

**CITY OF CHATFIELD CITY COUNCIL**

**AGENDA**

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

**February 10, 2025, 7:00 P.M.**

- I. Open Meeting  
Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda - Additions or Corrections
- IV. Consent Agenda
  - a. [Approve Meeting Minutes](#)
  - b. [Accounts Payable Claims Listings](#)
  - c. [Resolution 2025-05 Authorizing Application for an All-Terrain Vehicle Trail Extension](#)
  - d. [Robotic Cleaner Purchase - Pool](#)
  - e. [Approve one step pay increase to Rocky Burnett on employment anniversary, to Grade 8, Step 6.](#)
  - f. [Temporary Liquor License - VFW - March 15, 2025](#)
- V. Department Reports
  - a. [Wastewater Treatment Facility Annual Report](#)
  - b. [Ambulance Department - 2024 Annual Report](#)
  - c. [Police Department - 2024 Annual Report](#)
  - d. [Fire Department - 2024 Annual Report](#)
- VI. New Business
  - a. [Minnesota Energy Resources Franchise Agreement - Ordinance 477](#)  
First review of proposed ordinance.
  - b. [Safe Routes to School Plan](#)  
Motion to approve at the recommendation of the Planning & Zoning Commission.
- VII. Committee Reports
  - a. [Personnel | Budget Committee](#)
  - b. [Public Works Committee](#)
- VIII. Mayor's Report
- IX. City Administrator's Report
- X. Roundtable

XI. Next Meetings

Monday, February 24, 2025: Public Services (4:30 p.m.), Committee of the Whole (5:30 p.m.), and Council (7:00 p.m.)

XII. Adjourn



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

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**Agenda Item:** Approve Meeting Minutes

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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):**

**Account Code:**

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**Background:**

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**Attachments:**

[2024.01.13.Regular Meeting Minutes.pdf](#)

[2024.01.27.Regular Meeting Minutes.pdf](#)

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, January 13, 2025**

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The Common Council of the City of Chatfield met in regular session on Monday, January 13, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

**Members Present:** Mike Urban, Josh Broadwater, Dave Frank, Pam Bluhm, and John McBroom.

**Members absent:** Paul Novotny.

**Others Present:** Lynda Karver, Alison Bentley, Karen Reisner, Brian Burkholder, Mark Rynearson, Fred Suhler Jr., Michele Peterson, and Beth Carlson.

#### *Approve Agenda – Additions or Corrections*

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**Josh Broadwater entered a motion, with a second by Mike Urban,** to add the appointment of a pool manager under the City Administrator's Report.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

**Dave Frank entered a motion, with a second by Pam Bluhm,** to approve the agenda with said addition.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

#### *Annual Meeting*

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##### *Mayor's Address*

Mayor McBroom gave the following statement: Good Evening fellow citizens and members of the council. It's an honor to sit here as Mayor of Chatfield. I would like to say our city is on firm financial footing. We have a great city crew, police, fire and ambulance, our office staff is outstanding, our downtown is vibrant and bustling. The Center for the Arts is busy. It's a huge asset. Housing is coming, hopefully the apartment that burnt will be coming this spring or summer. And hopefully, down the line, a hotel can get built. Also, the Hwy 52 reconstruction is on the horizon. In closing, I would look forward to the next two years to see where we are heading as a city and hopefully, we can keep everybody together.

##### *Council Election of Vice-Mayor*

**Mike Urban entered a motion, with a second by Pam Bluhm,** to nominate Dave Frank as Vice Mayor.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**



### *Committee Meeting Schedule for 2025-2026*

**Dave Frank entered a motion, with a second by Pam Bluhm,** to Motion to approve the meeting schedule as presented for 2025 and 2026.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

### *Resolution 2025-01 Approving Appointments to Council Committees, Advisory Boards and Commissions, Attorneys, Depositories, and Official Newspaper*

**Josh Broadwater entered a motion, with a second by Dave Frank,** to Motion to approve Resolution 2025-01 as presented.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

### *Financial Policy Annual Review*

**Mike Urban entered a motion, with a second by Josh Broadwater,** to Motion to approve the 2025 Financial Management Policies and Accounting Procedures & Internal Controls.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

### *2025 Budget & Financial Reference Guide*

The 2025 Budget & Financial Reference Guide was presented to the council.

### *Consent Agenda*

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**Dave Frank entered a motion, with a second by Pam Bluhm,** to adopt the consent agenda which included the following items:

1. Resolution 2025-02: Voting Operations, Technology, & Election Resources (VOTER) Account Agreement
2. CCTV Programming Coordinator
3. Ability Building Community Agreement
4. Smith Schafer Audit Engagement Agreement
5. Board Resignation
6. 2025 Olmsted County Maintenance Agreement
7. *Accounts Payable Claims Listing*

<b>Batch Name</b>	<b>Amount</b>
2025 01FA01	\$78,434.49
2025 01FA01U	\$21,652.35
2025 01DBTSRVC	\$1,753,052.00
2024 12FA02	\$21,459.84
2024 12ADM01	\$3,370.96
2024 12ADM02	\$12,843.41
2024 12ADM03	\$17,455.69
2024 12ADM04	\$3,907.08

2024 12ADM05	\$6,794.82
2024 12ADM06	\$1,153.16
2024 12ADM07	\$7,440.80
2024 12ADM08	\$97.00
2024 1205VND RPR	\$29,937.29
2024 1219VND RPR	\$65,679.32
Payroll Expense Reimb. Listing - 2024-Nov Dec	\$163.70
2025 01ADM01	\$3,844.16
2025 0102VND RPR	\$29,239.73
<b>Total</b>	<b>\$2,056,525.80</b>

8. 2024.11.25 Regular Meeting Minutes
9. 2024.12.09 Regular Meeting Minutes
10. LG220 Application for Exempt Permit - Chatfield Wrestling Booster Club
11. Resolution 2024-036, A Resolution Granting Approval of Annual Liquor Licenses and Renewals
12. Letter of Support - Carlson, MCFOA

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

#### Department Reports

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##### *Equipment Replacement - Mixer*

We have a in tank water mixer installed in the water pedestal tower. On Monday (1/6/25) it quit working and is need of replacement. We would like to replace the mixer with a Grid Bee mixer so it will match our other two mixers. There will also be an added cost to installing mixer from Huntington Electric when they install it.

**Mike Urban entered a motion, with a second by Josh Broadwater,** to Motion to approve the mixer replacement as recommended.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

#### Committee Reports

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##### *Public Works Committee*

Topics included: Schoenfelder Farms Lease Agreement, Groen Park Bridge, 2025 Olmsted Count Maintenance Agreement, and mixer replacement.

##### *Personnel / Budget Committee*

Topics included: 2017A GO tax abatement, pay equity reporting, fire and ambulance rural contracts, utility base charges, and a staff resignation.

#### City Administrator's Report – Michele Peterson

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Staff recommends appointing Maddie Clemens as the new pool manager.

**Josh Broadwater entered a motion, with a second by Mike Urban,** to appoint Maddie Clemens as the new pool manager.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

#### Roundtable

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Councilor Urban reminded everyone of the fund raiser going on in town this weekend.  
City Attorney Fred Suhler Jr. thanked everyone for the reappointment.

#### Adjourn

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**Mike Urban entered a motion, with a second by Pam Bluhm,** to adjourn at 7:11 pm.

**Ayes:** Councilors: Urban, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Novotny

**Motion carried.**

/s/Beth M Carlson  
City Clerk

**CITY OF CHATFIELD  
COMMON COUNCIL  
MEETING MINUTES**

**Monday, January 27, 2025**

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The Common Council of the City of Chatfield met in regular session on Monday, January 27, 2025. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

**Members Present:** Paul Novotny, Josh Broadwater, Dave Frank, Pam Bluhm, and John McBroom.

**Members absent:** Mike Urban.

Approve Agenda – Additions or Corrections

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**Josh Broadwater entered a motion, with a second by Paul Novotny,** to add Resolution 2025-04 Appointing a Committee Member to the consent agenda.

**Ayes:** Councilors: Novotny, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Urban

**Motion carried.**

Consent Agenda

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**Dave Frank entered a motion, with a second by Paul Novotny,** to adopt the consent agenda which included the following items:

1. Accounts Payable Claims listing:

<b>Batch Name</b>	<b>Amount</b>
2025 01FA02	\$150,577.49
2025 01FA02U	\$4,780.69
025 01ADM01	\$7,972.95
2025 01GRNDSTMHFA	\$7,000.00
2025 0116VNDRP	\$55,575.74
<b>Total</b>	<b>\$225,906.87</b>

2. Pay Equity Reporting

3. Staff Resignation - Elder

4. Fire and Ambulance Rural Contracts for 2025-2027

5. 2017A GO Tax Abatement (Enterprise Drive) Note Pay Off

6. 2025 Schoenfelder Farms Lease Agreement

7. Chatfield Youth Sports Association Application for Exempt Permit

8. Resolution 2025-04 Appointing a Committee Member

**Ayes:** Councilors: Novotny, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Urban

**Motion carried.**

## Committee Reports

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### *Public Services Committee Report*

The topic surrounded the Heritage Preservation Commission.

### *Pari & Recreation Committee*

Topics included: replacement of a robotic pool cleaner and the Groen Park Pedestrian Bridge.

The estimates for completing the Groen Park Pedestrian Bridge project are coming in significantly higher than the grant agreement amount leaving a shortfall of approximately \$184,000. The committee is recommending ending the project and placing the bridge up for sale.

**Paul Novotny entered a motion, with a second by Dave Frank,** to approve exploring the sale of the bridge.

**Ayes:** Councilors: Novotny, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Urban

**Motion carried.**

### *Mayor's Report*

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Mayor McBroom acknowledged the passing of Mike Touhy.

### *City Administrator's Report*

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City Administrator, Michele Peterson, gave a quick update on the progress of updating the council chambers.

### *Roundtable*

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No comments.

### *Adjournment*

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**Pam Bluhm entered a motion, with a second by Paul Novotny,** to adjourn at 7:05 pm.

**Ayes:** Councilors: Novotny, Broadwater, Frank, and Bluhm

**Nays:** None

**Absent:** Councilor: Urban

**Motion carried.**

/s/Beth M Carlson  
City Clerk



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

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**Agenda Item:** Accounts Payable Claims Listings

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**Subject | Summary:** Council will consider approval of accounts payable.

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**Agenda Category:** Consent Agenda

**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:** \$95,742.42

**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:**

[Batch Listing.1 - 2025 02FA01 \\$44,194.05.pdf](#)

[Batch Listing.2 - 2025 02FA01U \\$14,225.65.pdf](#)

[Batch Listing.3 - 2025 0123VNDRPR \\$2,090.72.pdf](#)

[Batch Listing.4 - 2025 0130VNDRPR \\$28,407.01.pdf](#)

[Batch Listing.5 - 2025 01ADM03 \\$440.00.pdf](#)

[Batch Listing.6 - 2025 01ADM04 \\$6,287.54.pdf](#)

[Batch Listing.7 - 2025 01ADM05 \\$89.50.pdf](#)

[Batch Listing.8 - 2025 02ADM01 \\$7.95.pdf](#)



## City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2025

2025 02FA01

02/05/25 7:43 AM

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>BADGER METER</b>						
801838	E	601-49400-403	Water Utilities (GE	Prev. Maint. Agreements	\$111.14	1/2 BCN FXD NTWRK PER UNITwMBL
801838	E	602-49450-403	Sewer (GENERAL)	Prev. Maint. Agreements	\$111.14	1/2 BCN FXD NTWRK PER UNITwMBL
					\$222.28	
<b>BADGER METER</b>						
<b>BLACKSTONE PUBLISHING</b>						
STMNT	E	211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$164.40	CUSTOMER ID 168011
STMNT	E	211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	-\$50.43	CUSTOMER ID 168011
					\$113.97	
<b>BLACKSTONE PUBLISHING</b>						
<b>BOUND TREE MEDICAL</b>						
856358	E	230-42270-210	Ambulance	Operating Expenses	\$102.38	SPPLS - O2 MSK BNDG
					\$102.38	
<b>BOUND TREE MEDICAL</b>						
<b>CANON FINANCIAL SERVICES, INC.</b>						
375692	E	211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$108.44	832780-1 COLOR COPIER
					\$108.44	
<b>CANON FINANCIAL SERVICES, INC.</b>						
<b>CHATFIELD CENTER FOR THE ARTS</b>						
FEB 20	E	250-46630-310	Community Dev -	Other Professional Servic	\$2,000.00	EDA CCA AGRMNT 09/2022-08/2028
274263	E	230-42270-205	Ambulance	Service Incentives/Rewa	\$78.40	ANNL APPRCTN - TCKTS
					\$2,078.40	
<b>CHATFIELD CENTER FOR THE ARTS</b>						
<b>CHATFIELD PUBLIC LIBRARY</b>						
1/7/25	E	211-45500-211	Libraries (GENERA	Program Expenses	\$21.46	PETTY CASH REIMB - MRACAS
1/7/25	E	211-45500-211	Libraries (GENERA	Program Expenses	\$11.80	PETTY CASH REIMB - FSH FGRS
					\$33.26	
<b>CHATFIELD PUBLIC LIBRARY</b>						
<b>CREATIVE PRODUCT SOURCING</b>						
161995	E	100-42110-211	Police Administrati	Program Expenses	\$182.43	DARE MERCH
					\$182.43	
<b>CREATIVE PRODUCT SOURCING</b>						
<b>CULLIGAN WATER</b>						
01/31/2	E	100-41500-210	City Clerk	Operating Expenses	\$27.45	WTR SRVC
					\$27.45	
<b>CULLIGAN WATER</b>						
<b>DSG</b>						
S10439	E	601-49400-500	Water Utilities (GE	Cap. Outlay-GENERAL	\$1,904.99	METER CLLCTN ALLOC-50%
S10439	E	601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$665.57	FTTNG CRB STP
S10439	E	602-49450-500	Sewer (GENERAL)	Cap. Outlay-GENERAL	\$1,904.99	METER CLLCTN ALLOC-50%
					\$4,475.55	
<b>DSG</b>						
<b>EO JOHNSON BUSINESS TECHNOLOGIES</b>						
384082	E	100-42110-413	Police Administrati	Equipment Rental / Leas	\$89.61	RICOH2510 25PPM (Lease Only)
384082	E	100-41500-413	City Clerk	Equipment Rental / Leas	\$408.23	RICOH4510 45PPM (162.36+243.7Srv
					\$497.84	
<b>EO JOHNSON BUSINESS TECHNOLOGIES</b>						
<b>FILLMORE COUNTY AUD / TREAS</b>						
JAN 28,	E	100-41500-310	City Clerk	Other Professional Servic	\$50.00	SPCL ASSMNT SET UP - 2024 DLQ UTI
					\$50.00	
<b>FILLMORE COUNTY AUD / TREAS</b>						
<b>FIRE SAFETY USA, INC</b>						
186998	E	220-42280-210	Fire Department *	Operating Expenses	\$93.65	HNGNG NM PTCH SWN LTTRS
					\$93.65	
<b>FIRE SAFETY USA, INC</b>						
<b>GALLS</b>						
030287	E	100-42110-153	Police Administrati	Uniform Allowance	\$119.64	KL SOG TRDNT
029511	E	100-42110-153	Police Administrati	Uniform Allowance	\$479.76	SF S&W BLD SHRT PNT HMMNG



# City of Chatfield

## Batch Listing - Unposted Summary

Current Period: February 2025

2025 02FA01

02/05/25 7:43 AM

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
	030213	E 100-42110-153	Police Administrati	Uniform Allowance	\$59.30	SS POLO KL
<b>GALLS</b>					\$658.70	
<b>HEIDI KERN</b>						
	1/23/25	E 211-45500-211	Libraries (GENERA	Program Expenses	\$40.00	PLN GRDN SD SVNG
<b>HEIDI KERN</b>					\$40.00	
<b>LMC</b>						
	420979	E 240-46630-435	Community Dev -	Licences, Permits and Fe	\$105.91	ADOBE PRO DC - AB
<b>LMC</b>					\$105.91	
<b>LOFFLER</b>						
	490350	E 211-45500-404	Libraries (GENERA	Repairs/Maint Equipment	\$23.96	CANON DXC3725I OVERAGE CHARGE
<b>LOFFLER</b>					\$23.96	
<b>MARCO TECHNOLOGIES LLC.</b>						
	UBV134	E 240-46500-435	Economic Dev (GE	Licences, Permits and Fe	\$10.00	1 EDA EXCHNG ON LN + ACTV DRCTR
	UBV134	E 100-42110-435	Police Administrati	Licences, Permits and Fe	\$200.00	10 PD MS BS PRM
	UBV134	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$20.00	1 MS BS PRM
	UBV134	E 230-42270-435	Ambulance	Licences, Permits and Fe	\$40.00	2 AMB BS PRM
	UBV134	E 601-49400-435	Water Utilities (GE	Licences, Permits and Fe	\$20.00	1 WTR BS PRM
	UBV134	E 602-49450-435	Sewer (GENERAL)	Licences, Permits and Fe	\$40.00	2 WW BS PRM
	UBV134	E 100-41100-435	Legislative	Licences, Permits and Fe	\$60.00	6 LEG EXCHNG ON LN P1 & ACTV DRC
	UBV134	E 100-41500-435	City Clerk	Licences, Permits and Fe	\$110.00	5 MS BUS PREM & 1 VM EXCH + ACTV
	UBV134	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$10.00	1 POOL EXCHNG ON LN + ACTV DRCT
	UBV134	E 100-45200-435	Parks (GENERAL)	Licences, Permits and Fe	\$20.00	1 PARKS BS PRM
	UBV134	E 220-42280-435	Fire Department *	Licences, Permits and Fe	\$20.00	1 FD BS PRM
	UBV134	E 100-41910-435	Planning and Zoni	Licences, Permits and Fe	\$10.00	1 PLNG DEPT EXCHNG ON LN + ACTV
<b>MARCO TECHNOLOGIES LLC.</b>					\$560.00	
<b>MAYO CLINIC</b>						
	71327	E 230-42270-415	Ambulance	Medical Services	\$340.00	PRMDC INTRCPT-RUN# 4510 DOS 01/
<b>MAYO CLINIC</b>					\$340.00	
<b>MN REVENUE</b>						
	112847	0-366-5	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$20.03 7316521 PTRLM TX-JAN 2025
	112848	0-296-5	E 100-43100-437	Street Maintenanc	Sales Tax - Purchases	\$1.00 7316521 EV CHRGR TAX
		0-296-5	E 100-41500-437	City Clerk	Sales Tax - Purchases	\$2.00 7316521 CHRGS FR SRVCS TAX
		0-296-5	E 100-42110-437	Police Administrati	Sales Tax - Purchases	\$1.00 7316521 POLICE CHRGS
		0-296-5	E 601-49400-437	Water Utilities (GE	Sales Tax - Purchases	\$81.00 7316521 WTR TWR LEASE SALES
		0-296-5	E 614-49840-437	Cable TV (GENER	Sales Tax - Purchases	\$36.00 7316521 CCTV SALES
		0-296-5	E 603-49500-436	Refuse/Garbage (	Sales Tax	\$1,003.00 7316521 GARBAGE TAX
<b>MN REVENUE</b>					\$1,144.03	
<b>OTIS ELEVATOR COMPANY</b>						
	100401	E 100-41940-403	Municipal Building	Prev. Maint. Agreements	\$262.00	MNCPLBLDLNG MNTHLY ELVTR MAINT
<b>OTIS ELEVATOR COMPANY</b>					\$262.00	
<b>SCHUMACHER ELEVATOR CO</b>						
	906358	E 211-45500-401	Libraries (GENERA	Repairs/Maint Buildings	\$170.78	LIB ELEV MAINT
<b>SCHUMACHER ELEVATOR CO</b>					\$170.78	
<b>SELCO</b>						
	053048	E 211-45500-414	Libraries (GENERA	Automated Operations	\$467.83	ILS PCKG-PUBLICS
	053099	E 211-45500-414	Libraries (GENERA	Automated Operations	\$997.82	OVERDRIVE - 2025
<b>SELCO</b>					\$1,465.65	





City of Chatfield

Batch Listing - Unposted Summary

Current Period: February 2025

2025 02FA01

02/05/25 7:43 AM

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>US BANK ONE CARD</b>						
	01-27-2	E 211-45500-322	Libraries (GENERA	Postage	\$5.38	USPS
	01-27-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$34.95	RNGR RICK ZOO BOOKS
	01-27-2	E 100-41500-309	City Clerk	Conference Expense	\$495.00	MCFOA - SCHLICHTER
	01-27-2	E 100-41100-309	Legislative	Conference Expense	\$123.08	6 EB SEMLM ANNL
	01-27-2	E 100-43100-435	Street Maintenanc	Licences, Permits and Fe	\$0.99	APPLE.COM - ICLOUD STORAGE
	01-27-2	E 100-42110-153	Police Administrati	Uniform Allowance	\$120.00	SWNG CRLYN - PTCHS & MIC TABS
	01-27-2	E 100-43100-433	Street Maintenanc	Dues and Subscriptions	\$95.00	FILL-RITE BFS SBSCPTN
	01-27-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$34.98	TASTE OF HOME
	01-27-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$356.29	RCHSTR PB
	01-27-2	E 211-45500-416	Libraries (GENERA	Cleaning Service	\$141.94	AMZN.COM TWLS
	01-27-2	E 100-41500-322	City Clerk	Postage	\$41.80	USPS - BOND PYMNTS
	01-27-2	E 100-45124-435	Swimming Pools -	Licences, Permits and Fe	\$300.00	AMERICAN RED CROSS
	01-27-2	E 100-41500-309	City Clerk	Conference Expense	\$495.00	MCFOA CNFRNC & ANTHENIAN - CARL
	01-27-2	E 230-42270-205	Ambulance	Service Incentives/Rewa	\$136.53	WRIGHT MEETS ANNL APPRCTN
	01-27-2	E 211-45500-591	Libraries (GENERA	Cap. Outlay-Magazines	\$39.95	COOKS COUNTRY
	01-27-2	E 601-49400-240	Water Utilities (GE	Small Tools and Minor E	\$707.20	HACH - CHLORINE TESTER
	01-27-2	E 100-41500-240	City Clerk	Small Tools and Minor E	\$214.52	MNRDS - FRDG
	01-27-2	E 230-42270-208	Ambulance	Training and Instruction	\$275.00	NREMT VOUCHERS
	01-27-2	E 601-49400-152	Water Utilities (GE	Clothing	\$164.75	SITKA
	01-27-2	E 601-49400-152	Water Utilities (GE	Clothing	\$252.10	TRUEWORK
	01-27-2	E 100-41100-309	Legislative	Conference Expense	\$60.00	RCHST CHMBR
	01-27-2	E 100-45200-152	Parks (GENERAL)	Clothing	\$77.47	FUNK - FLEET FARM
	01-27-2	E 601-49400-404	Water Utilities (GE	Repairs/Maint Equipment	\$11.20	SHPPNG RPR BLK WTR
<b>US BANK ONE CARD</b>					\$4,183.13	
<b>WIDSETH SMITH NOLTING &amp; ASSOC.</b>						
	236164	E 100-43100-310	Street Maintenanc	Other Professional Servic	\$123.75	2024-10012 14 GIS TREE INVNTY
	236164	E 100-41910-310	Planning and Zoni	Other Professional Servic	\$6,185.50	2024-10012 15 PLANNING-2024
	236165	E 100-43100-303	Street Maintenanc	Engineering Fees	\$1,792.60	2024-11437 WNNA STRT PDSTRN XN
<b>WIDSETH SMITH NOLTING &amp; ASSOC.</b>					\$8,101.85	
<b>WIT BOYZ INC.</b>						
	10449	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$38.85	15-40
	10434	E 220-42280-240	Fire Department *	Small Tools and Minor E	\$175.00	BLT CTTR
	10446	E 220-42280-240	Fire Department *	Small Tools and Minor E	\$94.50	DIABLO BLADES
<b>WIT BOYZ INC.</b>					\$308.35	
<b>WM HANSON WASTE REMOVAL</b>						
	JAN 20	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$65.92	GARBAGE SERVICE - CITY HALL
	JAN 20	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$91.47	GARBAGE SERVICE - FIRE HALL
	JAN 20	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$2,141.44	GARBAGE SERVICE - OC ENVIRON FEE
	JAN 20	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$15,051.12	GARBAGE SERVICE - 1,156 P/U @ 13.
	JAN 20	E 603-49500-384	Refuse/Garbage (	Refuse/Garbage Disposal	\$1,270.73	GARBAGE SERVICE - FUEL SURCHARG
	JAN 20	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$123.76	GARBAGE SERVICE - CTY MNT BLDG
	JAN 20	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$99.54	GARBAGE SERVICE - WWTP
<b>WM HANSON WASTE REMOVAL</b>					\$18,843.98	
2025 02FA01					\$44,193.99	
					\$44,193.99	

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# City of Chatfield

## Batch Listing - Unposted Summary

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>ALLEGRA</b>						
	29042	E 603-49500-210	Refuse/Garbage (	Operating Expenses	\$46.55	19.77% UTILITY PERMIT 3 ENV ALLO
	29042	E 602-49450-210	Sewer (GENERAL)	Operating Expenses	\$136.49	58.00% UTILITY PERMIT 3 ENV ALLO
	29042	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$52.29	22.22% UTILITY PERMIT 3 ENVE ALL
<b>ALLEGRA</b>					\$235.33	
<b>AMAZON CAPITAL SERVICES, INC.</b>						
	199D W	E 100-41500-210	City Clerk	Operating Expenses	\$21.55	WHT BNDR DVDRS
	199D W	E 100-42110-210	Police Administrati	Operating Expenses	\$9.99	FAUCET WRNCH
	199D W	E 100-41940-210	Municipal Building	Operating Expenses	\$58.69	ZFOLD TWLS
	199D W	E 100-41500-433	City Clerk	Dues and Subscriptions	\$179.00	YRLY SUB SCRIPT
	199D W	E 100-43100-200	Street Maintenanc	Office Supplies (GENERA	\$58.89	215A BLK TNR
	199D W	E 100-41500-210	City Clerk	Operating Expenses	\$49.27	3 STP LDDR
	199D W	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$13.88	FLE JKCT
	199D W	E 100-41940-210	Municipal Building	Operating Expenses	\$32.17	33 GAL BAGS
	199D W	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$12.71	24 PKT ORGNISER
	199D W	E 100-42110-210	Police Administrati	Operating Expenses	\$207.98	BTTRY FOR CF 33(2)
	199D W	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$5.64	3 RNG DIVDRS
	199D W	E 100-42110-210	Police Administrati	Operating Expenses	\$55.24	BATT MOTORLA
	199D W	E 211-45500-593	Libraries (GENERA	Cap. Outlay-Non Print M	\$269.74	DVDS
	199D W	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$27.50	PRNT SHP LBLs
	199D W	E 211-45500-590	Libraries (GENERA	Cap. Outlay-Books	\$97.57	BOOKS
	199D W	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$7.91	3 RNG BNDR DIVIDR
	179R C	E 100-41940-240	Municipal Building	Small Tools and Minor E	\$15.90	20 FT ETHRNT CRD
	199D W	E 100-41500-240	City Clerk	Small Tools and Minor E	\$199.99	PAMPHLET MAG HLDR
	179R C	E 230-42270-210	Ambulance	Operating Expenses	\$20.63	AAA BTTRY 28
	199D W	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$5.86	COIN ENVL
	199D W	E 211-45500-200	Libraries (GENERA	Office Supplies (GENERA	\$13.90	12PK RASE MRK
	199D W	E 100-42110-210	Police Administrati	Operating Expenses	\$77.96	DURCLL LITH 12 123 HGH VLT
	179R C	E 230-42270-210	Ambulance	Operating Expenses	\$26.58	GLCS TST STRP
	199D W	E 100-42110-200	Police Administrati	Office Supplies (GENERA	\$27.07	FILE JKT
	179R C	E 100-41940-240	Municipal Building	Small Tools and Minor E	\$26.99	CRD STRP SRG
	179R C	E 230-42270-210	Ambulance	Operating Expenses	\$39.98	12 PK AM FLG PTCH
	179R C	E 230-42270-210	Ambulance	Operating Expenses	\$12.31	WRLSS MOUSE
	199D W	E 100-43100-404	Street Maintenanc	Repairs/Maint Equipment	\$49.99	PRSR WSHR GUN
	199D W	E 100-41500-200	City Clerk	Office Supplies (GENERA	\$23.76	RTRCTBL HI
	199D W	E 100-41940-210	Municipal Building	Operating Expenses	\$34.90	1000 16 GL TRSH BGS
	179R C	E 100-41940-240	Municipal Building	Small Tools and Minor E	\$22.59	CRD CNCLR WLL CVR
	199D W	R 100-41500-3955	City Clerk		-\$50.00	PROMO/DISCT
<b>AMAZON CAPITAL SERVICES, INC.</b>					\$1,656.14	
<b>BATTERIES PLUS</b>						
	P79714	E 100-43100-210	Street Maintenanc	Operating Expenses	\$148.00	FLO10391
<b>BATTERIES PLUS</b>					\$148.00	
<b>CHATFIELD PARTS HOUSE</b>						
	951502	E 100-41940-210	Municipal Building	Operating Expenses	\$5.10	BOLT WSHR
	952028	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$30.00	36' BLD
	951956	E 100-41940-210	Municipal Building	Operating Expenses	\$9.99	3LB JT CMPD
	952612	E 100-41940-210	Municipal Building	Operating Expenses	\$44.99	PWR STRP
	951676	E 601-49400-210	Water Utilities (GE	Operating Expenses	\$6.99	GOR TP
	951940	E 100-43100-210	Street Maintenanc	Operating Expenses	\$22.18	GSKT SEAL GEL STK
	953497	E 100-43100-210	Street Maintenanc	Operating Expenses	\$14.48	SPRYPT



# City of Chatfield

## Batch Listing - Unposted Summary

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	952312	E 230-42270-210	Ambulance	Operating Expenses	\$30.57	WSHR FLD DEF
	952194	E 100-41940-210	Municipal Building	Operating Expenses	\$32.44	PNR BRSH TRM GRD TAPE
	953389	E 100-42110-210	Police Administrati	Operating Expenses	\$10.48	CRNR BRCE GLUE
	951547	E 100-45200-210	Parks (GENERAL)	Operating Expenses	\$14.99	CABLE TIE
	952899	E 100-41940-210	Municipal Building	Operating Expenses	\$14.48	PT BRSH RLR CVR
	951467	E 100-43100-210	Street Maintenanc	Operating Expenses	\$19.98	CPLR MAL FE
	951134	E 100-43100-212	Street Maintenanc	Vehicle Operating Suppli	\$7.99	RTU EXT LIFE GAL
	951071	E 100-43100-210	Street Maintenanc	Operating Expenses	\$3.18	WSHR NT SCR
	953392	E 100-43100-240	Street Maintenanc	Small Tools and Minor E	\$119.99	MLTI TOOL WVE
	953390	E 100-42110-210	Police Administrati	Operating Expenses	\$19.99	ALK 30 PK AA
<b>CHATFIELD PARTS HOUSE</b>					<u>\$407.82</u>	
<b>CITY OF CHATFIELD</b>						
	01/24/2	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$186.76	10-00000031-00-3 WWTP
	01/24/2	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$67.96	10-00000011-00-7 PUBLIC LIBRARY
	01/24/2	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$67.15	10-00000051-00-9 FIRE HALL
	01/24/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$67.96	10-00000101-01-4 PWFAC2
	01/24/2	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$81.97	10-00000001-00-4 THURBER BLDG GA
	01/24/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$635.00	10-00000081-008 CITY SHOP
	01/24/2	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$67.96	10-00002410-91-8 PWFAC1
<b>CITY OF CHATFIELD</b>					<u>\$1,174.76</u>	
<b>FREDERICK S. SUHLER, ATTY</b>						
		E 100-41100-304	Legislative	Legal Fees	\$0.00	ADDITIONAL TASKS - MMM YYYY
		E 100-41100-304	Legislative	Legal Fees	\$600.00	MONTHLY RETAINER - MMM YYYY
<b>FREDERICK S. SUHLER, ATTY</b>					<u>\$600.00</u>	
<b>GOPHER STATE ONE CALL</b>						
	501028	E 601-49400-310	Water Utilities (GE	Other Professional Servic	\$60.80	ACCOUNT #MN00240
<b>GOPHER STATE ONE CALL</b>					<u>\$60.80</u>	
<b>HBC</b>						
	02/02/2	E 602-49450-321	Sewer (GENERAL)	Telephone	\$43.64	1439299 867-4321BASIC & TOLL
	02/02/2	E 602-49450-438	Sewer (GENERAL)	Internet Expenses	\$110.98	1439299 BUS VALUE PKG 120MBPS
<b>HBC</b>					<u>\$154.62</u>	
<b>HUNTINGTON ELECTRIC LLC</b>						
	7195	E 100-45200-404	Parks (GENERAL)	Repairs/Maint Equipment	\$166.84	BREAKER ICE RINK
<b>HUNTINGTON ELECTRIC LLC</b>					<u>\$166.84</u>	
<b>INTEGRITY TREE SERVICE LLC</b>						
	1068	E 100-43100-411	Street Maintenanc	Tree Maintenance	\$1,750.00	TWFRD BSSWD & MPLE
<b>INTEGRITY TREE SERVICE LLC</b>					<u>\$1,750.00</u>	
<b>LINDE</b>						
	478449	E 100-43100-210	Street Maintenanc	Operating Expenses	\$55.78	HIGH PRESSURE
<b>LINDE</b>					<u>\$55.78</u>	
<b>LUMEN-LEVEL3 (WEBEX)</b>						
	720829	E 100-41500-320	City Clerk	Communications (GENER	\$244.38	WEBEX 10@23 + TAX/LIC
<b>LUMEN-LEVEL3 (WEBEX)</b>					<u>\$244.38</u>	
<b>MEDIACOM</b>						
	01/26/2	E 100-41500-438	City Clerk	Internet Expenses	\$107.70	1/3 CITY HALL HSD & STATIC IPS
	01/26/2	E 100-42110-438	Police Administrati	Internet Expenses	\$107.70	1/3 CITY HALL HSD & STATIC IPS
	01/26/2	E 230-42270-438	Ambulance	Internet Expenses	\$108.03	1/3 CITY HALL HSD & STATIC IPS



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<b>MEDIACOM</b>					\$323.43	
<b>MINNESOTA ENERGY RESOURCES</b>						
	534047	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$193.96	00002 FH 15% WATER
	534421	E 100-42110-380	Police Administrati	Utility Services (GENERA	\$495.65	00001 MUNI - POLICE 1/3
	534421	E 230-42270-380	Ambulance	Utility Services (GENERA	\$495.65	00001 MUNI - AMB 1/3
	534047	E 220-42280-380	Fire Department *	Utility Services (GENERA	\$775.41	00002 FH 60% FIRE
	534188	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$659.94	00014 PPLS 19 SCND ST SW
	534047	E 100-43100-380	Street Maintenanc	Utility Services (GENERA	\$323.09	00002 FH 25% STREET
	534183	E 602-49450-380	Sewer (GENERAL)	Utility Services (GENERA	\$1,080.33	00003 WWTP - LIBRARY LN
	534094	E 211-45500-380	Libraries (GENERA	Utility Services (GENERA	\$411.95	00005 LIBRARY
	534221	E 100-45124-380	Swimming Pools -	Utility Services (GENERA	\$45.00	000011 POOL
	534421	E 100-41940-380	Municipal Building	Utility Services (GENERA	\$495.65	00001 MUNI 1/3
	534474	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$50.95	00016 100 OTR GNRTR
	534039	E 601-49400-380	Water Utilities (GE	Utility Services (GENERA	\$57.76	00015 547 HLLSD BSTR STTN
<b>MINNESOTA ENERGY RESOURCES</b>					\$5,085.34	
<b>QUADIENT LEASE</b>						
	Q16972	E 100-41500-413	City Clerk	Equipment Rental / Leas	\$164.16	PSTG MCH LS N22081826  NOV-FEB
<b>QUADIENT LEASE</b>					\$164.16	
<b>UC LABORATORY</b>						
	122831	E 602-49450-217	Sewer (GENERAL)	Testing	\$1,511.72	WWTP LABS
<b>UC LABORATORY</b>					\$1,511.72	
<b>ZEP MANUFACTURING</b>						
	901078	E 100-43100-210	Street Maintenanc	Operating Expenses	\$190.79	VDC C-PULL TWL 2PLY 660 FT
	901077	E 602-49450-404	Sewer (GENERAL)	Repairs/Maint Equipment	\$130.74	43X60 BLK BGS
<b>ZEP MANUFACTURING</b>					\$321.53	
2025 02FA01U					\$14,060.65	
					\$14,060.65	



# City of Chatfield

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<b>EFTPS</b>						
112833	323973	G 910-21709			\$109.32	PR VNDR LBLTY
	323973	G 910-21703			\$467.44	PR VNDR LBLTY
	323973	G 910-21701			\$459.73	PR VNDR LBLTY
<b>EFTPS</b>					\$1,036.49	
<b>EMPOWER   MNDCP</b>						
112834	126191	G 910-21719			\$339.26	PR VNDR LBLTY
<b>EMPOWER   MNDCP</b>					\$339.26	
<b>MN REVENUE</b>						
112835	1-031-1	G 910-21702			\$187.23	PR VNDR LBLTY
<b>MN REVENUE</b>					\$187.23	
<b>PERA</b>						
112836	SOMPE	G 910-21704			\$527.74	PR VNDR LBLTY
<b>PERA</b>					\$527.74	
2025 0123VNDRPR					\$2,090.72	
					\$2,090.72	

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<b>CHATFIELD PUBLIC LIBRARY</b>						
112841	2025-0	R 211-45500-3620	Libraries (GENERA		-\$125.00	PR VNDR LBLTY
	2025-0	G 910-21728			\$125.00	PR VNDR LBLTY
<b>CHATFIELD PUBLIC LIBRARY</b>					\$0.00	
<b>EFTPS</b>						
112842	519341	G 910-21709			\$1,814.48	PR VNDR LBLTY
	519341	G 910-21701			\$5,828.32	PR VNDR LBLTY
	519341	G 910-21703			\$5,735.92	PR VNDR LBLTY
<b>EFTPS</b>					\$13,378.72	
<b>EMPOWER   MNDCP</b>						
112843	126457	G 910-21719			\$951.55	PR VNDR LBLTY
<b>EMPOWER   MNDCP</b>					\$951.55	
<b>MN REVENUE</b>						
112844	1-501-6	G 910-21702			\$2,902.57	PR VNDR LBLTY
<b>MN REVENUE</b>					\$2,902.57	
<b>PERA</b>						
112845	SOMPE	G 910-21705			\$4,796.87	PR VNDR LBLTY
	SOMPE	G 910-21704			\$6,377.30	PR VNDR LBLTY
<b>PERA</b>					\$11,174.17	
2025 0130PRVNDR					\$28,407.01	
					\$28,407.01	

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# City of Chatfield

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Nbr	Invoice	Account	Dept	Descr	Object	Descr	Amount	Comments
<b>CHATFIELD COMMERCIAL CLUB</b>								
060184	2025 0	E 230-42270-205	Ambulance		Service Incentives/Rewa		\$440.00	CHAT DOLLARS
<b>CHATFIELD COMMERCIAL CLUB</b>							\$440.00	
2025 01ADM03							\$440.00	
							\$440.00	

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Check Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments
<b>CHATFIELD TRAILS INC.</b>						
060216	000936	E 803-46636-324	Community Action	Reimbursement	\$5,319.08	MMB - DNR OMB
<b>CHATFIELD TRAILS INC.</b>					\$5,319.08	
<b>TASC</b>						
112840	IN3354	E 100-41500-310	City Clerk	Other Professional Servic	\$20.50	COBRA MO ADM FEE - FEB 2025
<b>TASC</b>					\$20.50	
<b>UNITED STATES POSTAL SERVICE</b>						
060218	648234	E 601-49400-322	Water Utilities (GE	Postage	\$146.38	UB PSTG ALLCTN 2024 22.22%
	648234	E 603-49500-322	Refuse/Garbage (	Postage	\$130.30	UB PSTG ALLCTN 2024 19.77%
	648234	E 602-49450-322	Sewer (GENERAL)	Postage	\$382.09	UB PSTG ALLCTN 2024 58.00%
<b>UNITED STATES POSTAL SERVICE</b>					\$658.77	
<b>WM HANSON WASTE REMOVAL</b>						
060217	DEC 20	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$56.76	GARBAGE SERVICE - CITY MAINT BLD
	DEC 20	E 100-41940-384	Municipal Building	Refuse/Garbage Disposal	\$54.05	GARBAGE SERVICE - CITY HALL
	DEC 20	E 602-49450-384	Sewer (GENERAL)	Refuse/Garbage Disposal	\$105.41	GARBAGE SERVICE - WWTP
	DEC 20	E 100-45200-384	Parks (GENERAL)	Refuse/Garbage Disposal	\$72.97	GARBAGE SERVICE - PARKS (FIRE HAL
<b>WM HANSON WASTE REMOVAL</b>					\$289.19	
2025 01ADM04					\$6,287.54	
					\$6,287.54	

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# City of Chatfield

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Nbr	Invoice	Account	Dept Descr	Object Descr	Amount	Comments	
<b>ROOT RIVER STATE BANK</b>							
112846	JAN 20	E 100-41500-310	City Clerk	Other Professional Servic	\$89.50	INT BANKING CHARGES 50 + 24.5 +	
<b>ROOT RIVER STATE BANK</b>					\$89.50		
2025 01ADM05					\$89.50		
					\$89.50		

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<b>PRIORITY PAYMENT SYSTEMS</b>							
112849	1/31/25	E 100-45124-323	Swimming Pools -	Administration Expense	\$7.95	CC PROCESSING FEES	
<b>PRIORITY PAYMENT SYSTEMS</b>					\$7.95		
2025 02ADM01					\$7.95		
					\$7.95		

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## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Resolution 2025-05 Authorizing Application for an All-Terrain Vehicle Trail Extension

---

**Subject | Summary:**

---

**Agenda Category:** Consent Agenda

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

---

**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:** The Chatfield Trails, Inc is looking to extend the current trail system by another 18 miles. Therefore the City would need to act as the sponsor in application of the grant in aid programs.

