COMMITTEE
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
November 24, 2025, 5:30 P.M.

A. Minutes

1. [September 22, 2025 Park & Recreation Meeting Minutes](#)
Review minutes from the previous month.

B. New Business

1. [Eagle Scout Project - Owen Schwanke](#)
Consider recommendation to Council to approve proposed project.
2. [MDHT Chatfield Route Proposal](#)
Consider a recommendation to approve the route designation and resolution to Council.
3. [Tennis and Pickleball Courts](#)
Consider recommendation to Council for financial support of the project.
4. [Zero Turn Mower](#)
Consider options for replacement.
5. [Ventrac Mower Options](#)
Consider options.



PARK & RECREATION COMMITTEE MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: September 22, 2025 Park & Recreation Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review minutes from the previous month.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025.09.22 Park & Rec Notes.pdf](#)

The Park & Recreation committee met on Monday, September 22, 2025.

Members Present: Councilor Dave Frank and Councilor Josh Broadwater.

Members Absent: None

Others Present: Brian Burkholder, Shane Fox, Ed Harris, and Michele Peterson

A. Minutes

1. **Meeting notes from July 28, 2025**, were reviewed with no amendments suggested.

B. Continued Business

1. **Tennis Court Area Reconstruction:** Ed Harris reviewed the proposed reconstruction of the existing tennis court area; the new area would consist of one tennis court and eight pickle ball courts. The existing courts were paid for initially by the city, with an agreement that the school would maintain the facilities over time. The school is now proposing to pay for the initial install and is asking the city to consider helping with the maintenance moving forward. The concept design is still being worked on, once that is completed cost estimates will be requested. Discussion to be continued.

C. New Business

1. **City Park Tree Removals:** Director Burkholder noted that there were several trees damaged in the windstorm recently. It was determined that these trees were rotting from the top down, and therefore are a risk. For this reason, three trees are being removed, however there may be more that will need to come down. Two new trees will be planted in the park this month.

D. Miscellaneous

1. A new parking lot will be paved in Mill Creek Park during this year's road project. Additionally, some of the trails will also be resurfaced.
2. A portion of the damage from the recent windstorm was covered by the city's insurance, however the remaining funds will be requested through the assessment from FEMA.



PARK & RECREATION COMMITTEE MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Eagle Scout Project - Owen Schwanke

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation to Council to approve proposed project.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Owen Schwanke - Eagle Scout Proposal - City Park.docx](#)

[20251118164551.pdf](#)

[Eagle Scout Pics.docx](#)

Owen Schwanke
City Park Eagle Scout Proposal

Summary: For my Eagle Scout project I would like to restore parts of the play area in City Park that are falling apart or need to be redone. I think this would benefit the community because the park is the center of town and used a lot for community events.

Objectives: I would like to repaint the barn and businesses in Tot Town, as well as fix up areas that have missing pieces. (Please see attached photos)

Time line: I would like to start this project in the spring and plan on finishing it by fall 2026.

Resources: I will be utilizing my troop, friends and family, and members of the community to complete this project. Materials and tools are outlined in the Boy Scout proposal attached.

Funding: I currently have access to \$750 dollars in grant funds. If this is approved, I will reach out to businesses in town as well as other organizations to ask for donations. My goal is to raise a total of \$2000 total.

Additional Information: I have been asked to build a structure around the porta potties at Groen Park, as well as complete the landscaping around the yellow chair in City Park, so I will include this in my project as well. My understanding is that the materials for those projects have already been purchased.

Project Description and Benefit

Briefly describe your project

For my project, I would like to fix up things in our city park. Some of the things I would like to fix are:

Replace missing parts in the tot lot town, replace missing fish on the slider, fix the bells, clean up and add sand to sandbox.
Make sure no nails or screws are sticking out anywhere.
Repaint the tot town sign, firetruck, barn, tractor, and businesses in the tot town

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project will be helpful to the city and the community because it will make it safer by making sure there are no nails or screws sticking out. There are some right now because of missing boards on some of the play equipment. It will also make the park look better. It is in the center of our town and a popular gathering place for concerts, farmer's markets, and our town festival.

When do you plan to begin carrying out your project?

October 2025

When do you think your project will be completed?

Summer 2026

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

I will recruit people from my troop, Girl Scouts, art club, friends and family, the people who originally built the park, and my church.

What do you think will be most difficult about leading them?

I think the hardest part will be organizing schedules to find a time that works for most people. We will have to block off parts of the park to work, so will need to make sure it works with the city's schedule also.

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

For materials I will need

Wood - 2"x6" boards
Nails and screws - small box of each
Paint - mostly gallons and a few quarts
Bolts to fix the bells and fish toy
Sand for the sandbox

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Paint brushes and paint rollers
Paint thinner for cleaning brushes
Paint trays
Painter's tape
Sandpaper for old paint
Paint scrapers
Gloves
Water for cleaning
Garbage bags for used supplies
Paper towels/old rags
1st aid kit
Drinking water
Snacks

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Drill
Saws
Ladders
Wrenches
Hammers
Tape measure
Level
Pressure washer

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

Transportation for anyone who can't get there.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Permits will not be needed. I will have to work with the city to get permission to block off the park on certain days. They wanted me to wait until spring to do this project because that's when the park is used the least.



