

CITY OF CHATFIELD PUBLIC WORKS COMMITTEE

AGENDA

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

March 10, 2025, 5:30 P.M.

A. Minutes

1. [February 10, 2025 Meeting Minutes](#)
Review the minutes as presented.

B. Public Works Director Report

1. [Bucket Truck Repair Update](#)
Update of needed repairs.
2. [Water Truck Replacement](#)
Consider options as recommended.
3. [Toolcat, Blower, and Broom Replacement](#)
Consider options for equipment replacement.
4. [Snowplow Blade Repair/Replacement](#)
Consider recommendations.

C. Other Items

1. [Wastewater Treatment Facility Plan](#)
Consider options for plan completion.
2. [Water Tank Replacement Project](#)
Review proposal for a Technical Memo and completing funding applications.



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 10, 2025

Agenda Item: February 10, 2025 Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review the minutes as presented.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025.02.10 Public Works Notes.pdf](#)

Public Works Committee Meeting Notes**February 10, 2025****Members Present:** Councilors Mike Urban and Paul Novotny**Members Absent:** None**Others Present:** Brian Burkholder, Shane Fox, Craig Britton, Steven Schlichter, and Michele Peterson**A. Minutes**

1. Meeting notes from the January 13, 2025, meeting were reviewed with no amendments suggested.

B. Public Works Director Report

1. 2025 Chip Sealing Plan: Members reviewed the proposal with approval and provided the recommendation to forward the discussion to the Council for Consideration.
2. 2025 Crack Filling Plan: Members reviewed the proposal with approval and provided the recommendation to forward the discussion to the Council for Consideration.

C. Other Items

1. Wastewater Treatment Facility Annual Report: Superintendent Schlichter provided an overview of the annual report as included in the meeting materials.
2. Wastewater Treatment Facility Plan: Members reviewed a proposal to complete a facility plan for the Wastewater Treatment Facility. Members requested additional quotes, discussion will be continued next month.

D. Miscellaneous

1. 2026 Road Project: Director Burkholder noted that he would like to start pulling the necessary information together for the next road project. The goal would be to bid out the project this fall and complete the project in 2026.
2. Bucket Truck: While completing the annual DOT inspection, this vehicle did not pass. Some welding needs to be completed by a certified welder to bring the vehicle into compliance. The truck will remain out of service until the necessary repairs are completed.
3. Flusher Truck: Due to the condition of the truck, staff members believe the truck should be replaced. There is \$62,400 in the Capital Plan for replacement in 2025. A recommendation will be sent to Council this evening to provide approval of the purchase of a new flusher truck with an amount not to exceed \$62,400.



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 10, 2025

Agenda Item: Bucket Truck Repair Update

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Update of needed repairs.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025 3-4 Bucket Truck Repair Update.pdf](#)