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**Attachments:**

[2025-05 ATV Trail Funding Resolution.pdf](#)

**CITY OF CHATFIELD**

**Resolution No. 2025-05**

**Resolution to Authorize Application for an All-Terrain Vehicle Trail Extension**

**WHEREAS**, Local units of government can apply for State aid for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

**WHEREAS**, the City of Chatfield has served as the Local Government sponsor of the Chatfield ATV Trail and has worked with the Chatfield ATV Club to effectively maintain the trail for a number of years, and

**WHEREAS**, Chatfield Trails, Inc. does have the facilities to properly maintain the entire trail system, and

**WHEREAS**, these trails benefit the recreation, tourism, industry, and economy of the City of Chatfield,

**NOW THEREFORE, BE IT RESOLVED**, That the City Administrator be authorized to sign and submit Grants-in-Aid funds for a new All-Terrain Vehicle Trail project, maintenance, and grooming for the Chatfield ATV Trail.

Adopted by the Chatfield City Council on this 10 day of February 2025.

/s/Beth M Carlson  
City Clerk  
City of Chatfield



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Robotic Cleaner Purchase - Pool

---

**Subject | Summary:** Purchase new equipment.

---

**Agenda Category:** Consent Agenda

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

---

**Community Engagement and Outreach:**

---

**FISCAL IMPACT:**

**Amount:** \$6,499

**Ongoing Cost :** Future capital equipment replacement funding needed.

**One-Time Cost :**

**Included in Current Budget?:** No

---

**FISCAL DETAILS:**

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

**Account Code:** 801-45124-500

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**Background:**

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**Attachments:**

[Robotic Cleaner Memo Packet.pdf](#)

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**MEMORANDUM**

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**TO:** CHATFIELD PARK AND REC COMMITTEE  
**FROM:** RYAN PRIEBE, WATER SUPERINTENDENT  
**SUBJECT:** ROBOTIC CLEANER  
**DATE:** 1/23/25

---

Action Requested- Purchase a Robotic cleaner-brush for the pool. Thatcher's Pool (\$6,925) Horizon Pool(\$6,499)

Background- The last 2 years we have had an issue with algae and mildew growing on the pool. I have talked with my supplier and a few other towns that had the same problem. They have all bought a robotic cleaner/brush and it has helped a lot. Right now, we vacuum the pool, but it doesn't brush. We would have to manually brush the whole pool once a week. Between vacuuming and brushing the pool I would guess it would take around 6-8 hours a week. There isn't an opening in the week that long. This we could have guards put it in at end of night swim and I can grab it in the morning.

# Thatcher Pools & Spas

25 Woodlake Dr. SE  
Rochester, MN 55904-5509

## Quote

Quote ID: 134007  
Customer ID: 3377  
Employee ID: Cassie  
Quote Expires: 2/13/2025

### Location:

City of Chatfield  
21 2nd St Se  
Chatfield, MN 55923-1204

City of Chatfield  
21 2nd St Se  
Chatfield, MN 55923-1204

Qty	Item	List Price	Unit Price	Total
1	Wave 120 Robotic Commercial Cleaner	\$7,695.00	\$6,925.50	\$6,925.50

The Dolphin Wave 120 is specifically designed for pools up to 121 feet. This powerful robot cleans the pool floor, walls and waterline to ensure complete cleaning coverage. This hardworking robot quickly and efficiently delivers a superior clean without chemicals or manual labor.

Main Features: Just plug it in, drop into the pool, for a hassle free clean | Intense scrubbing for an unmatched clean | Smart navigation of any pool for maximum coverage | Reduces water, chemical, and energy usage with every pool cleaning

<b>Sub Total</b>	<b>\$6,925.50</b>
<b>Taxes</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$6,925.50</b>

**Retail Value \$7,695.00**  
**Extended \$6,925.50**  
**You Save \$769.50**

### Terms And Conditions

Residential customers require a credit card on file. Once an order is invoiced it will be charged to the card on file and a receipt will be emailed to the customer. Commercial customers will have a \$1500 line of credit. Once the account reaches that limit or any invoices go 60 days past due the account will be placed on hold for any future sales or service until the account is brought current. New commercial accounts will require a credit card on file. Any project over \$2,000 requires a 50% deposit upon acceptance of the work. All special order parts must be paid in full prior to them being ordered.



To: **Ryan Priebe**

From: **Jeff Kopp** | [jeff@horizonpoolsupply.com](mailto:jeff@horizonpoolsupply.com) | (651) 328-7520

Ryan – attached is the quote you requested for a WAVE120 pool vacuum. Let me know if you have any questions.

Respectfully,

Jeff Kopp  
Consultant / CPOI  
651-328-7520

**Chemicals** | **Equipment** | **Supplies** | **Automation** |



**Pool Education**



**Pool Repair**



**Pool Renovation**

**FR ≈ D**



**Pool Maintenance**





## Customer Proposal



### Quoted to:

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

**Contact 1:** Ryan Priebe  
**Contact 2:**  
**Phone:** (507) 867-3810  
**Fax:** (507) 867-9093

**Date:** 1/23/2025

**Good Through:** 2/23/2025

CUS11104

**Quote #:** 20250123 CUS11104

### Description:

Quoted by: Jeff Kopp | [jeff@horizonpoolsupply.com](mailto:jeff@horizonpoolsupply.com) | (651) 328-7520



Designed for large pools up to 121 feet, put the power of two robots to work at once with the Maytronics Wave 120 commercial robotic pool cleaner. Ideal for universities, YMCAs, and water parks, the Wave 120 saves you valuable times when it comes to maintaining your facility pool with its easy operation and multiple cleaning options. With superior filtering capabilities and an extra-wide cleaning path, this cleaner expertly cleans the pool with maximum effectiveness and efficiency, ensuring sparkling, healthy swimming water for your guests to enjoy.

- Designed for pools up to 121 feet for easy portability and storage
- Cleans floors, walls & waterline
- Includes caddy
- Quad
- Scrubbing Brushes
- 4, 6, & 8 hour cycle time options
- 131 foot
- Tangle-free cable
- Fine & ultra-fine, bottom load filtration
- 24 Month
- Manufacture Warranty
- Remote control included



### Pricing:

Quantity	Item Number	Description	Unit Price	Total Price
1	MAY-9999359W120	Dolphin WAVE 120 Pool Cleaner	\$6,499.00	\$6,499.00
		*Shipping additional		

ACCEPTANCE OF PROPOSAL – I am authorized to sign on behalf of the owner and I have read the attached **Terms & Conditions** and Proposal Notes and the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified.

**Proposal Accepted By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Total:**

**\$6,499.00**

• Quotes exceeding \$2,000 will require a payment of 50% upon quote acceptance and the remainder is due Net 10 Days after Completion.

• Products and equipment used to complete job are subject to applicable state & city sales taxes.

• Please read all attached Terms & Conditions, Proposal Notes, and product information. This quote, once signed, is a contract between Horizon Commercial Pools & the property owner.



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

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**Agenda Item:** Approve one step pay increase to Rocky Burnett on employment anniversary, to Grade 8, Step 6.

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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):**

**Account Code:**

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**Background:**

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**Attachments:**



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Temporary Liquor License - VFW - March 15, 2025

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**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:**

---

**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:**

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**Background:**

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**Attachments:**

[Temp Liquor 2025 03 15 VFW.pdf](#)



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <u>Geise Kelsey VFW Post 6913</u>		Date of organization <u>14 April 46</u>		Tax exempt number <u>41-0741650</u>	
Organization Address (No PO Boxes) <u>9 2<sup>nd</sup> ST SW</u>		City <u>Chatfield</u>	State <u>MN</u>	Zip Code <u>55923</u>	
Name of person making application <u>Dale Rodgers</u>		Business phone <u></u>		Home phone <u>507-272-1569</u>	
Date(s) of event <u>15 March 25</u>		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name <u>Gary Eisenman</u>		City <u>Chatfield</u>	State <u>MN</u>	Zip Code <u>55923</u>	
Organization officer's name <u>Dale Rodgers</u>		City <u>Chatfield</u>	State <u>MN</u>	Zip Code <u>55923</u>	
Organization officer's name <u>Dean Rabe</u>		City <u>Chatfield</u>	State <u>MN</u>	Zip Code <u>55923</u>	
Location where permit will be used. If an outdoor area, describe. <u>Bernard Bus Shop</u>					

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

VFW 6913 - Geise Kelsey Post

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Integrity Ins \$1,000,000

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

<u>City of Chatfield</u> City or County approving the license		<u>March 15, 2025</u> Date Approved	
<u>\$75.00</u> Fee Amount		<u>bcarlson@ci.chatfield.mn.us</u> Permit Date	
Event in conjunction with a community festival <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <u>2990</u> Current population of city		<u>bcarlson@ci.chatfield.mn.us</u> City or County E-mail Address	
<u>Beth M Carlson</u> Please Print Name of City Clerk or County Official		<u></u> Signature City Clerk or County Official	

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event**

**No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Wastewater Treatment Facility Annual Report

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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:**

---

**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:**

[WWTF Annual Report.pdf](#)



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INTEROFFICE MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE & CITY COUNCIL

**FROM:** STEVEN SCHLICHTER

**SUBJECT:** 2024 WWTF Year End Review

**DATE:** 1/17/2025

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**Action Requested:** None

**Background:**

I spent some time reviewing how the WWTF performed in 2024 compared to previous years. Looking at our lab sample data shows that the facility is running very well, and we are meeting all limits. Starting with CBOD and TSS we have a limit of at least 80% removal rate. This year we averaged 98.4% removal for CBOD and 98.7% for TSS. For Fecal Coliform our limit is 200 colonies per sample. In 2024 we averaged 4.66 and that is much lower than 2023 and more in line with prior years sampling levels. We also sample for Phosphorus and Nitrogen at the WWTF even though we do not have a limit for these yet. We can alter our operation of the facility to remove these nutrients from the wastewater but at varying levels because we need to operate the facility differently to remove each one. We have been running the facility to optimize Nitrogen removal for the last several months and have had an average effluent level of 9.01. and during the same time, we were able to remove about 36% of the Phosphorus.

For 2024 we treated 71,423,000 gallons of wastewater and that is an average of 5.95 million gallons per month. In 2024 the cost estimate to treat one gallon of wastewater in our facility is \$0.0193. That is \$19.30 per 1000 gallons of wastewater. That is up slightly from last year because of multiple break downs and updates. We cleaned 15800 feet (3 miles) of sewer lines in 2024. We are finding more areas with tree roots intruding into the sewer lines. We have tried some new root cutting heads for our jetting truck and will be looking to purchase one this spring.

Chatfield Wastewater Facility is almost 20 years old now. We are having to spend more time and resources to keep everything operating as it should. In 2024 we had the PLC updated at the WWTF, installed one new pump and had 3 other pumps rebuilt. Also, we replaced some of the couplers for the electric motors and gear boxes for the Oxidation Ditch along with cleaning the lift stations, wet wells and clarifiers. But our largest investment this year was the installation of a new Trojan UV system that disinfects the wastewater before being discharged to the river. Looking at the graph you can see this has helped our sample results.

Looking into 2025 we will be working on a Facility Plan, biosolids land application, updating the capitol improvement plan and having some work done on some manholes just to name some of the larger projects. Also, we will try some operational changes to see if we can get better Nitrogen and Phosphorus removal rates.

If anyone has any questions, concerns or would like a tour of our WWTF please let me know.

Thank you for your time,

*Steven Schlichter*

WWTF Superintendent

## Fecal Levels & Flow Totals





## CBOD & TSS % Removal





## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Ambulance Department - 2024 Annual Report

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:**

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**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:**

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**Background:**

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**Attachments:**

[Chatfield Ambulance End of Year Report 2024.pdf](#)

## Chatfield Ambulance End of Year Report 2024

As we look back on 2024 some of the big points for the Chatfield Ambulance Service are highlighted in this yearend review.

We welcomed three new members, Bethany Ward, Silja Erickson and Edin Sifontes. We saw 2 EMT's resign because of life changes. We currently have 20 EMT's on our roster.

We had scheduled 2 EMT classes but canceled both because of lack of interest.

We had 1 EMT who had over 2400 hours in 2024. In addition, we had 2 EMT's with over 1500 hours and 2 more with over 1000 hours. Our out-of-town EMT's accounted for 2200 hours. Overall, our EMT's provided over 18,200 hours of coverage this year.

We currently have 6 EMT's that have over 10 years of experience with us and 2 more with over 20 years with us.

Our service is no different from others around us as we struggle at time with staffing. We continue to look for ways to keep our EMT's engaged and feeling appreciated. As a way of helping with this we increased our hourly "On Call" stipend from \$2 an hour to \$7 an hour. As we continued to see staffing shortages with volunteers, we added a part-time EMT to help cover overnight shifts.

Our Call volume remained consistent with 417 calls for assistance and of those we transported 332. We had both of our trucks out at the same time 38 times this year.

We did receive some one-time state aid funding this year that amounted to just under \$95,000. We plan to use this money in 2025 to offset the wages of our Part-Time hire and the increase to the volunteer stipend. Along with this aid the City of Chatfield increased the tax levied amount for the ambulance by \$75,000 annually.

In June of 2024 we put into service our new 2023 Ford F550 Leader ambulance that we ordered back in 2022. The four-wheel drive capabilities of this truck will not only increase the safety of our EMT's but will allow us better access to some of our rural patients.

Thank you for the continued support of the Ambulance service. As always if there are any questions, please feel free to reach out.

Rocky Burnett  
Chatfield Ambulance Director

[rburnett@ci.chatfield.mn.us](mailto:rburnett@ci.chatfield.mn.us)

(507) 867-4446



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Police Department - 2024 Annual Report

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

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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:**

---

**Background:**

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**Attachments:**

[2024 calls.pdf](#)



# Calls for Service By Type

1/1/2024 to 12/31/2024

		2024	Total
Type	Sub Type		
911 Hang Up		8	8
Agency Assist		119	119
Alarm		36	36
Ambulance		288	288
Animal Complaint		52	52
Assault		6	6
Assist		118	118
Background Check		1	1
Bad Check		1	1
Burglary		1	1
Civil		28	28
Court Order Violation		9	9
Crash		26	26
Criminal Damage to Property		14	14
Criminal Sexual Conduct		1	1
Custody Dispute		14	14
DARE		5	5
Death		4	4
Disabled or Abandoned Vehicle		6	6
Disorderly Conduct		6	6
DNR Calls		2	2
Domestic Disturbance		11	11
Door/Business Check		4	4
Driving Complaint		37	37
Driving Under the Influence		4	4
Drugs		3	3
Fires		13	13
Forgery		1	1
Fraud/Scam		17	17
Funeral Escort		13	13
Harassment		27	27
House Watch		3	3
Illegal Dumping		1	1
Information		27	27
Intoxicated Person		5	5
Juvenile Complaint		14	14
Lost and Found		17	17
MAARC		1	1



# Calls for Service By Type

1/1/2024 to 12/31/2024

Mental Health	41	41
Missing Person	4	4
Noise Complaint	18	18
Ordinance or Code Violation	14	14
Papers	1	1
Parking Complaint	17	17
Permit to Purchase	13	13
Predatory Offender	4	4
Property	3	3
Pursuit	1	1
Road Information	8	8
School Call	3	3
Special Events	8	8
Suspicious Activity	63	63
Terroristic Threats	4	4
Theft	24	24
Traffic	694	694
Training	1	1
Transport	1	1
Trespass Complaint	7	7
Under Age Consumption	1	1
Vehicle Off Road	1	1
Void	5	5
Warrant	11	11
Weather	1	1
Welfare Check	33	33
<b>Grand Total</b>	<b>1924</b>	<b>1924</b>



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Fire Department - 2024 Annual Report

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

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**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:**

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**Background:**

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**Attachments:**

[Annual-Fire-Situation-Report\\_2025-01-29\\_015926.pdf](#)

Primary Action Taken Report (Summary)

Primary Action Taken (FD1.48)	Count of Incidents	Number of Incidents Percent of Total
Agency Name: CHATFIELD		
Assess severe weather or natural disaster damage	1	1.89%
Assistance, other	12	22.64%
Cancelled en route	8	15.09%
Control traffic	1	1.89%
Extinguishment by fire service personnel	8	15.09%
Extricate, disentangle	4	7.55%
Fire control or extinguishment, other	5	9.43%
Investigate	13	24.53%
Ventilate	1	1.89%
Total: 53		
Total: 53		

Annual Fire Situation Report - Month & Year

Basic Incident Type Code And Description (FD1.21)	Total Fires
Basic Incident Year-Month Number (FD1.3): 2024-01	
611 - Dispatched and cancelled en route	1
746 - Carbon monoxide detector activation, no CO	2
Total: 3	
Basic Incident Year-Month Number (FD1.3): 2024-02	
142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	2
322 - Motor vehicle accident with injuries	1
611 - Dispatched and cancelled en route	1
Total: 5	
Basic Incident Year-Month Number (FD1.3): 2024-03	
141 - Forest, woods or wildland fire	2
143 - Grass fire	1
311 - Medical assist, assist EMS crew	2
Total: 5	
Basic Incident Year-Month Number (FD1.3): 2024-04	
111 - Building fire	1
131 - Passenger vehicle fire	1
322 - Motor vehicle accident with injuries	1
611 - Dispatched and cancelled en route	2
700 - False alarm or false call, other	1
814 - Lightning strike (no fire)	1
Total: 7	
Basic Incident Year-Month Number (FD1.3): 2024-05	
111 - Building fire	2
311 - Medical assist, assist EMS crew	1
322 - Motor vehicle accident with injuries	2
746 - Carbon monoxide detector activation, no CO	1
Total: 6	
Basic Incident Year-Month Number (FD1.3): 2024-06	
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	1
745 - Alarm system activation, no fire - unintentional	2
746 - Carbon monoxide detector activation, no CO	1
815 - Severe weather or natural disaster standby	1
Total: 6	
Basic Incident Year-Month Number (FD1.3): 2024-07	
322 - Motor vehicle accident with injuries	1
424 - Carbon monoxide incident	1



Basic Incident Type Code And Description (FD1.21)	Total Fires
Total: 2	
Basic Incident Year-Month Number (FD1.3): 2024-08	
132 - Road freight or transport vehicle fire	1
352 - Extrication of victim(s) from vehicle	1
735 - Alarm system sounded due to malfunction	1
Total: 3	
Basic Incident Year-Month Number (FD1.3): 2024-09	
324 - Motor vehicle accident with no injuries.	2
6111 - EMS Dispatched and cancelled en route	1
745 - Alarm system activation, no fire - unintentional	1
Total: 4	
Basic Incident Year-Month Number (FD1.3): 2024-10	
111 - Building fire	1
141 - Forest, woods or wildland fire	1
142 - Brush or brush-and-grass mixture fire	1
Total: 3	
Basic Incident Year-Month Number (FD1.3): 2024-11	
311 - Medical assist, assist EMS crew	1
322 - Motor vehicle accident with injuries	1
Total: 2	
Basic Incident Year-Month Number (FD1.3): 2024-12	
114 - Chimney or flue fire, confined to chimney or flue	1
322 - Motor vehicle accident with injuries	2
442 - Overheated motor	1
611 - Dispatched and cancelled en route	3
Total: 7	
Total: 53	

Report Filters

Basic Incident Date Time: is between '01/01/2024' and '12/31/2024'

Agency Name: is in 'CHATFIELD'



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Minnesota Energy Resources Franchise Agreement - Ordinance 477

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**Subject | Summary:** Ordinance review as required for a franchise agreement.

---

**Agenda Category:** New Business

**Submitted By:** Michele Peterson

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**Recommended Motion:** First review of proposed ordinance.

---

**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:** We currently have a franchise agreement with MERC that is expiring this year. Ordinance 345 was approved by the Chatfield City Council in June of 2000. Although this agreement was for 25 years, the Charter dictates that no franchise agreement be longer than 20 years. Attorney Suhler has also reviewed the ordinance/agreement and has no concerns. Attached is a copy of the draft ordinance for the franchise agreement.

---

**Attachments:**

[477 MERC WEC Gas Franchise Template - City of Chatfield.pdf](#)

## Ordinance No. 477

An Ordinance granting Minnesota Energy Resources, a subsidiary of WEC Energy Group, a Wisconsin corporation, its successors and assigns,  
a natural gas franchise  
and the authority to construct, operate, maintain, and extend  
a natural gas distribution plant and system,  
and granting the right to use the streets, alleys, and other public places  
within the present or future corporate limits  
of the City of Chatfield, Minnesota

Be it ordained by the City Council of the City of Chatfield, Minnesota, as follows:

### **FRANCHISE GRANTED**

The City of Chatfield, Minnesota, (hereinafter referred to as "Grantor") hereby grants a non-exclusive franchise to Minnesota Energy Resources, a subsidiary of WEC Energy Group, a Wisconsin corporation, (hereinafter called "Grantee"), its lessees, successors and assigns. Grantee is hereby granted the right, privilege, franchise, permission and authority to lay, construct, install, maintain, operate and extend in, along, over or across the present and future streets, alleys, avenues, bridges, public rights-of-way and public places as are now within the present or future limits of said Grantor, a natural gas distribution system and all facilities necessary for the purpose of supplying natural gas or processed gas for all purposes to the inhabitants of said Grantor and consumers in the vicinity thereof, and for the distribution of natural gas from or through said Grantor to points beyond the limits thereof. Such facilities shall include, but not be limited to, all mains, services, pipes, conduits and appliances necessary or convenient for transmitting, transporting, distributing and supplying natural gas for all purposes for which it may be used, and to do all other things necessary and proper in providing natural gas service to the inhabitants of Grantor and in carrying on such business.

### **TERM**

The rights and privileges granted by this Ordinance shall remain in effect for a period of Twenty (20) years from the effective date of this Ordinance.

### **GOVERNING RULES AND REGULATIONS**

This Ordinance is granted subject to all conditions, limitations and immunities now provided for, or as hereafter amended, and applicable to the operations of a public utility, by State or Federal law. The rates to be charged by Grantee for service within the present or future corporate limits of Grantor and the rules and regulations regarding the character, quality and standards of service to be furnished by Grantee shall be under the jurisdiction and control of such regulatory body or bodies as may, from time to time, be vested by law with authority and jurisdiction over the rates, regulations and quality and standards of service to be supplied by Grantee. Provided however, should any judicial, regulatory or legislative body, having proper jurisdiction, take any action

that precludes Grantee from recovering from its customers any cost associated with services provided hereunder, then Grantee and Grantor shall renegotiate the terms of this Ordinance in accordance with the action taken, so as to allow Grantee to be made whole economically. In determining the rights and duties of the Grantee, the terms of this franchise Ordinance shall take precedence over any conflicting terms or requirements contained in any other Ordinance enacted by the Grantor.

If an energy supplier is unable to furnish an adequate supply of energy due to an emergency, an order or decision of a public regulatory body, or other acts beyond the control of the Grantee, then the Grantee shall have the right and authority to adopt reasonable rules and regulations limiting, curtailing or allocating extensions of service or supply of energy to any customers or prospective customers, and withholding the supply of energy to new customers, provided that such rules and regulations shall be uniform as applied to each class of customers or prospective customers, and shall be non-discriminatory as between communities receiving service from the Grantee.

### **CONSTRUCTION AND MAINTENANCE OF COMPANY FACILITIES**

Any pavements, sidewalks or curbing taken up and any and all excavations made shall be done in such a manner as to cause only such inconvenience to the inhabitants of Grantor and to the general public as is reasonably necessary; and repairs and replacements shall be made promptly by Grantee, leaving such properties in as good as condition as existed immediately prior to excavation.

Grantee agrees that for the term of this grant, it will use its best efforts to maintain facilities and equipment sufficient to meet the current and future energy requirements of Grantor, its inhabitants and industries. While maintaining its facilities and equipment, Grantee shall obtain permits as required by ordinance, except that in emergency situations, Grantee shall take immediate unilateral actions as it determines are necessary to protect the public health, safety, and welfare; in which case, Grantee shall notify Grantor as soon as reasonably possible.

Grantor will give Grantee reasonable notice of plans for street improvements where paving or resurfacing of a permanent nature is involved that affect Grantee's facilities. The notice shall contain the nature and character of the improvements, the rights-of-way upon which the improvements are to be made, the extent of the improvements and the time when the Grantor will start the work, and, if more than one right-of-way is involved, the order in which this work is to proceed. The notice shall be given to the Grantee a sufficient length of time, considering seasonable working conditions, in advance of the actual commencement of the work to permit the Grantee to make any additions, alterations, or repairs to its facilities.

### **EXTENSION OF COMPANY FACILITIES**

Upon receipt and acceptance of a valid application for service, Grantee shall, subject to its own economic feasibility criteria, make reasonable extensions of its distribution facilities to serve customers located within the current or future corporate limits of Grantor.

### **RELOCATION OF COMPANY FACILITIES**

If Grantor elects to change the grade of or otherwise alter any street, alley, avenue, bridge, public right-of-way or public place for a public purpose, Grantee, upon reasonable notice from Grantor, shall remove and relocate its facilities or equipment situated in the public rights-of-way, if such removal is necessary to prevent interference and not merely for the convenience of the Grantor, at the cost and expense of Grantee. If Grantor orders or requests Grantee to relocate its facilities or equipment for the primary benefit of a commercial or private project, or as a result of the initial request of a commercial or private developer or other non-public entity, and such removal is necessary to prevent interference and not merely for the convenience of the Grantor or other right-of-way user, Grantee shall receive payment for the cost of such relocation as a precondition to relocating its facilities or equipment. Grantor shall consider reasonable alternatives in designing its public works projects so as not arbitrarily to cause Grantee unreasonable additional expense in exercising its authority under this section. Grantor shall also provide a reasonable alternative location for Grantee's facilities. Grantor shall give Grantee written notice of vacating of a public right-of-way. Vacating of a public right-of-way shall not deprive the Grantee of its right to operate and maintain existing facilities, until the reasonable cost of relocating the same are first paid to the Grantee.

Any person or corporation desiring to move a building or other structure along, or to make any unusual use of any street, alley, avenue, bridge, public right-of-way or public place which shall interfere with the facilities or equipment of the Grantee, shall first give notice to the Grantor and the Grantee and pay a sum sufficient to cover the expense and damage incident to the moving of Grantee's facilities and equipment.

### **CONFIDENTIAL INFORMATION**

Grantor acknowledges that certain information it might request pursuant to this franchise may be of a proprietary and confidential nature. If Grantee requests that any information provided by Grantee to Grantor be kept confidential due to such proprietary or commercial value, Grantor and its employees, agents, and representatives shall maintain the confidentiality of that information, to the extent allowed by law. If Grantor is requested or required by legal or administrative process to disclose any such confidential information, Grantor shall promptly notify Grantee of such request or requirement so that Grantee may seek an appropriate protective order or other relief. Grantor shall use all reasonable efforts to ensure that the confidentiality of Grantee's confidential information is maintained.

### **FORCE MAJEURE**

It shall not be a breach or default under this franchise if either party fails to perform its obligations hereunder due to Force Majeure. Force Majeure shall include, but not be limited to, the following: 1) physical events such as acts of God, landslides, lightning, earthquakes, fires, freezing, storms, floods, washouts, explosions, breakage or accident or necessity of repairs to machinery, equipment or distribution or transmission lines; 2) acts of others such as strikes, work-force stoppages, riots, sabotage, insurrections or wars; 3) governmental actions such as necessity for compliance with any court order, law, statute, ordinance, executive order, or regulation promulgated by a governmental authority having jurisdiction; and any other causes, whether of the kind herein enumerated or otherwise not reasonably within the control of the affected party to prevent or overcome. Each party shall make reasonable efforts to avoid Force Majeure and to resolve such event as promptly as reasonably possible once it occurs in order to

resume performance; provided, however, that this provision shall not obligate a party to settle any labor strike.

### **HOLD HARMLESS**

Grantee, during the term of this Ordinance, agrees to save harmless Grantor from and against all claims, demands, losses and expenses arising directly out of the negligence of Grantee, its employees or agents, in the constructing, operating, and maintaining of distribution and transmission facilities or appliances of Grantee; provided, however, that Grantee need not save harmless Grantor from claims, demands, losses and expenses arising out of the negligence of Grantor, its employees or agents.

### **SEVERABILITY**

If any clause, sentence or section of this Ordinance is deemed invalid by any judicial, regulatory or legislative body having proper jurisdiction, the remaining provisions shall not be affected.

### **NON WAIVER**

Any waiver of any obligation or default under this franchise shall not be construed as a waiver of any future defaults, whether of like or different character.

### **REPEAL CONFLICTING ORDINANCES**

This ordinance, when accepted by Grantee as provided below, shall constitute the entire agreement between the Grantor and the Grantee relating to this franchise and the same shall supersede all prior ordinances pertaining to this franchise agreement, and any terms and conditions of such prior ordinances or parts of ordinances in conflict herewith are hereby repealed. Ordinance Number 345 of the City of Chatfield Minnesota, is hereby repealed as of the effective date hereof.

### **EFFECT AND INTERPRETATION OF ORDINANCE**

The captions which precede each section of this ordinance are for convenience in reference only and shall not be taken into consideration in the interpretation of any of the provisions of this Ordinance.

### **EFFECTIVE DATE AND ACCEPTANCE**

This Ordinance shall become effective and be a binding contract between the Grantor and Grantee, upon its final passage and approval by Grantor, in accordance with applicable laws and regulations, and upon acceptance by Grantee by written instrument within thirty (30) days of passage by the governing body, and filed with the City Clerk of the City of Chatfield, Minnesota. The City Clerk shall sign and affix the community seal to acknowledge receipt of such acceptance, and return one copy to Grantee. If Grantee does not, within thirty (30) days following passage of this Ordinance express in writing its objections to any terms or provisions contained therein, or reject this ordinance in its entirety, Grantee shall be deemed to have accepted this ordinance and all of its terms and conditions.

Passed and approved by the City Council of the City of Chatfield, Minnesota, on this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

---

**Agenda Item:** Safe Routes to School Plan

---

**Subject | Summary:** Approval and acceptance of the plan is needed for official adoption.

---

**Agenda Category:** New Business

**Submitted By:** Michele Peterson

---

**Recommended Motion:** Motion to approve at the recommendation of the Planning & Zoning Commission.

---

**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:** The Safe Routes to School plan was completed in July of 2020. I have not been able to find Council action that officially approved and adopted the plan. Therefore I am submitting the plan for review and consideration.

---

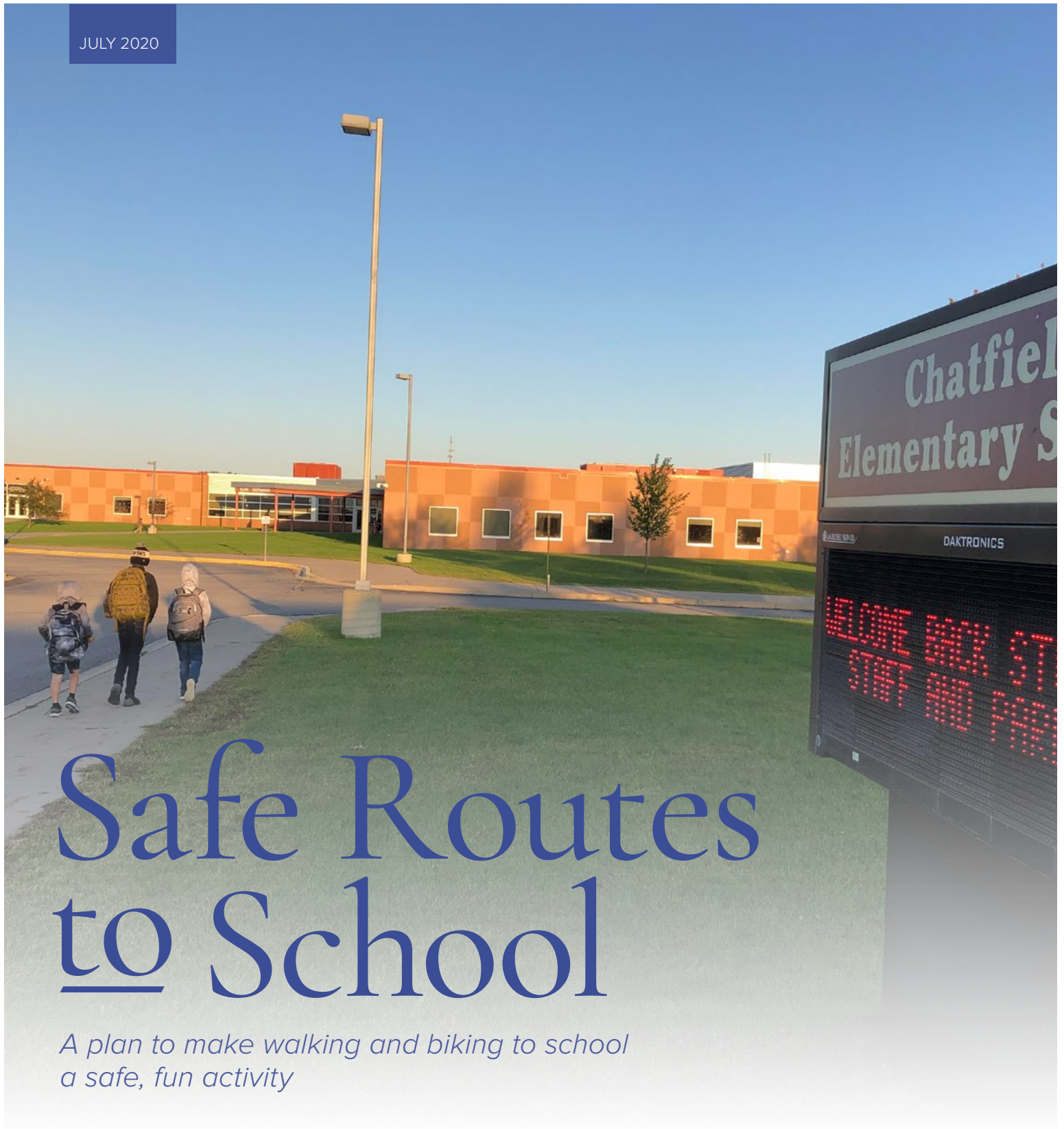
**Attachments:**

[SRTS Plan Chatfield Minnesota July 2020.pdf](#)

[SRTS Appendix Plan Chatfield Minnesota July 2020.pdf](#)

[SRTS Executive Summary Chatfield Elementary.pdf](#)





# Safe Routes to School

*A plan to make walking and biking to school  
a safe, fun activity*

## CHATFIELD, MINNESOTA

Chatfield Elementary  
Chatfield Secondary

**m** DEPARTMENT OF  
TRANSPORTATION



## ACKNOWLEDGMENTS

We gratefully acknowledge the participation of the following individuals and organizations in the development of this Safe Routes to School Plan.