Repaint sign and wore out parts of buildings in the Tot Lot. Replace missing pieces. Make sure screws are not sticking out.



Missing a triangle topper and circle cutout. Cut-out and repaint.



Repaint so it's a current business in town.



Fix chipped paint.



Fix chipped and wore out paint.



Replace the broken car cut out or make it a new business with new details.



Replace the circle cut-out along the top and repaint



Replace the missing fish in the top row



Fix or replace the missing bell chimes



Repaint the barn and replace any rotting boards





Repaint the tractor



Rake and clean out the sandbox and more sand



PARK & RECREATION COMMITTEE MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: MDHT Chatfield Route Proposal

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider a recommendation to approve the route designation and resolution to Council.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[MDHT Chatfield Route Proposal.pdf](#)

[Suggested Resolution Chatfield Trail.docx](#)

Minnesota Driftless Hiking Trail

Chatfield Route Proposal



November 2025

Vision of the Minnesota Driftless Hiking Trail

The Minnesota Driftless Hiking Trail (MDHT) 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.

We're looking to be the new long distance trail in our region. Currently, there are no long distance trails (25 miles or more of a continuous footpath) in all of Southern Minnesota. Once built, the MDHT will represent the closest long distance trail for millions of people including individuals from the Metro area, parts of Wisconsin and Iowa, and nearly all of Southern Minnesota. MDHT will greatly increase access to recreation including backpacking, trail running, fishing, and more.

MDHT is a 501(C)3 non-profit organization, and a grassroots effort. Since forming in 2019, MDHT has been led by volunteers who live in and around the proposed trail corridor. This project relies heavily on community involvement and MDHT leadership continue to position the organization to serve as a resource for the communities the trail passes through. MDHT has worked closely with the University of Minnesota Extension program, Empowering Small Minnesota Communities (ESMC), to host listening sessions. These sessions have ensured a continued emphasis on community involvement.



Proposed Chatfield Route:
Blue Route: Route Option. **Red Route:** Alternate Route

MDHT proposes the new Chatfield Trail segment/route begin at the eastern starting point of the Lost Creek Hiking Trail, at the parking lot for Groen Park.

The trail would follow 3rd St SW, crossing Main St and heading towards Winona St. SE at Hendricks Park. MDHT has

reached out to the local Girl Scouts to discuss integrating the trail into Hendricks Park, including

a possible shade structure or potable water. From there, the trail would head south on Winona St SE towards Enterprise Dr.

The trail would follow Enterprise Dr. (on either side of the road as deemed appropriate by the



City) until reaching Hillside Drive, turning uphill. The route may be updated as the City of Chatfield adopts new development plans.

Alt. Route 2 Option: The trail could head north to cross around the retention ponds (red line) before reconnecting with Hillside Drive.

The trail follows Hillside Drive to the water tower in Hillside Park, where we will install signage for the

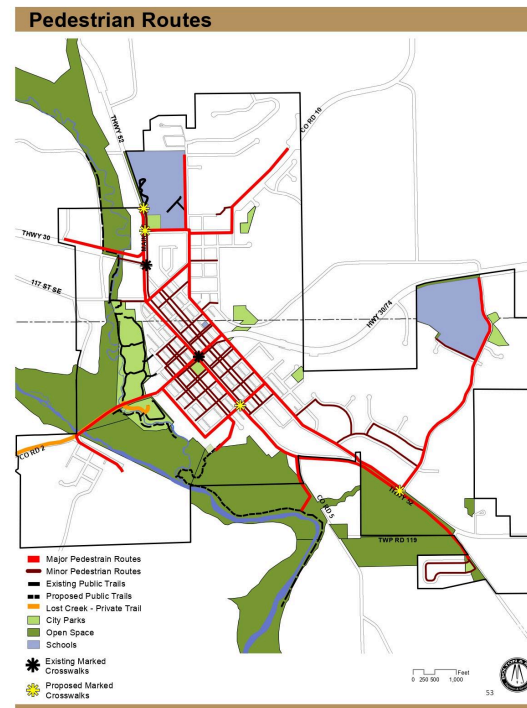
eastern trail head similar to in Groen Park. As of November 2025, the Water Tower Park would be the eastern trailhead for the Chatfield section of the Minnesota Driftless Hiking Trail. MDHT is working on several options to extend the trail further east towards Eagle Bluff Environmental Learning Center, which could result in an extension or reroute, which could easily be accommodated from this location.

In addition to the specific route planned here, MDHT has been in conversation with the City of Chatfield and other regional trail partners about ways the MDHT project could align with future trail extensions, other existing trail systems, and future outdoor recreation amenities. These features will be added to our plan if needed as they become more certain.

The proposed route generally follows [Chatfield's Major Pedestrian Routes](#).