INTEROFFICE MEMORANDUM

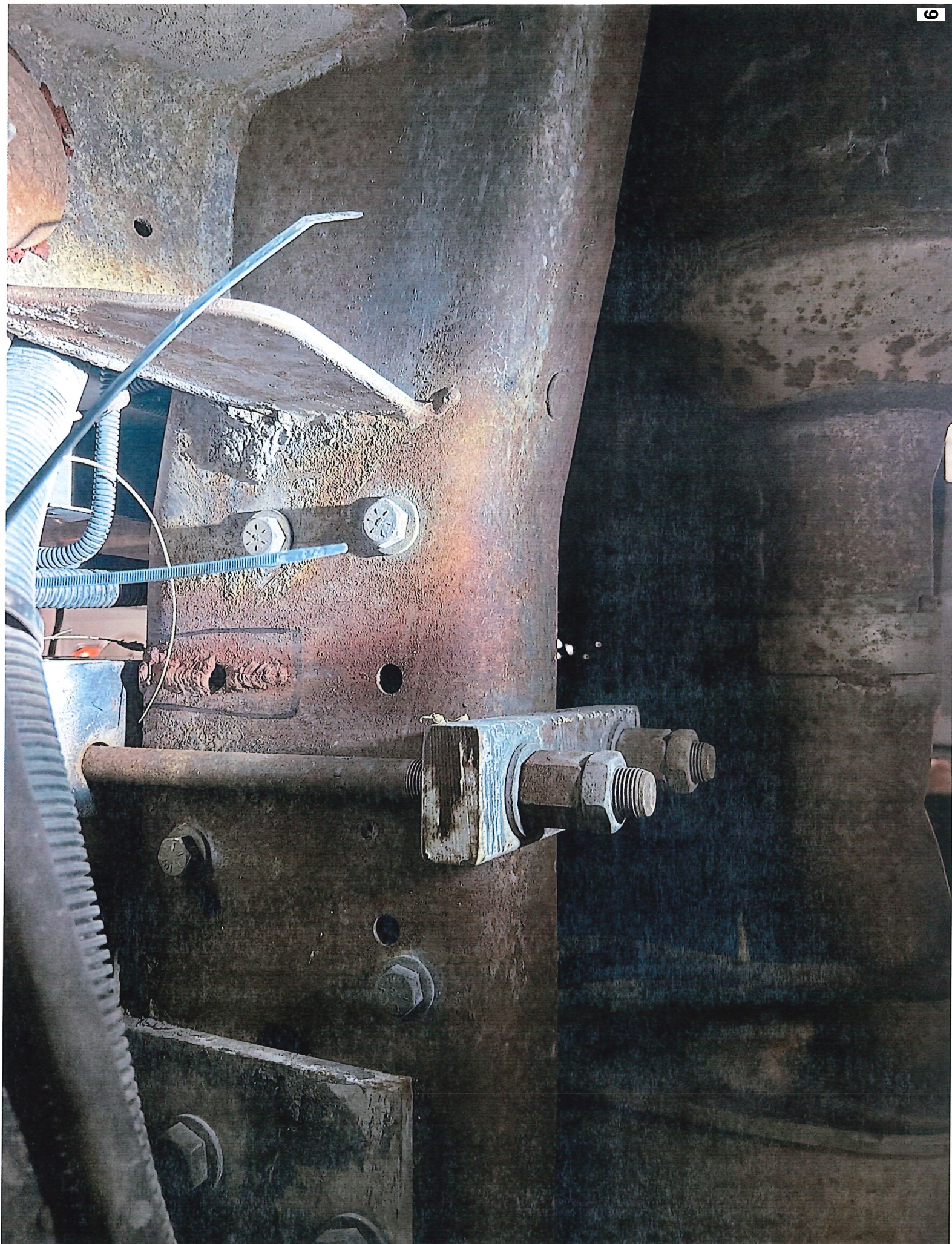
TO: Public Works Committee
FROM: Brian Burkholder, SCS
SUBJECT: Bucket Truck Update
DATE: 3/4/2025

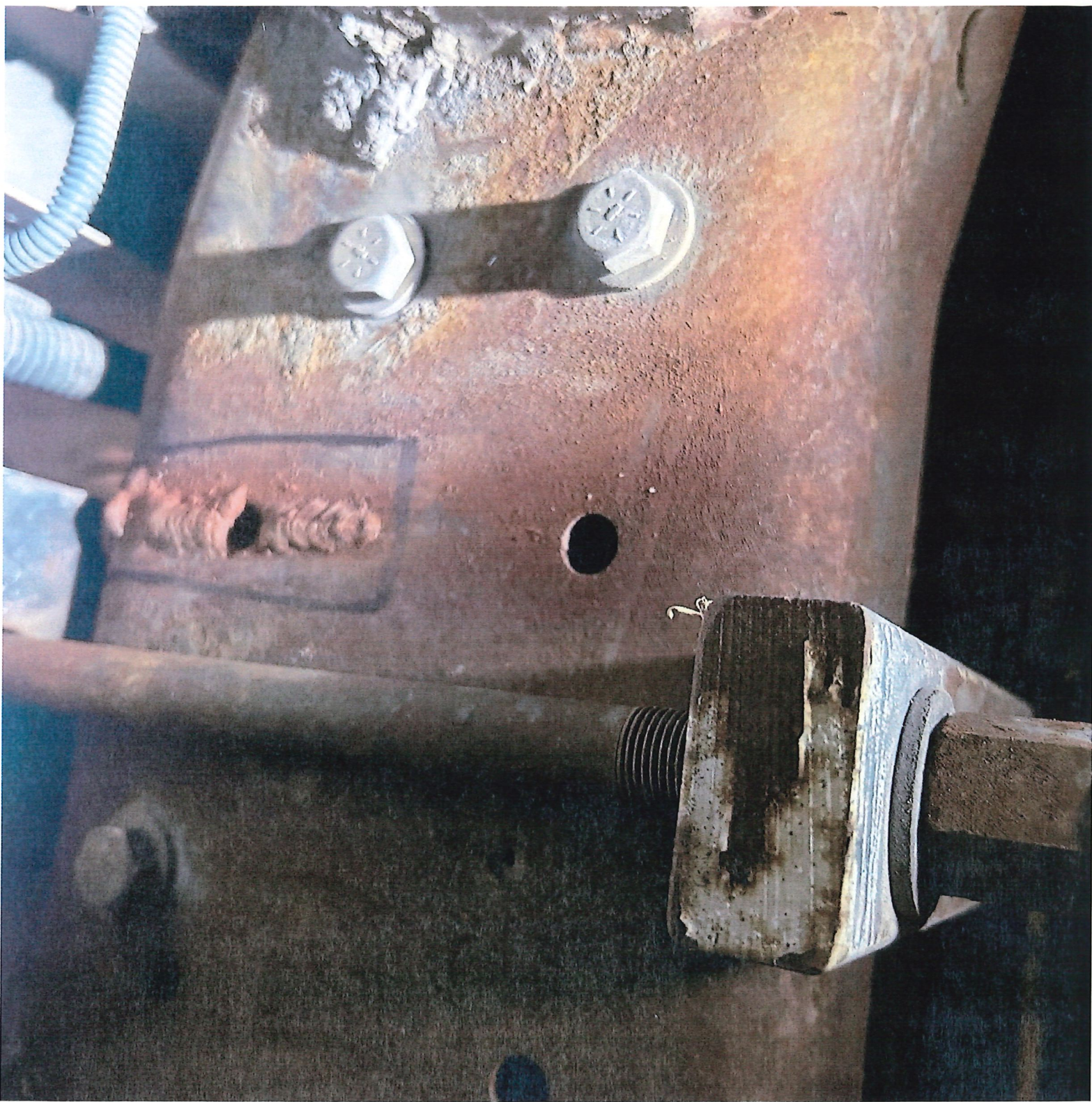
Action Requested: To update the committee on the repairs needed on the bucket truck to pass inspection.