### LOCAL TEAM LEADS

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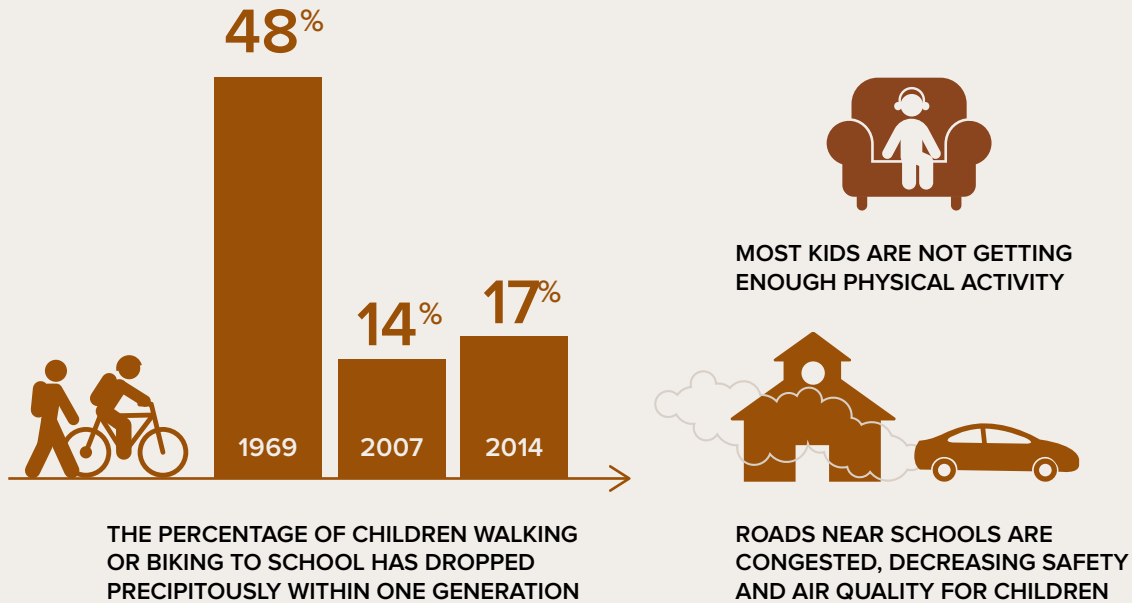




01

INTRODUCTION + CONTEXT

# Why Safe Routes to School?



## KIDS WHO WALK OR BIKE TO SCHOOL:



Arrive alert and able to focus on school



Get most of the recommended 60 minutes of daily physical activity during the trip to and from school



Are more likely to be a healthy body weight



Demonstrate improved test scores and better school performance\*



Are less likely to suffer from depression and anxiety

## THE VICIOUS CYCLE OF INCREASED TRAFFIC LEADING TO REDUCED WALKING AND BICYCLING:



Fewer students walking & biking to school

More parents driving children to school

Rising concern about safety of walking & biking

Increased traffic at and around school

\*More information, including primary sources, can be found at <http://guide.saferoutesinfo.org>



## THE SIX E'S

Safe Routes to School (SRTS) programs use a variety of strategies to make it easy, fun, and safe for children to walk and bike to school. These strategies are often called the "Six E's."

### EQUITY

Equity is an overarching concept that applies to all of the E's. Equity in SRTS means that the SRTS program is inclusive, celebrates the diversity of students, allocates resources to overcome inequities, and supports a community where walking and biking is safe, comfortable, and convenient for every student.



#### EDUCATION

Programs designed to teach children about traffic safety, bicycle and pedestrian skills, and traffic decision-making.



#### ENFORCEMENT

School based strategies to improve driver behavior near schools and ensure safe roads for all users.



#### ENCOURAGEMENT

Programs that make it fun for students to walk and bike, including incentive programs, regular events or classroom activities.



#### EVALUATION

Strategies to help understand program effectiveness, identify improvements, and ensure program sustainability.



#### ENGINEERING

Physical projects that are built to improve walking and bicycling conditions.

## NAVIGATING THIS PLAN

Below is a roadmap for navigating the way through this plan. Use it to find all the information you need for helping students be safer and more active!



#### PROGRAMS

Getting children to walk and bike to school requires fun and engaging programs for schools and families. Turn to this section for recommended events, activities, and strategies that will get students moving.



#### HOW TO GET INVOLVED

The more people involved with a local Safe Routes to School process, the more successful it will be! Use this section to find out how you can be a part of this important initiative.



#### INFRASTRUCTURE

Ensuring the safety of students on their trips to and from school means upgrading the streets. See this section for suggestions to improve the safety, comfort and convenience of walking and biking, including paint, signage, and signals.



#### APPENDICES

There is more information available than could fit in this plan. For additional resources, turn to this section.



# The Vision

*Walking and biking to school is safe, comfortable, and fun for all students in Chatfield.*

In the summer of 2019, the City of Chatfield was awarded a Minnesota Department of Transportation (MnDOT) Safe Routes to School (SRTS) planning assistance grant to hold a planning workshop and create a plan for two schools in Chatfield: Chatfield Secondary School and Chatfield Elementary School. This plan provides recommendations for both schools (and the only schools) in Chatfield.

In the planning assistance grant application, the City discussed a recently adopted comprehensive plan that commits the City to “better pedestrian connectivity” and to ensure all future road construction include considerations and provisions for people walking and biking. Chatfield Public Schools also supports healthy and safe schools. In the Wellness Policy, the District understands the importance of health and physical education curriculum to maintain a healthy lifestyle and reduce sedentary activities.

Chatfield’s vision for a sustainable SRTS plan calls for both programmatic and engineering improvements — one that uses all 6 E’s. This will require a commitment by a broad group of stakeholders. This planning process has brought together engineers, planners, public health staff from the City, State, and Counties, as well as school and districts staff to identify issues, opportunities, and solutions to make walking and biking for all students safe and comfortable. The local planning team also turned to the community for input, too. A number of community and family events gave people in Chatfield the opportunity to share their ideas about walking and biking to school. Their input will be discussed throughout this document.

Looking to the future, The City of Chatfield shares a vision with the State of Minnesota to create safe, accessible, and convenient multi-modal transportation opportunities for all. The community hopes this plan will enhance the quality of life for all residents of Chatfield.

## EQUITY HIGHLIGHT

### EQUITY IN SRTS

Equity in SRTS means that every student is able to safely, comfortably, and conveniently walk and bike to school, regardless of race, cultural identity, tribal affiliation, immigrant or refugee status, language, gender or sexual identity, income, religion, and whether or not a student receives special education, has a physical or mental disability, or is homeless or highly mobile.

An equity approach requires working with local partners to tailor programs and allocate resources to meet the unique needs of the community.

This plan was made possible with support from MnDOT and developed in coordination with the City of Chatfield, Olmsted and Fillmore Counties, and Chatfield Public Schools. It is the product of meetings and visits with staff, community members, and youth in Chatfield.

The following pages identify program and infrastructure recommendations to support a safe and comfortable environment for people walking and biking to schools in Chatfield. All recommendations are intended to be on an approximate five-year timeline. While not all of these recommendations can be implemented immediately, it is important to achieve shorter-term successes while laying the groundwork for progress toward some of the larger and more complex projects.

# Chatfield Schools in Context

## DISTRICT STRUCTURE

ISD 227 draws from a large geographic area of Olmsted and Fillmore Counties on either side of U.S. Highway 52. District boundaries go east to the Winona County border and west to the border with the Rochester School District. Chatfield is the only urban area within the district, surrounded by more rural townships, which is typical of the rolling landscapes found in southeastern Minnesota. Most students attending the two schools live within the City of Chatfield (estimated population 2,800), while some come from smaller neighboring cities, and some travel from as far as 25 miles. The following pages provide a brief overview of each school.

## CHATFIELD SECONDARY SCHOOL

Chatfield Secondary School serves nearly 420 students in grades 7-12. The school is located just east of U.S. Highway 52 (or Main St through town) on the north end of Chatfield. The school shares grounds with baseball, softball, and a football field, a track, and tennis courts. The aerial photo below does not show the recent construction of a new pool and aquatic center on the corner of Union St and Highway 52/Main St.

The school is generally surrounded by a mix of low-density residential, commercial, and industrial land uses. Because of its location in proximity to housing, the Secondary School has the ability to attract people walking and biking, with a number of key infrastructure improvements.



**Chatfield Secondary**  
Chatfield, MN







## CHATFIELD ELEMENTARY

Chatfield Elementary enrolls roughly 460 students in grades Kindergarten-6. The building is located atop a hill roughly 1.5 miles to the east of town along Minnesota Trunk Highway (TH) 74/30. Old Territorial Road connects to town, as well, and runs roughly parallel to Highway 74/30. The Elementary is on Hillside Drive, which connects to Highway 74/30 on the north and Highway 52 on the south. Between the two highways is mostly undeveloped land, especially surrounding school, with the exception of some single family lots. Further south on Hillside Drive and down the hill, more lots are being developed along Vindmoll Drive. One mile south of the Elementary and across Highway 52 is Lonestone Court, a development with several young families and elementary-aged students. While the number of students within walking distance of the elementary is currently limited, residential development near school is expected to continue.



**Chatfield Elementary**  
Chatfield, MN

NA

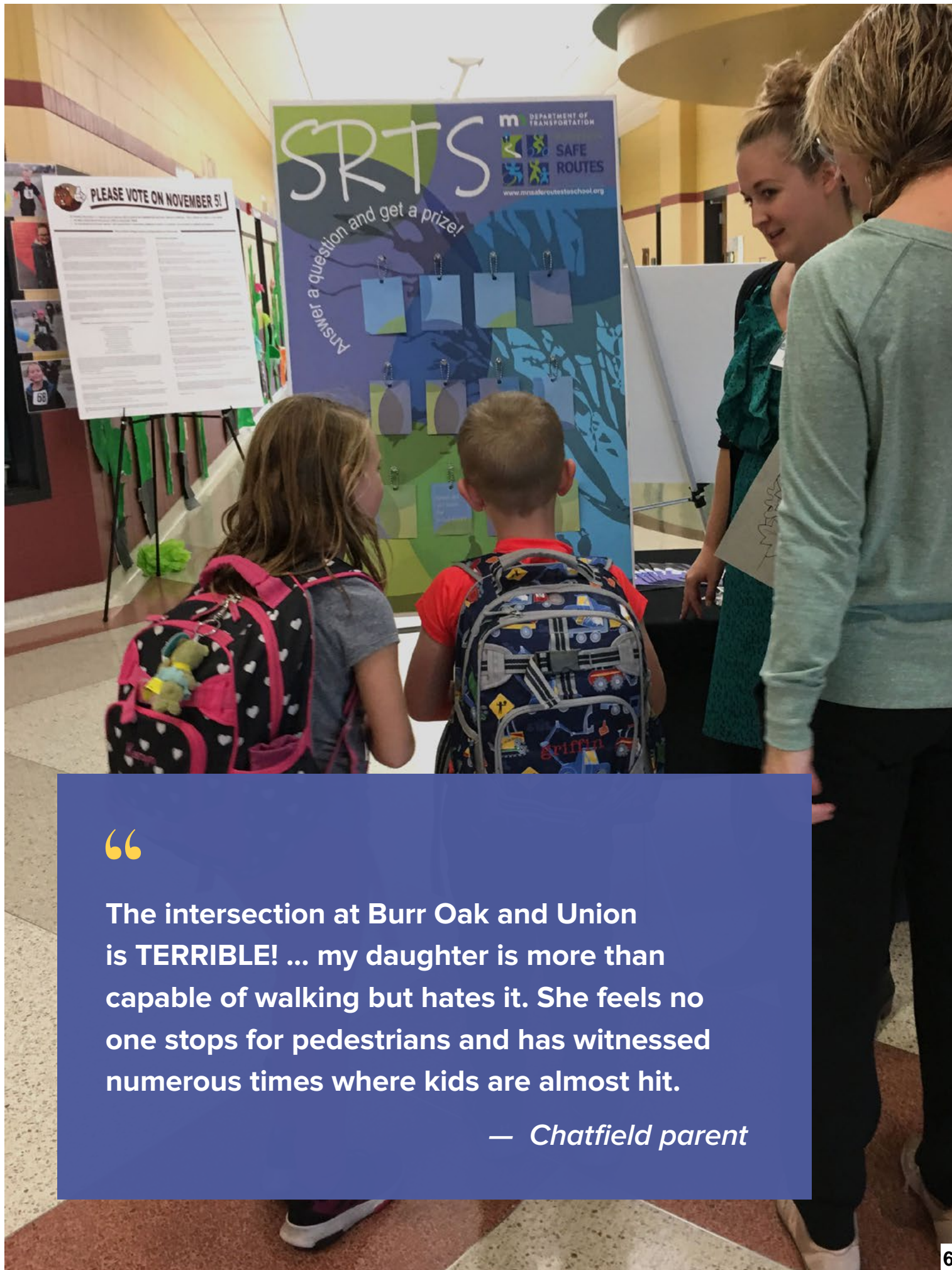
# Community Engagement

Many people helped develop the recommendations found in this plan. Besides stakeholders listed in the acknowledgments section above, project staff engaged the local community through a variety of tools described in the table below. This information came from people who know the issues faced better than anyone else - those who walk and bike in Chatfield and Olmsted and Fillmore Counties.

For more information related to engagement results and early data collection including the School Zone Hazard Observation Assessment and Student Travel Tally, see the Appendix section that accompanies this document.

ENGAGEMENT TOOL	GROUP ENGAGED; PROJECT TIMING	FEEDBACK GATHERED
<b>Parent Survey</b>  An online survey sent to families that asks parents and caregivers how they feel about their child walking and biking to school.	Parents and caregivers of students  Fall 2019	<ul style="list-style-type: none"> <li>• There are no safe or comfortable ways to get to the Elementary; the only connections have high traffic volumes and speeds</li> <li>• Desire for a safe connection from Elementary to Lonestone Ct</li> <li>• Drivers do not yield to people walking and needing to cross Highway 52, and at Burr Oak and Union</li> </ul>
<b>Administration Survey</b>  An online survey sent to principals and administrators that asks about school and district policies or practices that support walking and biking to school. It also asks about the physical and built environment surrounding school.	School principals and administrators  Fall 2019	<ul style="list-style-type: none"> <li>• Walking and biking not addressed in the school and district wellness policy or transportation policy</li> <li>• Schools collaborate with law enforcement to enforce speed limits and other traffic laws in the area of schools</li> <li>• Secondary school participates in Walk to School Day program</li> <li>• Crossing guards or student patrol not present at either school</li> </ul>
<b>Online mapping tool</b>  An interactive tool where users can add their walking and biking routes, barriers, and destinations to an online map.	Chatfield community members  Fall 2019	<ul style="list-style-type: none"> <li>• Families walking and biking need a safer way to cross or access Highway 52</li> <li>• Students travel between Lonestone Ct and Elementary school via Highway 52 and Hillside Dr</li> <li>• Winona St is often used in town, but it should be improved for walking and biking</li> </ul>
<b>Pop up engagement tabling</b>  In-person events held at schools or community events where project staff talk with families about ways to improve comfort while walking and biking to school.	Students, parents, caregivers, families  Fall 2019	<ul style="list-style-type: none"> <li>• Other destinations in town include Kwik Trip, Mill Creek Park, Groen Park, Lonestone Park</li> <li>• Union and Burr Oak, Highway 52 and Highway 30, Highway 30 and Winona St are all difficult intersections for walking</li> <li>• Driver yielding compliance is an issue, especially at crossings along Highway 52</li> <li>• Pedestrian safety education could be partnered with existing Walking Wednesdays at the Elementary</li> </ul>
<b>Student conversations</b>  In person conversations with students about their experiences walking and biking in the community.	Chatfield Secondary students  Fall 2019	<ul style="list-style-type: none"> <li>• Students are interested in walking and biking but they often live too far away</li> <li>• Highway 52 is difficult to cross; yielding by drivers is low</li> <li>• Students often walk downtown, to Cabin Coffee, and Subway</li> </ul>



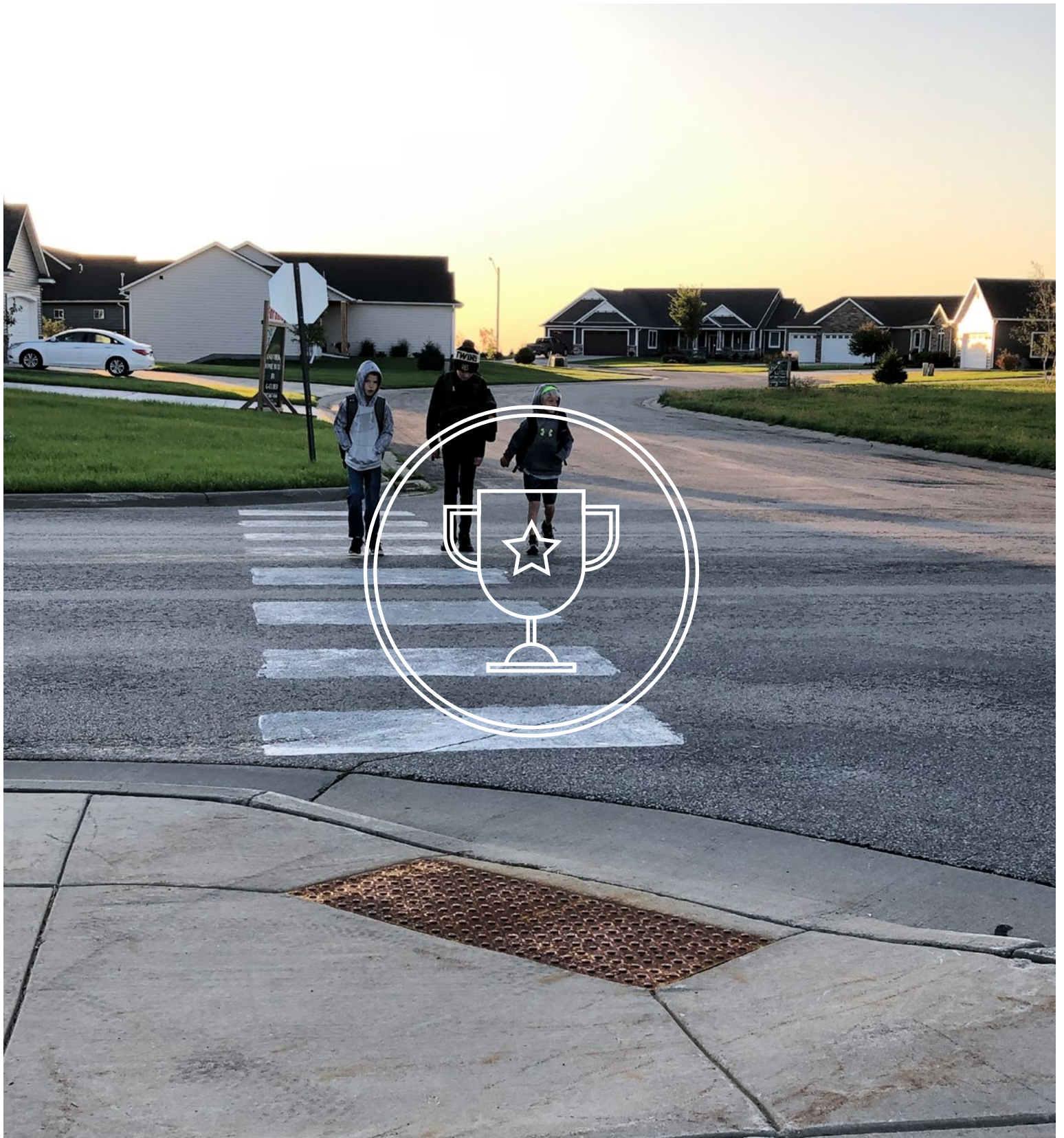


“

The intersection at Burr Oak and Union is TERRIBLE! ... my daughter is more than capable of walking but hates it. She feels no one stops for pedestrians and has witnessed numerous times where kids are almost hit.

— Chatfield parent







## Introduction to Programs

*The Safe Routes to School movement acknowledges that infrastructure changes are necessary for shifting school travel behavior, but are insufficient on their own. Programs are a necessary component of any successful SRTS plan.*

While engineering improvements such as sidewalks, crosswalks, and bikeways are important, equally important are **education** programs to give children and families basic safety skills, **encouragement** programs to highlight walking and bicycling to school as fun and normal, **enforcement** against unsafe motorist behavior, and **evaluation** of the impact of investments and non-infrastructure efforts. Often, programs that help to get more kids walking and biking lead to increased public support for infrastructure projects — they can be an important first step towards building out the physical elements that make walking and biking safer and more comfortable. And relative to certain infrastructure projects, most programs are very low cost. It is important to always deliver these programs **equitably** so all Chatfield students have the opportunity to walk and bike safely and comfortably.

The Chatfield community and schools are already working towards a healthy and active student population. An annual walk-a-thon at the Elementary raises funds while students walk. Walking Wednesdays and walking field trips on Hillside Dr and in the area help Elementary students get physical activity during the school day. At the Secondary School, students have a flextime wellness option and receive information on lifetime fitness.

**It is important that the events and activities listed above are continued! The momentum that has been built from these existing programs will allow future programming and SRTS efforts to be successful.**

*When planning and implementing SRTS programs, it is important to design events and activities that are inclusive of students of all backgrounds and abilities. Language and cultural barriers, race, physical abilities, personal safety concerns, and infrastructure barriers can all create potential obstacles to participation. Creative outreach, low-cost solutions, and flexible implementation can help overcome obstacles and enable more students and families to participate. See Appendix M.*

## Recommended Programs

To increase the number of students walking and biking to school, the following programs are recommended for the two Chatfield schools. In order for a program to be successful and sustainable, a network of support within and outside school is necessary. The programs listed below were recommended after conversations with school and district staff, parents, students, community members, and city and county staff. The team discussed existing resources at schools, in the district, and within the community that might support programs to ensure they succeed. The following programs are recommended:

- Walk / Bike to School Days
- School Communication
- Remote Drop / Park & Walk
- Traffic Safety Campaign
- Suggested Route Maps
- Walk! Bike! Fun! Curriculum training
- Trip Tracking / Incentive Program / Competitions

On the following pages, additional information is provided for programs listed above - a brief description, a suggestion for who should lead the program, a suggested timeline, and rationale to support its recommendation.





## WALK/BIKE TO SCHOOL DAYS

National Walk to School Day and Bike to School Day attract millions of students and families to try walking and biking to school every October and May. In addition, Minnesota celebrates Winter Walk to School Day in February. Additional education, encouragement, and enforcement programming can be used to promote the event, increase awareness, and expand participation. Walk/bike to school days can also take place more frequently (e.g., Walking Wednesdays) if there's interest and capacity.

**Program lead/partners:** Chatfield Public Schools, students, school staff, City of Chatfield

**Timeline:** Immediately

**Why we recommend it:** Walk/Bike to School Days are a great way to introduce students and families to walking and biking to school and build excitement and support for other programs. Students can be engaged in promotional activities leading up to events. Olmsted and Fillmore County Public Health is available to support.



## SCHOOL COMMUNICATION

Communication could come as a paper or electronic newsletter or school social media blast describing safe transportation practices in and around school, making sure to elevate walking and biking as an option. Inform parents of safe crossings and how to dress appropriately for the weather. Information could describe where parking for bikes is located at each school as well as other resources on site. The communication could also highlight SRTS news and efforts to date and advertise any upcoming events related to walking and biking.

**Program lead/partners:** Chatfield Public Schools

**Timeline:** Immediately

**Why we recommend it:** Keep the momentum from the planning process going with ongoing communication. Chatfield already communicates with families electronically via newsletter and social media; adding success stories and helpful tips to these existing channels is a great way to continue talking and thinking about SRTS in the community. Consider sharing bike parking locations and approved parking lot behavior during pick up and drop off, then involving MnDOT and Olmsted and Fillmore County Public Health for additional messages.



## REMOTE DROP / PARK & WALK

During a remote drop-off or park and walk, bus drivers and caregivers drop students at a designated off-campus location and students walk the rest of the way to school. Remote drop-off events can help reduce drop-off congestion on campus and provide students who live further from school with an opportunity to walk to school.

**Program lead/partners:** Chatfield Public Schools, Olmsted and Fillmore County Public Health Services

**Timeline:** Short term (1-2 years)

**Why we recommend it:** Identified during the Rapid Planning Workshop. A Remote Drop / Park & Walk program would allow students who live outside of Chatfield to walk to school. Potential drop sites include Chatfield United Methodist Church and at the Bottom of Hillside Drive. Consider starting with Walk / Bike to School Day and adding a Remote Drop / Park & Walk during future Walk / Bike to School Day events.



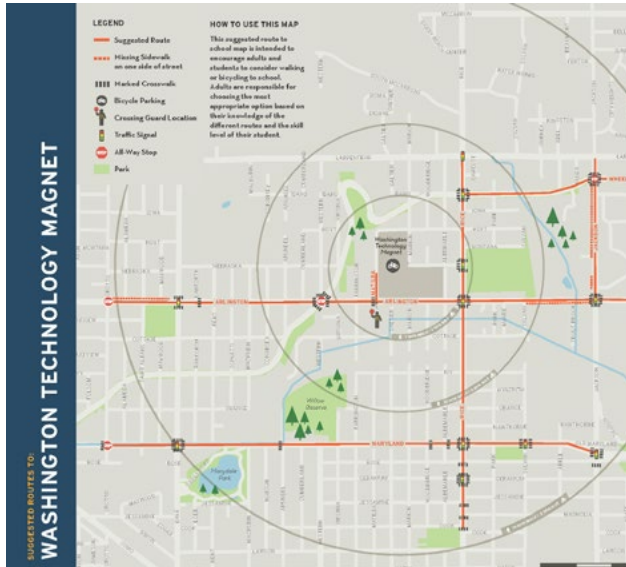
## TRAFFIC SAFETY CAMPAIGN

Combine education and enforcement to discourage and reduce unsafe driver behavior such as speeding and failure to yield to pedestrians.

**Program lead/partners:** City of Chatfield, local law enforcement

**Timeline:** Short term (1-2 years)

**Why we recommend it:** Because drivers often fail to yield to people walking across Highway 52/Main Street, the City could consider a pedestrian safety campaign in Chatfield (e.g., Stop for Me). Consider partnering with local law enforcement at the intersection of Burr Oak Ave and Union St to educate road users on safe behavior.



## SUGGESTED ROUTE MAPS

A bicycling or walking route map shows safe and low stress routes and crossings for students and families walking or biking to school.

**Program lead/partners:** City of Chatfield

**Timeline:** Short term (1-2 years)

**Why we recommend it:** Some families in Chatfield may not know how close to school they actually live and the best way to travel to and from it. Walking and/or biking route maps can be used as an encouragement tool as well as an education tool. MnDOT has a create-your-own suggested route map on the Minnesota SRTS Resource Center that can be customized and updated as Chatfield grows and infrastructure changes are made to improve safety and comfort.



## WALK! BIKE! FUN!

Walk! Bike! Fun! Pedestrian and Bicycle Safety Curriculum is a two-part curriculum designed specifically for Minnesota's schools. It is structured to meet Minnesota education standards and is an important part of the Safe Routes to School Program in Minnesota. Walk! Bike! Fun! helps children ages five to thirteen learn traffic rules and regulations, the potential hazards to traveling, and handling skills needed to bike and walk effectively, appropriately and safely through their community.

**Program lead/partners:** Chatfield Public Schools, teachers

**Timeline:** Short term (1-2 years)

**Why we recommend it:** Understanding safe walking, biking, and driving behaviors are critical life skills that can be taught and learned from childhood through adulthood. Older students interested in leading and supporting Walking School Buses and other programs could complete the Walk! Bike! Fun! ambassador training and receive People Friendly Driver training through drivers education. Olmsted and Fillmore County Public Health can provide teacher reimbursement pay for staff who participate in the WBF training. Consider partnering with other regional school districts to host a training.





## TRIP TRACKING/INCENTIVE PROGRAM/COMPETITIONS

Competitions and contests reward students by tracking the number of times they walk, bike, carpool, or take transit to school. Contests can be individual, classroom competitions, school wide, or between schools. Students and classrooms can compete for prizes and bragging rights. Inexpensive incentives such as shoelaces, stickers, bike helmets, or class parties can be used as rewards for participation. Competitions could be held on an ongoing monthly basis or a couple times a year, incorporated into existing events / competitions such as the Walk-a-Thon or homecoming activities, or designed as a fundraiser.

**Program lead/partners:** Chatfield Public Schools, teachers, student leadership groups, Chatfield businesses

**Timeline:** Medium term (2-3 years)

**Why we recommend it:** Physical activity, including walking and biking to school, could be formally recognized as a positive behavior. Students could track individual trips towards a gift card to Kwik Trip or Cabin Coffee, and classes or grades could compete for more elaborate prizes.



### PROGRAMS

#### FURTHER READING

For a complete list of all potential programs and descriptions, see <http://mndotsrts.altaprojects.net/>



### PROGRAMS

#### PARENT SURVEYS AND STUDENT TRAVEL TALLIES

There are two great tools to evaluate all the SRTS work in the community:

**Parent Surveys:** Recommended once every 2-3 years. A hard copy survey or link to an online version can be sent to parents to gather their perceptions of walking and biking to school. Surveys can be distributed through newsletters, school websites, or at conferences.

**Student Travel Tally:** Recommended in fall and spring of every year. In-class tallies ask students how they traveled to and from school on a given day.







# Introduction to Infrastructure

*In addition to program recommendations, changes to the streetscape are essential to making walking and biking to school safer and more comfortable.*

The initial field review and subsequent meetings yielded specific recommendations to address the key barriers to walking and bicycling in the areas surrounding the two schools in Chatfield.

This plan does not represent a comprehensive list of every project that could improve conditions for walking and bicycling, but rather the key conflict points and highest priority infrastructure improvements to improve walking and bicycling access to the school. The recommendations range from simple striping changes and school signing to more significant changes to the streets, intersections and school infrastructure.

All engineering recommendations are shown on the Recommended Infrastructure Improvements maps and corresponding tables on pages 23-26. It should be noted that funding is limited and all recommendations made are planning-level concepts only. Additional engineering studies will be needed to confirm feasibility and final costs for projects.

Before recommendations are presented, pages 20-22 show and discuss conditions currently existing in Chatfield. These observations were made during walk assessments, a process of walking the streets surrounding the schools to assess and observe the barriers and challenges faced by people walking and biking. The Chatfield Safe Routes to School team performed a walk assessment led by consultants in the fall of 2019.

## DEMONSTRATION PROJECTS

### FURTHER READING

.....  
Demonstration projects are short term, low-cost, temporary roadway projects used to pilot potential long-term design solutions to improve walking, bicycling and public spaces

Many infrastructure improvements near schools can start as demonstration projects in order to test installations and build support for more long term improvements. More information about demonstration projects near schools can be found at the link below.

<http://www.dot.state.mn.us/saferoutes/documents/mndot-demonstration-project-implementation-guide-final.pdf>

Chatfield Secondary School is currently considering several changes to the school parking lot that would affect circulation patterns during arrival and dismissal. The maps and recommendations described and included below were current and relevant as this document was being written. Planned or future changes to any school facilities should consider and prioritize the needs of people walking and biking to school.



# Existing Issues and Conflicts

This section highlights some of the major issues surrounding the two Chatfield schools. The photos and observations described below were made during the fall of 2019, when the Chatfield SRTS team performed a walk assessment of the area surrounding the schools. A walk assessment allowed the team to experience the conditions faced by people who walk and bike in the area. More observations and recommendations to improve conditions can be found on the pages following this overview.

## CHATFIELD SECONDARY

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### Burr Oak Ave and Union St

As the main crossing for students coming to and from the area of town south of campus, the intersection of Burr Oak and Union is highly trafficked by students walking and biking to school. Because of its connection to Highway 52/Main St, County Rd 10, and the neighborhood north of the intersection, this crossing also sees relatively high traffic volumes. Drivers pass through it on their way to Highway 52/Main St and out of town. Families noted the flashing overhead cross-walk sign goes unnoticed by drivers and does little to slow speeds and encourage yielding to students attempting to cross Union St.



### Highway 52/Main St and Union St

The recent reconstruction of Highway 52/Main St provides a comfortable pedestrian space removed from vehicle traffic moving along Highway 52/Main St. However, students and families are still faced with the challenge of crossing against high volumes of traffic, especially during arrival times. At this location, southbound drivers are just beginning to enter town, and northbound drivers are nearing the end of town. Families and members of the planning team noted that because of this, speeds are high, and drivers aren't expecting to see people walking or waiting to cross.



### Highway 52/Main St and Trunk Highway 30

Trunk Highway 30 serves as a main connection to Chatfield for communities to the west of town. At this location, heavier truck and vehicle traffic access Highway 52/Main St, and the adjacent Kwik Trip is a major destination. Because of this, students and families face challenges crossing, especially students on their way to and from Kwik Trip.





### Division St and Highway 52/Main St

Just south of Trunk Highway 30 and Highway 52/Main St is a connection to a common route for students walking and biking to school. Students frequently travel on Burr Oak Ave to Division St to Highway 52/Main St to access after- and before-school destinations. At this location, Highway 52/Main St curves and limits sightlines for people walking and people driving. The existing curb radii encourage drivers to take turns at higher speeds.



### Highway 52/Main St and northwest access lane

The northern-most access to school is also one of the first crosswalks drivers encounter when arriving to Chatfield. Just north of this location, the posted speed limit changes from 40 to 30 for incoming traffic. For drivers leaving town, the 40 mph speed limit sign can be seen from this location, which leads to drivers accelerating at this crosswalk. The surrounding land use does not indicate to drivers they should expect people walking or biking at this location, and planning team members noted a lack of yielding compliance by drivers.

## CHATFIELD ELEMENTARY

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### Hillside Dr and Wisdom Ln

Similar to the intersection of Hilltop Ln just north of this crossing at Wisdom Ln, the street is wide and there is little indication that drivers should expect people walking in the area, especially after reaching the top of the Hillside Dr incline. Though there isn't much residential development surrounding school at this point, that is expected to change in the coming years. The turning radii at corners are relatively large, which encourage drivers to take turns at higher speeds.

## Drop off loop outside front entrance

Families dropping off and picking up students are faced with a long crossing of the drop off and pick up lane outside school. Though drivers are generally moving slowly, the wide crossing and multiple lanes of parked and moving vehicles can lead to poor visibility, especially of small students. The width of the crossing encourages drivers to drop their students off in the pass through lanes, instead of along the curb, which is the safest and preferred method.



## Industrial Dr between Vindmoll Dr and John and Mary Dr

This stretch of Industrial Dr is a critical connection between the Elementary and the neighborhoods along Vindmoll Dr and John and Mary Dr. The existing gap in the sidewalk network forces students and families to walk in the street, especially during winter when snow covers the boulevard.



### WINTER MAINTENANCE

#### FURTHER READING

.....

In colder climates, it is important to consider how winter can affect the safety and comfort for youth walking and biking to school. See Appendix L for information related to winter maintenance that will allow kids to stay active and healthy year round.