Existing Progress & Next Steps

This project relies heavily on the designation of existing trails and pedestrian routes. The Minnesota Driftless Hiking Trail has worked closely with the Bluff Country Hiking Club (BCHC) to explore the possibility of having the



Lost Creek Hiking Trail (LCHT) become the western terminus of the Minnesota Driftless Hiking Trail. The BCHC and MDHT are reviewing a rough draft of a memorandum of understanding (MOU) in hopes of developing a contract that can lead to an effective and productive trail co-management strategy. Once the MOU is complete, designation of the LCHT can begin.

The designation process involves designing and purchasing adequate trail signage, including confidence markers, trailhead kiosk signs, and any point of interest/educational components. These signs would then be installed along the route to identify the existing trail, utilizing existing posts where possible.

The proposed trail would leave the Lost Creek Hiking Trail near Groen Park and would continue through the town of Chatfield. MDHT would like to install signage along the route to identify the trail segment. This would include a possible educational trail segment along Hillside Drive that identifies local flora and fauna and discusses the unique topography and ecology of the area. Additionally, MDHT is interested in exploring adding signage to Hendricks Park to inform hikers the water is not potable. MDHT would also be interested in installing amenities such as benches or pavilions where hikers can rest.

Before the project can move forward, MDHT needs approval from the City of Chatfield over the proposed route. From there, MDHT can work with city officials to develop signage, followed by the purchase and installation of all trail signs.

MDHT also requests an annual visit with City of Chatfield staff to review plans for trail updates and maintenance, reroutes, and other needs.

Contact

To continue the conversation, Alexa Shapiro, MDHT's Trail Director, is available to answer any questions and discuss next steps.

Alexa Shapiro
Trail Director
director@mndriftlesshikingtrail.org
(760) 274-7493

CITY OF CHATFIELD, MINNESOTA
RESOLUTION NO. 2025-____

A RESOLUTION SUPPORTING AND AUTHORIZING AN AGREEMENT TO DESIGNATE CERTAIN CITY STREETS AND SIDEWALKS AS PART OF THE MINNESOTA DRIFTLESS HIKING TRAIL, AS REQUESTED IN THE MINNESOTA DRIFTLESS HIKING TRAIL PROPOSAL SUBMITTED TO THE CITY OF CHATFIELD ON NOVEMBER 19, 2025.

WHEREAS, the City of Chatfield (“City”) recognizes the economic, public health, and quality-of-life benefits associated with outdoor recreation, active transportation, and community trails; and

WHEREAS, the Minnesota Driftless Hiking Trail initiative seeks to create a continuous, well-signed hiking route that highlights the landscape, culture, businesses, and outdoor amenities of the Southeastern Minnesota, connecting communities across the region; and

WHEREAS, on November 19, 2025, the Minnesota Driftless Hiking Trail partners submitted a proposal to the City of Chatfield requesting the designation of specific segments of existing City streets and sidewalks as official portions of the Minnesota Driftless Hiking Trail within City limits, together with proposed routing, signage guidelines, and maintenance expectations; and

WHEREAS, establishing a designated route within Chatfield will (a) promote safe, non-motorized mobility, (b) encourage healthy, year-round outdoor activity for residents and visitors, (c) support local businesses and tourism through increased foot traffic, and (d) strengthen regional collaboration with neighboring jurisdictions, agencies, and nonprofits working to advance recreation and conservation across the Driftless Area; and

WHEREAS, the proposed designation relies on existing public rights-of-way and sidewalks, does not transfer ownership or control of City infrastructure, and can be implemented in a manner consistent with City ordinances, Americans with Disabilities Act (ADA) considerations, Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD) standards for wayfinding, and other applicable laws and policies; and

WHEREAS, alignment with regional partners—including counties, state agencies, and nonprofit organizations—will enable coordinated marketing, volunteer stewardship, grant opportunities, and technical assistance for wayfinding, safety, and trail-user education; and

WHEREAS, the City finds that the proposed designation is in the public interest and advances goals commonly found in comprehensive planning, economic development, tourism promotion, and public health initiatives.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Chatfield, Minnesota, that:

1. **Support for Designation.** The City expresses its support for designating certain City streets and sidewalks, as generally depicted in *Exhibit A (Chatfield Driftless Route Map)*, as part of the Minnesota Driftless Hiking Trail.
2. **Authorization to Execute Agreement.** The City Administrator (or designee) is authorized to negotiate, finalize, and execute an agreement or memorandum of understanding (“MOU”) with the Minnesota Driftless Hiking Trail partners substantially consistent with the November 17, 2025 proposal, subject to review and approval by the City Attorney.
3. **No Transfer of Ownership or Control.** The designation shall not convey any property interest, nor limit the City’s authority to manage, close, reconstruct, or reroute streets and sidewalks for public safety, maintenance, utilities, or capital projects. Any temporary detours or permanent route adjustments shall be coordinated with trail partners.
4. **Standards, Accessibility, and Safety.** Wayfinding and informational signage shall be consistent with City standards and applicable guidance (including ADA considerations and MnMUTCD where relevant). The route shall prioritize pedestrian safety and accessibility to the extent feasible within the existing built environment.
5. **Signage and Wayfinding.** Subject to City approval, the Minnesota Driftless Hiking Trail partners may fund, install, and maintain route signage and decals/markings within public right-of-way consistent with City-approved locations, materials, and specifications. The City may remove or require relocation of signage for good cause (e.g., safety, construction, redundancy, damage, or policy updates).
6. **Maintenance Responsibilities.** Routine maintenance of streets and sidewalks (e.g., surface upkeep, snow/ice control, sweeping) shall remain the City’s responsibility consistent with existing practices and policies. Specialized trail-branded signage and furnishings provided by trail partners shall be installed and maintained at no net cost to the City unless otherwise agreed in writing.
7. **Liability and Insurance.** The agreement/MOU shall include customary indemnification and insurance provisions appropriate for activities in the public right-of-way, including volunteer activities, signage installation, and events hosted by trail partners.
8. **Regional Partnership and Promotion.** The City supports collaborative outreach and tourism promotion with regional partners, including coordinated mapping, digital content, and events that highlight Chatfield’s downtown, parks, historical and cultural resources, and local businesses along or near the route.
9. **Grants and Funding.** The City Administrator (or designee) is authorized to collaborate with the trail partners to pursue grants or other funding that advance wayfinding, safety enhancements, accessibility improvements, and supportive amenities along the designated route.

10. ****Consistency with City Plans.**** Staff is directed to reference the designated route in relevant City planning documents and to consider reasonable, cost-effective improvements that enhance pedestrian safety and accessibility as opportunities arise.

11. ****Effective Date.**** This Resolution is effective upon passage. The route designation shall become effective upon execution of the agreement/MOU and installation of City-approved signage as documented by staff.

PASSED AND ADOPTED by the City Council of the City of Chatfield, Minnesota, this ____ day of _____, 2025.



PARK & RECREATION COMMITTEE MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Tennis and Pickleball Courts

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation to Council for financial support of the project.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Final 6-2 with PB overlay.pdf](#)



COURTS CONCEPT 7





PARK & RECREATION COMMITTEE MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Zero Turn Mower

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider options for replacement.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[John Deere Zero Turn Purchase Options.pdf](#)

INTEROFFICE MEMORANDUM

TO: Park & Recreation Committee
FROM: Dan Funk Park & Rec
SUBJECT: Trading John Deere x758 for a John Deere z950M
DATE: 11-18-2025

Action Requested: To consider the purchase of a John Deere z950M and trading in our current x758 John Deere mower with attachments.

Background: Our current John Deere x758 tractor is out of warranty. This tractor was purchased in August 2022, and we are at 850 hours, so with that many hours we are out of warranty. We have looked at other options to replace this unit.

The unit we feel would work best is a zero turn. We have demoed a bunch of different units to see what we think will work best. The John Deere z950m is a unit that we think will mow all our grass and still have a bagger for spring and fall. We should be able to shorten our mowing time with this unit since it can mow quite a bit faster. The bids include a mower and a bagger for the unit. We will add a dethatcher to the unit and possibly a chute blocker.

I would like your approval for the purchase of the John Deere Z950M from Preston Equipment with delivery in the spring of 2026.

Thank you for your time,
Dan Funk

Zero Turn Mower

John Deere Z950M 27 hp Kawasaki gas engine, 60" side discharge deck, 11.5 gallon tank. 36 month or 1200 hour warranty.

-We would add a dethatcher (\$1,000) and possibly a side discharge block to it.

-Bagger- what type would work best? Priced out a dump from seat option

	Preston Equipment	Podeins	Midwest Machinery
Z950M	\$11,494.96	\$12,250.00	\$12,633.38
Bagger	\$4,505.04	\$5,287.04	\$5,931.35
Total	\$16,000.00	\$17,537.04	\$18,564.73
Trade in	\$9,500.00	\$8,400.00	\$8,958.75
Balance	\$6,500.00	\$9,137.04	\$9,605.98



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580
 UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Midwest Machinery Co.
 505 4th Avenue Ne
 Grand Meadow, MN 55936
 507-584-4420
 sales@mmcjd.com

Quote Summary

Prepared For:
 CITY OF CHATFIELD
 21 2ND ST SE
 CHATFIELD, MN 55923
 Business: 507-867-3810

Delivering Dealer:
Midwest Machinery Co.
 Blaine Anderson
 505 4th Avenue Ne
 Grand Meadow, MN 55936
 Phone: 507-584-4420
 Mobile: 507-440-9049
 blaineanderson@mmcjd.com

Quote Id: 33576487
Created On: 04 November 2025
Last Modified On: 12 November 2025
Expiration Date: 04 December 2025

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE Z950M ZTrak Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date: November 3, 2025	\$ 12,633.38 X	1 =	\$ 12,633.38
JOHN DEERE Z950R ZTrak Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date: November 3, 2025	\$ 14,416.31 X	1 =	\$ 14,416.31
JOHN DEERE Z955M EFI ZTrak Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date: November 3, 2025	\$ 13,831.88 X	1 =	\$ 13,831.88
JOHN DEERE Z955R EFI ZTrak Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date: November 3, 2025	\$ 15,648.31 X	1 =	\$ 15,648.31
JOHN DEERE MCS 3-bag, 12 Bushel Material Collection System Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date: November 3, 2025	\$ 5,208.50 X	1 =	\$ 5,208.50
JOHN DEERE MCS DFS HOPPER, 9.6 Bushel Dump From Seat Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date: November 3, 2025	\$ 5,931.35 X	1 =	\$ 5,931.35
Equipment Total			\$ 67,669.73