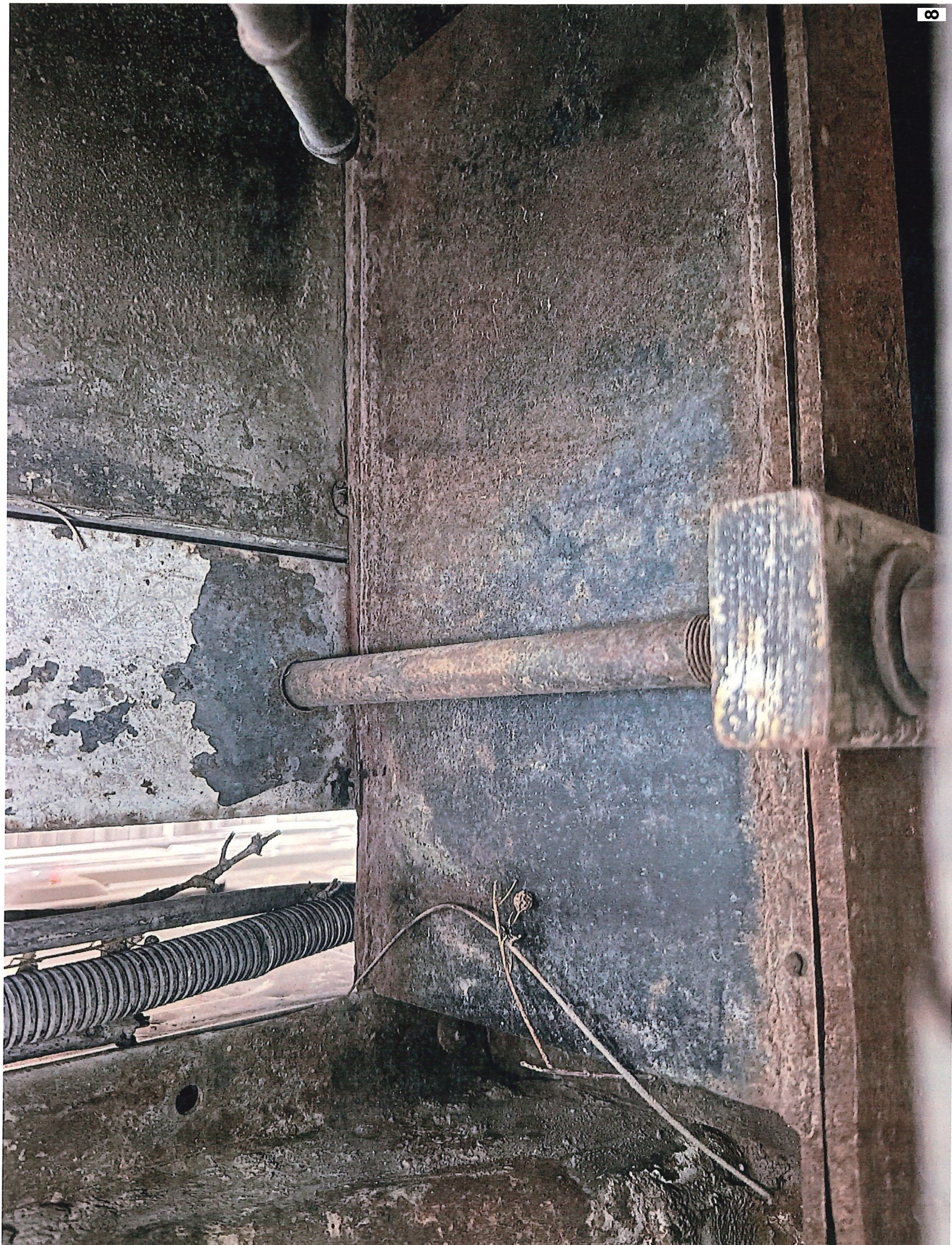
Background: The bucket truck was inspected on 2/6. 2 items were found that required to take the truck out of service.