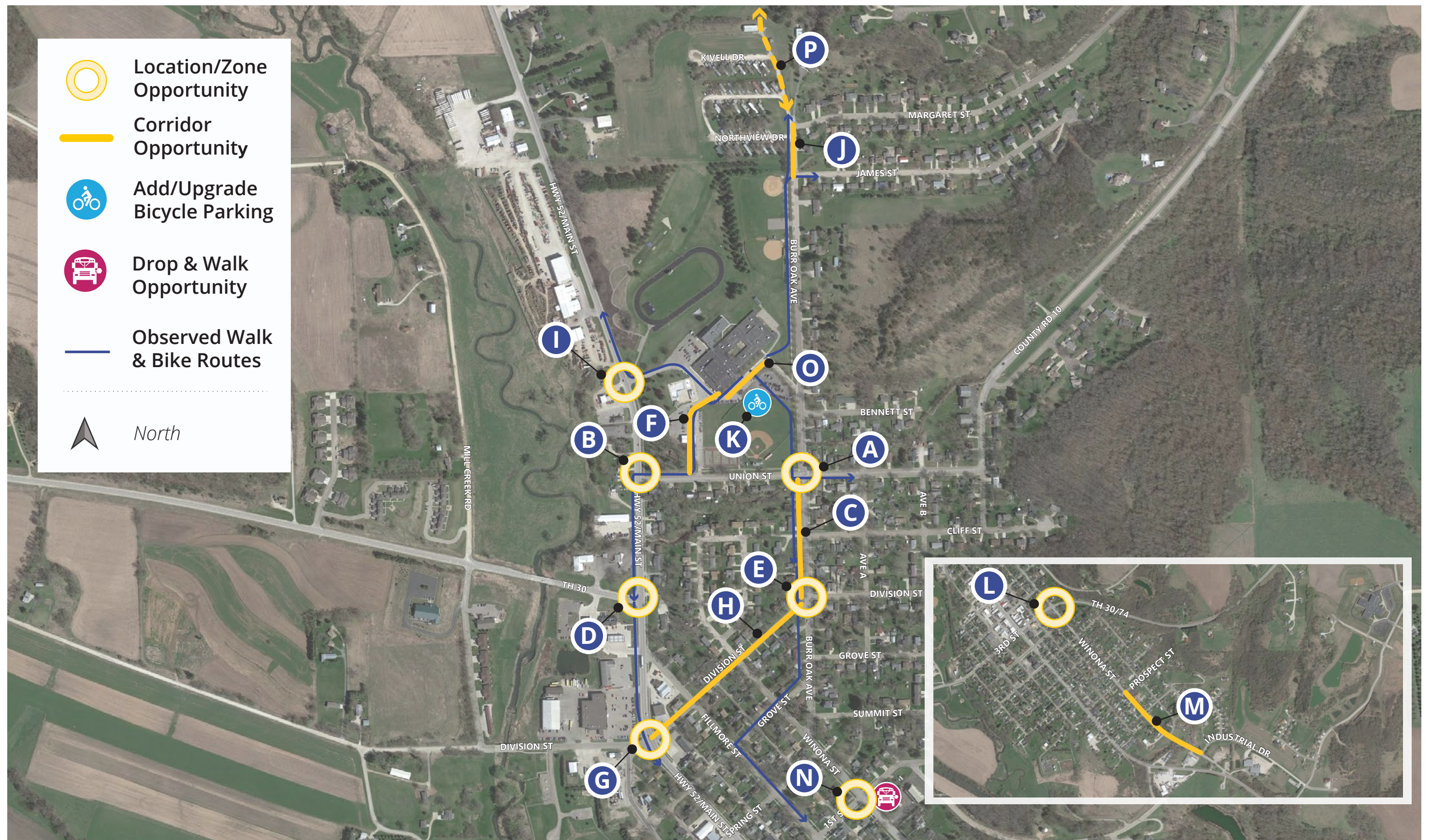
### APPENDIX

#### FURTHER READING

.....

For a complete list of infrastructure to increase bicyclist and pedestrian safety and comfort, turn to Appendix J. The toolkit found here will help you brainstorm additional improvements for Chatfield.





**CHATFIELD SECONDARY SCHOOL**  
CHATFIELD, MN



# Chatfield Secondary Issues & Opportunities

	LOCATION	PROBLEM/ISSUE	POTENTIAL SOLUTION/RECOMMENDATION	ANTICIPATED OUTCOME	LEAD	PRIORITY
A	Union St and Burr Oak Ave	Long and uncomfortable crossing distances; poor driver yielding behavior; difficult to see people in low light	Install curb extensions; install forward stop bars; install additional crosswalk lighting; install RRFB; coordinate with Location C; consider median crossing island and removal of parking	Increased visibility and awareness of people walking and biking; more comfortable crossing	Olmsted County; City of Chatfield	High
B	Union St and Hwy 52/Main St	High vehicle speeds and volumes; long and uncomfortable crossing distances; poor driver yielding behavior	Install curb extensions; install RRFB; install forward stop bars	Increased visibility and awareness of people waiting to cross; more comfortable crossing	Olmsted County; MnDOT; City of Chatfield	High
C	Burr Oak Ave between Union St and Division St	No separated space for pedestrians on the west side of Burr Oak Ave	Install sidewalk on west side of Burr Oak Ave; coordinate with Location A and install curb ramps and crosswalk across Union St when sidewalk installed	More direct connection for people walking to and from the south of school; increased comfort for people walking	City of Chatfield	Medium
D	Trunk Highway 30 and Hwy 52/ Main St	High vehicle speeds and volumes; large curb radii encourage high turning speeds; long and uncomfortable crossing distances; poor driver yielding behavior	Install curb extensions or median crossing island; install forward stop bar	Increased comfort for people walking and biking across Trunk Highway 30 and Hwy 52	MnDOT	Medium
E	Division St and Burr Oak Ave	Large intersection with long and uncomfortable crossing distances; high turning speeds; legibility for users is low; missing curb ramps	Install curb extensions; install crosswalks to show the most comfortable and direct crossings	Increased comfort and legibility for all road users; slower vehicle turning speeds	City of Chatfield	Low
F	Route through parking lot along pool to Union St	No separated space for pedestrians through parking lot	Coordinate with current site and parking lot redesign to provide convenient, safe, and comfortable spaces for people walking and biking through the parking lot. Coordinate with Location O.	Increased comfort for people walking through the parking lot	Chatfield Public Schools	Medium
G	Division St and Hwy 52/Main St	Large intersection with long and uncomfortable crossing distances, high turning speeds; legibility for users is low	Install curb extensions; install high visibility crosswalks; install RRFB; install forward stop bars	Increased visibility and awareness of people waiting to cross; more comfortable crossing for people walking and biking	MnDOT; City of Chatfield	Medium
H	Division St between Burr Oak Ave and Hwy 52/Main St	No separated space for pedestrians on either side of Division St	Install sidewalk or separated trail, prioritize north/west side of Division St	Increased comfort for people walking and biking	City of Chatfield	Medium
I	Northwest access lane to school and Hwy 52/Main St	High vehicle speeds and volumes; long and uncomfortable crossing distances; poor driver yielding behavior	Install curb extensions; explore “gateway” treatment to indicate to drivers they are entering town and should expect to see people walking	Drivers understand they are entering an area where people walking and biking should be expected; slower driver speeds	MnDOT	High
J	Burr Oak Ave between James St and Margaret St	No separated space for pedestrians on either side of Burr Oak Ave	Install sidewalk or separated trail, prioritize the west side of Burr Oak Ave	More students and families walking to and from the north	City of Chatfield	Medium
K	Front of school	No high quality bicycle parking; current racks near capacity	Install and site high quality bicycle parking as shown in Appendix section	More students biking to and from school	Chatfield Public Schools	Medium
L	3rd St and Winona St	Large intersection with long and uncomfortable crossing distances; high turning speeds; high speeds coming in from the east; visibility is low because of road geometry	Install curb extensions; install high visibility crosswalks; install appropriate crossing signage	Drivers understand they are entering an area where people walking and biking should be expected; slower driver speeds	Fillmore County; MnDOT	High
M	Winona St between Industrial Dr and Prospect St	No separated space for pedestrians on either side of Winona St	Install sidewalk or separated trail, prioritize the north/east side of Winona St	More students and families walking and biking from the south east	Fillmore County	High
N	Winona St and 1st St	Long and uncomfortable crossing distances; missing curb ramps; higher traffic to and from Old Territorial Rd	Install curb extensions or median crossing island; install high visibility crosswalks; install forward stop bars; install ADA-compliant curb ramps	Increased comfort for people walking and biking	Fillmore County; City of Chatfield	Low
O	Bus and driver loop	Limited formal crossing locations for people walking across drop off loop; general confusion for users; drivers traveling in both directions and between buses	Coordinate with current site and parking lot redesign to provide convenient, safe, and comfortable crossings of the drop off lane for people walking; shorten crossing distances and improve visibility; ensure legibility for all users; discourage unsafe driving behavior. Coordinate with Location F.	Decreased unsafe driver behavior, slower speeds through parking lot; increased comfort for people walking	Chatfield Public Schools	Medium
P	Connection between Burr Oak Ave and Hwy 52 via County Rd 136	Drivers traveling between area north and east of school and Hwy 52 must pass school, which increases vehicle traffic and possibility of conflict	Consider constructing a connection between Burr Oak Ave and Hwy 52 via County Rd 136 that provides a safe and comfortable connection for all road users	Decreased vehicle traffic in the area of school; increased comfort for people walking and biking	City of Chatfield; MnDOT; Olmsted County	Low







# Chatfield Elementary Issues & Opportunities

	LOCATION	PROBLEM/ISSUE	POTENTIAL SOLUTION/RECOMMENDATION	ANTICIPATED OUTCOME	LEAD	PRIORITY
A	Wisdom Ln and Hillside Dr	Long and uncomfortable crossing distances; large curb radii encourage high turning speeds	Install curb extensions; install high visibility crosswalks; install forward stop bars; coordinate with Location C	Increased visibility and awareness of people waiting to cross; more comfortable crossing for people walking and biking	City of Chatfield	High
B	School driveway at Hilltop Ln	Long and uncomfortable crossing distances; large curb radii at driveway encourage high turning speeds	Install curb extensions; install high visibility crosswalks; install forward stop bars	Increased visibility and awareness of people waiting to cross; more comfortable crossing for people walking and biking	Chatfield Public Schools; City of Chatfield	High
C	Wisdom Ln west of Hillside Dr	No separated space for pedestrians on either side of Wisdom Ln	Install sidewalk or separated trail, prioritize the south side of Wisdom Ln	More students and families walking and biking from homes along Wisdom Ln	City of Chatfield	Medium
D	School driveway at Wisdom Ln	Long and uncomfortable crossing distances; large curb radii at driveway encourage high turning speeds	Install curb extensions to narrow driveway; install high visibility crosswalk across driveway; install forward stop bar; coordinate with Location C	Slower driver speeds entering and exiting parking lot	Chatfield Public Schools	High
E	Drop off loop outside front entrance	Wide crossing to parking lot with multiple thru lanes	Install curb extensions or median crossing island to narrow crossing; install high visibility crosswalk	More comfortable crossing for people walking in parking lot	Chatfield Public Schools	Medium
F	Hwy 74 and Hillside Dr	Shared path ends before crossing; high speed traffic; long and uncomfortable crossing distances	Install high visibility signage; install high visibility crosswalk; install school sign, coordinate with Location H	Increased awareness of people walking and biking at the location	Olmsted County; MnDOT	Low
G	Connection between campus and Cityview Ln	No formal connection for people walking and biking to school	Construct a trail between campus and Cityview Ln that provides a safe and comfortable connection for people walking and biking	More students and families walking to and from Cityview Ln	Olmsted County; Fillmore County; City of Chatfield; Chatfield Public Schools	Medium
H	Old Territorial Rd from Hwy 74 to town	No separated space for people walking and biking along a key connection to town	Construct a separated path that connects Chatfield to Location F along Old Territorial Rd	More students and families walking and biking to and from downtown Chatfield	City of Chatfield	Low
I	Industrial Dr between Vindmoll Dr and John and Mary Dr	No separated space for people walking and biking; traffic travels at high speeds	Install sidewalk or separated trail to fill gap	More students and families walking and biking to and from John and Mary Dr	City of Chatfield	Medium
J	Front of school	No high quality bicycle parking	Install and site high quality bicycle parking as shown in Appendix section	More students biking to and from school	Chatfield Public Schools	Low
K	Connection from Hillside Dr to Lonestone Ct	No comfortable connection between Hillside Dr and residences in Lonestone Ct along and across Hwy 52	Install a sidewalk or separated trail along Hwy 52, prioritize south side; consider improved crossing at Hillside Dr	More students and families walking and biking to and from Lonestone Ct	MnDOT	High
L	Hillside Dr from Wisdom Ln to Hilltop Ln	No separated space for pedestrians on the east side of Hillside Dr	Install sidewalk or a shared use path on the east side of Hillside Dr; coordinate with development	Increased comfort for people walking in the area	City of Chatfield	Medium

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# 04

## HOW TO GET INVOLVED



## Using this Plan

*At the heart of every successful Safe Routes to School comprehensive program is a coordinated effort by parent volunteers, school staff, local agency staff, law enforcement, public health, and community advocates.*

This plan provides an overview of Safe Routes to School with specific recommendations for a 6 E's approach to improve the safety and the health and wellness of students. The specific recommendations in this plan are intended to support improvements and programs over the next five years. These recommendations include both long- and short-term infrastructure improvements as well as programmatic recommendations.

It should be noted that not all of these projects and programs need to be implemented right away to improve the environment for walking and biking to school. The recommended projects and programs listed in this plan should be reviewed as part of the overall and ongoing Safe Routes to School strategy. Some projects will require more time, support, and funding than others. It is important to achieve short-term successes while laying the groundwork for progress toward some of the larger and more complex projects.

### FOR MORE INFORMATION

#### MN SRTS Resource Center

There are many great resources already available on the Minnesota Safe Routes to School Resource Center. You can find answers to many common questions, information about upcoming events, and even promotional material that can easily be customized for your community's SRTS event.

The MN SRTS Resource Center is a great way to stay engaged throughout the year!

[mnsaferoutestoschool.org](http://mnsaferoutestoschool.org)





## WHO ARE YOU?

Successful programs are achieved through the coordinated efforts of parent volunteers, school staff, local agency staff, law enforcement, and community advocates, such as public health. Each partner has a key role to play in contributing to a plan's success. The following section highlights the unique contributions of key partners in Safe Routes to School.

### I AM A STUDENT

Students can have incredible influence when advocating for change in their school and broader community. There are many ways that students can support and lead SRTS initiatives including: encourage safe walking, biking, and driving to, from, and near school; develop campaigns to generate enthusiasm and improve social conditions for SRTS; volunteer time to lead a Walking School Bus or organize a bike drive; promote SRTS activities through newspaper and media courses; advocate for funding and infrastructure improvements at City Hall, and more.

### I AM A PARENT/CAREGIVER

Parents and caregivers can use this report to understand the conditions at their children's school and to become familiar with the ways an SRTS program can work to make walking and biking safer. Concerned parents and caregivers have a very important role in the Safe Routes to School process. Family groups, both formal and informal, have the ability and the responsibility to help implement many of the educational and encouragement programs suggested in this plan. PTO and PTA groups can also be key to ongoing success by helping to fundraise for smaller projects and programs.

### I AM A COMMUNITY MEMBER

Community residents, even if they don't currently have children enrolled in school, can play an important role in supporting implementation of the plan. They can use this report to better understand where there may be opportunities to participate in programming initiatives and infrastructure improvements. Community members, including seniors or retirees who may have more flexible schedules than parents and caregivers with school-aged children, may volunteer in established programs or work with school staff or community partners to start new programs recommended in this plan.

### I WORK FOR THE SCHOOL DISTRICT

School district staff can use this report to prioritize improvements identified on District property and develop programs that educate and encourage students and families to seek alternatives to single family commutes to school.

District officials are perhaps the most stable of the stakeholders for a Safe Routes to School program and are in the best position to keep the program active over time. District staff can work with multiple schools, sharing information and bringing efficiencies to programs at each school working on Safe Routes.

### I AM A SCHOOL ADMINISTRATOR

School administrators have an important role in implementing the recommendations contained within this SRTS plan. For a plan to succeed, the desire for change and improvement must be supported by the leadership of the school.



School administrators can help with making policy and procedural changes to projects that are within school grounds and by distributing informational materials to families within school publications. Please read the SRTS Facts for School Communication in Appendix B.

### **I AM A TEACHER OR OTHER STAFF MEMBER**

Other than parents and caregivers, teachers might interact with students the most. Teachers can include bicycle and pedestrian safety in lesson plans (see Walk! Bike! Fun!). Sharing books in your classroom that promote walking and biking is a good way to get kids interested at an early age. Teachers can also arrange for field trips within walking distance of school and incorporate informal lessons about safety along the way. In general, being positive and encouraging about walking and biking is a great way to start!

### **I WORK FOR THE CITY OR COUNTY**

City and County staff can use this report to identify citywide issues and opportunities related to walking and bicycling and to prioritize infrastructure improvements. City staff can also use this report to support Safe Routes to School funding and support opportunities such as:

- MnDOT SRTS grants
- Federal SRTS grants
- Statewide Health Improvement Program (SHIP)

For all infrastructure recommendations, a traffic study and more detailed engineering may be necessary to evaluate project feasibility. Additional public out-

reach should be conducted before final design and construction. For recommendations within the public right-of-way, the responsible agency will determine how (and if) to incorporate suggestions into local improvement plans and prioritize funding to best meet the needs of each school community.

### **I WORK IN LAW ENFORCEMENT**

Police department staff can use this report to understand issues related to walking and bicycling to school and to lead and support education, encouragement, and enforcement activities that make it easier and safer for students to walk and bike to school. Enforcement efforts should focus on traffic safety education, rewarding positive behavior, and supporting school walk and bike events. Law enforcement representatives should be mindful of strategies that may disproportionately and negatively affect students and families of color, low wealth, or marginalized populations.

### **I WORK IN PUBLIC HEALTH**

Public health staff can use this report to identify specific opportunities to collaborate with schools and local governments to support safety improvements and encourage healthy behaviors in school children and their families. They are advocates for healthy living and programs that get people moving in the community. Public health staff play a key role by connecting different stakeholders for positive change.







# Final Thoughts

This process brought together local stakeholders with a shared vision for students traveling to school by foot and by bicycle.

The information and recommendations in this plan are merely a starting point. Though implementing them may seem overwhelming, the important thing to remember is that anything you can do to make it safer and more comfortable for walking and biking in Chatfield, no matter how small, is a step in the right direction. Here are some things to remember:

## THINK ABOUT EQUITY

Some students and families experience more barriers than others to walking and biking to school. When thinking about improvements and programs, make sure to consider this and prioritize investments and resources to give the most vulnerable students a safe and comfortable walk and roll to school.

## TALK ABOUT SRTS

A lot of people don't know about SRTS. And that's okay! Continue talking about it and telling people why it's important. There are talking points in Appendix B for reference.

## CELEBRATE SUCCESS

When staff, a parent or caregiver, student, or community member takes a positive step towards more walking and biking to school, recognize them for it! This encourages others to do the same while giving the person a pat on the back.

## PARTNER WITH EXISTING ACTIVITIES

Don't feel like you have to do it alone! There are many great community events that relate to walking and biking in Chatfield. These are great opportunities to promote SRTS without organizing an event of your own.

## CONTINUE TO EVALUATE

Evaluation is the best way to understand the impacts of your efforts. Talking to parents and community members about new improvements, activities, and programs will tell you if you should stay the course or change direction.

## CONTINUE MEETING AS A SRTS TEAM

One of the best ways to continue momentum is meet as a team — even twice a year would be a way to check in with others and learn of successes. Sharing stories inspires others to do good and allows for collaboration and teamwork.





SAFE ROUTES TO SCHOOL PLAN, JULY 2020

CHATFIELD SECONDARY & CHATFIELD ELEMENTARY

Chatfield, MN

A

APPENDICES

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# Appendix A. For More Information

This appendix provides contact information for local, state, and national SRTS program resources as well as school partners.

## NATIONAL RESOURCES

Safe Routes to School Data Collection System

<http://www.saferoutesdata.org/>

Pedestrian and Bicycle Information Center

<http://www.pedbikeinfo.com/>

National Center for Safe Routes to School

<http://www.saferoutesinfo.org/>

Safe Routes to School Policy Guide

[http://www.saferoutespartnership.org/sites/default/files/pdf/Local\\_Policy\\_Guide\\_2011.pdf](http://www.saferoutespartnership.org/sites/default/files/pdf/Local_Policy_Guide_2011.pdf)

School District Policy Workbook Tool

<http://www.changelabsolutions.org/safe-routes/welcome>

Safe Routes to School National Partnership State Network Project

<http://www.saferoutespartnership.org/state/network>

Bike Train Planning Guide

[http://guide.saferoutesinfo.org/walking\\_school\\_bus/bicycle\\_trains.cfm](http://guide.saferoutesinfo.org/walking_school_bus/bicycle_trains.cfm)

10 Tips for SRTS Programs and Liability

[http://apps.saferoutesinfo.org/training/walking\\_school\\_bus/liabilitytipsheet.pdf](http://apps.saferoutesinfo.org/training/walking_school_bus/liabilitytipsheet.pdf)

Tactical Urbanism and Safe Routes to School

<http://www.saferoutespartnership.org/resources/fact-sheet/tactical-urbanism-and-safe-routes-school>

Demonstration Project Implementation Guide

<http://www.dot.state.mn.us/saferoutes/documents/mn-dot-demonstration-project-implementation-guide-final.pdf>

## STATE RESOURCES

Dave Cowan, Minnesota SRTS Coordinator

395 John Ireland Blvd

St. Paul, MN 55155

651-366-4180

[dave.cowan@state.mn.us](mailto:dave.cowan@state.mn.us)

Kelly Corbin, Safe Routes to School Planner

395 John Ireland Blvd

St. Paul, MN 55155

507-286-7590

[Kelly.Corbin@state.mn.us](mailto:Kelly.Corbin@state.mn.us)

MnDOT SRTS Educational Webinars:

<http://www.dot.state.mn.us/mnsaferoutes/training/planning/index.html>

MnDOT Safe Routes to School Resource Website

<http://www.mnsaferoutestoschool.org>

Minnesota Safe Routes to School Facebook page

<https://www.facebook.com/MinnesotaSafeRoutes-to-School>

Walk!Bike!Fun! Pedestrian and Bicycle Safety Curriculum

<http://www.bikemn.org/education/walk-bike-fun>

School Siting and School Site Design

[http://www.dot.state.mn.us/mnsaferoutes/planning/school\\_siting.html](http://www.dot.state.mn.us/mnsaferoutes/planning/school_siting.html)

## LOCAL RESOURCES

Cassy Greenwood, MPH

Community Health Specialist

Olmsted County Public Health Services

[Greenwood.cassandra@co.olmsted.mn.us](mailto:Greenwood.cassandra@co.olmsted.mn.us)

Brenda Pohlman, BS, MPH, CPST

Health Educator

Fillmore County Public Health

[bpohlman@co.fillmore.mn.us](mailto:bpohlman@co.fillmore.mn.us)

# Appendix B. SRTS Facts for School Communication

The following facts and statistics have been collected from national sources. They are intended to be submitted for use in individual school newsletters, emails, or other communication with parents and the broader school community.

Except where otherwise noted, the following are based on research summarized by the National Center for Safe Routes to School. More information, including primary sources, can be found at <http://guide.saferoutesinfo.org>.

## TRAFFIC: COSTS, CONGESTION, AND SAFETY

- In 1969, half of all US schoolchildren walked or biked to school; by 2009, that number had dropped to just 13 percent.
- In the United States, 31 percent of children in grades K–8 live within one mile of school; 38 percent of these children walk or bike to school. You can travel one mile in about 20 minutes by foot or six minutes by bicycle.
- In 2009, school travel by private family vehicle for students in grades K through 12 accounted for 10 to 14 percent of all automobile trips made during the morning peak travel and two to three percent of the total annual trips made by family vehicle in the United States.
- Among parents who drove their children to school, approximately 40 percent returned home immediately after dropping their children at school. If more children walked or bicycled to school, it would reduce the number of cars near the school at pick-up and drop-off times, making it safer for walkers and bicyclists through reduced traffic congestion and improved air quality.
- Over the past few decades, many school districts have moved away from smaller, centrally located schools and have instead built schools on the edge of communities where land costs are lower and acreage has been more available. As a result, the percentage of students in grades K through 8 who live less than one mile from school has declined from 41 percent in 1969 to 31 percent in 2009.
- Personal vehicles taking students to school accounted for 10 to 14 percent of all personal vehicle trips made during the morning peak commute times. Walking, bicycling, and carpooling to school reduces the numbers of cars dropping students off, reducing traffic safety conflicts with other students and creates a positive cycle—as the community sees more people walking and biking, more people feel comfortable walking and bicycling.
- Conservatively assuming that five percent of today's school busing costs are for hazard busing, making it safe for those children to walk or bicycle instead could save approximately \$1 billion per year in busing costs.
- In 2009, American families drove 30 billion miles and made 6.5 billion vehicle trips to take their children to and from schools, representing 10-14 percent of traffic on the road during the morning commute.
- Reducing the miles parents drive to school by just one percent would reduce 300 million miles of vehicle travel and save an estimated \$50 million in fuel costs each year.
- Did you know that as more people bicycle and walk, biking and walking crash rates decrease? This is also known as the 'safety in numbers' principle. As more families walk and bike to school, streets and school zones become safer for everyone.



## HEALTH: PHYSICAL ACTIVITY AND OBESITY

- The U.S. Department of Health and Human Services recommends that children do one hour or more of physical activity each day. Walking just one mile each way to and from school would meet two-thirds of this goal.
- Studies have found that children who get regular physical activity benefit from healthy hearts, lungs, bones, and muscles; reduced risk of developing obesity and chronic diseases; and reduced feelings of depression and anxiety. Teachers also report that students who walk or bike to school arrive at school alert and “ready to learn.”
- Researchers have found that people who start to include walking and biking at part of everyday life (such as the school commute trip) are more successful at sticking with their increased physical activity in the long term than people who join a gym.
- One recent study showed that children who joined a “walking school bus” ended up getting more physical activity than their peers. In fact, 65 percent of obese students who participated in the walking program were no longer obese at the end of the school year.
- Childhood obesity has increased among children ages six to 11 from four percent in 1969 to 19.6 percent in 2007. Now 23 million children and teens—nearly one-third of all young people in the U.S.—are overweight or obese.
- The 2010 Shape of the Nation report from the National Association for Sport and Physical Education found that, nationwide, less than one-third of all children ages six to 17 participate in physical activity for at least 20 minutes that made the child sweat and breathe hard.
- Children aren’t exercising enough and 78 percent of children aren’t getting the 30 to 60 minutes a day of regular exercise plus 20 minutes of more vigorous exercise that doctors recommend.
- Children are increasingly overweight. Twenty percent of children and 33 percent of teens are overweight or at risk of becoming overweight. This is a 50 percent to 100 percent increase from 10 years ago.
- According to a Spanish study of 1,700 boys and girls aged between 13 and 18 years, cognitive performance of adolescent girls who walk to school is better than that of girls who travel by bus or car. Moreover, cognitive performance is also better in girls who take more than 15 minutes than in those who live closer and have a shorter walk to school.
- One hundred calories can power a cyclist for three miles, but it would only power a car 280 feet. If you have a bowl of oatmeal with banana and milk for breakfast, you could bike more than nine miles. How far is the trip to school from your house?
- A 2004 study in the American Journal of Preventive Medicine found that, for every hour people spend in their cars, they are six percent more likely to be obese.
- Because of the health benefits, the cost of walking is actually negative.
- Childhood obesity rates have more than tripled in the past 30 years, while the number of children walking and biking to school has declined. According to the 2009 National Household Travel Survey, 13 percent of students between the ages of five and 14 walked or biked to or from school, compared to 48 percent in 1969.

## ENVIRONMENT: AIR QUALITY, CLIMATE CHANGE AND RESOURCE USE

- Did you know? When you walk, bike, or carpool, you're reducing auto emissions near schools. Students and adults with asthma are particularly sensitive to poor air quality. Approximately 5 million students in the U.S. suffer from asthma, and nearly 13 million school days per year are lost due to asthma-related illnesses.
- Did you know that modern cars don't need to idle? In fact, idling near schools exposes children and vehicle occupants to air pollution (including particulates and noxious emissions), wastes fuel and money, and increases unnecessary wear and tear on car engines. If you are waiting in your car for your child, please don't idle – you'll be doing your part to keep young lungs healthy!
- Families that walk two miles a day instead of driving will, in one year, prevent 730 pounds of carbon dioxide from entering the atmosphere.
- The United States moved into the 21st century with less than 30 percent of its original oil supply remaining.
- Americans drive more than 2 trillion vehicle miles per year.
- Short motor-vehicle trips contribute significant amounts of air pollution because they typically occur while an engine's pollution control system is cold and ineffective. Thus, shifting 1 percent of short automobile trips to walking or biking decreases emissions by 2 to 4 percent.
- There is more pollution inside a stationary car on a congested road than outside on the pavement.
- The transportation sector is the second largest source of CO<sub>2</sub> emissions in the U.S. Automobiles and light-duty trucks account for almost two-thirds of emissions from the transportation sector. Emissions have steadily grown since 1990.
- In a year, a typical North American car will add close to five tons of CO<sub>2</sub> into the atmosphere. Cars account for an estimated 15 percent to 25 percent of U.S. CO<sub>2</sub> emissions.
- Transportation is the largest single source of air pollution in the United States. In 2006 it created over half of the carbon monoxide, over a third of the nitrogen oxides, and almost a quarter of the hydrocarbons in our atmosphere.
- Disposal of used motor oil sends more oil into the water each year than even the largest tanker spill.
- Going by bus instead of car cuts nitrogen oxide pollution by 25 percent, carbon monoxide by 80 percent and hydrocarbons by 90 percent per passenger mile.
- Eight bicycles can be parked in the space required for just one car.





# Appendix C. Summary of Planning Process

The following is a brief summary of the planning process completed for the formation of this plan. The timeline below accompanies the narrative.

Task	2019					2020					
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Project Management											
Team Communication											
Kick-Off Meetings											
Surveys - Parent Surveys											
Surveys - Student Travel Tallies											
Surveys - Assessment of Issues and Barriers											
Planning Support - Rapid Planning Meetings											
Planning Support - Community Outreach											
Draft Strategies and Action Steps											
Action Plans - Meetings											
Draft Plans											
Final Plans											
Implementation Support + Technical Assistance											

Planning for this SRTS plan began in the summer of 2019, after the City of Chatfield successfully applied for and was awarded a planning assistance grant from MnDOT. On August 30, 2019, consultant staff met in Chatfield with team leaders - local SRTS team members who identified themselves as the core group. An informal training was given to the team leaders on the background and principles of SRTS.

Over the next few months, the two Chatfield schools conducted three early evaluation and data collection efforts to gather baseline information about walking and biking in the community. First, the two schools sent a link to an online survey to parents and care-givers that asked them about how comfortable they were with their children walking and biking to school. In addition, the survey asked the distance from school families live, whether they feel like their school promotes biking and walking, and what changes would make them feel more confident about allowing their children to walk or bike. In addition to the surveys sent home to parents, students were asked by school staff about their travel patterns to and from school. This student tally data was collected on three weekdays in the fall. Both the student tally and parent survey were designed by the National Center for Safe Routes to School. Results from both were uploaded to the Data Collection System, allowing for comparison when future surveys and tallies are completed. The results of these evaluation efforts are in Appendix F and G.

To understand school and school district policies related to walking and biking, school principals were asked to complete a survey that asked questions about the physical and street environment surrounding school and arrival and dismissal procedures at school. Results of this survey can be found in Appendix H.



## RAPID PLANNING WORKSHOP

In early October 2019, a broad group of stakeholders met for an intensive day-long meeting called a Rapid Planning Workshop. This charrette-style event brought together school, district, city and county staff, plus students, health professionals, and community members to discuss the challenges and opportunities for walking and biking to school in Chatfield. Broadly, the Rapid Planning Workshop included the following: observing arrival and dismissal at each of the schools; performing a walk assessment of the conditions surrounding each school; discussing current programs that promote walking and biking at each school; meetings with students to hear the challenges they face while walking and biking in the community; and discussing current and planned road construction projects that might promote walking and biking in the community.

The Rapid Planning Workshop provided an opportunity to talk about challenges and opportunities in Chatfield and allowed stakeholders to observe

those challenges first hand, and on site. The Rapid Planning Workshop also allowed local community members and professional staff to connect and create relationships that will serve as the foundation for a sustainable SRTS program in town. This meeting served as the basis for recommendations through the winter and spring of 2019-2020.

## WINTER - SPRING 2019/2020

Following the Rapid Planning Workshop, consultant staff processed the photographs, notes, and observations and created issue and opportunity maps that were shared with local SRTS team members. These maps summarized the areas of concern that were observed during the Rapid Planning Workshop in order come to a consensus before moving forward to recommendations to improve the streets.

Following feedback from the local team, consultant staff drafted recommendations for infrastructure improvements and programs. These recommendations were shared with the local team in Spring 2020. After feedback from the local team, the recommendations were finalized and included in the main body of this document.





# Appendix D. Existing Conditions

The following is a brief summary of the existing conditions in the area of each of the schools.

## SURROUNDING LAND USE

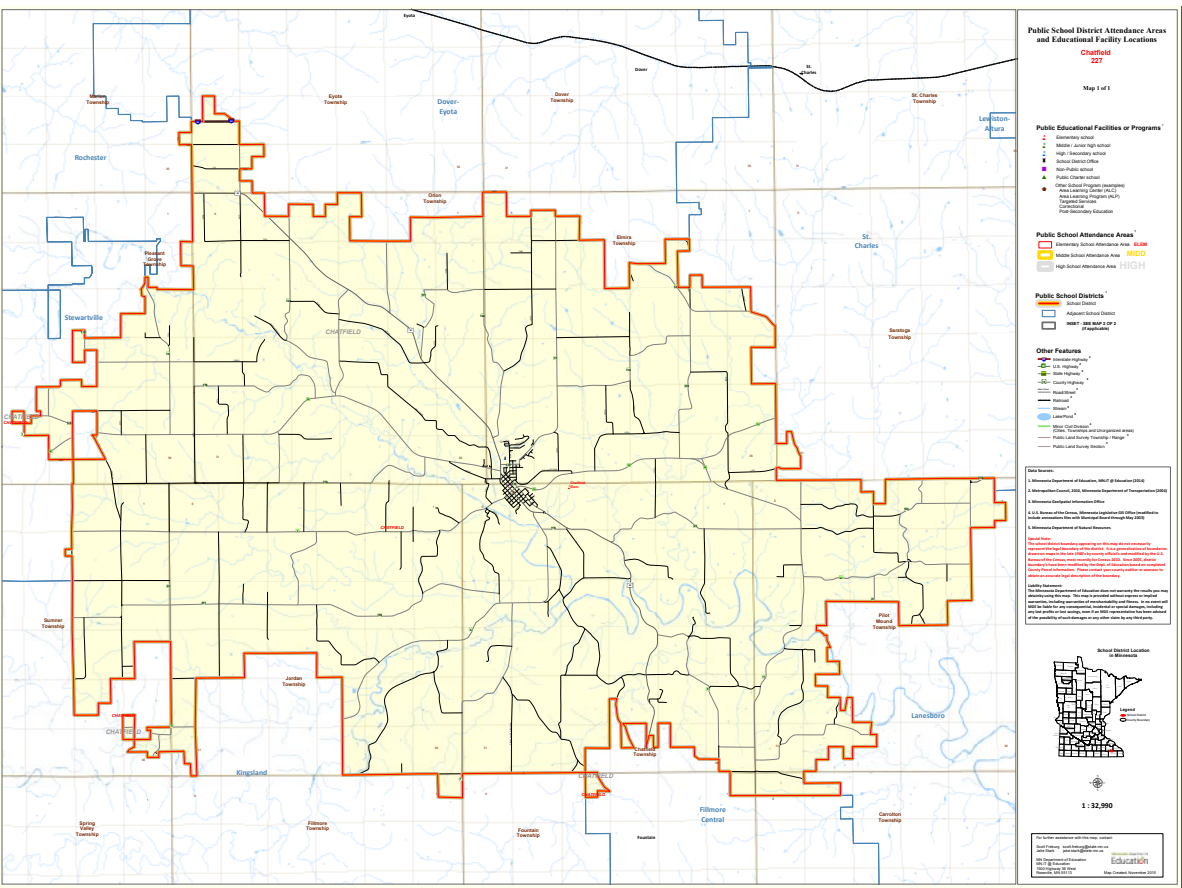
Chatfield Secondary is located on the north end of Chatfield, surrounded immediately by athletic facilities. Recently, a new city pool/aquatic center was constructed and occupies the north east corner of Union St and Highway 52/Main St. Off school grounds, land use transitions to low density residential and single family homes plus undeveloped land, especially to the north east. A manufactured home development is roughly one-quarter mile north of the Secondary school, while the majority of Chatfield residents live to the south towards downtown. Across Highway 52/ Main St to the west of school is a mix of commercial and light industrial land uses, which extend to the north and towards the City limit. Further west, Chatfield quickly transitions to rural and agricultural land.

Downtown Chatfield is about a half mile south of campus and is a destination for students after school. The streets in the city are primarily linear and on a gridded network, though many run diagonally parallel and perpendicular to the North Branch of the Root River. Diagonal intersections exist where these streets meet other cardinal direction-oriented streets in the city.

The Elementary school is located about 1.25 miles to the east of downtown. It is removed from most residents and surrounded by undeveloped land or land that is used for agriculture. Hillside Park is directly across Hilltop Ln from school and serves the small but growing population in the area.

## School Enrollment Boundary

(from the Minnesota Department of Education)



## CURRENT TRAVEL PATTERNS & FAMILY PERCEPTIONS

The following travel pattern and parent survey summaries highlight results from an in class travel tally and a parent survey from fall 2019. The full results of each are in Appendix F and G.

### Student Travel Tally Summary

In the fall of 2019, over 3,000 student trips to and from the Elementary and Secondary were counted. On three midweek days, students from all grades were asked how they traveled to and from school. These roughly 3,000 trips represent each response. That is, individual students were counted up to six times during those three days (morning response day one, afternoon response day one, morning response day two, afternoon response day two, morning response day three, afternoon response day three). Appendix G gives details of these results.

Generally, Secondary students reported walking and biking most often. Chatfield Elementary students reported riding the school bus more frequently than older students, while Secondary students reported taking a family vehicle more frequently than they reported riding the bus. Secondary students also reported carpooling more frequently than Elementary students.

### Parent/Caregiver Survey Summary

One hundred and thirteen parent and caregiver responses were collected from a survey sent home to Chatfield families in the fall of 2019. The survey asked parents and caregivers about their feelings towards walking and biking to the two schools. At the Elementary school, the vast majority of parents and caregivers reported their children either riding the school bus or getting dropped off or picked up in a family vehicle. About five percent reported their child walking to school. However, at Chatfield Secondary, 30 percent of parents and caregivers reported their child walking to and from school, even more than riding the bus (around 25 percent). These same families reported about five percent of their students rode their bike to school. At both schools, the speed and amount of traffic along the route, as well as the distance to and from school, affected families' willingness to let their child walk or bike to school. The majority of parents and caregivers thought walking and biking to school was either "healthy" or "very healthy".