Trade In Summary	Qty	Each	Extended

Salesperson: X _____

Accepted By: X _____

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Trade-in

Quoteld: 33576487

Customer: CITY OF CHATFIELD

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580
UEID: FNSWEDARMK53

2022 JOHN DEERE X758 SN# 1M0X758ACNM101685	
Machine Details	
Description	Net Trade Value
2022 JOHN DEERE X758 SN# 1M0X758ACNM101685 Your Trade In Description	\$ 8,958.75
Additional Options	
Hour Meter Reading	838
Total	\$ 8,958.75

Confidential



Prepared For

CHATFIELD CITY HALL
21 2ND ST SE
CHATFIELD, MN 559231204

Prepared By

RYAN PODEIN
Podeins Power Equipment
517 South Main Street
Stewartville, MN 55976
5075338841
main@podeinsinc.com

Quote Id 1263381

Creation Date 04-Nov-2025

Expiration Date 04-Dec-2025

Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
Z950M ZTrak	\$15,894.00	\$12,250.00	1	\$12,250.00
MCS 3-bag, 12 Bushel Material Collection System	\$5,287.04	\$5,287.04	1	\$5,287.04
Equipment Total				\$17,537.04

Trade In Summary

	Extended
2022 John Deere X758	\$6,250.00
Final Trade Allowance	\$6,250.00
2022 John Deere 60 HC	\$750.00
Final Trade Allowance	\$750.00
2022 John Deere 647	\$750.00
Final Trade Allowance	\$750.00
2022 John Deere 14 BUSHEL BAGGER	\$500.00
Final Trade Allowance	\$500.00
2022 John Deere FRONT THATCHER	\$150.00
Final Trade Allowance	\$150.00
Total For Trades	\$8,400.00
Trade In Total	\$8,400.00

Quote Summary

Total Selling Price	\$17,537.04
Total Trade-In Allowance	(\$8,400.00)
Trade Difference	\$9,137.04
Sub-total	\$9,137.04

Salesperson : X _____

Accepted By : X _____

Prepared For

CITY OF CHATFIELD
 21 2ND ST SE
 CHATFIELD, MN 559231296
 (507) 867-3810

Prepared By

SCOTT TROUTEN
 Preston Equipment Company
 21144 US 52
 Preston, MN 55965
 5077653803
 STROUTEN@PRESTONEQUIPMEN
 T.COM

Quote Id 1251564

Creation Date 31-Oct-2025

Expiration Date 31-Dec-2025

Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
Z950M ZTrak	\$16,614.00	\$11,494.96	1	\$11,494.96
MCS DFS HOPPER, 9.6 Bushel Dump From Seat	\$5,714.00	\$4,505.04	1	\$4,505.04
Equipment Total				\$16,000.00
Trade In Summary				Extended
2022 John Deere X758,DECK,BAGGER,TILLER				\$9,500.00
Final Trade Allowance				\$9,500.00
Quote Summary				
Total Selling Price				\$16,000.00
Total Trade-In Allowance				(\$9,500.00)
Trade Difference				\$6,500.00
Sub-total				\$6,500.00
Balance Due				\$6,500.00

Salesperson : X _____

Accepted By : X _____



PARK & RECREATION COMMITTEE MEETING STAFF REPORT

Meeting Date: November 24, 2025

Agenda Item: Ventrac Mower Options

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider options.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[Ventrac Options.pdf](#)

INTEROFFICE MEMORANDUM

TO: Park & Recreation Committee
FROM: Dan Funk Park & Rec
SUBJECT: Discuss options for Ventrac tractor
DATE: 11-18-2025

Action Requested: To discuss options for the Ventrac tractor since it will be out of warranty soon.

Background: Our Ventrac tractor will be out of warranty on December 20th, 2025. Ventrac recently came out with an extended service contract that you can add onto your machine if it still in warranty. In the 2 years we have owned it we have had 2 bigger repairs that have been done by Ventrac otherwise the other repairs have been done in house. The tractor has 860 hours on it right now and most of the hours have been put on in the summer.

I just wanted to get these numbers to you so we can see what the best option is.

Thank you for your time,
Dan Funk

Protection you can count on

Assurant Commercial Equipment provides industry-leading equipment protection that keeps you moving forward. Our product offerings feature extensive coverage, exceptional customer service, and fast claims processing. Plus, with competitive pricing, you get the cost-effective protection you need to make the most of your equipment.

A global leader in commercial equipment

With over 35 years of experience, Assurant is an industry leader in commercial equipment, offering unmatched expertise and protection. Our products include extended service contracts, physical damage insurance, guaranteed asset protection, and more. And we serve a wide range of industries including agriculture, construction, transportation, office, and medical.