1. Class 1 Defect-Truck Frame: Found crack at passenger side outrigger mounting, marked. I have been looking for a certified welder in the area to complete the work. Couple were no longer certified, and another would not come from, Red Wing. A recommendation was Custom Coating in Minnesota City. His certification lapsed in 12/24 but has since been renewed 3/25. Waiting for a copy of certificate before scheduling a time to take down for repairs.
2. Class 1 Defect-Dielectric-Basket/liner. Found liner has hole drilled through the bottom. Replace liner. Will look to replace once frame is repaired.

Thank you for your time,
Brian Burkholder









PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 10, 2025

Agenda Item: Water Truck Replacement

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider options as recommended.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:

[2025 3-4 Water Truck Replacement.pdf](#)

INTEROFFICE MEMORANDUM

TO: Public Works Committee
FROM: Brian Burkholder, SCS
SUBJECT: Water Truck purchase/build
DATE: 3/4/2025

Action Requested: To continue the discussion on the purchase or build of a water truck for street sweeping, ice rink, water trees, etc.

Background: I attached is the previous email sent to you for continued discussion from where we left off.

This company puts new tanks, nozzles, and hose reels etc. on used chassis. As of now, there are 2 trucks in mind.

1. 2006 F650 Cab Chassis (Gas)- 2,000-gallon tank, chrome grill- 6 spray nozzles, 5/8 garden hose adaptor. Will add 1 1/2 "hose reel for \$1,500. Complete Truck-\$35,000 and deliver for \$2,200. Total \$38,700
2. 2003 Peterbilt (diesel) 330 3126 Cat.; Allison Trans. Spring suspension, 190,000 miles, 2 fuel tanks- New 2,500-gallon tank, 6 spray nozzles, 5/8 garden hose adaptor, Will add 1 1/2 hose reel for \$1,500. Complete truck- \$40,000 and deliver for \$2,200. Total \$43,700. Would take offer. Thinking \$38,000 for truck adding delivery and hose reel for total of \$41,700.

I and the Public Works Crew think this is a great option to build a truck for us putting on Hertz rental chassis.

I would like to consider building a truck through this company in California by either purchasing the 2003 chassis and installing a new tank, pump and nozzles or wait to see if he can get a little newer chassis. The truck we currently have is working for now but is on the pump is on its last leg and chassis is in rough condition.

Thank you for your time,
Brian Burkholder



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 10, 2025

Agenda Item: Toolcat, Blower, and Broom Replacement

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider options for equipment replacement.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

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Background:

Attachments:

[2025 3-4 Toolcat_Blower_Broom Replacement.pdf](#)

INTEROFFICE MEMORANDUM

TO: Public Works Committee
FROM: Brian Burkholder, SCS
SUBJECT: Toolcat-Broom-Snowblower Replacement
DATE: 3/4/2025

Action Requested: To consider the trade of our 2022 UW53 Toolcat for a 2025 UW53. Also, to trade and replace our 2015 snow blower and 2019 broom.

Background: Our current 2022 AU53 Toolcat is up for trade in Sept along with the warranty. I would also like to trade our blower and sweeper. I received updated quotes 1 year ago and the numbers fit into our current capital plan. I am waiting on updated quotes and I should have them by Monday night's meeting. 3 years ago, when we traded, we ordered in March and did not receive until Sept. They ordered a few this year ahead of time. As before, I would purchase the extended warranty to get to 3 years and that also fits into the plan.

Thank you for your time,
Brian Burkholder



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 10, 2025

Agenda Item: Snowplow Blade Repair/Replacement

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendations.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

Included in Current Budget?:

FISCAL DETAILS:

Fund Name(s) (Operations | Capital):

Account Code:

Background:

Attachments:



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 10, 2025

Agenda Item: Wastewater Treatment Facility Plan

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider options for plan completion.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

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PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 10, 2025

Agenda Item: Water Tank Replacement Project

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review proposal for a Technical Memo and completing funding applications.

Community Engagement and Outreach:

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