## PEDESTRIAN AND BICYCLIST-INVOLVED CRASHES



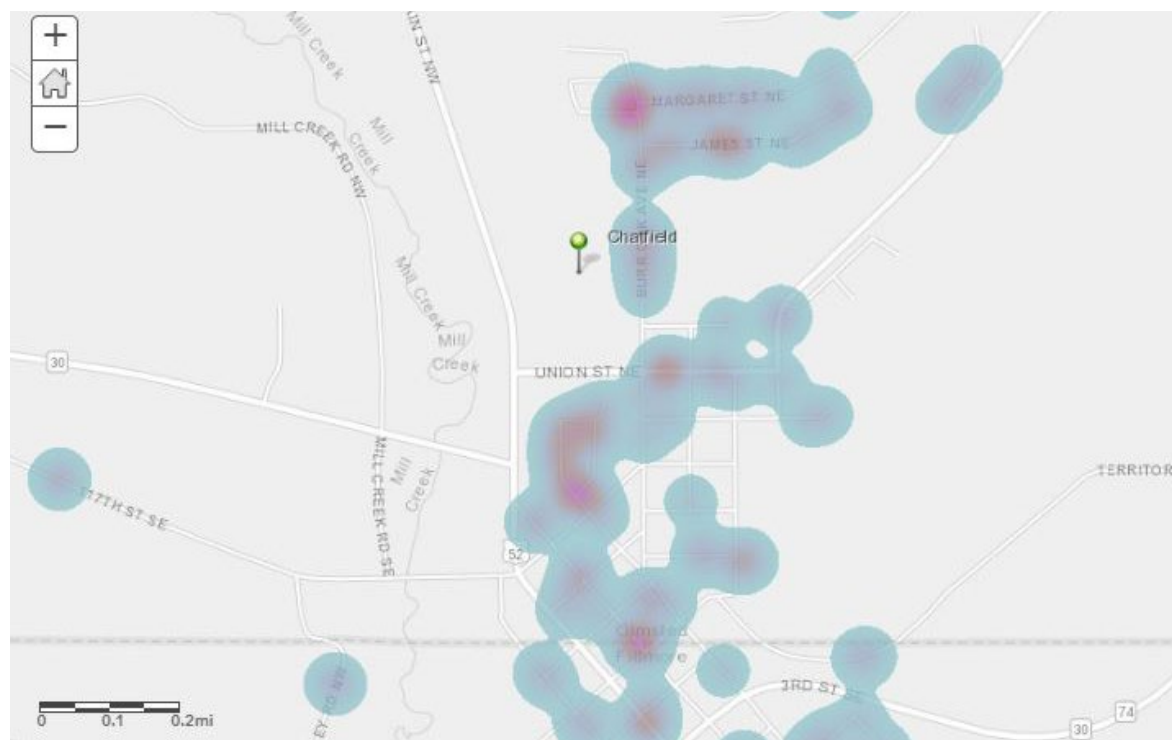
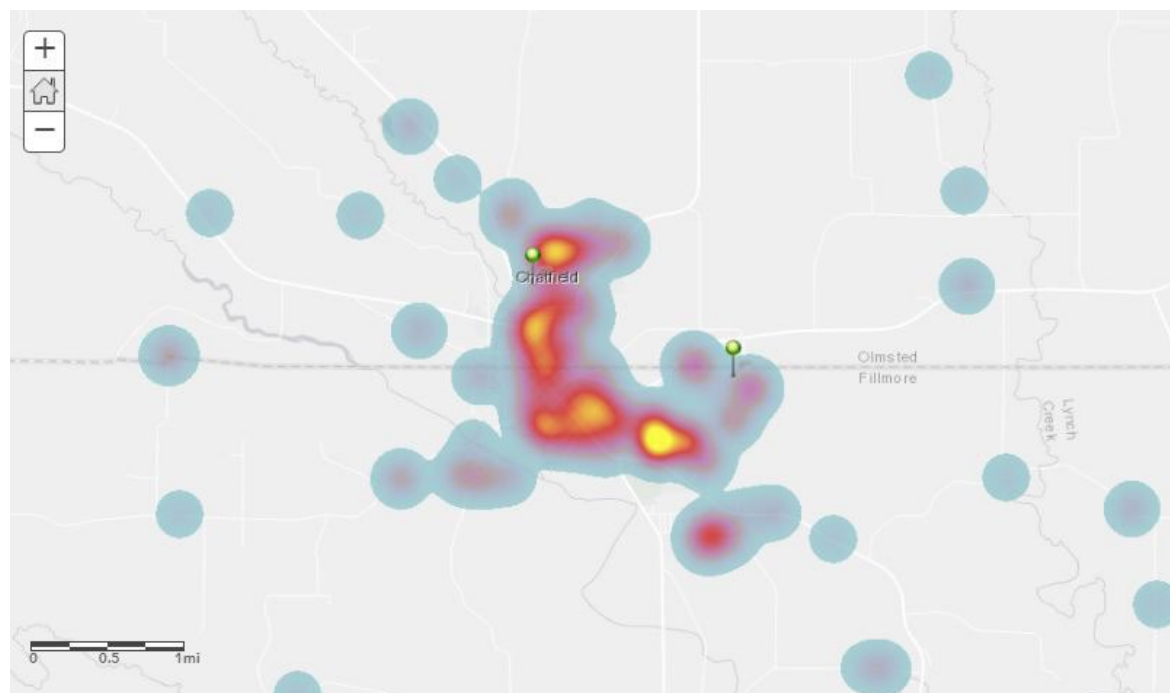
Crash data in the area surrounding the two schools was examined as part of this planning process. No bicycle or pedestrian-involved crashes were reported in the last ten years. This does not consider crashes that went unreported, near misses, or crashes outside one-half mile from school. An absence of crashes along a corridor, for example, might mean people avoid walking and biking on that corridor, as opposed to the corridor being designed with bicycle and pedestrian safety in mind.



## Appendix E. Student Residences

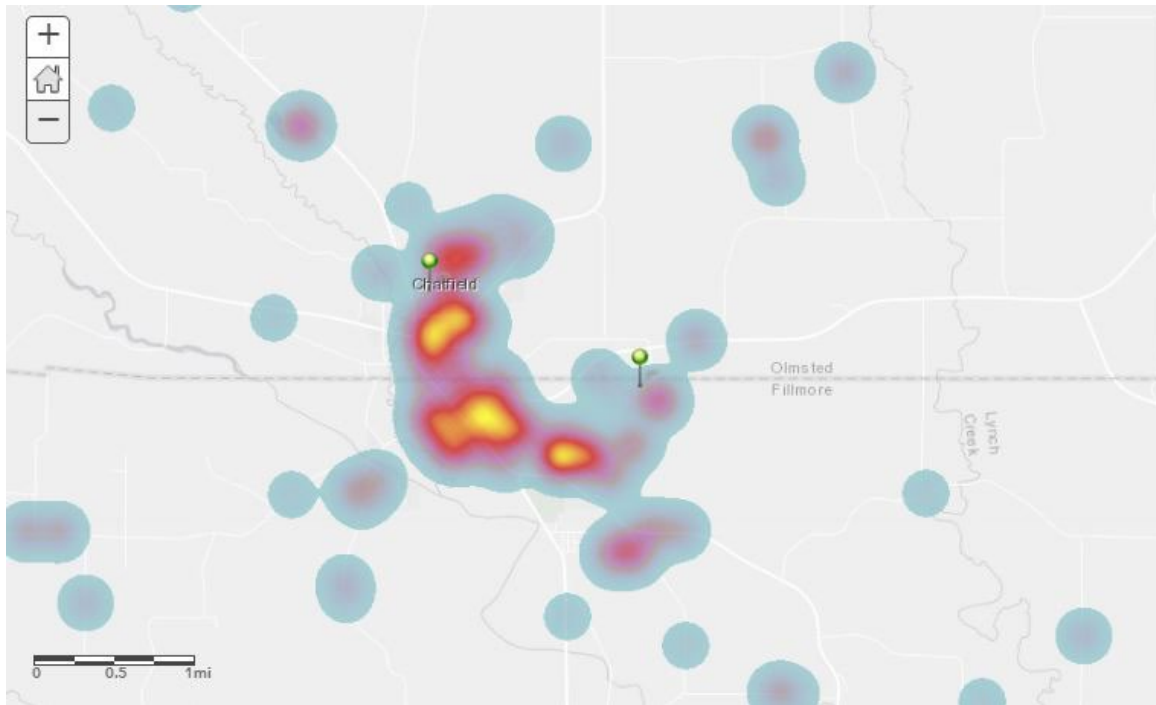
The maps on the following pages show the locations of students attending each school in the 2019-2020 school year. The top map shows the area outside Chatfield, while the bottom map shows more detail near schools. The green pins show the location of the schools. Warmer colors show a higher concentration of students; cooler colors represent few students.

## CHATFIELD SECONDARY SCHOOL





CHATFIELD ELEMENTARY SCHOOL



# Appendix F. Parent/Caregiver Survey

The following shows a summary of results of a survey sent home to parents and caregiver of children attending both schools in Chatfield. The graphics and charts summarize responses to questions designed by the National Safe Routes to School Data Collection System.

## CHATFIELD SECONDARY

### Parent Survey Report: One School in One Data Collection Period

**School Name:** Chosen Valley Secondary

**Set ID:** 18995

**School Group:** Chatfield Schools

**Month and Year Collected:** September 2019

**School Enrollment:** 0

**Date Report Generated:** 10/03/2019

**% Range of Students Involved in SRTS:** Don't Know

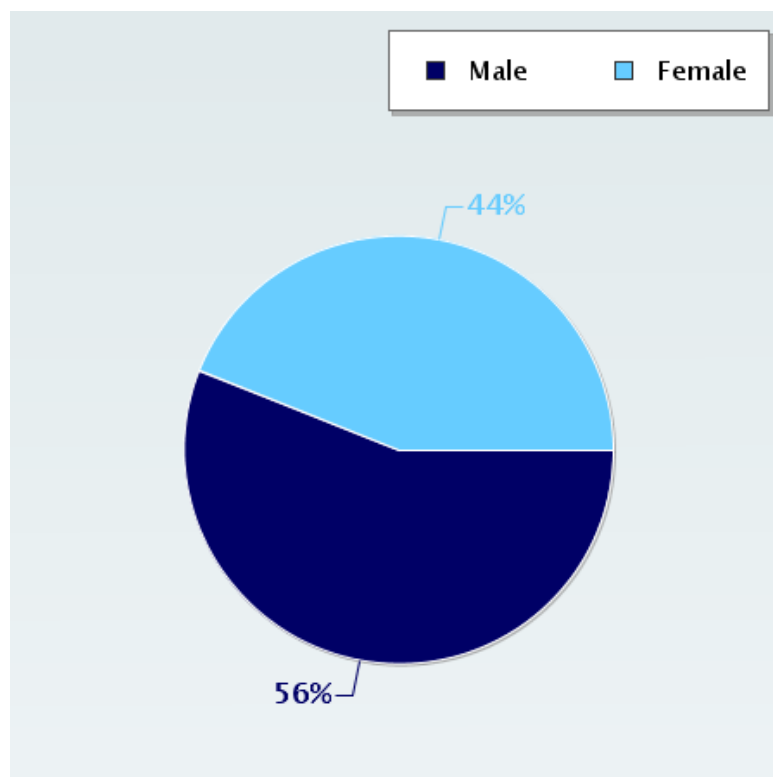
**Tags:**

**Number of Questionnaires Distributed:** 0

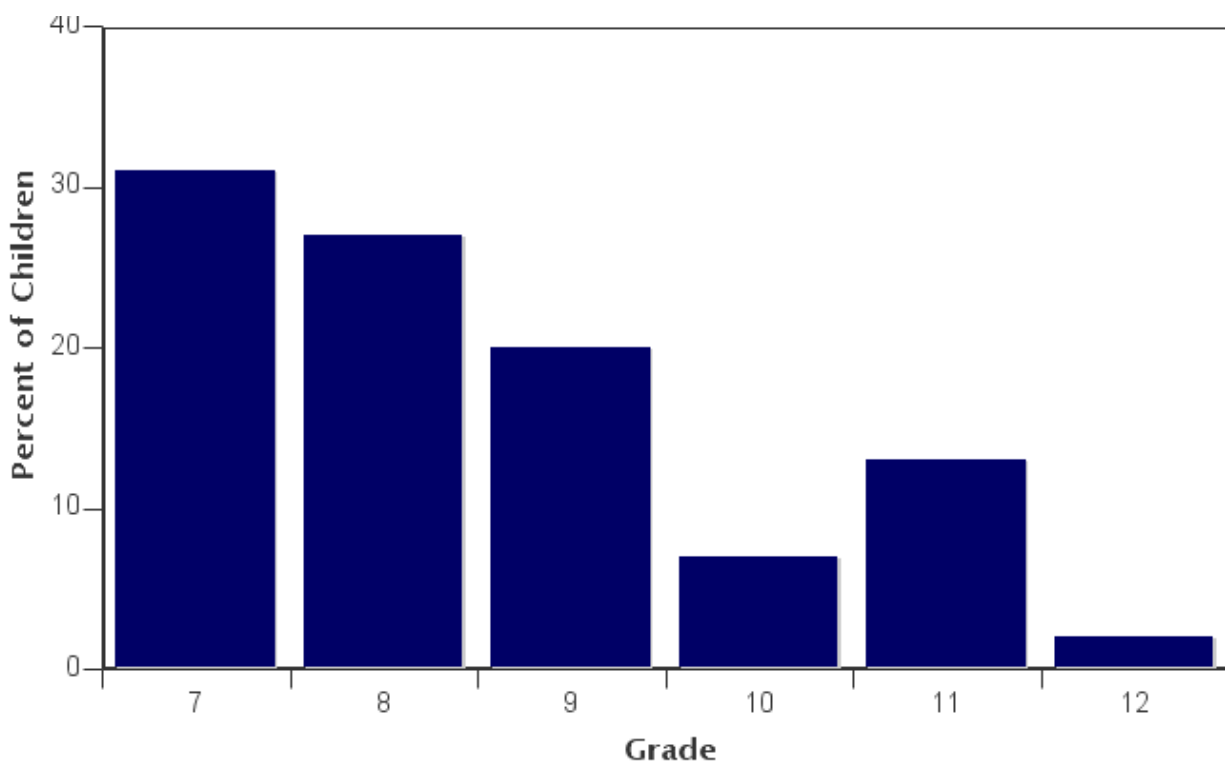
**Number of Questionnaires  
Analyzed for Report:** 45

This report contains information from parents about their children's trip to and from school. The report also reflects parents' perceptions regarding whether walking and bicycling to school is appropriate for their child. The data used in this report were collected using the Survey about Walking and Biking to School for Parents form from the National Center for Safe Routes to School.

Sex of children for parents that provided information



Grade levels of children represented in survey



Grade levels of children represented in survey

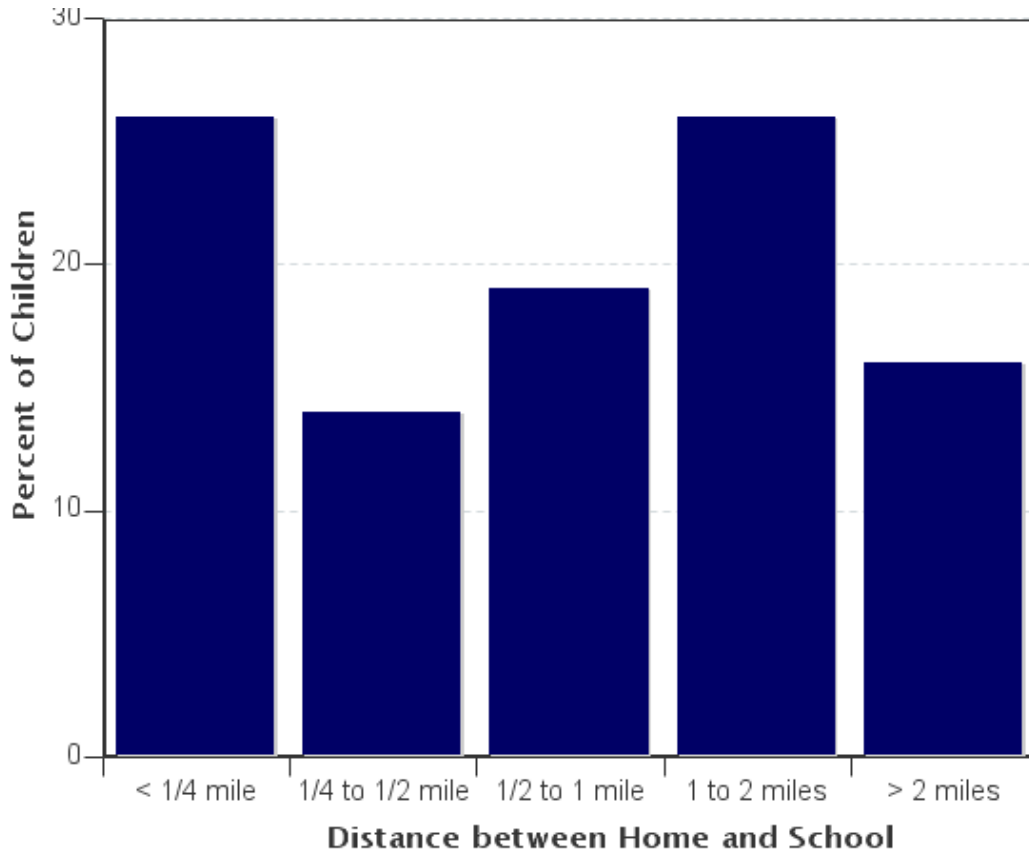
Grade in School	Responses per grade	
	Number	Percent
7	14	31%
8	12	27%
9	9	20%
10	3	7%
11	6	13%
12	1	2%

No response: 0

Percentages may not total 100% due to rounding.



Parent estimate of distance from child's home to school



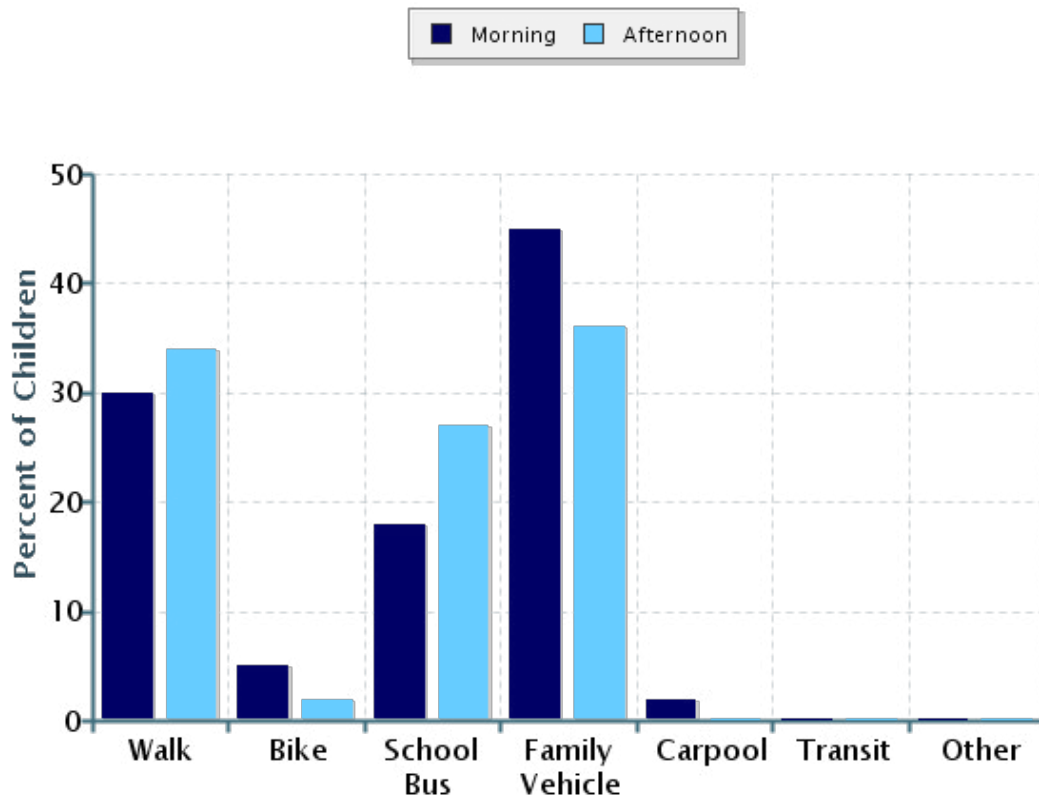
Parent estimate of distance from child's home to school

Distance between home and school	Number of children	Percent
Less than 1/4 mile	11	26%
1/4 mile up to 1/2 mile	6	14%
1/2 mile up to 1 mile	8	19%
1 mile up to 2 miles	11	26%
More than 2 miles	7	16%

Don't know or No response: 2

Percentages may not total 100% due to rounding.

## Typical mode of arrival at and departure from school



## Typical mode of arrival at and departure from school

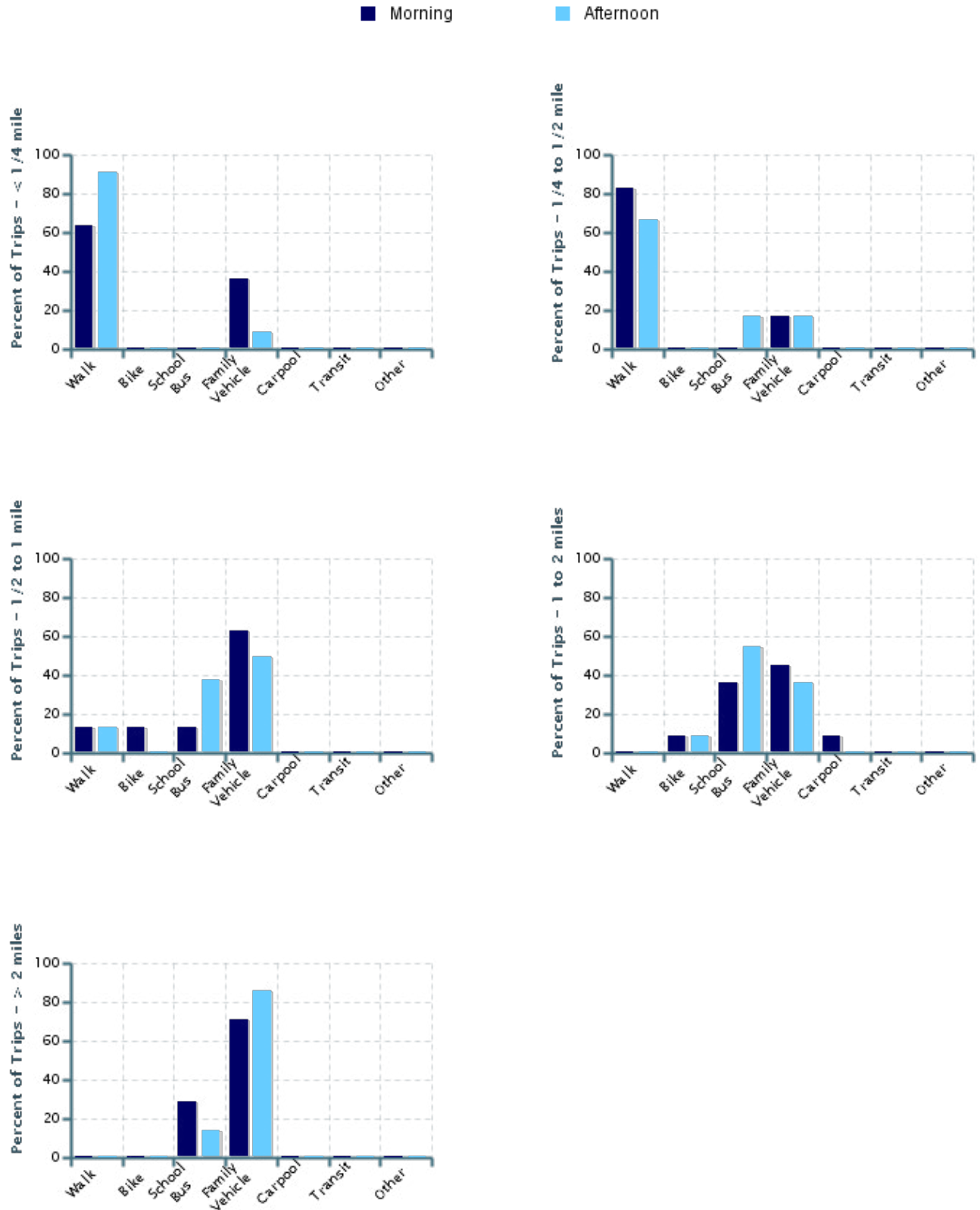
Time of Trip	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Morning	44	30%	5%	18%	45%	2%	0%	0%
Afternoon	44	34%	2%	27%	36%	0%	0%	0%

No Response Morning: 1

No Response Afternoon: 1

Percentages may not total 100% due to rounding.

## Typical mode of school arrival and departure by distance child lives from school



## Typical mode of school arrival and departure by distance child lives from school

### School Arrival

Distance	Number within Distance	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Less than 1/4 mile	11	64%	0%	0%	36%	0%	0%	0%
1/4 mile up to 1/2 mile	6	83%	0%	0%	17%	0%	0%	0%
1/2 mile up to 1 mile	8	13%	13%	13%	63%	0%	0%	0%
1 mile up to 2 miles	11	0%	9%	36%	45%	9%	0%	0%
More than 2 miles	7	0%	0%	29%	71%	0%	0%	0%

Don't know or No response: 2

Percentages may not total 100% due to rounding.

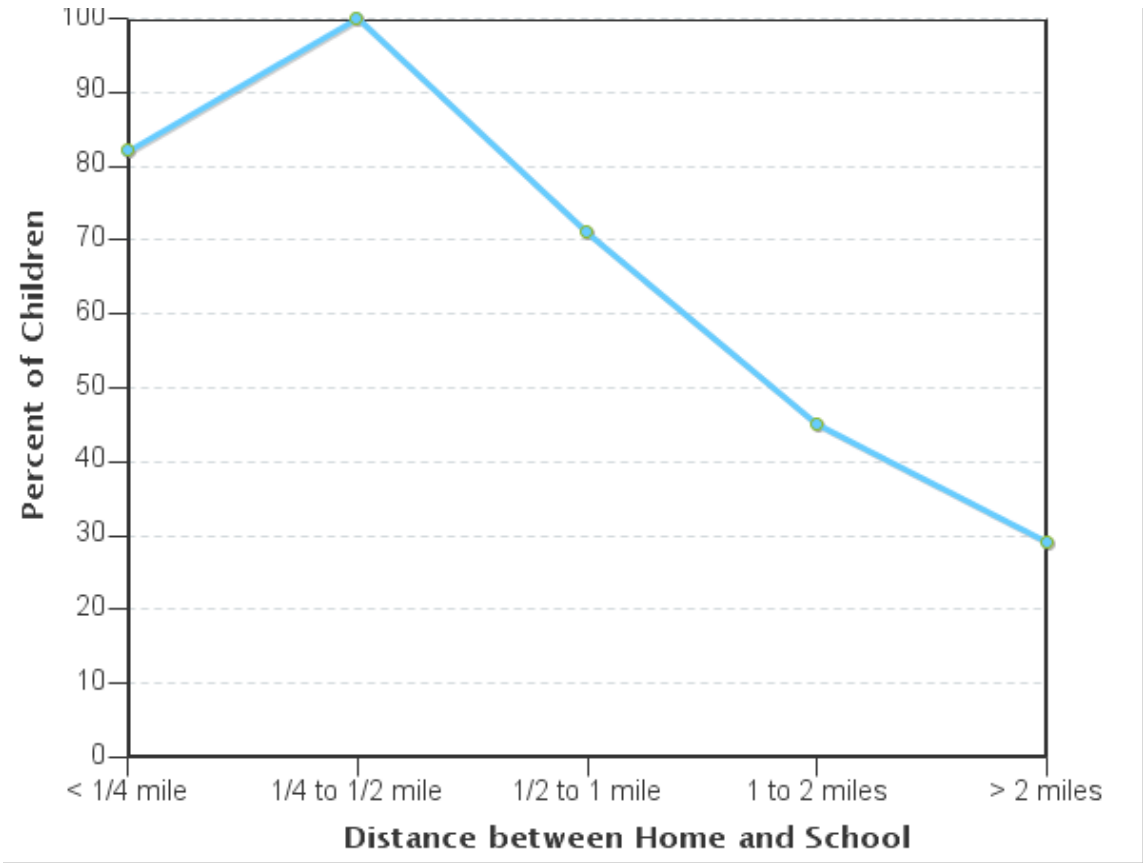
### School Departure

Distance	Number within Distance	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Less than 1/4 mile	11	91%	0%	0%	9%	0%	0%	0%
1/4 mile up to 1/2 mile	6	67%	0%	17%	17%	0%	0%	0%
1/2 mile up to 1 mile	8	13%	0%	38%	50%	0%	0%	0%
1 mile up to 2 miles	11	0%	9%	55%	36%	0%	0%	0%
More than 2 miles	7	0%	0%	14%	86%	0%	0%	0%

Don't know or No response: 2

Percentages may not total 100% due to rounding.

Percent of children who have asked for permission to walk or bike to/from school by distance they live from school



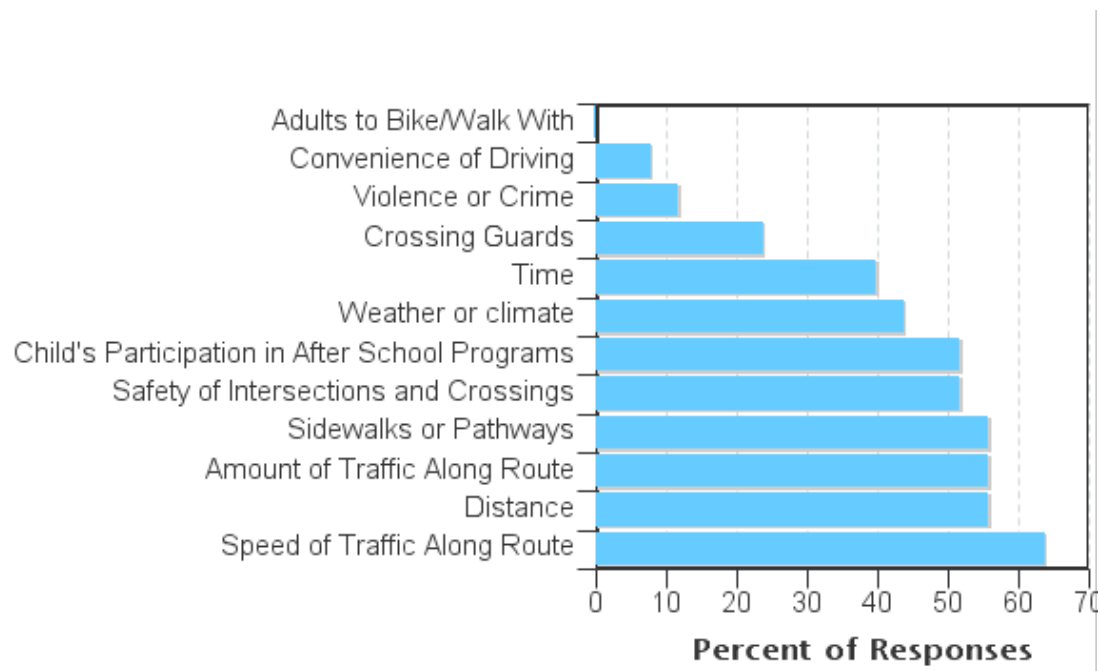
Percent of children who have asked for permission to walk or bike to/from school by distance they live from school

Asked Permission?	Number of Children	Less than 1/4 mile	1/4 mile up to 1/2 mile	1/2 mile up to 1 mile	1 mile up to 2 miles	More than 2 miles
Yes	27	82%	100%	71%	45%	29%
No	15	18%	0%	29%	55%	71%

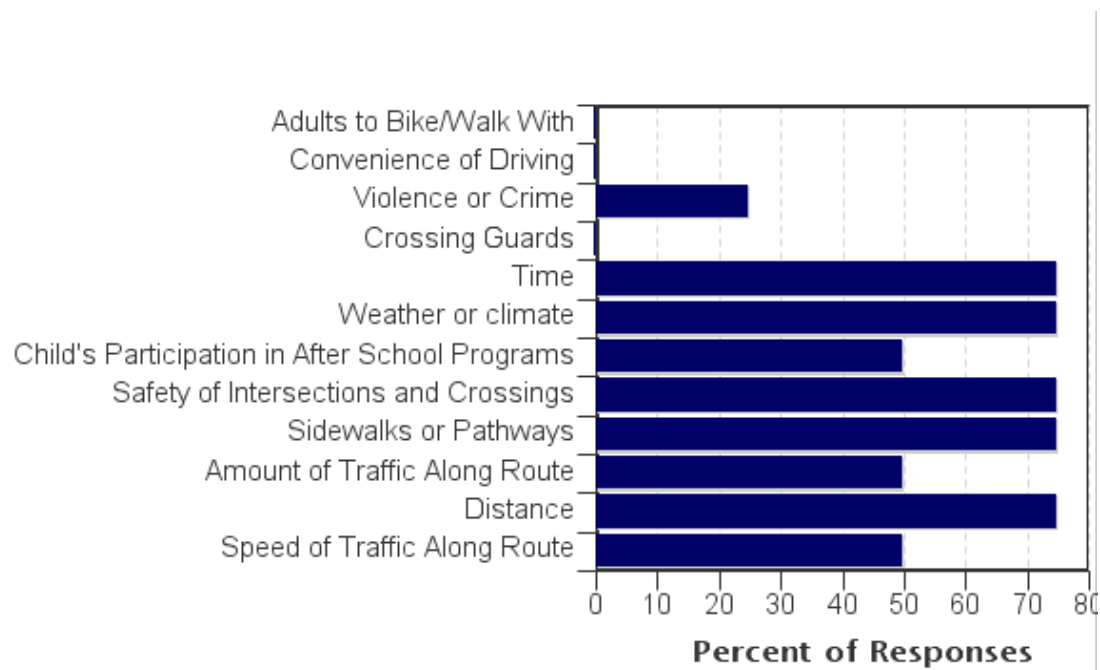
Don't know or No response: 3  
 Percentages may not total 100% due to rounding.



Issues reported to affect the decision to not allow a child to walk or bike to/from school by  
parents of children who do not walk or bike to/from school



Issues reported to affect the decision to allow a child to walk or bike to/from school by  
parents of children who already walk or bike to/from school



Issues reported to affect the decision to allow a child to walk or bike to/from school by  
parents of children who already walk or bike to/from school

Issue	Child does not walk/bike to school	Child walks/bikes to school
Speed of Traffic Along Route	64%	50%
Distance	56%	75%
Amount of Traffic Along Route	56%	50%
Sidewalks or Pathways	56%	75%
Safety of Intersections and Crossings	52%	75%
Child's Participation in After School Programs	52%	50%
Weather or climate	44%	75%
Time	40%	75%
Crossing Guards	24%	0%
Violence or Crime	12%	25%
Convenience of Driving	8%	0%
Adults to Bike/Walk With	0%	0%
<b>Number of Respondents per Category</b>	<b>25</b>	<b>4</b>

No response: 16

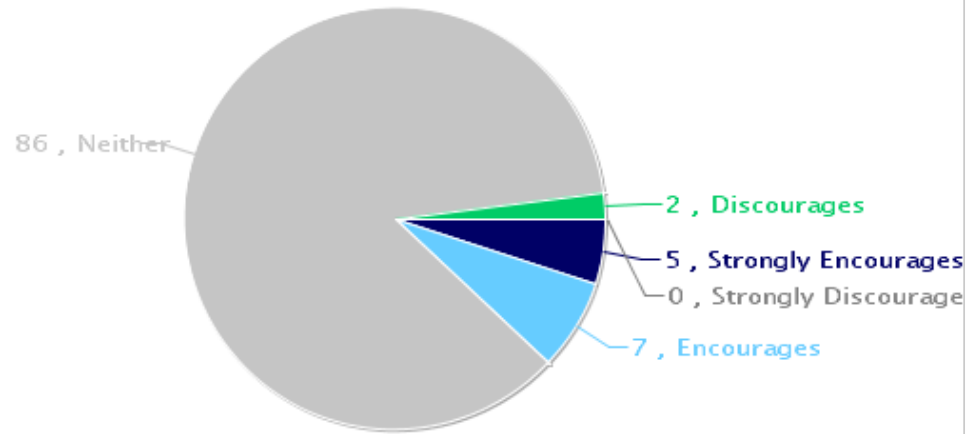
Note:

--Factors are listed from most to least influential for the 'Child does not walk/bike to school' group.

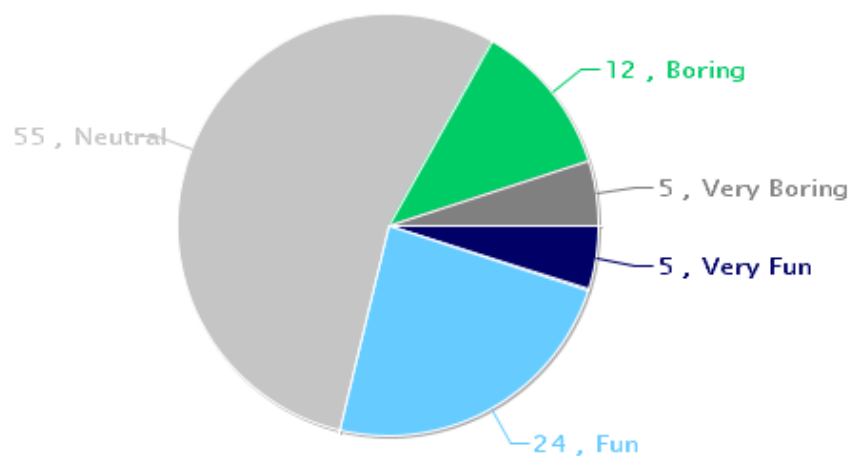
--Each column may sum to > 100% because respondent could select more than issue

--The calculation used to determine the percentage for each issue is based on the 'Number of Respondents per Category' within the respective columns (Child does not walk/bike to school and Child walks/bikes to school.) If comparing percentages between the two columns, please pay particular attention to each column's number of respondents because the two numbers can differ dramatically.