For more information, please reach out to a participating dealer.



Ventrac Compact Tractors Extended Service Contract



Reliable protection
against costly
repairs



To purchase an extended service contract or for complete details including limitations, exclusions, or provider information, speak to your participating dealer.

Assurant
P.O. Box 171199
Memphis, TN 38187

The extended service contract is a product of, and administered by, Assurant. Please see your participating dealer for more information and refer to the service contract for complete details.

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Protect your compact tractor with Assurant

Extended Service Contract

Each year, compact tractors become more complex and sophisticated. This makes them more efficient and effective. But it can also make them more costly to repair. An Assurant extended service contract can help. It provides extensive coverage against the cost of repairs after your factory warranty ends. Our products feature fast claims processing and industry-leading customer service. You can even purchase coverage for travel time and mileage while a covered repair is being performed. It's the convenient and affordable way to help keep your equipment — and your operation — moving forward.

Plan Benefits

- Extensive coverage with no fees or deductible
- Fast claims processing
- Reduced downtime and repair costs
- Transferable coverage for enhanced resale value
- Repairs done by authorized dealer using OEM parts



Plan Types

Our extended service contract covers new or eligible used compact tractors.

NEW EQUIPMENT PLAN

For equipment still within the base OEM warranty

- Plans available for up to 60 total months or 5,000 total hours of coverage, whichever occurs first*

EXISTING COVERAGE PLAN

For equipment that's in the extended warranty or ESC coverage period and needs additional coverage (coverage is purchased prior to existing coverage expiration and new plan begins at expiration of existing plan)

- Plans available for up to 36 additional months or 5,000 total hours past existing warranty**

*Total months/hours for new protection period terms will include OEM base warranty period. Terms may vary based on equipment type and model.

**The term and hour options should be confirmed with pricing manager. Available coverage/terms/hours are based on existing coverage/term/hours, type, and model. Options may vary from what is noted.

Some used equipment may require an oil analysis.

Extended Service Contract Coverage

What's covered?

Choose from three coverage options: Premier, Powertrain Plus Hydraulics, and Powertrain.

Component Areas	Premier	PT+H	PT+	PT
Engine	●	●	●	●
Transmission	●	●	●	●
Drive Line	●	●	●	●
Differential/Final Drive	●	●	●	●
Hydrostatic Pump/Motor	●	●	●	●
Fuel System	●	●	●	●
Steering Pump	●	●	●	●
Hydraulic Pumps	●	●	●	●
Hydraulic Valves	●	●	●	●
Hydraulic Cylinders	●	●	●	●
Hydraulic Hoses	●	●	●	●
Electrical	●	●	●	●
Chassis/Mainframe	●	●	●	●

Coverages: Premier, Powertrain Plus Hydraulics (PT+H), Powertrain (PT)

The information in this brochure may vary by equipment type, brand, and coverage. The information provided is for illustrative purposes and provides general information about the extended service contract plans and should not be relied upon when purchasing coverage.

Ask your participating dealer sales specialist for a quote today and for additional plan and coverage details.



Compact Tractor Extended Service Contract

ESC Quick Reference Guide

The Extended Service Contract (ESC) is a purchased extended coverage plan for new or used equipment. Please refer to the Terms and Conditions and Master Parts Schedule for full program coverage details.

Plan Basics & Options	Quotation, Registration, Payment, & Docs	Coverage, Claims, & Reimbursement
<ul style="list-style-type: none"> Provides coverage against defects in materials and/or workmanship beyond the standard warranty period Coverage is transferable No inspection report required <p>Eligible Models</p> <ul style="list-style-type: none"> 4520N 4520P 4520Y 4520K 4520Z <p>Coverage Type</p> <ul style="list-style-type: none"> Powertrain (PT) Powertrain + Hydraulics (PT+H) Premier Travel Time & Mileage (TTM) <p>New Coverage</p> <ul style="list-style-type: none"> Eligibility: still within standard warranty Terms: 24 – 60 total months (includes standard warranty) Hours: 2,000 – 5,000 total hrs. \$0 deductible 	<p>ESC To access quotes, register machines, and download documents, the dealer must first register on the Assurant website at espp.egpains.com.</p> <p>Need Help? Contact the program administrators below.</p> <p>Billing Dealers will be invoiced directly by the ESC program administrators for all registrations. Invoices and all plan paperwork will be emailed to the registered user who submitted the application.</p> <p>Payment Dealers should remit payment upon receipt of invoice to the program administrator.</p> <p>Plan Documents Invoice, Confirmation of Coverage, Terms and Conditions, and a Master Parts Schedule will be emailed.</p>	<p>Powertrain (PT) Covers the engine and all internal lubricated components within, transmission, axles, and hydrostatics.</p> <p>Powertrain + Hydraulics (PT+H) Covers the same components as listed under powertrain and specifically listed hydraulic components.</p> <p>Premier Covers the same components under powertrain plus hydraulic, electrical, and select structural components as noted on the Master Parts Schedule.</p> <p>Repairs/Claims Repairs must be performed by an authorized dealer using genuine OEM parts. The dealer submits claims via the Assurant website espp.egpains.com.</p> <p>Dealers Reimbursed MSRP on parts and published shop labor rate on approved claims.</p> <p>Claims Turnaround Claims are usually finalized within 3 business days and payments are issued to the repairing dealer weekly.</p>

Program Administrator
EPG Insurance, Inc., an Assurant company
Phone: 1-866-408-2881
Email: epg_sales@assurant.com

The precise protection afforded is subject to the terms, conditions, master parts schedule, and exclusions of the plan as issued.