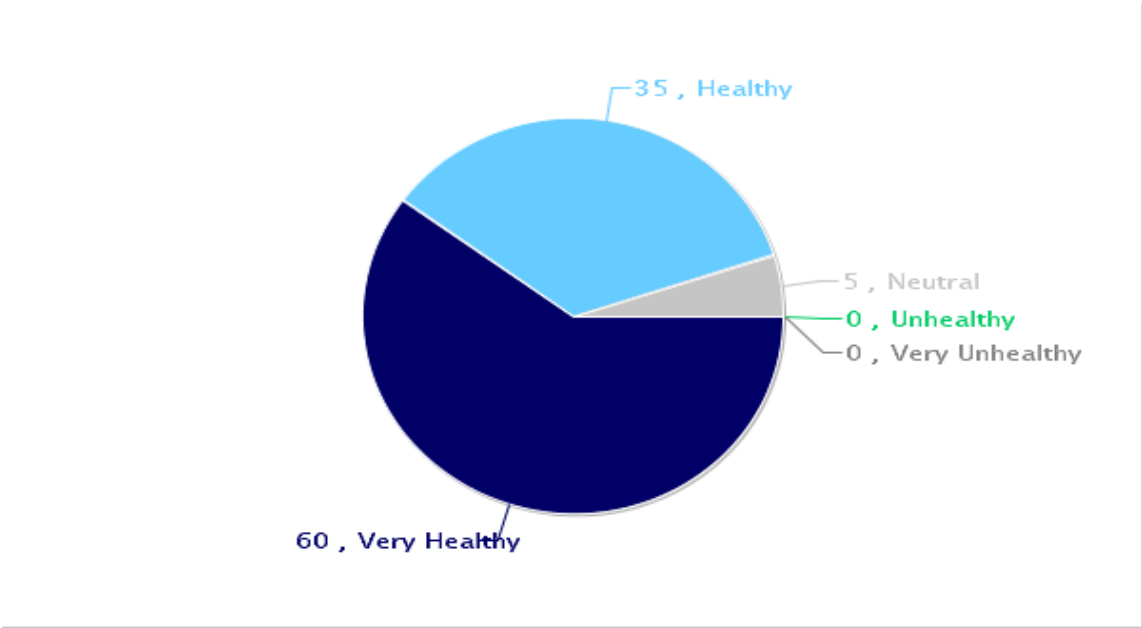
Parents' opinions about how much their child's school encourages or discourages walking and biking to/from school



Parents' opinions about how much fun walking and biking to/from school is for their child



Parents' opinions about how healthy walking and biking to/from school is for their child



## Comments Section

SurveyID	Comment
1676502	People speed too much on Main st and it isn't enforced by police to slow down especially by townhomes on Main St towards Tuohy Furniture. They come through going 50-60 mph
1676588	My children need to cross Hwy 52 to go to the High School. The cross walk by Kwik Trip needs to be improved for safety to cross Hwy 52. This is not only a problem during the school year, but also during the summer for children who go to swimming pool. Traffic does not stop for the children on a regular basis even though there has been a cross walk marked on the Hwy.
1676446	My only complaint about the high school is the danger of the parking lot. Please outline the flow of traffic, designate parking lanes, make a spot to pick up and drop off kids safely. Those kids whip shitties and peel out all the time. As a driver and pedestrian, you really need to pay attention at the HS. This needs work.
1676619	Bike paths through town would ease my mind a bit if I knew my child had a legal pathway for bikes. Chatfield really ignores the needs of cyclists.
1676636	We live on a major highway where the speed limit is 55. I don't see things changing (there is no place for a path on either side of the road) and our middle child will be driving soon so it is likely that our kids will continue to drive/carpool to school and then our youngest will take the bus home because he is not involved in after school activities. Thanks for looking into this. I think it could benefit some neighborhoods in town. I also think kids don't want to walk or bike like we did back in the day. Kids who live in town are generally driven everywhere from what I can tell.
1676678	It is 40 mph speed limit almost to our road but vehicles are already traveling more than 60. People are passing in the 40 and already at Subway.
1676407	During the Winter months my child is given a ride, due to the amount of traffic I don't trust how fast cars are driving on icy/snowy roads, especially high school students.
1676608	The intersection at Burr Oak and Union is TERRIBLE! There should be a stop light there in order for kids to cross safely. My daughter is more than capable of walking but hates it. She feels no one stops for pedestrians and has witnessed numerous times where kids are almost hit. It's just not safe! Kids that drive their own vehicles are not responsible and are reckless and inattentive to walkers and bikers.
1676595	Very much in support of Safe Routes for School. Although my children are too old to attend the Elementary school, I believe the location poses challenges not reflected on the survey since it is on the top of a long hill. I have concerns that if additional K-6 students attempt to bike to school, they will attempt shortcuts such as the highway which do not provide bike lanes and safe crossings.
1676710	From our house to HS, our son can easily ride his bike. He just has to go to the elementary school for practice every evening, so we pick his bike up later. In the winter riding bike is not really an option & walking gets long, so we either pick him up or he will hitch a ride. If he can't do that, he hangs out at school until we get there Lifts/Homework/practice (pretty sure the bus driver would drop him off, if he let him know, as it drives right by).
1676633	There is a lot of fast moving traffic around the high school now.
1676574	For my younger son in fourth grade the Winona Division intersection is dangerous. The intersection would be much safer with a stop sign on Division.

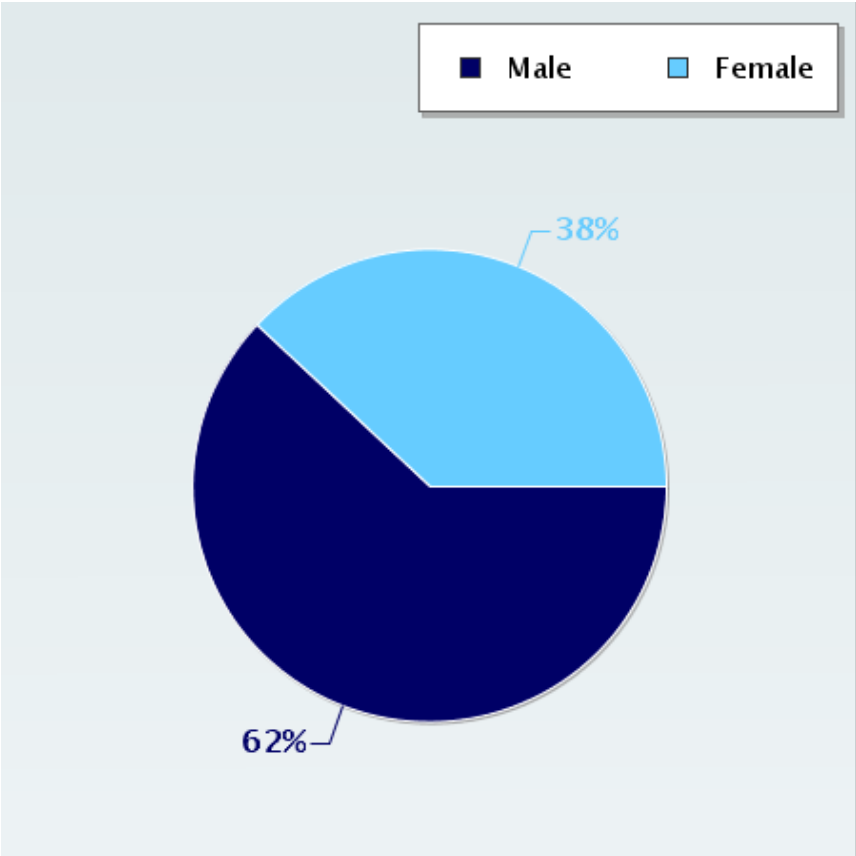


Parent Survey Report: One School in One Data Collection Period

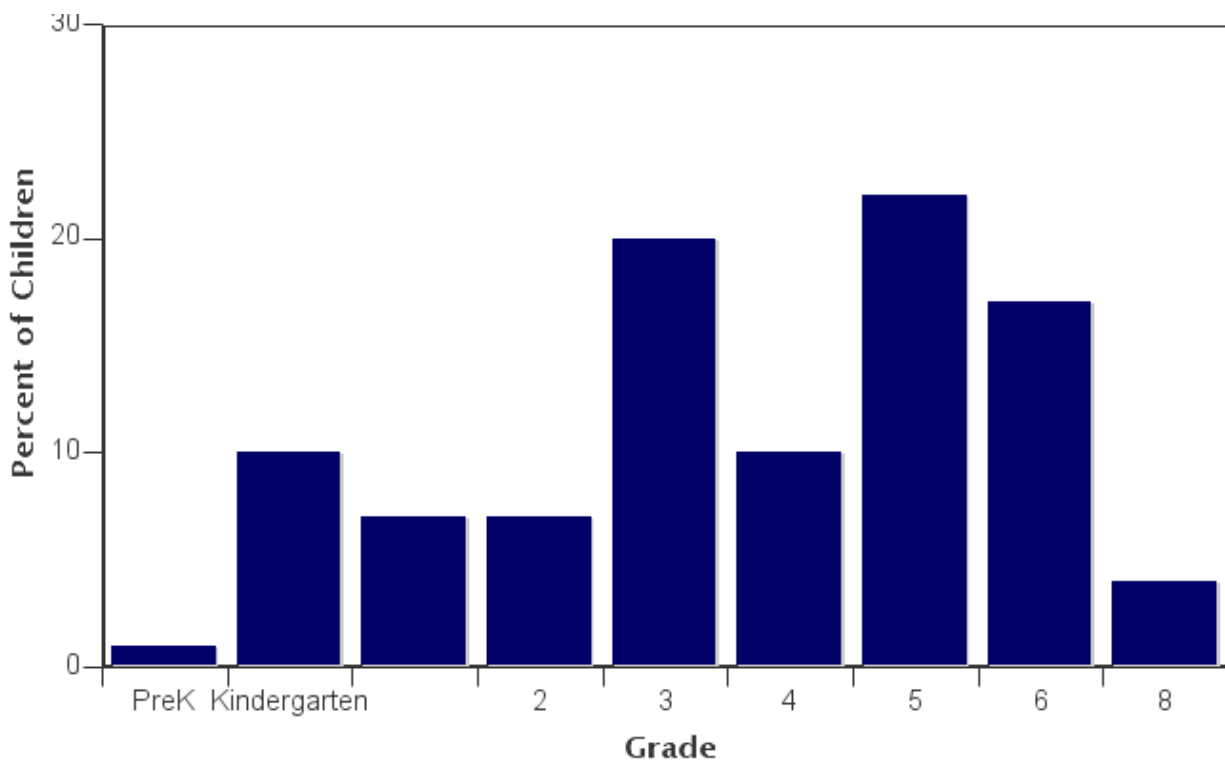
<b>School Name:</b> Chosen Valley Elementary School	<b>Set ID:</b> 18994
<b>School Group:</b> Chatfield Schools	<b>Month and Year Collected:</b> September 2019
<b>School Enrollment:</b> 0	<b>Date Report Generated:</b> 10/03/2019
<b>% Range of Students Involved in SRTS:</b> Don't Know	<b>Tags:</b>
<b>Number of Questionnaires Distributed:</b> 0	<b>Number of Questionnaires Analyzed for Report:</b> 69

This report contains information from parents about their children's trip to and from school. The report also reflects parents' perceptions regarding whether walking and bicycling to school is appropriate for their child. The data used in this report were collected using the Survey about Walking and Biking to School for Parents form from the National Center for Safe Routes to School.

Sex of children for parents that provided information



Grade levels of children represented in survey



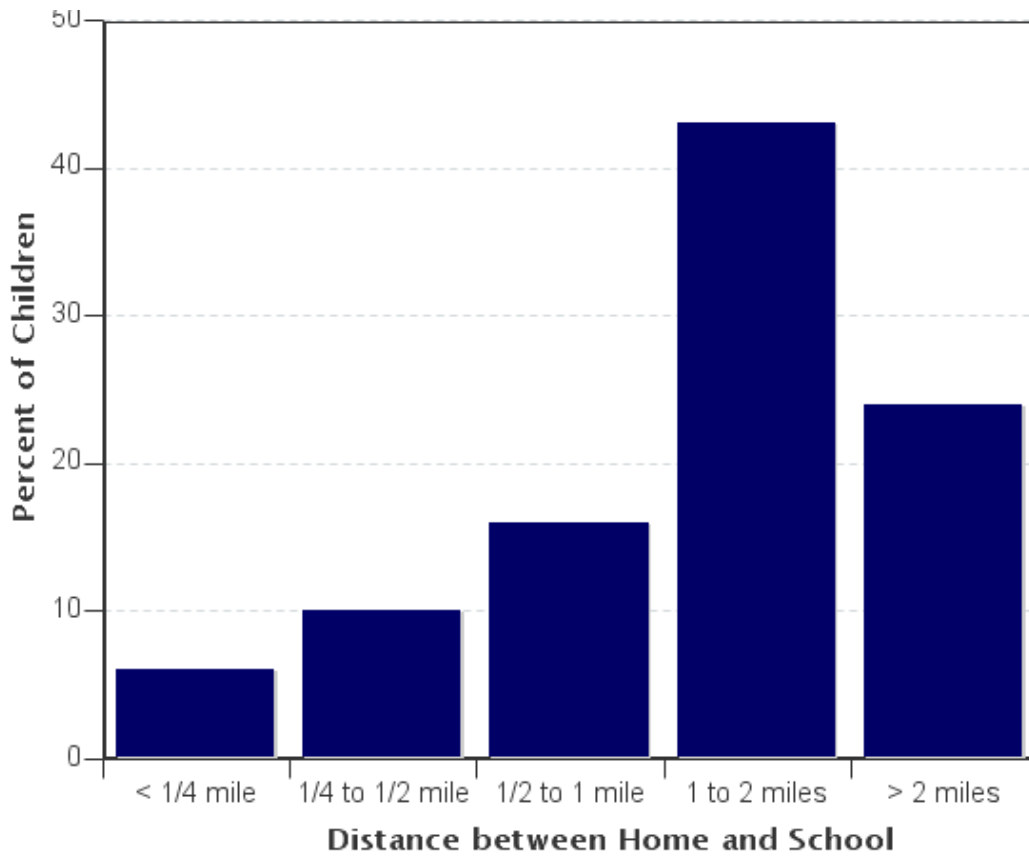
Grade levels of children represented in survey

Grade in School	Responses per grade	
	Number	Percent
PreK	1	1%
Kindergarten	7	10%
1	5	7%
2	5	7%
3	14	20%
4	7	10%
5	15	22%
6	12	17%
8	3	4%

No response: 0

Percentages may not total 100% due to rounding.

Parent estimate of distance from child's home to school



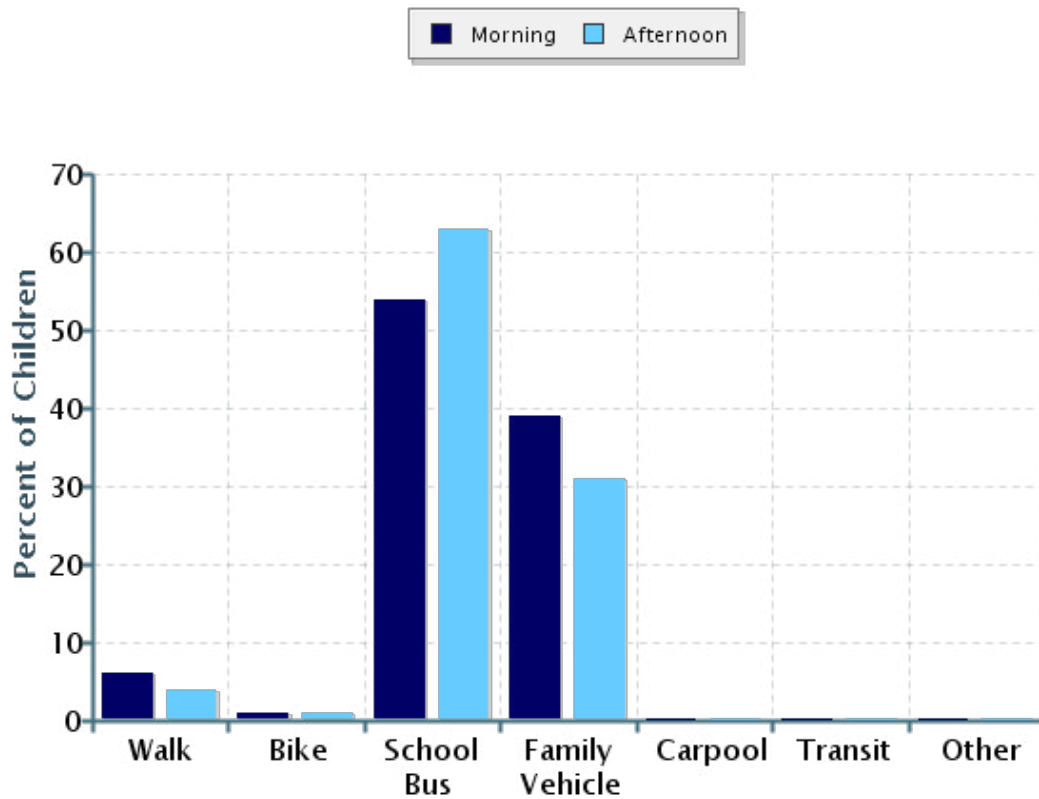
Parent estimate of distance from child's home to school

Distance between home and school	Number of children	Percent
Less than 1/4 mile	4	6%
1/4 mile up to 1/2 mile	7	10%
1/2 mile up to 1 mile	11	16%
1 mile up to 2 miles	29	43%
More than 2 miles	16	24%

Don't know or No response: 2

Percentages may not total 100% due to rounding.

## Typical mode of arrival at and departure from school



## Typical mode of arrival at and departure from school

Time of Trip	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Morning	67	6%	1%	54%	39%	0%	0%	0%
Afternoon	68	4%	1%	63%	31%	0%	0%	0%

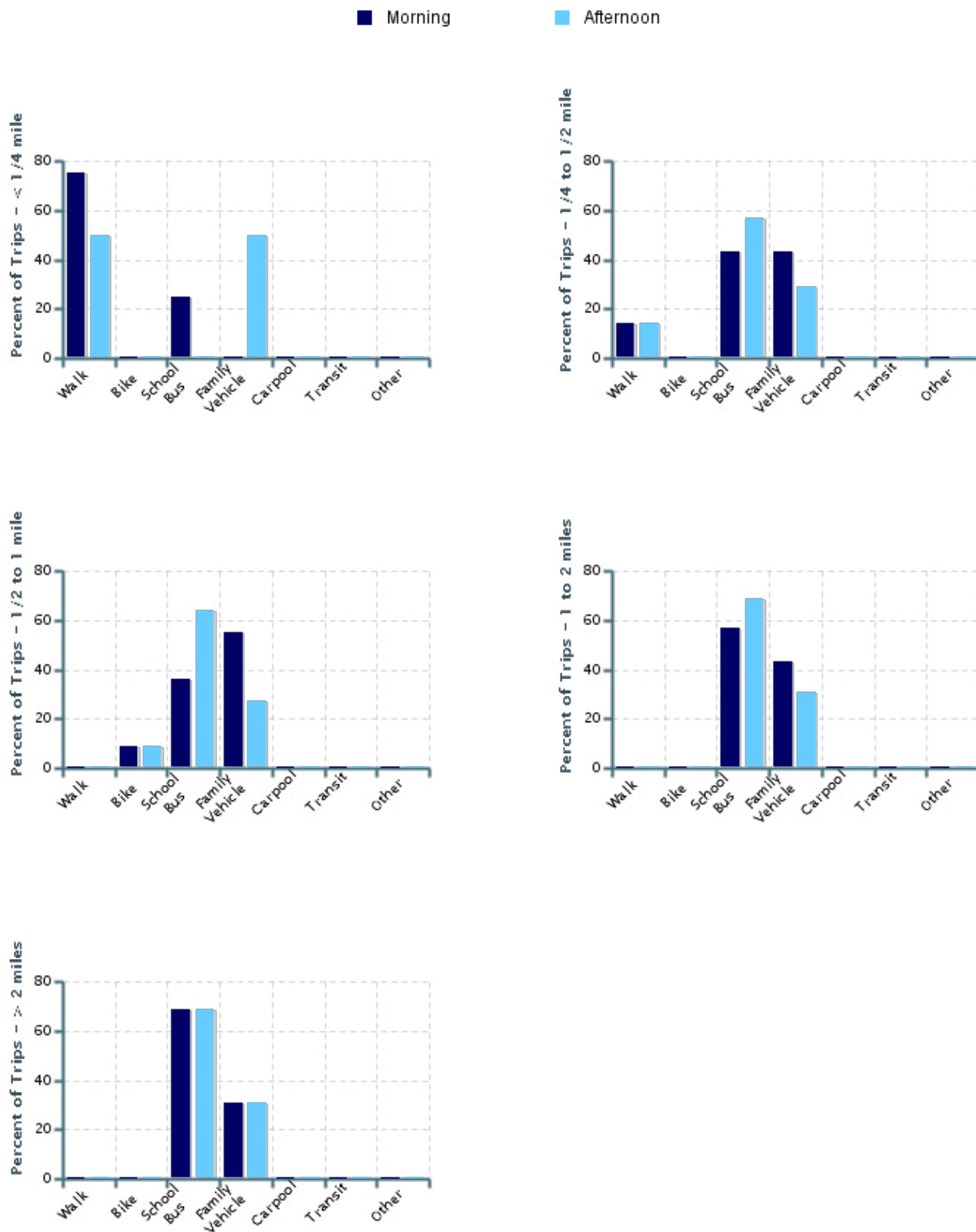
No Response Morning: 2

No Response Afternoon: 1

Percentages may not total 100% due to rounding.



## Typical mode of school arrival and departure by distance child lives from school



## Typical mode of school arrival and departure by distance child lives from school

### School Arrival

Distance	Number within Distance	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Less than 1/4 mile	4	75%	0%	25%	0%	0%	0%	0%
1/4 mile up to 1/2 mile	7	14%	0%	43%	43%	0%	0%	0%
1/2 mile up to 1 mile	11	0%	9%	36%	55%	0%	0%	0%
1 mile up to 2 miles	28	0%	0%	57%	43%	0%	0%	0%
More than 2 miles	16	0%	0%	69%	31%	0%	0%	0%

Don't know or No response: 3

Percentages may not total 100% due to rounding.

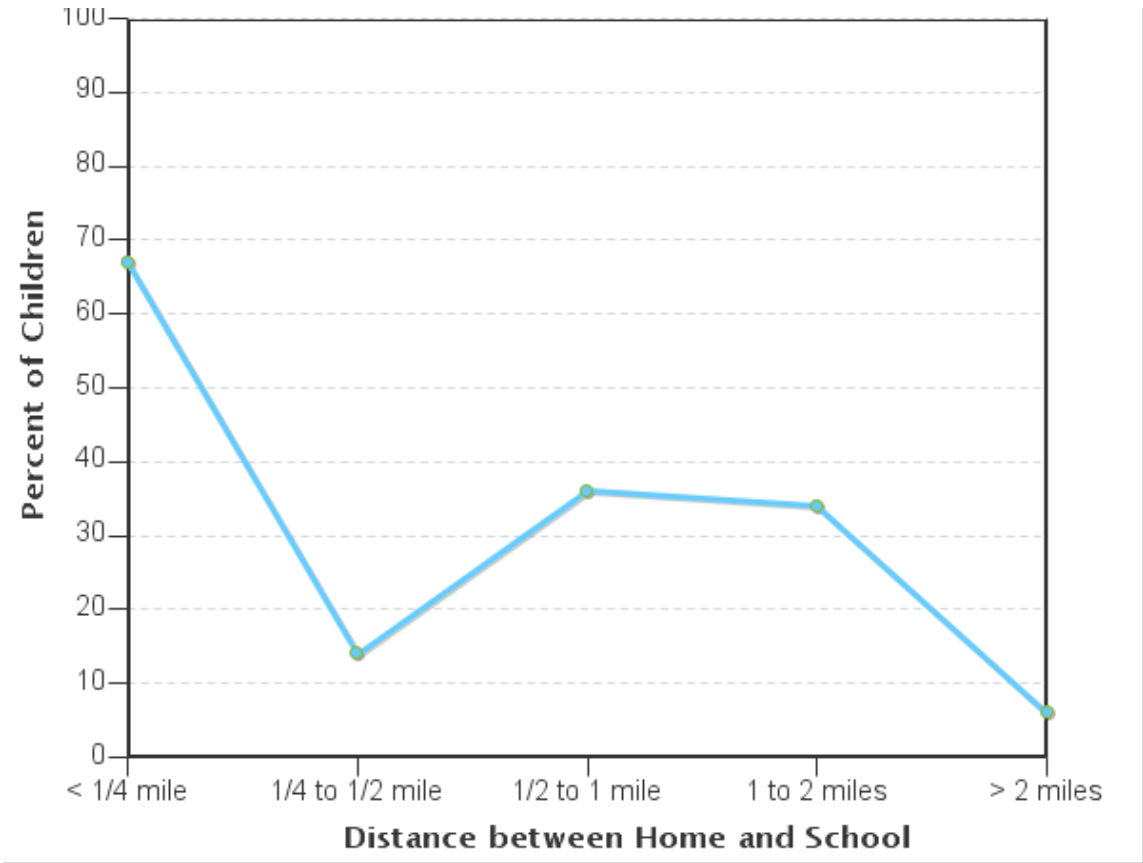
### School Departure

Distance	Number within Distance	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Less than 1/4 mile	4	50%	0%	0%	50%	0%	0%	0%
1/4 mile up to 1/2 mile	7	14%	0%	57%	29%	0%	0%	0%
1/2 mile up to 1 mile	11	0%	9%	64%	27%	0%	0%	0%
1 mile up to 2 miles	29	0%	0%	69%	31%	0%	0%	0%
More than 2 miles	16	0%	0%	69%	31%	0%	0%	0%

Don't know or No response: 2

Percentages may not total 100% due to rounding.

Percent of children who have asked for permission to walk or bike to/from school by distance they live from school

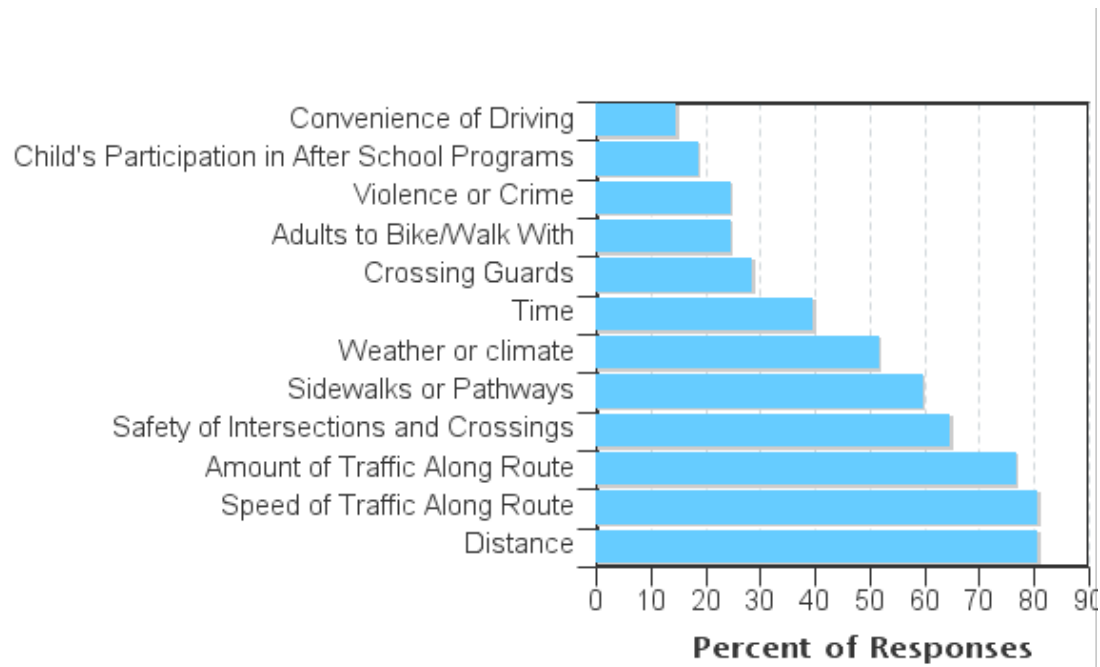


Percent of children who have asked for permission to walk or bike to/from school by distance they live from school

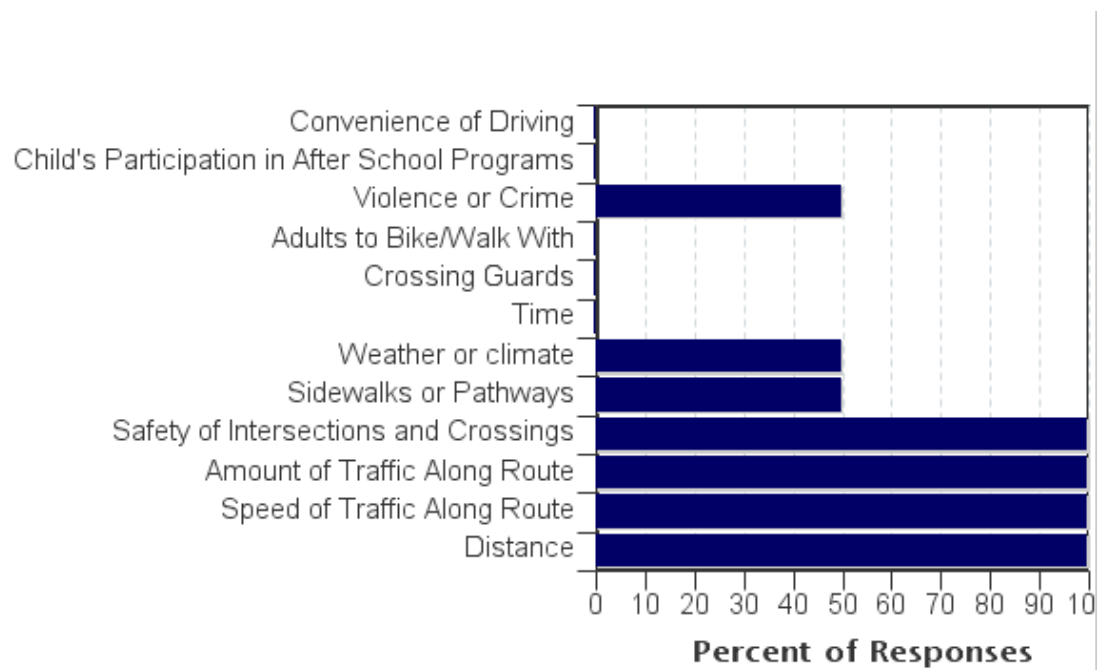
Asked Permission?	Number of Children	Less than 1/4 mile	1/4 mile up to 1/2 mile	1/2 mile up to 1 mile	1 mile up to 2 miles	More than 2 miles
Yes	18	67%	14%	36%	34%	6%
No	48	33%	86%	64%	66%	94%

Don't know or No response: 3  
 Percentages may not total 100% due to rounding.

Issues reported to affect the decision to not allow a child to walk or bike to/from school by  
parents of children who do not walk or bike to/from school



Issues reported to affect the decision to allow a child to walk or bike to/from school by  
parents of children who already walk or bike to/from school



Issues reported to affect the decision to allow a child to walk or bike to/from school by  
parents of children who already walk or bike to/from school

Issue	Child does not walk/bike to school	Child walks/bikes to school
Distance	81%	100%
Speed of Traffic Along Route	81%	100%
Amount of Traffic Along Route	77%	100%
Safety of Intersections and Crossings	65%	100%
Sidewalks or Pathways	60%	50%
Weather or climate	52%	50%
Time	40%	0%
Crossing Guards	29%	0%
Adults to Bike/Walk With	25%	0%
Violence or Crime	25%	50%
Child's Participation in After School Programs	19%	0%
Convenience of Driving	15%	0%
<b>Number of Respondents per Category</b>	<b>48</b>	<b>2</b>

No response: 19

Note:

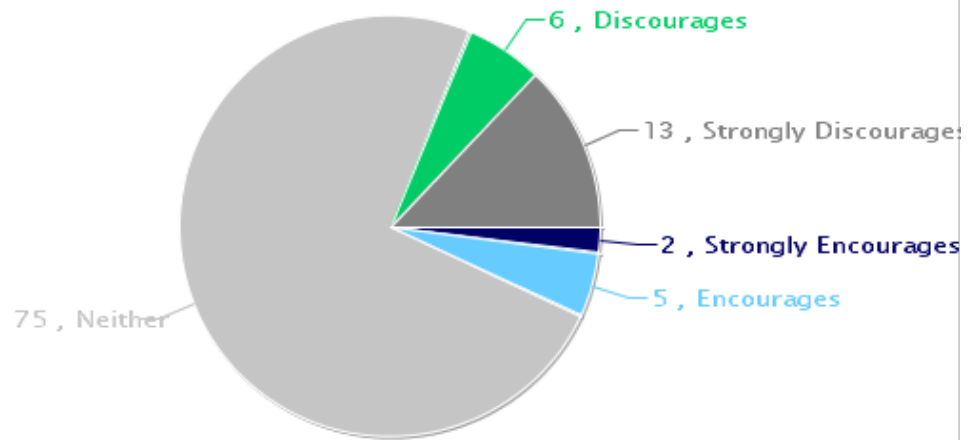
--Factors are listed from most to least influential for the 'Child does not walk/bike to school' group.

--Each column may sum to > 100% because respondent could select more than issue

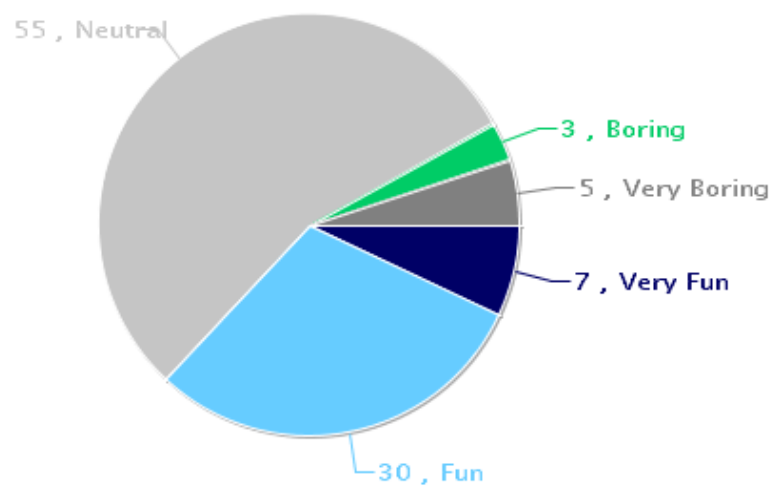
--The calculation used to determine the percentage for each issue is based on the 'Number of Respondents per Category' within the respective columns (Child does not walk/bike to school and Child walks/bikes to school.) If comparing percentages between the two columns, please pay particular attention to each column's number of respondents because the two numbers can differ dramatically.



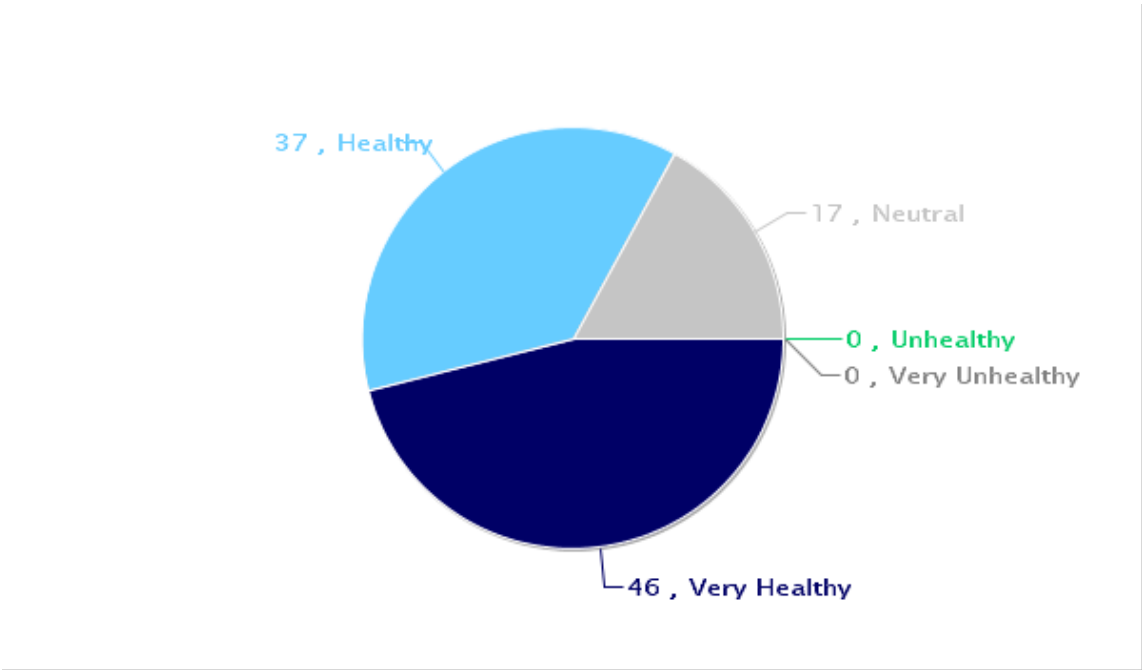
Parents' opinions about how much their child's school encourages or discourages walking and biking to/from school



Parents' opinions about how much fun walking and biking to/from school is for their child



Parents' opinions about how healthy walking and biking to/from school is for their child



## Comments Section

SurveyID	Comment
1676965	We live by the high school, no safe way to get to the elementary by walking or biking
1676837	Would love for the option for my child to be able to ride bike to school but the hill and traffic is very discouraging for elementary. When she moves to the high school it would be great to have option for her to ride bike. Would be nice to have crossing guards that can help keep the kids safe.
1676400	I think we should have a safe bike route coming from Lone Stone into town as well as a route going from the Elem School into Chatfield along hwy 30.
1676406	The school is to far away from City limits. I would not let my child ride or walk to school due to traffic across the highway and distance to get there.
1676417	We live in town close to the high school so walking or biking to the elementary school is not an option.
1676434	There is no safe way for a child to get out to the elementary from the sw side of town.
1676604	As an employee of the school district biking to work would be possible distance wise but not safety on road with no shoulder and speed limit
1677175	A safe pathway along highway 30 to the elementary would be a huge benefit to the community. It could provide a bike path for the entire community and connect town to the elementary school in another direction. Thank you for considering!
1676408	The Elementary school is located outside of town and limits the ability for biking or walking for the students.
1676430	We currently use Valleyland. The elementary school is too far away for walking/biking from where we live. My kids would like to take the bus, however, there are not sidewalks on Avenue B, so the kids have to walk down the street. Many walk in lawns, which is great, however winter doesn't allow this. Inattentive/speeding drivers have kept me from letting them walk to the bus as we are not there to escort them most of the time.
1676581	It would be nice to have a safe path from the lonestone court subdivision to the rest of the town and to the school.
1676602	There is no safe route, that is a reasonable distance from the elementary school to the high school. The shortest path is up 10 and across on a gravel road, they have to cross highway 30.
1676642	There needs to be something to allow kids to get "into town" from Lone Stone. This was promised from the developer when we built over 13 years ago...still nothing. Crossing the highway is such a barrier.
1676403	The intersections at the top of the hill to cross and get to school are NOT controlled and drivers do not take the time to stop and let kids cross. This is the reason we do not allow our children to walk/bike to school. I've seen it time and time again where drivers are in a hurry and do not stop. A crossing guard and/or a controlled intersection is needed before kids can safely walk or ride bikes to the elementary and I am surprised this hasn't been addressed by the city and school yet.
1676546	Where the school is located, unless live on hill by school, it is not in a safe area or distance for most kids to walk

1676727	Too dangerous, too far from school
1676412	The elementary school is too far out of town and up a large hill and not easily accessible for kids in town to ride their bikes or walk. the bus picks up right in front of our house so it is very convenient.
1676444	The location of the elementary school is prohibitive to walking/biking unless you live right there, or just below the school. 30 is not an option as the traffic is terrible, and even as a driver, I've nearly been hit several times. It's downright dangerous and one of the biggest drawbacks of the schools location. You cannot slow down semi traffic coming up that big hill on westbound 30. They would never get going again in inclement road conditions. There is no good solution unless a sidewalk or biking trail is installed up on the field and going into town off of the busy highway.
1676480	The elementary school being located on the top of the hill and so far away from where most of the town's population is, is a barrier.
1676526	People don't stop to allow pedestrians to cross on Main Street downtown to think I would allow my child to walk or bike. My husband usually brought my kids to school now that we live a lot closer to bus route we can finally have them ride. Shortest distance is 1.9 miles in car on busy road, it's much longer the other way.
1676527	People don't stop to allow pedestrians to cross on Main Street downtown to think I would allow my child to walk or bike. My husband usually brought my kids to school now that we live a lot closer to bus route we can finally have them ride. Shortest distance is 1.9 miles in car on busy road, it's much longer the other way.
1676623	The kids have not yet seriously considered biking this distance.
1676647	The bus stop for my kids is far away. If kids didn't have to walk more than a block I think that would be safer.
1676650	The main reason kids dont walk is the school was built on top of a big hill.
1676651	The main reason kids dont walk is the school was built on top of a big hill.
1676709	There is no way he could walk across to the school, it would take him 35 minutes along a highway and the hill is so steep he'd be walking his bike. In the winter, he'd never make it across the gravel cut across to the elementary. Nobody in town can actually get to the school, other than those living in the development next to it.
1676418	My child would have to walk along highway 30 or take a much longer route to the elementary school from where we live. It just isn't feasible.
1676454	The idea of forcing children to walk up that big hill in winter is absolutely asinine. People dont always provide a safe walkway by cleaning their sidewalks in the winter, which means it is way too dangerous for children to be walking up that hill in winter. In addition, we live in scary times with human trafficking and forcing children to walk to and from school is simply going backwards. No thank you to any of this idea. Keep the bus please or there's a chance you will lose students
1676468	Traffic on Hillside Drive is increasing and makes me uneasy about walkers with drivers not observant of pedestrians. Any help from MN DOT to reinforce crosswalk would be beneficial.
1676632	The elementary school is not in a central location so it is way to far away from most to walk or ride bike. All the roads leading to the school are unsafe!!

1676416	I feel like the current location of the elementary school is the reason kids don't walk or bike. That hill is nearly impossible to bike up. In the winter it would take far too long for the kids to walk to school without freezing not just from the cold but from the amount of wind there is at the top of the hill where the school is.
1676631	for my childrens sports in summer that go to the elementary school it would be nice to have a bus to take them there from the high school. as its not safe for my children to walk all the way to the elementary school with no side walks.
1676648	No safe way for kids to cross highway 52





# Appendix G. Student Hand Tally

The following pages show summaries of a hand tally of student transportation behavior at both Chatfield schools. In the fall of 2019, students at each school were asked how they traveled to and from school on a number of mid-week school days. This report is a direct export from the National Safe Routes to School Data Collection System, which processed the tallies and generated this report.

## CHATFIELD SECONDARY

### Student Travel Tally Report: One School in One Data Collection Period

**School Name:** Chosen Valley Secondary

**Set ID:** 29864

**School Group:** Chatfield Schools

**Month and Year Collected:** September 2019

**School Enrollment:** 411

**Date Report Generated:** 10/06/2019

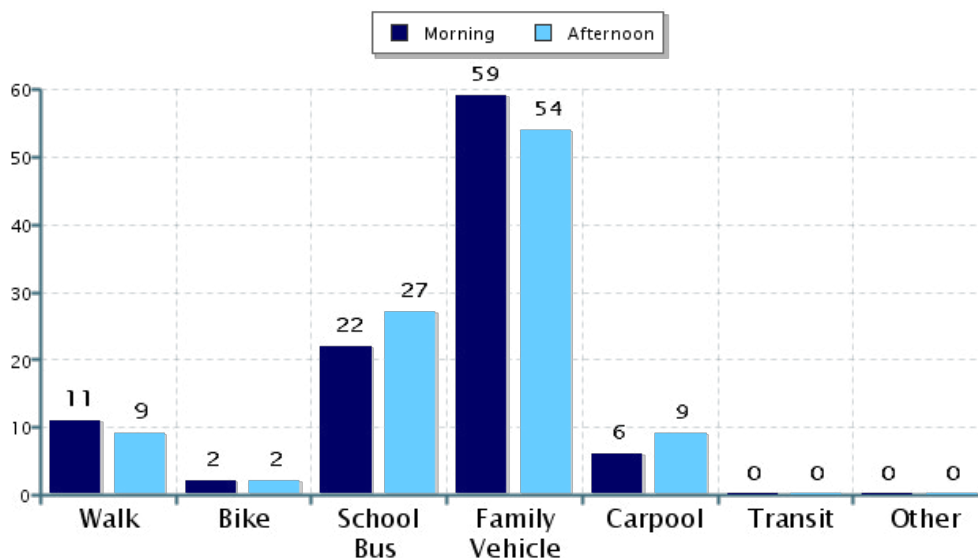
**% of Students reached by SRTS activities:** 0-25%

**Tags:**

**Number of Classrooms  
Included in Report:** 17

This report contains information from your school's classrooms about students' trip to and from school. The data used in this report were collected using the in-class Student Travel Tally questionnaire from the National Center for Safe Routes to School.

### Morning and Afternoon Travel Mode Comparison

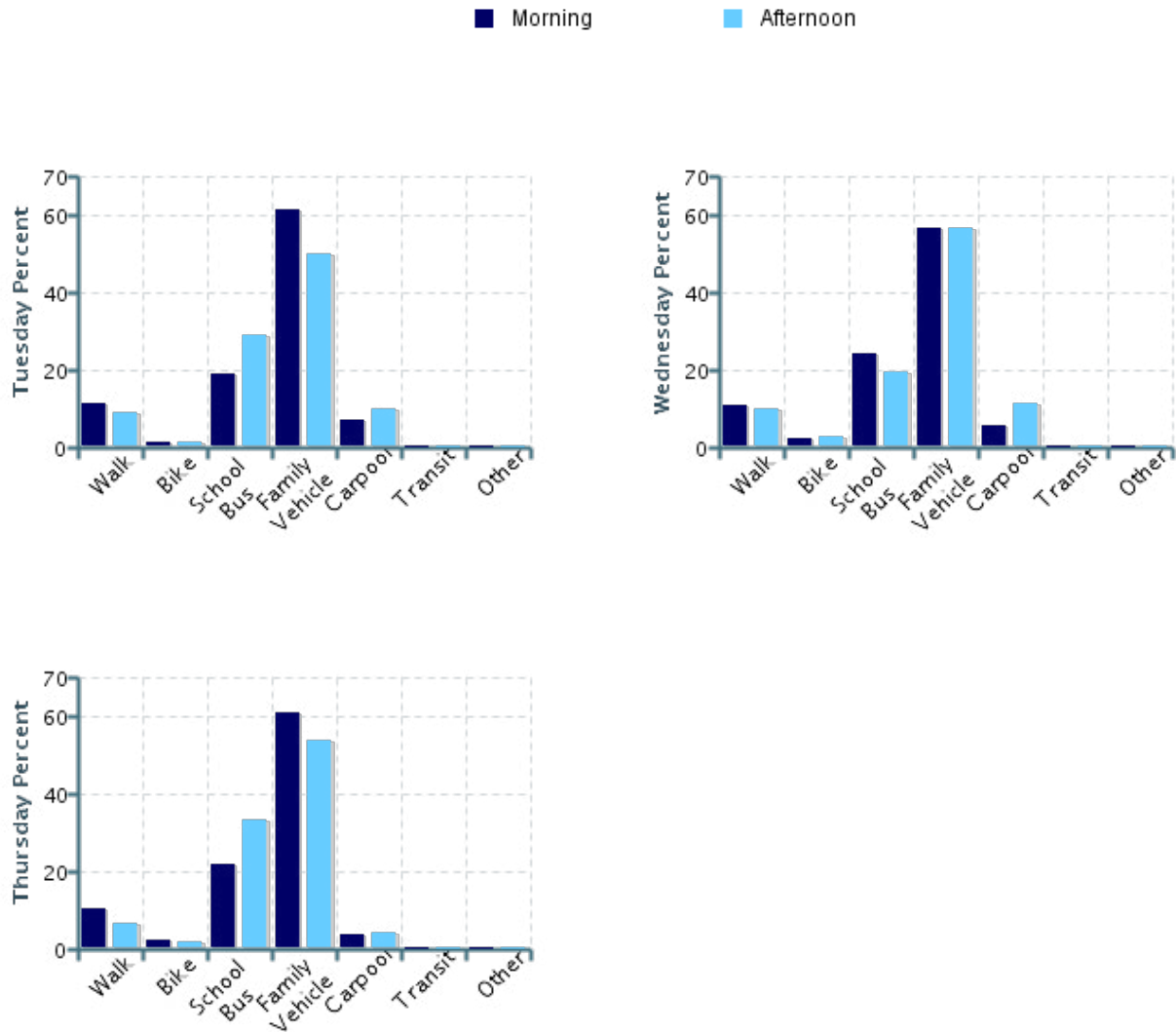


### Morning and Afternoon Travel Mode Comparison

	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Morning	735	11%	2%	22%	59%	6%	0%	0%
Afternoon	735	9%	2%	27%	54%	9%	0%	0%

Percentages may not total 100% due to rounding.

## Morning and Afternoon Travel Mode Comparison by Day

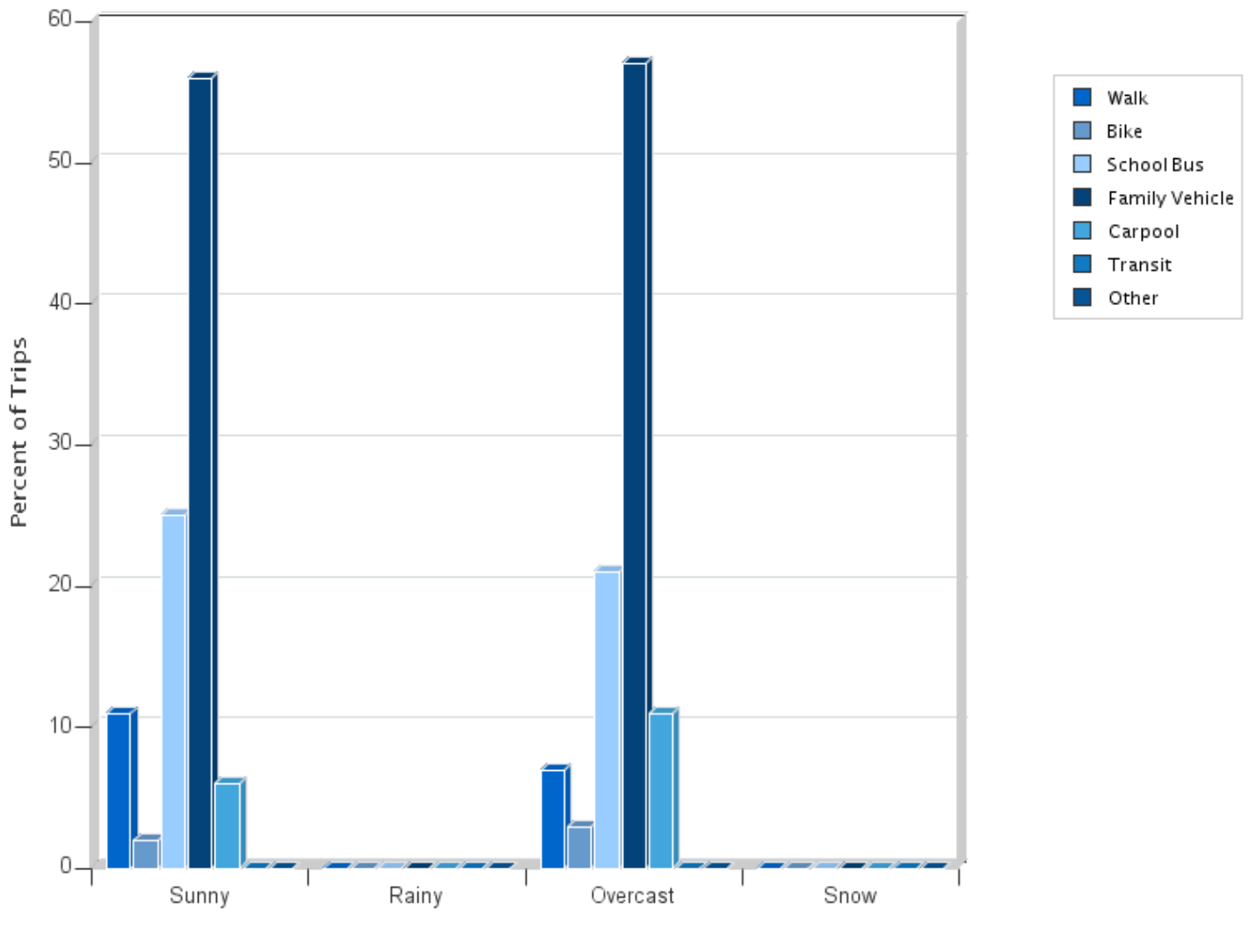


## Morning and Afternoon Travel Mode Comparison by Day

	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Tuesday AM	268	11%	1%	19%	61%	7%	0%	0%
Tuesday PM	248	9%	2%	29%	50%	10%	0%	0%
Wednesday AM	268	11%	3%	24%	57%	6%	0%	0%
Wednesday PM	264	10%	3%	19%	57%	11%	0%	0%
Thursday AM	199	11%	3%	22%	61%	4%	0%	0%
Thursday PM	223	7%	2%	33%	54%	4%	0%	0%

Percentages may not total 100% due to rounding.

Travel Mode by Weather Conditions



Travel Mode by Weather Condition

Weather Condition	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Sunny	1011	11%	2%	25%	56%	6%	0%	0%
Rainy	0	0%	0%	0%	0%	0%	0%	0%
Overcast	339	7%	3%	21%	57%	11%	0%	0%
Snow	0	0%	0%	0%	0%	0%	0%	0%

Percentages may not total 100% due to rounding.



## Student Travel Tally Report: One School in One Data Collection Period

**School Name:** Chosen Valley Elementary School

**Set ID:** 29863

**School Group:** Chatfield Schools

**Month and Year Collected:** September 2019

**School Enrollment:** 423

**Date Report Generated:** 10/03/2019

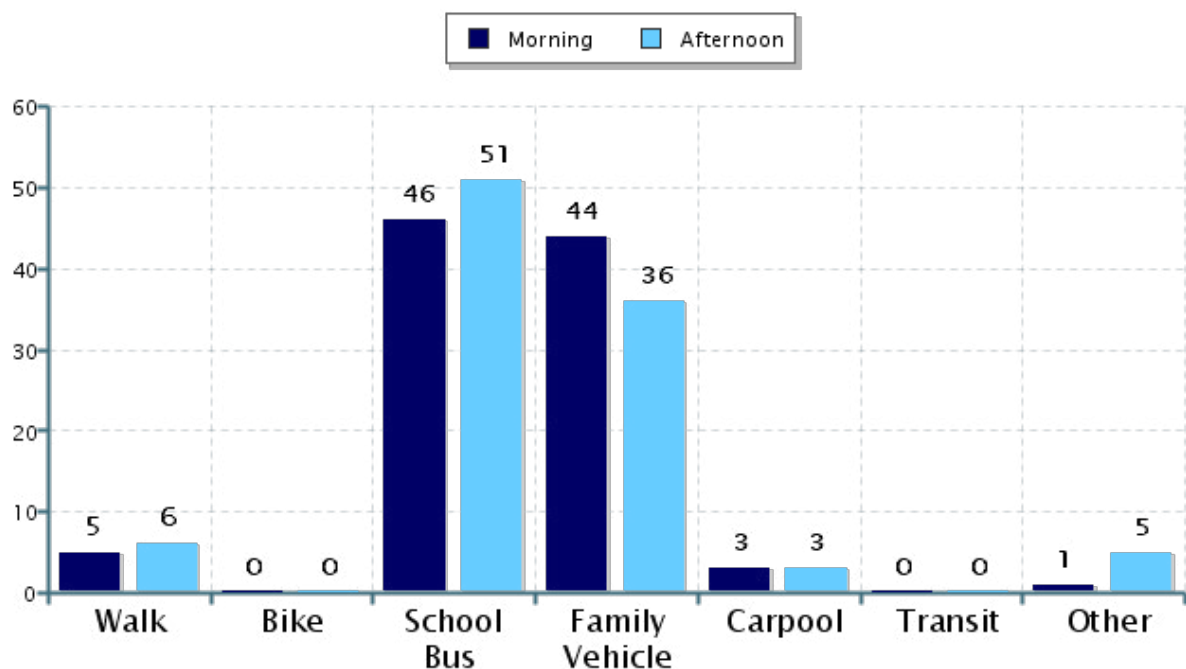
**% of Students reached by SRTS activities:** 0-25%

**Tags:**

**Number of Classrooms  
Included in Report:** 19

This report contains information from your school's classrooms about students' trip to and from school. The data used in this report were collected using the in-class Student Travel Tally questionnaire from the National Center for Safe Routes to School.

### Morning and Afternoon Travel Mode Comparison



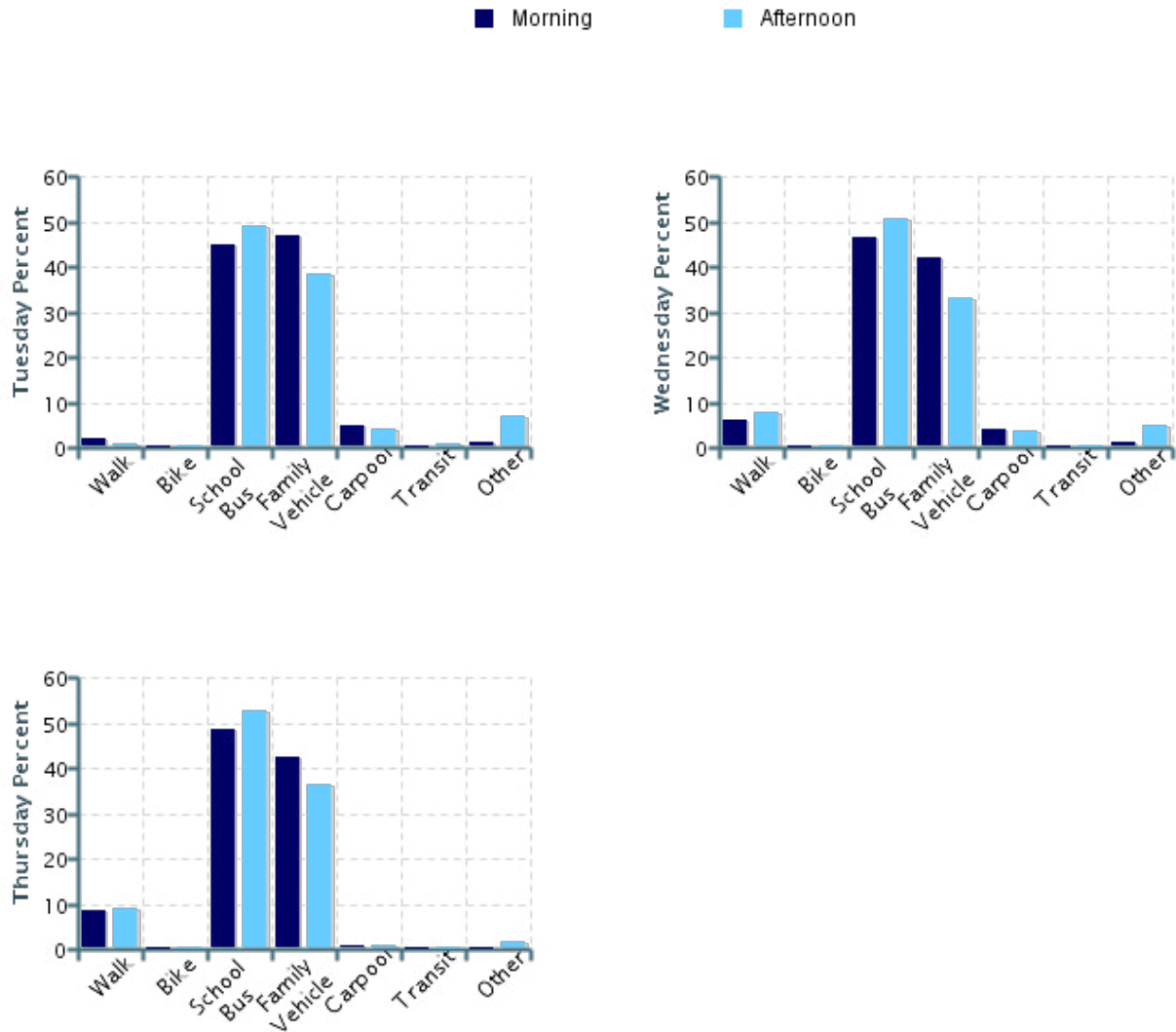
### Morning and Afternoon Travel Mode Comparison

	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Morning	919	5%	0%	46%	44%	3%	0%	1.0%
Afternoon	706	6%	0%	51%	36%	3%	0.1%	5%

Percentages may not total 100% due to rounding.



## Morning and Afternoon Travel Mode Comparison by Day

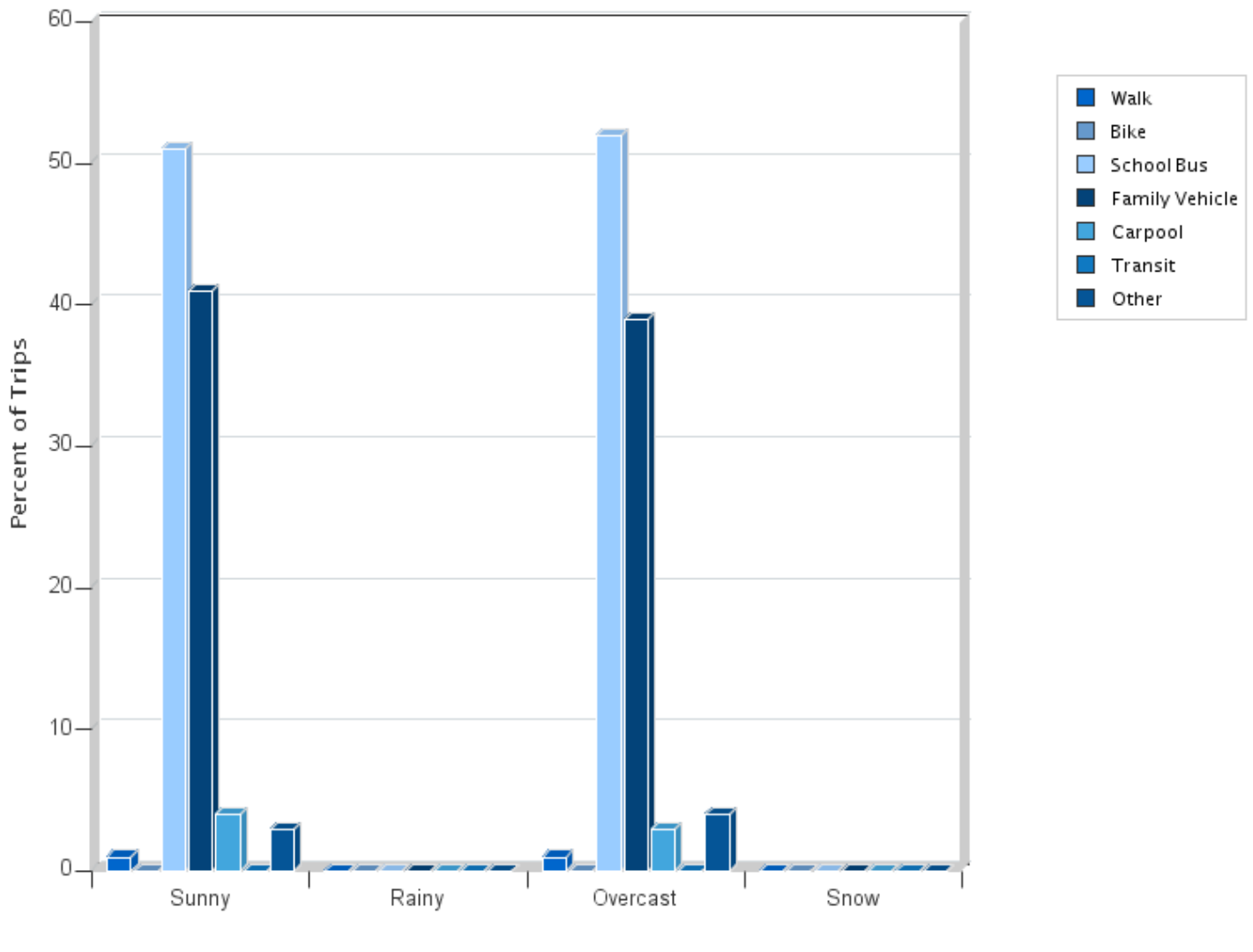


## Morning and Afternoon Travel Mode Comparison by Day

	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Tuesday AM	308	2%	0%	45%	47%	5%	0%	1%
Tuesday PM	213	0.9%	0%	49%	38%	4%	0.5%	7%
Wednesday AM	385	6%	0%	46%	42%	4%	0%	1%
Wednesday PM	295	8%	0%	51%	33%	4%	0%	5%
Thursday AM	226	8%	0%	49%	42%	0.4%	0%	0%
Thursday PM	198	9%	0%	53%	36%	0.5%	0%	2%

Percentages may not total 100% due to rounding.

Travel Mode by Weather Conditions



Travel Mode by Weather Condition

Weather Condition	Number of Trips	Walk	Bike	School Bus	Family Vehicle	Carpool	Transit	Other
Sunny	1123	1%	0%	51%	41%	4%	0.1%	3%
Rainy	0	0%	0%	0%	0%	0%	0%	0%
Overcast	317	1%	0%	52%	39%	3%	0%	4%
Snow	0	0%	0%	0%	0%	0%	0%	0%

Percentages may not total 100% due to rounding.

# App. H. Environment & Policy Assessment

The following pages show responses to the MnDOT Environment and Policy Assessment tool. The questionnaire was completed by each of the two Chatfield school principals in the fall of 2019. The survey asks about programs and policies that exist at each school related to walking and biking. It also asks about the condition and presence of infrastructure surrounding each school.

School Name	School	Chatfield High School
Survey Timestamp	9/27/2019 8:48	9/27/2019 8:50
School Address	11555 Hillside Drive, Chatfield, MN 55923	205 Union Street NE, Chatfield, MN
Enter the 9-digit number associated with this school or 6-digit number associated with a school district as listed on the MDE webpage.	0227-01-002	0227-01
Name of person filling out assessment	Shane McBroom	Randy Paulson
Phone Number	(507) 867-4521	(507) 867-4210
Email Address	smcbroom@chatfield schools.com	rpaulson@chatfieldschools .com
How does your school or district wellness policy address walking and biking?	Walking and biking are not addressed	Walking and biking are not addressed
How does your school or district transportation policy address walking and biking?	Walking and biking are not addressed	Walking and biking are not addressed
Does your school or district collaborate with local law enforcement on enforcing speed limits or other traffic laws in the school zone?	Yes	Yes
Does your school or district have a plan for evaluating Safe Routes to School efforts?	No	No
Does your school have or participate in walking and biking events or programs such as Walk to School Day or Walking School Buses?	No	Yes
Does your school have or participate in walking and biking skills and safety training or curriculum?	No	No
How many designated and separated points of entry (e.g., sidewalk, trail, or intersection connection) onto the school property are accessible to walkers or bikers?	3 or more	3 or more
Is the bus loading/unloading area separated from parent pick-up and drop-off?	Yes	Yes
Does your school have a written arrival and dismissal policy that addresses the needs and safety of students walking and biking, such as providing staggered dismissal times or separated physical arrival/dismissal spaces for students walking and biking?	No policy or limited policy that acknowledges students walking and biking but does not address their unique needs and safety	No policy or limited policy that acknowledges students walking and biking but does not address their unique needs and safety



What speed limits are posted within your school zone? Do not include signs that lower speed limits only when students are present.	Any speed limits 40 mph or more	All speed limits 30 mph or less
Are there signs in your school zone that lower the speed limit to less than 30 mph when students are present?	No	No
Do the streets in your school zone have sidewalks, paths, and/or protected walkways?	Yes, but gaps are present	Yes, but gaps are present
Are sidewalks and trails in your school zone maintained in safe condition in winter (e.g., cleared of snow and ice to allow students walking and biking to safely navigate them)?	Yes, in some areas	Yes, in some areas
What is the condition of the sidewalks in your school zone? (Best guesses are okay).	Good (few (< 25%) cracked, buckled, or missing sections)	Good (few (< 25%) cracked, buckled, or missing sections)
How clear of obstacles (garbage bins, signs, utility poles, overgrown plants, trees, etc.) are the sidewalks in your school zone?	Few or no obstacles	Few or no obstacles
Do the streets in your school zone have dedicated bicycle lanes, trails, and/or off street paths?	No	No
Does your school have a designated walking route in the school zone? if yes, consider this route when answering the following questions	Yes, but it is not promoted	Yes, but it is not promoted
Are marked crosswalks present in your school zone?	Yes, at some crossings (or within designated route)	Yes, at some crossings (or within designated route)
Are pedestrian crossing signals or 'countdown' pedestrian crossing signals present at traffic signals in your school zone?	No	No
Are adult crossing guards with safety vests and STOP paddles or flags present within the school zone?	No	No
Is student school patrol present within the school zone?	No	No
Complete?	Complete	Complete

# Appendix I. Engagement Summary

## CHATFIELD SCHOOLS

### Introduction

Safe Routes to School (SRTS) staff provided community engagement support to collect ideas on walking and biking from the Chatfield Schools community. SRTS staff assisted local Chatfield staff by hosting one event and providing materials and support so local staff could run two additional events.

The purpose of the engagement events was to identify walking and biking challenges, to understand where people would like to go, to provide information about walking and biking safety, and to build excitement for the Chatfield Safe Routes to School Plan. The engagement events were chosen to make it easy for the Chatfield Schools community to talk to staff and participate in the engagement activities.

SRTS staff hosted a table at Chatfield Elementary's parent teacher conferences on Monday, October 14, 2019. Staff set-up a table in a high-traffic location and talked to 100 students, parents, and staff. Materials included an interactive mapping activity, a walking and biking trivia game, and an activity book with games and SRTS resources to gather feedback from participants.

Local Chatfield staff hosted a table during Chatfield High's 9th grade basketball game on Tuesday, December 3, 2019 and a parent meeting at Chatfield City Hall on Wednesday, December 11, 2019. Local staff talked with 55 students and parents at the two events. The material presented included an interactive mapping activity and an activity book with games and SRTS resources to gather feedback from participants.

The following is a summary of the existing conditions identified during the engagement events.

### Highlights

#### Opportunities

Students like walking and biking in Chatfield and indicated there are places in town other than the schools that they like to walk or bike to like the pool.

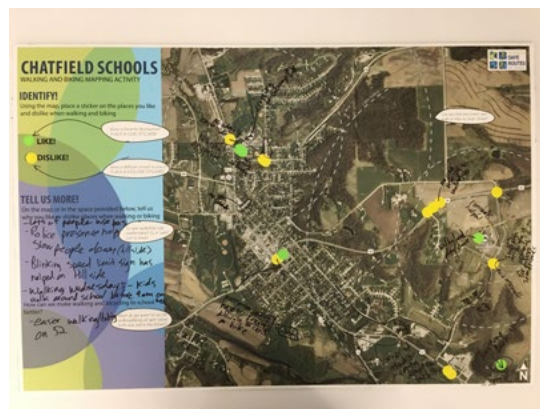
#### Barriers

Problematic roads in town like Highway 52 (Main Street) and Highway 30 (3rd Street) make it difficult for students to comfortably walk or bike to school.

#### Program Findings

Programs could potentially support existing programming at the Elementary School (like Walking Wednesdays) to improve and expand on walking and biking curriculum.

#### Infrastructure Findings





People suggested improvements at problematic roads and intersections near school, many of which focused on slow drivers down and making crossings easier for walkers and bikers.



## Existing Conditions

### Opportunities

Many people are interested in walking and biking in Chatfield and wish they could do it more. The Elementary School has existing pedestrian encouragement initiatives with Walking Wednesdays where students get to walk outside during the school day on Wednesdays.

People shared destinations in town that they like to walk or bike to other than school, including the pool, Kwik Trip, Mill Creek Park, Groen Park, Long Stone Park, and the golf course. Some people like using the Hillside Drive trail to get to school and for recreation and they wish the trail was used more by other families to get to Chatfield Elementary or for recreation. They said that the High School cross country team uses the Hillside Drive trail for practice.



### Barriers

Many people said there are problematic routes and intersections that make it difficult to walk and bike to Chatfield schools. They said that roads like Highway 52 make it difficult to get to school safely and wish there were better crossings from their homes to the schools. One person said that they walk in the middle of local streets in Chatfield at night because there are no lights by the sidewalk and cars don't see them when they cross intersections.

### Routes

#### *Highway 52 (Main Street)*

Many people said that Highway 52 is unsafe to cross and uncomfortable to walk along. Several people said that students prefer to use Winona Street/Burr Oak Avenue over Highway 52 to walk or bike to the high school because they think it's safer.

Crossing Highway 52 near the high school has improved since the new crossings went in, but many people say that drivers still don't stop for people at the new crosswalks. Several people said crossing Highway 52 on the south end of town also remains unsafe. They said drivers coming into town from the south are often speeding and the curve on Highway 52 next to the Chatfield Trucking building makes it hard for people to see what is ahead of them.



#### *Highway 30 (3rd Street/Highway 74)*

Many people said that walking or biking along Highway 30 to get to the elementary school is not possible due to the lack of walking or biking facilities. They also said it was steep and that a better route is to use Hillside Drive to walk or bike to school.

#### *Union Street*

Several people said Union Street is difficult to cross in front of the high school since drivers do not have stop signs and do not yield to pedestrians at intersections.

### Intersections

#### *Union Street and Burr Oak Avenue*

Several people said that the intersection at Union Street and Burr Oak Avenue is an especially dangerous point

to cross. This is an issue at Union Street because drivers do not yield to people in the crosswalk. People said that Burr Oak Avenue is a preferred route to walk and bike to the high school since people avoid walking on Highway 52.

#### *Highway 52 and Highway 30 (Next to City Park)*

A couple of people said the intersection at Highway 52 and Highway 30 in the center of town has improved since the new traffic light was installed but others say it is still uncomfortable to cross. Emergency Medical Service (EMS) staff said they have watched near misses at this intersection while out on emergency pickups in the past.

#### *Highway 52 and Highway 30 (Next to Kwik Trip)*

A couple of people said the Highway 52 and Highway 30 intersection next to the Kwik Trip on the north end of town is unsafe due to the speed of traffic. One person said drivers do not yield to pedestrians here. Emergency Medical Service (EMS) staff also said they have watched near misses at this intersection while out on emergency pickups in the past.