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VENTRAC

V-PLUS WARRANTY

All new Ventrac tractors and attachments purchased in the United States and Canada are covered by Ventrac's V-Plus Warranty, so you can purchase with confidence! Under the V-Plus, we will repair, replace, or adjust any part manufactured by Venture Products, Inc. that is defective in material and/or workmanship.

2-Year Commercial Limited Warranty

SSV/3000/4000 series tractors and attachments
• 2 years with **unlimited** hours

Engine Warranty*

Covered by engine manufacturer

- Briggs 3/LC = 2-year w/ 3rd major parts only
- Briggs V-twins = 3-year
- Kawasaki V-twins = 3-year
- Kubota 3 cylinder = 2-year or 2000 hours** with 3rd year major parts only or 3000 hours**

*Please refer to the engine manufacturer's warranty statement included in your owner's manual.

** Whichever occurs first

Exclusions

Replacement parts - limited to 90 days



Limitations and Conditions

Ventrac equipment, including defective parts, must be returned to your authorized Ventrac dealer within the warranty period. The warranty extends to the cost to repair or replace (as determined by V.P.I.) the defective part. The expense of pickup and delivery of equipment, service call drive time or any transportation expense incurred for warranty repair is the responsibility of the owner. Proof of purchase may be required. Warranty work must be completed by an authorized Ventrac dealer.

This warranty extends only to Ventrac turf equipment operated under normal conditions and properly serviced and maintained. The warranty does not cover repair of damage due to normal use, wear and tear, maintenance services, repair of damage related to abuse, neglect, accident or use of the turf equipment which is not in accordance with operating instructions in the operator's manual, or damage resulting from repair of Ventrac turf equipment by person or persons other than an authorized Ventrac service dealer or the installation of parts other than genuine Ventrac parts or Ventrac recommended parts.



Pricing Quote

Quote #: 109176-1001

Date Quoted: November 3, 2025
Quote Expires: December 3, 2025

Prepared For:

Dan Funk
City of chatfield

Prepared By:

J & S Outdoors
Zack Ehmke
204 4th Ave NE
Grand Meadow, MN 55936
Phone: 507-754-4900

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Unit Price	Total
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	35,385.00	35,385.00
	Discount for: 4520N (996818)	Amount Off: \$0.00 Percentage Off: %10		-3,538.50
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	405.00	405.00
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	460.00	460.00
1	70.2014-51	Accessory: CAB HEATER KIT 4500/4520 Y&Z Kit, KW452 Heatr Install 4500/4520 N,Y&Z	380.00	380.00

Subtotal **33,091.50**

DISCOUNTS

Trade In Value **-20,000.00**

TOTAL USD \$ 13,091.50





Pricing Quote

Quote #: 109580-1001
Contract #: 112624-TTC

Date Quoted: November 13, 2025
Quote Expires: December 13, 2025

Prepared For:

Dan Funk
City of Chatfield

Prepared By:

Mti Distributing, Inc - Brooklyn Center
Andy Keyes
4830 Azelia Ave N
Brooklyn Center, MN 55429

Customer's Sourcewell Membership ID: 231419

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	31,138.80	31,138.80
1	70.4167	Accessory: HEATED SUSPENSION SEAT Kit, Heated Suspension Seat 4500/4520	875.60	875.60
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	404.80	404.80
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	356.40	356.40

TOTAL USD \$ 32,775.60

Notes:

Quote is provided assuming the customer tax exempt. Before an order can be placed, a free MTI account must be created and tax exempt docs provided.
Quote is valid for 30 days; pending product availability
Net 30 Terms with qualified credit
Equipment delivery and set-up at no additional charge
All commercial products purchased by a credit card will be subject to a 2.5% service fee.
Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.



Pricing Quote

Quote #: 109555-1003
 Contract #: 112624-TTC

Date Quoted: November 12, 2025
 Quote Expires: December 12, 2025

Prepared For:

Dan
 City of Chatfield
 21 SE Second Street
 Chatfield, MN 55923
 507-421-7231
 dfunk@cityofchatfieldmn.gov

Prepared By:

Eau Claire Lawn Equipment
 JASON KISTNER
 2612 S. Hastings Way
 Eau Claire
 WI
 US
 Phone: 715-834-7118

Customer's Sourcewell Membership ID: 231419

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	MSRP	Sourcewell	Total
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	35,385.00	31,138.80	31,138.80
1	70.4167-99	Accessory: Kit, Heated Suspension Seat 4520	840.00	739.20	739.20
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	405.00	356.40	356.40
1	47.0452	Accessory: ARM REST Kit, Armrest, Kit Suspension Seat 4500/4520	190.00	167.20	167.20
1	70.8136	Accessory: Kit, KW450 Kub Heater Install	325.00	286.00	286.00
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	460.00	404.80	404.80

Subtotal **33,092.40**

CHARGES

Premier Service Contract **+1,722.00**

TOTAL USD \$ 34,814.40

Notes:

No extra charges: the price quoted is for a unit set up with all accessories and delivered.



 SIGNATURE

 DATE



Pricing Quote

Quote #: 109074-1004
 Contract #: 112624-TTC

Date Quoted: October 30, 2025
 Quote Expires: November 30, 2025

Prepared For:

Daniel
 City of Chatfield
 Chatfield, MN
 dfunk@cityofchatfieldmn.gov

Prepared By:

Mike Benson
 Mike Benson
 Cushman Motor Company
 2306 Washington Av. N.
 Minneapolis
 MN
 US
 Phone: 612-333-3487

Customer's Sourcewell Membership ID:

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	31,138.80	31,138.80
1	70.4167-99	Accessory: Kit, Heated Suspension Seat 4520	739.20	739.20
1	70.4104	Accessory: 12-VOLT SWITCH/CONTROL-FRONT Sub. 70.4161	286.00	286.00
1	47.0452	Accessory: ARM REST Kit, Armrest, Kit Suspension Seat 4500/4520	167.20	167.20
1	70.4140	Accessory: DIGITAL SLOPE GAUGE Kit, Slope Indicator	404.80	404.80

Subtotal **32,736.00**

DISCOUNTS

Trade In Value **-20,000.00**

TOTAL USD \$ 12,736.00

Notes:

Trade In 2023 Ventrac 4520N with 900 hours.





QUOTE

Quote Details

Plan Term = Total Months / Total Hours, including all Standard Warranty periods

Customer: City of Chatfield
Salesperson: Jason Kistner
Email: jason@eclawn.com

Quote Number: EW251112-00385
Quote Date: November 12, 2025

Equipment: 2025 VENTRAC COMPACT ARTICULATING TRACTOR 4520N
Equipment Usage: Snow Removal
MFR Base Warranty: 24 / Unlimited FULL & 24 / 2000 ENGINE & 36 / 3000 ENGINE MAJOR COMPONENTS
Base Warranty Start Date: Warranty Start Date is unknown
Base Warranty End Date: Warranty Expiration Date is unknown; End date assumed to be 24 months after Standard Warranty Start Date
Current Machine Hours: 1
Plan Type: New
TTM Single Claim Limit: \$250.00

Machine Retail Value:
Sale Type: GOVERNMENT
TTM Total Claim Limit: \$1,000.00

This quote includes Travel Time & Mileage during the Extended coverage only.

Quote Expiration: Pricing and options shown will be honored until January 11, 2026 or until machine no longer qualifies, whichever occurs first.

Amounts below are in \$USD and are valid for deliveries in the U.S. only

Coverage Period	Service Fee	Total
48 / 2000 (PREMIER & TTM-PREMIER)	\$0.00	\$1,722.00
48 / 2000 (PT+H & TTM-PT+H)	\$0.00	\$1,161.00
48 / 2000 (PT & TTM-PT)	\$0.00	\$968.00

This literature is descriptive only. The precise coverage provided is subject to the terms, conditions and exclusions of the plan as issued. Programs and pricing may be changed or cancelled without notice.



QUOTE

Quote Details

Plan Term = Total Months / Total Hours, including all Standard Warranty periods

Customer: City of Chatfield
Salesperson: Jason Kistner
Email: jason@eclawn.com

Quote Number: EW251113-00259
Quote Date: November 13, 2025

Equipment: 2023 VENTRAC COMPACT ARTICULATING TRACTOR 4520N
Equipment Usage: Landscaping / Lawncare / Golf Course
MFR Base Warranty: 24 / Unlimited FULL & 24 / 2000 ENGINE & 36 / 3000 ENGINE MAJOR COMPONENTS
Base Warranty Start Date: December 20, 2023
Base Warranty End Date: December 20, 2025
Current Machine Hours: 860
Plan Type: New
TTM Single Claim Limit: \$250.00

Machine Retail Value:
Sale Type: GOVERNMENT
TTM Total Claim Limit: \$1,000.00

This quote includes Travel Time & Mileage during the Extended coverage only.

Quote Expiration: Pricing and options shown will be honored until December 20, 2025 or until machine no longer qualifies, whichever occurs first.

Amounts below are in \$USD and are valid for deliveries in the U.S. only

Coverage Period	Service Fee	Total
48 / 2000 (PREMIER & TTM-PREMIER)	\$0.00	\$1,956.00
48 / 2000 (PT+H & TTM-PT+H)	\$0.00	\$1,319.00
48 / 2000 (PT & TTM-PT)	\$0.00	\$1,100.00

This literature is descriptive only. The precise coverage provided is subject to the terms, conditions and exclusions of the plan as issued. Programs and pricing may be changed or cancelled without notice.