#### *Highway 30 and Winona Street*

A couple of people said the intersection at Highway 30 and Winona Street is unsafe since drivers on Highway 30 do not stop for pedestrians and bikers waiting to cross. People said that Winona Street is the preferred route for many students to get to the high school or the pool.

## Findings

### Programs

**Law Enforcement**—Students and staff indicated that there are issues with a lack of driver compliance on roads near the schools, especially on Highway 52. Increased enforcement could be a helpful reminder for vehicles to slow down near the schools and to obey pedestrian and bicycle crossings.

**Pedestrian Safety Education** – Pedestrian safety education curriculum could be coupled with existing programs at the schools like Walking Wednesdays or to students in after school enrichment programs to help ensure students understand basic traffic laws and safety rules.

**Walking School Bus**—Chatfield Elementary could use walking school buses as a way to give students more opportunities to walk to school using the Hillside Drive trail. Adult supervisors leading the walks could help students cross the road safely, especially young students who parents feel are not ready to walk or bike to school on their own.

### Infrastructure

Several people suggested improvements to the intersection at Union Street and Burr Oak Avenue to help students walk and bike to the high school and to the pool. Suggestions included adding a stop signs on Union Street and adding improving the existing crosswalk markings.

A couple of people called for improvements at the intersection at Highway 52 and Highway 30 (Next to Kwik Trip) so people can more safely cross to get to destination on the west side of Highway 52 like Kwik Trip. One person suggested a safer crossing for students on Winona Street to cross Highway 30 by adding stop signs on Highway 30.





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# Appendix J. Infrastructure Toolbox

This infrastructure toolbox provides an overview of different infrastructure projects. Each infrastructure project includes a pictorial representation, a brief description, a typical and estimated cost, and a list of resources for more specific engineering guidelines. References are shown at the end of this section.

## ADVANCED STOP LINES

### Description

An advanced stop line is a solid white line painted ahead of crosswalks on multi-lane approaches to alert drivers where to stop to let pedestrians cross. It is recommended that advanced stop lines be placed twenty to fifty feet before a crosswalk. This encourages drivers to stop back far enough for a pedestrian to see if a second motor vehicle is approaching, reducing the risk of a hidden-threat collision. Advanced stop lines can also be used with smaller turning radii to create a larger effective turning radius to accommodate infrequent (but large) vehicles.



### Estimated Costs<sup>A,E</sup>

- \$8.50 per linear foot; \$85 for a ten foot travel lane

### Resources

- Reducing Conflicts Between Motor Vehicles and Pedestrians: The Separate and Combined Effects of Pavement Markings and a Sign Prompt
- FHWA Signalized Intersections: Informational Guide – Pages: 192- 193
- MN MUTCD: Part 3. Markings – Page: 3B-32
- NACTO Urban Street Design Guide – Pages: 109-116, 144

## CROSSING GUARD

### Description

Facilitated crossings are marked crossing locations along student routes where adult crossing guards or trained student patrols are stationed to assist students with safely crossing the street. Facilitated crossings may be located on or off campus. Determining whether a location is more appropriate for an adult crossing guard or student patrol may be based on location including distance from school, visibility, and traffic characteristics. Adult crossing guards and student patrols receive special training, and are equipped with high-visibility traffic vests and flags when on duty.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 25-26
- MnDOT Minnesota Safe Routes to School: School Crossing Guard Brief Guide
- MN MUTCD: Part 7. Traffic Controls for School Areas – Pages: 7D-1-2

### Estimated Costs<sup>D</sup>

- \$14.00 per hour average wage for a crossing guard



## CURB EXTENSION/BULB OUT

### Description

Curb extensions extend the sidewalk and curb into the motor-vehicle parking lanes at intersections or mid-block crossings. Also called bump-outs or bulb-outs, these facilities improve safety and convenience for people crossing the street by shortening the crossing distance and increasing visibility of people walking or biking to those driving.

### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 11-12
- FHWA Effects of Traffic Calming Measures on Pedestrian and Motorist Behavior – Pages: 6-11
- FHWA Signalized Intersections: Informational Guide – Pages: 190-192
- NACTO Urban Street Design Guide – Pages: 45-59

### Estimated Costs<sup>E</sup>

- \$13,000 for a single corner



## CURB RADIUS REDUCTION

### Description

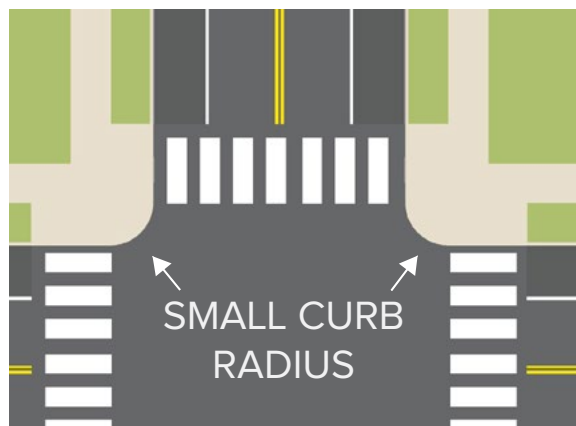
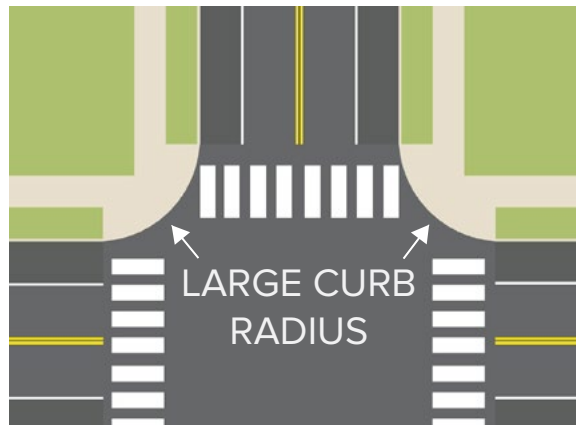
Curb radii designs are determined based on the design vehicle of the roadway. In general, vehicles are able to take turns more quickly around corners with larger curb radii. Minimizing curb radii forces drivers to take turns at slower speeds, making it easier and safer for people walking or biking to cross the street. An actual curb radius of five to ten feet should be used wherever possible, while appropriate effective turning radii range from 15 to 30 feet, depending on the roadway and land use context.

### Resources

- FHWA Signalized Intersections: Informational Guide – Pages: 187-189
- NACTO Urban Street Design Guide – Pages: 117-120, 144-146

### Estimated Costs<sup>F, G</sup>

- \$2,000-\$40,000, depending on need for utility relocation and drainage





## CURB RAMPS

### Description

Curb ramps provide access for people between roadways and sidewalks for people using wheelchairs, strollers, walkers, crutches, bicycles, or who have mobility restrictions that make it difficult to step up or down from curbs. Curb ramps must be installed at intersections and mid-block crossings where pedestrian crossings are located, as mandated by federal law. Separate curb ramps should be provided for each direction of travel across the street.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 1-2
- FHWA Signalized Intersections: Informational Guide – Pages: 47-50
- United States Access Board Proposed Accessibility Guidelines for Pedestrian Facilities in Public Right-of-Way – Pages: 66-67, 78-83

### Estimated Costs

- Varies depending on retrofit or new construction, material used.

## HAWK SIGNALS

### Description

The High-Intensity Activated Crosswalk Beacon (HAWK), also referred to as a Pedestrian Hybrid Beacon System by MnDOT, remains dark until activated by pressing the crossing button. Once activated, the signal responds immediately with a flashing yellow pattern which transitions to a solid red light, providing unequivocal 'stop' guidance to motorists. HAWK signals have been shown to elicit high rates of motorist compliance.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 13-15
- FHWA Safety Effectiveness of the HAWK Pedestrian Crossing Treatment
- FHWA Evaluation of Pedestrian and Bicycle Engineering Countermeasures: Rectangular Rapid-Flashing Beacons, HAWKs, Sharrows, Crosswalk Markings, and the Development of an Evaluation Methods Report – Pages: 19-28

### Estimated Costs<sup>H</sup>

- \$80,000. Includes one HAWK signal in each direction





## HIGH-VISIBILITY CROSSWALK

### Description

High-visibility crosswalks help to create a continuous route network for people walking and biking by alerting motorists to their potential presence at crossings and intersections. Crosswalks should be used at fully controlled intersections where sidewalks or shared-use paths exist.

### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 3-8
- MnDOT Guidance for Installation of Pedestrian Crosswalks on Minnesota State Highways – Page: 3
- MN MUTCD: Part 3. Markings – Pages: 3B-34-38
- MN MUTCD: Part 7. Traffic Controls for School Areas – Pages: 7A-1-3, 7B-5-8, 7C-1
- NACTO Urban Street Design Guide – Pages: 109-116

### Estimated Costs<sup>E</sup>

- \$25,000 each, depending on materials: paint vs. thermoplastic



## LEADING PEDESTRIAN INTERVAL

### Description

A Leading Pedestrian Interval (LPI) provides pedestrians with a three to seven second head start when entering an intersection with a corresponding green signal in the same direction of travel. LPIs enhance the visibility of pedestrians in the crosswalk, and reinforce their right-of-way over turning vehicles. LPIs are most useful in areas where pedestrian travel and turning vehicle volumes are both high.

### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 20-22
- NACTO Urban Street Design Guide – Page: 128

### Estimated Costs<sup>A</sup>

- \$0-\$3,500, depending on the need for new hardware vs. revising existing signal timing



## MEDIAN REFUGE ISLAND

### Description

Median refuge islands (also known as median crossing islands) make crossings safer and easier by dividing them into two stages so that pedestrians and bicyclists only have to cross one direction of traffic at a time. Median refuges can be especially beneficial for slower walkers including children or the elderly. Crossing medians may also provide traffic calming benefits by visually narrowing the roadway.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 9-10, 43-44
- FHWA Effects of Traffic Calming Measures on Pedestrian and Motorist Behavior – Pages: 17-20
- FHWA Proven Safety Countermeasures: Medians and Pedestrian Crossing Islands in Urban and Suburban Areas
- MN MUTCD: Part 3. Markings – Page: 3I-2
- NACTO Urban Street Design Guide – Page: 116

### Estimated Costs<sup>E</sup>

- \$13,500, \$10 per square foot

## RAISED CROSSWALKS

### Description

Raised crosswalks are wide and gradual speed humps placed at pedestrian and bicyclist crossings. They are typically as high as the curb on either side of the street, eliminating grade changes for people crossing the street. Raised crosswalks help to calm approaching traffic and improve visibility of people crossing.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 3-4
- FHWA Effects of Traffic Calming Measures on Pedestrian and Motorist Behavior – Pages: 12-15
- MN MUTCD: Part 3. Markings – Pages: 3B-46-49
- NACTO Urban Street Design Guide – Page: 54

### Estimated Costs<sup>E</sup>

- \$8,170 each



## ACTIVATED FLASHING BEACON

### Description

One type of activated flashing beacon is a rectangular rapid flashing beacon (RRFB). It uses an irregular stutter flash pattern with bright amber lights (similar to those on emergency vehicles) to alert drivers to yield to people waiting to cross. The RRFB offers a higher level of driver compliance than other flashing yellow beacons, but lower than the HAWK signal.

### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 16-17
- FHWA Effects of Yellow Rectangular Rapid-Flashing Beacon on Yielding at Multi-lane Uncontrolled Crosswalks
- FHWA Evaluation of Pedestrian and Bicycle Engineering Countermeasures: Rectangular Rapid-Flashing Beacons, HAWKs, Sharrows, Crosswalk Markings, and the Development of an Evaluation Methods Report – Pages: 13-18

### Estimated Costs<sup>B</sup>

- \$36,000 for two assemblies on poles



## ROAD DIET

### Description

A classic road diet converts an existing four-lane roadway to a three-lane cross-section consisting of two through lanes and a center two-way left turn lane. Road diets improve safety by including a protected left-turn lane, calming traffic, reducing conflict points, and reducing crossing distance for pedestrians. In addition, road diets provide an opportunity to allocate excess roadway for alternative uses such as bike facilities, parking, transit lanes, and pedestrian or landscaping improvements.

### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 29-31
- FHWA Road Diet Desk Reference
- FHWA Road Diet Informational Guide
- NACTO Urban Street Design Guide – Page: 14

### Estimated Costs<sup>E</sup>

- \$120,680 per mile, assuming eight blocks in a mile. Estimate includes 16 symbols, 16 signs, six curb extensions, one mini traffic circle





## SCHOOL SPEED ZONE

### Description

School speed zones reduce speed limits near schools, and alert motorists that they are driving near a school. School speed zones are defined as the section of road adjacent to school grounds, or where an established school crossing with advance school signs is present. Each road authority may establish school speed zone limits on roads under their jurisdiction. In general, school speed limits shall not be more than 30 mph below the established speed limit, and may not be lower than 15 mph. Speed violations within school speed zones are subject to a double fine.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 48-51
- MnDOT School Zone Speed Limits
- MN MUTCD: Part 7. Traffic Controls for School Areas – Section: 7E

### Estimated Costs<sup>A, C</sup>

- \$600 for sign and post in each direction

## SHARED USE PATH

### Description

Shared-use paths provide off-road connections for people walking and biking. Paths are often located along waterways, abandoned or active railroad corridors, limited access highways, or parks and open spaces. Shared-use paths may also be located along high-speed, high-volume roads as an alternative to sidewalks and on-street bikeways; however, intersections with roadways should be minimal. Shared-use paths are generally very comfortable for users of all ages and abilities.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Page: 2
- MnDOT Bikeway Facility Design Manual – Pages: 123-168
- AASHTO Guide for the Development of Bicycle Facilities – Chapter 5

### Estimated Costs<sup>B</sup>

- \$55 per linear foot, 10 ft trail with aggregate base and associated costs



## SIDEWALKS

### Description

A well-connected sidewalk network is the foundation of pedestrian mobility and accessibility. Sidewalks provide people walking with space to travel within the public right-of-way that is separated from roadway vehicles. Sidewalks are associated with significant reductions in motor vehicle / pedestrian collisions.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 1-2
- AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities
- NACTO Urban Street Design Guide – Pages: 37-44
- United States Access Board Proposed Guidelines for Pedestrian Facilities in Public Right-of-Way

### Estimated Costs<sup>A, B</sup>

- \$84 per linear foot of 6 ft sidewalk with aggregate base

## TRAFFIC CIRCLES (MINI ROUNDABOUTS)

### Description

Traffic circles are raised circular islands constructed in the center of residential intersections. They may take the place of a signal or four-way stop sign, and calm vehicle traffic speeds by forcing motorists to navigate around them without requiring a complete stop. Signage should be installed with traffic circles directing motorists to proceed around the right side of the circle before passing through or making a left turn.



### Resources

- MnDOT Minnesota's Best Practice for Pedestrian and Bicycle Safety – Pages: 43-44
- FHWA Technical Summary: Mini-Roundabouts
- FHWA Technical Summary: Roundabouts – Page: 7 (mention of school area siting)
- MN MUTCD: Part 3. Markings – Pages: 3C1-15
- NACTO Urban Street Design Guide – Page: 99

### Estimated Costs<sup>E</sup>

- \$35,000-\$50,000 each

### Sources

A: <http://www.dot.state.mn.us/bidlet/avgPrice/AVGPR162015.pdf>

B: <http://www.hennepin.us/~media/hennepinus/residents/transportation/bottineau-documents-mpls-gv/estimated-infrastructure-costs-and-funding.pdf?la=en>

C: <http://www.trafficinfo.us/signcost.html>

D: <https://www.bls.gov/oes/current/oes339091.htm>

E: [http://www.pedbikeinfo.org/cms/downloads/Countermeasure%20Costs\\_Report\\_Nov2013.pdf](http://www.pedbikeinfo.org/cms/downloads/Countermeasure%20Costs_Report_Nov2013.pdf)

F: [http://guide.saferoutesinfo.org/engineering/reduced\\_corner\\_radii.cfm](http://guide.saferoutesinfo.org/engineering/reduced_corner_radii.cfm)

G: [http://www.pedbikeinfo.org/cms/downloads/Countermeasure\\_Costs\\_Summary\\_Oct2013.pdf](http://www.pedbikeinfo.org/cms/downloads/Countermeasure_Costs_Summary_Oct2013.pdf)

H: <http://www2.ku.edu/~kutc/pdf/LTAPFS11-Mid-Block.pdf>



# Appendix K. Bike Parking for Schools

Bicycle parking at schools does more than just provide space for storage during the school day. Depending on design, bicycle parking can actually encourage students and staff to choose to ride their bikes to school. Here are some things to think about when planning bicycle parking at school.

## HOW MUCH PARKING SHOULD BE PROVIDED?

The amount of bike parking needed will depend on the capacity of your school, the ages of students, and the number of staff. But remember: be aspirational! Provide parking for the number of students and staff you'd like to see biking! The following are some guidelines:

- Aim for 25 percent of the maximum student capacity of the school.
- Provide additional parking to encourage staff and faculty to bike to school

*For example, if each classroom has a max capacity of 20 students and there are 10 classes should be provided. Don't forget to add some for faculty and staff!*

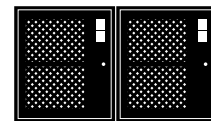
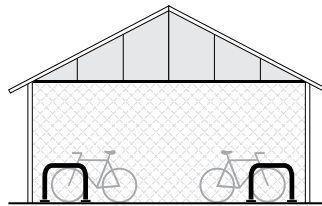
## WHERE SHOULD PARKING BE LOCATED?

Well-located bike parking will be:

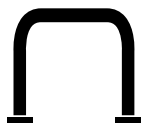
- visible to students, staff, and visitors
- near the primary school entrance/exit
- easily accessed without dismounting
- clear of obstructions which might limit the circulation of users and their bikes
- easily accessed without making a rider cross bus and car circulation
- installed on a hard, stable surface that is unaffected by weather
- often found near kindergarten and daycare entrance, which allows parents to conveniently pick up their children on their bikes

## CAN MY SCHOOL PROVIDE ADDITIONAL AMENITIES?

Bike parking shelters and lockers provide extra comfort and security for those choosing to ride to school. They're also a great project for a shop class. Both can be very simple in construction and go a long way towards making biking attractive and prioritized!



## WHICH RACKS ARE BEST?



INVERTED U



POST & RING



WHEELWELL SECURE

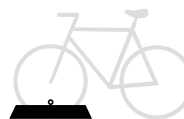
*These racks provide two points of contact with the bicycle, accommodate varying styles of bike, allow for at least one wheel to be U-locked, and are intuitive to use!*



WAVE

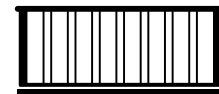


SPIRAL



WHEELWELL

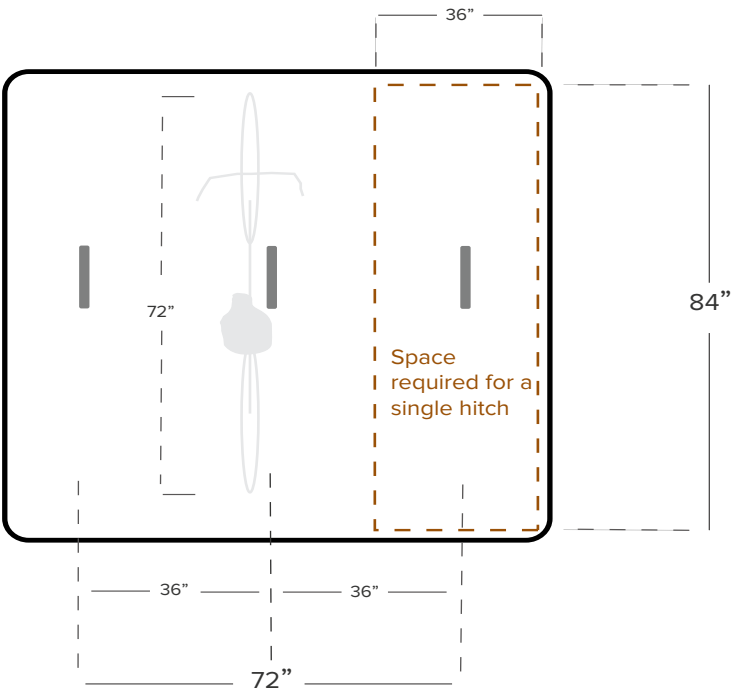
## WHICH RACKS ARE NOT RECOMMENDED?



COMB

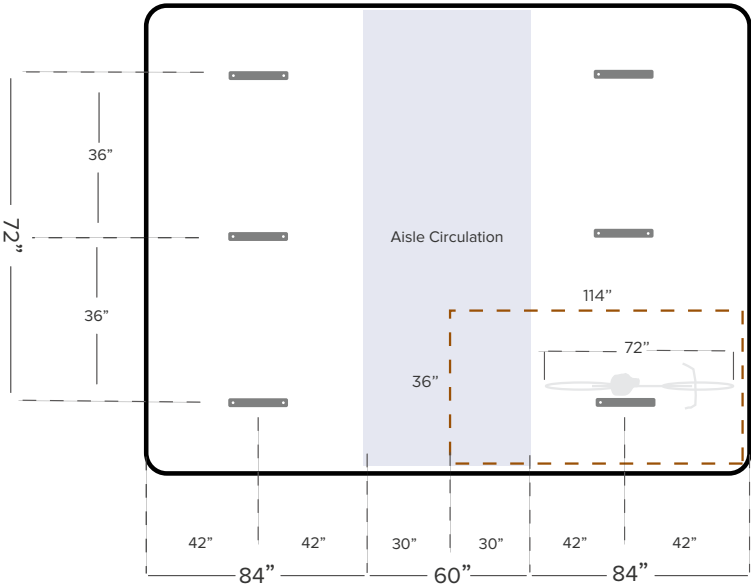
*These racks do not provide support at two places on the bike, can damage the wheel, do not provide adequate security, and are not intuitive to use!*

Graphics courtesy of Association of Pedestrian and Bicycle Professionals Essentials of Bike Parking report (2015).



The space requirements shown here assume a person parking their bike would have open access forward and from behind.

The space requirements shown here assume the area is confined on either side (left and right). Access is located at the top and bottom of the image, requiring a center aisle for circulation.



Space required for a single hitch

RESOURCES FOR EQUIPMENT

[Dero](#)  
[Sportworks](#)  
[Urban Racks](#)

MORE INFORMATION

[APBP Essentials of Bike Parking](#)  
[Bike Shelter Development Guide](#)  
[-Portland Public Schools](#)

# Appendix L. Maintenance Planning

## ANNUAL MAINTENANCE

School routes and crosswalks should be prioritized for maintenance. To ensure high visibility crosswalks maintain their effectiveness, review all crosswalks within one block of the school each year. If there is notable deterioration, crosswalks should be repainted annually. In addition, crosswalks on key school walk routes should be evaluated annually and repainted every other year or more often as needed.

## SEASONAL PLANNING AND MAINTENANCE

Walking and cycling generally diminish during the cold winter months as poorly maintained infrastructure and unpleasant weather conditions create barriers for pedestrians and bicyclists. However, maintaining infrastructure and planning inviting winterscapes for students can facilitate the convenience of biking and walking as well as provide new opportunities to encourage students to be outside more.

Snow removal and maintenance of school routes should be prioritized. Snow removal is a critical component of pedestrian and bicycle safety. The presence of snow or ice on sidewalks, curb ramps, or bikeways will deter pedestrian and cyclist use of those facilities to a much higher degree than cold temperature alone. Families with children will avoid walking in locations where ice or snow accumulation creates slippery conditions that may cause a fall. Curb ramps that are blocked by ice or snow effectively sever access to pedestrian facilities. Additionally, inadequately maintained facilities may force pedestrians and bicyclists into the street. Identified routes to school should be given priority for snow removal and ongoing maintenance.

While it is important to prioritize maintenance, additional planning should be employed to create new opportunities to encourage students to be outside more through design. According to the City of Edmonton's Winter Design Guidelines, the five main design principles for designing cities that are inviting and functional for outdoor public life year-round include blocking wind, capturing sunshine, using color, lighting, and providing infrastructure that supports desired winter activities.

Lighting is important year-round, but becomes increasingly important in the winter for creating more inviting winterscapes for pedestrians and bicyclists. Lighting can contribute to inducing a sense of warmth and safety, as well as be used for wayfinding and as passive public art displays.

Lastly, providing infrastructure that supports desired winter activities can also encourage more active transportation. Some particularly encouraging strategies beyond providing ice skating rinks that have been employed in Edmonton, Canada include harnessing plowed snow piles and stored snow to create new play opportunities for students. These snow piles can be strategically placed in parks along walking routes and mounded into winter slides. Other practices have included regularly compacting snow to make it malleable enough for students to construct their own snow house structures, with maintenance crews compacting the snow every few days to prevent it from forming into denser ice.

## Resources

Winter Design Guidelines: Transforming Edmonton into a Great Winter City

[https://www.edmonton.ca/city\\_government/documents/PDF/WinterCityDesignGuidelines\\_draft.pdf](https://www.edmonton.ca/city_government/documents/PDF/WinterCityDesignGuidelines_draft.pdf)



# Appendix M. Equity in SRTS Planning

When planning and implementing your SRTS programming, it is important to design events and activities that are inclusive of students of all backgrounds and abilities. This appendix identifies potential obstacles to participation and suggests creative outreach, low-cost solutions, and flexible program implementation to address language barriers, students with disabilities, personal safety concerns, and barriers related to school distance.

## LANGUAGE AND/OR CULTURAL BARRIERS

To encourage families that do not speak English, are learning English, or have recently immigrated to participate in Safe Routes to School programs, it is important to communicate how the program can benefit families and address parental concerns. Hiring a bilingual staff person is the best way to communicate and form relationships with a community.

### Provide Materials in Multiple Languages

Some concepts can lose their meaning and be confusing when translated literally. Also, words may have different meanings depending on the regional dialect.

- Ask families with native speakers to help communicate the message to others.
- Use images to supplement words so that handouts are easy to read and understand.

### Use a Variety of Media

In schools where families speak different languages, it can be a good idea to present information in multiple ways.

- Use a variety of mechanisms to communicate the benefits of walking and bicycling to parents.
- Have students perform to their parents, such as through a school play.
- Encourage youth-produced PSAs to educate parents on why biking and walking are fun and healthy events.
- Provide emails, print materials, etc., in multiple languages.
- Use a phone tree, PTA, or events to reach parents.
- Engage an assistant who speaks multiple languages to reach out to parents at events.
- Employ staff from similar ethnic backgrounds to parents at the school.
- Parents increasingly use texting more than emails. Find out how parents communicate with each other and use their methods.

### Meet People Where They Are

Some families may not feel comfortable coming to your events or participating in formal PTA and organizations.

- Attend established meetings to reach groups who may not participate in school PTAs or other formal meetings.
- State required English Learner Advisory Committees (ELACs) are good partners.
- Conduct outreach or table at school events (such as: Movie nights, family dance nights, Back to School nights, etc.).

Residents are often aware of traffic and personal safety issues in their neighborhoods, but don't know how to address them.

- Provide a safe place for parents to voice concerns to start the conversation about making improvements. Listen to their concerns, help parents prioritize, and connect them with the responsible agency to address the concerns.
- Encourage staff or parent volunteers to host house meetings, in which a small group gathers at the home of someone they know to voice concerns and brainstorm solutions.
- Seek common goals for community improvement that can be addressed through collaborative efforts with all parent groups.
- When looking for volunteers, start by looking to friends and neighbors to build your base group.
- Be creative; consider going to community events like Farmer's Markets and neighborhood gathering spots to recruit. Try different ways of engaging with participants; the City as Play Design Workshops have creative ideas for asking attendees to build their visions.

- Look for small victories: adding a crossing guard, signage and paint gives parents confidence that their issues can be addressed.

### Host Parent Workshops

All parents desire for their children to be successful. Workshops are a good opportunity to articulate how services and programs can reduce barriers to students' success and help them be successful.

- Create simple ways for parents to get involved and help put on events and activities with their children, who can often help navigate the situation.
- Hold a "Parent University," or workshops where parents can voice their concerns.
- Listen to and act on parents' suggestions to build trust in the community and address concerns.
- Include an icebreaker activity to introduce yourself and to make the participants more comfortable sharing their thoughts and opinions.

### Establish Flexible Programs

Create a trusting and welcoming environment by not requiring participants to provide information about themselves, which could be a deterrent to undocumented immigrants.

- Establish a training program for volunteers that does not require background checks or fingerprints since some parents who would like to volunteer may not be able to pass background checks.

Often working parents have limited time to volunteer with their children's schools. The hours and benefits associated with many jobs can make it challenging for parents to be available for school activities and take paid time off.

- Host meetings and events at varying times to accommodate differing work schedules.
- Make specific requests and delegate so no single person has to do the majority of the work.

### Communicate Health Benefits

Families who are not as well-connected to the school community may not be as aware of the benefits of SRTS programming.

- Publicize to parents that walking and biking to school is exercise and to children that it is fun, like an additional recess.
- Encourage caregivers to attend health fairs that highlight biking and walking to create an association between those commute options and their benefits. Encouragement competitions such as the Golden Sneaker Award and Pollution Punch Card can show how many calories students have burned.

## STUDENTS WITH DISABILITIES

Some students may not be able to walk or bike to school because of physical or mental disabilities, but they can still be included in SRTS programs.

- Invite children with physical disabilities to participate in school infrastructure audits to learn how to improve school access for all.
- Understand that students with mental disabilities may have differing capacities for retaining personal and traffic safety information, but programs like neighborhood cleanups and after-school programs can be fun ways to socialize and participate with other students.
- Involve special education instructors and parents of disabled students in the planning and implementation of these programs to better determine the needs of children with disabilities.
- Create SRTS materials that recognize students with disabilities. Include pictures of students with disabilities in program messaging to highlight that SRTS programs are suitable for all students.

### Additional Resources

- National Center for SRTS's Involving Students with Disabilities
- SRTS National Partnership's: Serving Students with Disabilities



## PERSONAL SAFETY CONCERNS



In some communities, personal safety concerns associated with crime activity is a significant barrier to walking and bicycling. These can include issues of violence, dogs, drug use, and other deterrents that can take precedence over SRTS activities in communities. These neighborhoods may lack sidewalks or other facilities that offer safe access to school, and major roads may be barriers.

### Neighborhood Watch Programs

Establishing neighborhood crime watches, parent patrols, and safety zones can involve the community in addressing personal safety concerns as supervision reduces the risk of bullying, crime, and other unsafe behavior.

- Set up parent patrols to roam areas of concern. Safe Passages or Corner Captain programs station parent or community volunteers on designated key street corners to increase adult presence to watch over children as they walk and bicycle to school.
- Issue special hats, vests, or jackets to give the volunteers legitimacy and identify them as patrol leaders.
- Provide walkie-talkies to allow parents to radio for help if they are confronting a situation they have not been able to resolve.
- Work to identify “safe places” like a home along the route where children can go to in the event of an emergency, or create a formal program with mapped safe places all children can go to if a situation feels dangerous.

### SchoolPool with a Group

SchoolPool, or commuting to school with other families and trusted adults, can address personal safety concerns about traveling alone.

- Form Walking School Buses, Bike Trains, or carpools. For information about how to set up a SchoolPool at your school, read the Spare the Air Youth SchoolPool guidebook at <http://www.sparetheairyouth.org/schoolpool-guidebook>. More information about organizing a Walking School Bus or Bike Train is available online at <http://www.sparetheairyouth.org/walking-school-buses-bike-trains>.

### Sponsor Neighborhood Beautification Projects

Clean neighborhoods free of trash and graffiti can create a sense of safety and help reduce crime rates.

- Host neighborhood beautification projects around schools, such as clean-up days, graffiti removal, and tree planting to help make families feel more comfortable and increase safety for walking or biking to school.
- Host a community dialogue about positive and negative uses of public space.

### Education Programs

Teach students and their families about appropriate safety issues. Parents may not want students to walk or bike if they are not confident in their child’s abilities.

#### Safety Information for Students

- Use time at school, such as during recess, PE, or no-cost after school programs, to teach children how to bike and walk safely.
- Utilize either existing curricula or bring in volunteer instructors from local advocacy groups and non-profit organizations.
- Teach children what to do in the event of an emergency and where to report suspicious activity or bullying.
- Provide helmets and bikes during the trainings will allow all students to participate regardless of whether or not they have access to these items.
- Organize an Open Streets event as a strategy to create safe zones to teach new skills in the street.

#### Safety Information for Parents

- Provide information about how to get to around safely.
- Develop and distribute suggested routes to school maps that highlight streets with amenities like sidewalks, lighting, low speeds, and less traffic.
- Identify informal shortcuts and cutthroughs that students may take to reduce travel time. Consider whether these routes may put students at risk (for example, by cutting through a fence, across a field, or near railroad tracks) and work with your city planners to improve the route.
- Provide flyers for parents about how to find other families groups to commute with or what to do in the event of an emergency to educate themselves and their children.

- Offer pedestrian safety training walks. Make these fun and interactive and address parents' safety concerns as well as provide tips for them to teach their children to be safe while walking.

## Resources

- SRTS National Partnership's Implementing Safe Routes to School in Low-Income Schools and Communities <http://www.saferoutespartnership.org/sites/default/files/pdf/LowIncomeGuide.pdf>

## BARRIERS RELATED TO SCHOOL DISTANCE

Some students simply live too far from school to reasonably walk or bike. However, there are programs that may be implemented to include these students in healthy physical activities, such as walking or biking.

### Remote Drop-off

- Suggest remote drop-offs for parents to drop their children off a couple blocks from the school so they can walk the rest of the way. Volunteers wait at the drop-off and walk with students at a designated time to ensure they arrive to school safely and on time.
- Remote drop-off sites can be underutilized parking lots at churches or grocery stores that give permission for their property to be used this way.
- Identify potential park and walk areas on route maps.

### Walk to School Bus Stops

- Incorporate physical activity into students' morning schedule by encouraging them to walk to bus stops.
- Utilize walking school bus programming to organize nearby students to walk in groups to a more centrally located bus stop, which may translate into fewer bus stops because more students will be boarding at each stop.

### Frequent Walker Programs

- Implement programs that identify walking opportunities on campus, which can be defined in terms of routes or by amount of time spent walking. This will allow students who arrive to school by bus or parent vehicle to benefit from the physical benefits provided by walking or biking to school.

## Additional Resources

- Safe Routes to School National Partnership Rural Communities: Making Safe Routes Work
- Safe Routes to School National Partnership Rural Communities: Best Practices and Promising Approaches for Safe Routes
- Safe Routes to School National Partnership Rural Communities: A Two Pronged Approach for Improving Walking and Bicycling



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# Safe Routes to School

Executive Summary



## The Vision

Walking and biking to school is safe, comfortable, and fun for all students in Chatfield.

In summer 2020, Chatfield completed a year-long planning process that culminated in a Safe Routes to School (SRTS) Plan. The SRTS Plan identifies program and infrastructure strategies to improve walking and biking at Chatfield Elementary and Chatfield Secondary. The Plan was made possible with funding from the Minnesota Department of Transportation (MnDOT) and was developed in collaboration with the Chatfield school community. The Plan includes a variety of strategies that are often called the “Six Es” of SRTS: equity, engineering, education, encouragement, enforcement, and evaluation.

This executive summary highlights near-term, high-priority recommendations for Chatfield Elementary School. Additional recommendations are provided in the SRTS Plan.

## Infrastructure

Engineering projects that improve streets and routes



Map above shows high priority infrastructure recommendations only.

- A** **Wisdom Ln and Hillside Dr:** Install curb extensions. Install high visibility crosswalks. Install forward stop bars. Coordinate with medium priority sidewalk improvements along Wisdom Ln (not pictured; see full SRTS plan).
- B** **School driveway at Hilltop Ln:** Install curb extensions. Install high visibility crosswalks. Install forward stop bars.
- C** **School driveway at Wisdom Ln:** Install curb extensions to narrow driveway. Install high visibility crosswalk across driveway. Install forward stop bar. Coordinate with medium priority sidewalk improvements along Wisdom Ln (not pictured; see full SRTS plan).
- D** **Connection from Hillside Dr to Lonestone Ct:** Install a sidewalk or separated trail along Hwy 52, prioritizing the south side. Consider improved crossing at Hillside Dr.



### GET INVOLVED

Plan a walking or biking route with your child, practice safe driving, and support SRTS by volunteering! Contact your school principal or local SRTS team leads to learn more.

Cassy Greenwood, Community Health Specialist at [greenwood.cassandra@co.ilmsted.mn.us](mailto:greenwood.cassandra@co.ilmsted.mn.us)  
Brenda Pohlman, Health Coordinator at [bpohlman@co.fillmore.mn.us](mailto:bpohlman@co.fillmore.mn.us)

Learn more about SRTS in Minnesota at [www.dot.state.mn.us/saferoutes/](http://www.dot.state.mn.us/saferoutes/)

## Programs

Education, encouragement, evaluation, and enforcement



### WALK & BIKE TO SCHOOL DAYS

Minnesota celebrates Walk/Bike to School Days in October, February, and May to build awareness and excitement for walking and biking to school, and to encourage students and families to try something new.

**Who:** Chatfield Public Schools, City of Chatfield



### REMOTE DROP/PARK & WALK

Many Chatfield students live too away from school to walk or bike all the way. During a remote drop event, bus drivers and caregivers drop students a few blocks from campus and students walk the rest of the way.

**Who:** Chatfield Public Schools



### SCHOOL COMMUNICATION

Include SRTS messaging in school communications such as newsletters, social media, and websites. Promote SRTS events, encourage walking and biking as an option, and educate students and families about safe walking, biking, and driving behavior.

**Who:** Chatfield Public Schools



## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

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**Agenda Item:** Personnel | Budget Committee

---

**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:**

---

**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:**

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**Background:**

---

**Attachments:**





## CITY COUNCIL MEETING STAFF REPORT

**Meeting Date:** February 10, 2025

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**Agenda Item:** Public Works Committee

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**Subject | Summary:**

---

**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:**

---

**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:**

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**Background:**

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**Attachments:**