

**CITY OF CHATFIELD PUBLIC WORKS COMMITTEE**  
**AGENDA**

**City Council Chambers - 21 SE Second Street, Chatfield, MN 55923**  
**December 8, 2025, 5:30 P.M.**

Notice is hereby given that some members may be participating in the meeting by interactive technology.

A. Minutes

1. [November 10, 2025 Public Works Meeting Minutes](#)  
Review minutes from the previous meeting.

B. City Engineer Report

1. [Pay Request #2 - 2025 Street Improvement Project](#)  
Consider recommendation for approval of the pay request.

C. Public Works Director Report

1. [2025 Sidewalk Repair Summary](#)  
Review summary report.

D. Other Items

1. [Storm Drain Concern](#)  
Consider concern shared and possible options.
2. [Division Street Lift Station Pumps](#)  
Consider recommendation for replacement of the two pumps.
3. [Thurber Building Repairs](#)  
Consider necessary repairs.
4. [Hourly Truck Rate](#)  
Consider recommendation to increase the hauling rate to \$120 per hour.



**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** December 8, 2025

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**Agenda Item:** November 10, 2025 Public Works Meeting Minutes

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

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**FISCAL DETAILS:**

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

**Account Code:**

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**Background:**

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**Attachments:**

[2025.11.10 Public Works Meeting Notes.pdf](#)



**CITY OF CHATFIELD PUBLIC WORKS COMMITTEE**

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

*November 10, 2025, 5:30 P.M.*

**Members Present:** Councilor Mike Urban

**Members Absent:** Councilor Paul Novotny

**Others Present:** Michele Peterson

A. **Minutes:** Minutes from the October 13, 2025, meeting were reviewed. No amendments were suggested.

**B. Public Works Director Report**

1. **Utility Trailer Purchase:** A recommendation will be brought forward to the City Council at tonight's meeting to approve the purchase of a utility trailer.
2. **Tree Concern Submitted:** The committee reviewed the location of the tree in question. It appears that the tree of concern is located on private property and therefore is not something that the City would remove.

**C. Other**

1. **Storm Drain Concern:** The concern for the safety of the storm drain at the intersection of Burr Oak and James Street NE. A similar storm drain further south has a railing around it. The idea will be researched further and brought back for consideration.
2. **Ordinance 484 and Policy for Water and Sewer Operations:** The proposed policy and ordinances were reviewed. A recommendation was shared to forward the discussion items to Council for approval.



**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** December 8, 2025

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**Agenda Item:** Pay Request #2 - 2025 Street Improvement Project

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider recommendation for approval of the pay request.

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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:**

[Pay Est 2 - DRAFT.pdf](#)

December 1, 2025  
 City of Chatfield  
 2025 Street Improvement Project  
 Widseth Project Number 2025-10567

Contract Amount	
	\$ 1,568,260.20

Pay Estimate #2	
	\$ 1,690,609.31

Pay Estimate No. 2

BID NO.	ITEM NO.	ITEM	TOTAL QTY	UNIT	UNIT PRICE	TOTAL	PREVIOUS QUANTITY	QUANTITY	TOTAL
1	2021.501	MOBILIZATION	1	L.S.	\$36,620.00	\$ 36,620.00	0.85	0.15	\$ 36,620.00
2	2104.503	REMOVE CURB & GUTTER	3,885	LIN FT	\$10.50	\$ 40,792.50	3,435	1,653	\$ 53,424.00
3	2104.518	REMOVE RETAINING WALL	1,559	SQ FT	\$3.70	\$ 5,768.30	1,325	234	\$ 5,768.30
4	2105.607	COMMON EXCAVATION (PARKING LOT)	431	CU YD	\$45.00	\$ 19,395.00	366	762	\$ 50,760.00
5	2112.519	SUBGRADE PREPARATION (FOR EX. AGG. STREETS)	79.8	RD STA	\$750.00	\$ 59,850.00	16.0	13.0	\$ 21,750.00
6	2211.507	AGGREGATE BASE CLASS 5	957	TON	\$27.00	\$ 25,839.00	650	689.50	\$ 36,166.50
7	2232.504	MILL BITUMINOUS SURFACE (1.5")	57,766	SQ YD	\$3.00	\$ 173,298.00	49,100	8,666	\$ 173,298.00
8	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B) (2.0")	8,071	TON	\$88.00	\$ 710,248.00	6,860	859.77	\$ 679,339.76
9	2360.509	TYPE SP 12.5 NON-WEARING COURSE MIX (3,B) (2.0")	995	TON	\$100.00	\$ 99,500.00	845	87.58	\$ 93,258.00
10	2411.618	MODULAR BLOCK RETAINING WALL	1,559	SQ FT	\$66.10	\$ 103,049.90	1,000	1,497	\$ 165,051.70
11	2504.602	ADJUST VALVE BOX	28	EACH	\$325.00	\$ 9,100.00	24	4	\$ 9,100.00
12	2506.602	ADJUST FRAME & RING CASTING	52	EACH	\$1,070.00	\$ 55,640.00	0	52	\$ 55,640.00
13	2531.503	CONCRETE CURB & GUTTER B624	3,885	LIN FT	\$47.55	\$ 184,731.75	3,435	1,156	\$ 218,302.05
14	2531.504	6" CONCRETE DRIVEWAY PAVEMENT (INCL. AGG.)	103	SQ YD	\$89.00	\$ 9,167.00	20	177	\$ 17,533.00
15	2531.604	6" CONCRETE VALLEY GUTTER (INCL. AGG.)	132	SQ YD	\$92.50	\$ 12,210.00	8	83.1	\$ 8,426.75
16	2574.507	COMMON TOPSOIL BORROW	333	CU YD	\$60.00	\$ 19,980.00	165	563	\$ 43,680.00
17	2575.505	SEEDING	0.41	ACRE	\$6,500.00	\$ 2,665.00	0.10	0.59	\$ 4,485.00
18	2582.503	4" SOLID LINE PAINT (FOR PARKING LOT STRIPES)	541	LIN FT	\$0.75	\$ 405.75	0	675	\$ 506.25
		Ped Ramps			\$ 3,500.00			5	\$ 17,500.00
		<b>BASE BID PLUS ALTERNATE 1 TOTAL</b>				<b>\$ 1,568,260.20</b>			<b>\$ 1,690,609.31</b>

TOTAL WORK COMPLETED TO DATE

\$ 1,690,609.31

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**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** December 8, 2025

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**Agenda Item:** 2025 Sidewalk Repair Summary

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Review summary report.

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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:**

[2025 Chatfield Executive Summary.pdf](#)



# 2025 Sidewalk Repair Summary



**Presented to: City of Chatfield  
Brian Burkholder/Mitch Irish  
2025**

**Travis Manderfield • Project Manager • (612) 910-4354 • [Travis@NoTrippin.com](mailto:Travis@NoTrippin.com) • [www.notrippin.com](http://www.notrippin.com)**  
*Information contained in this summary is proprietary and confidential, and is to be used solely by City of Chatfield personnel in evaluating the project. Copying, unauthorized disclosure, reuse in any form is prohibited.*

# Objectives & Results

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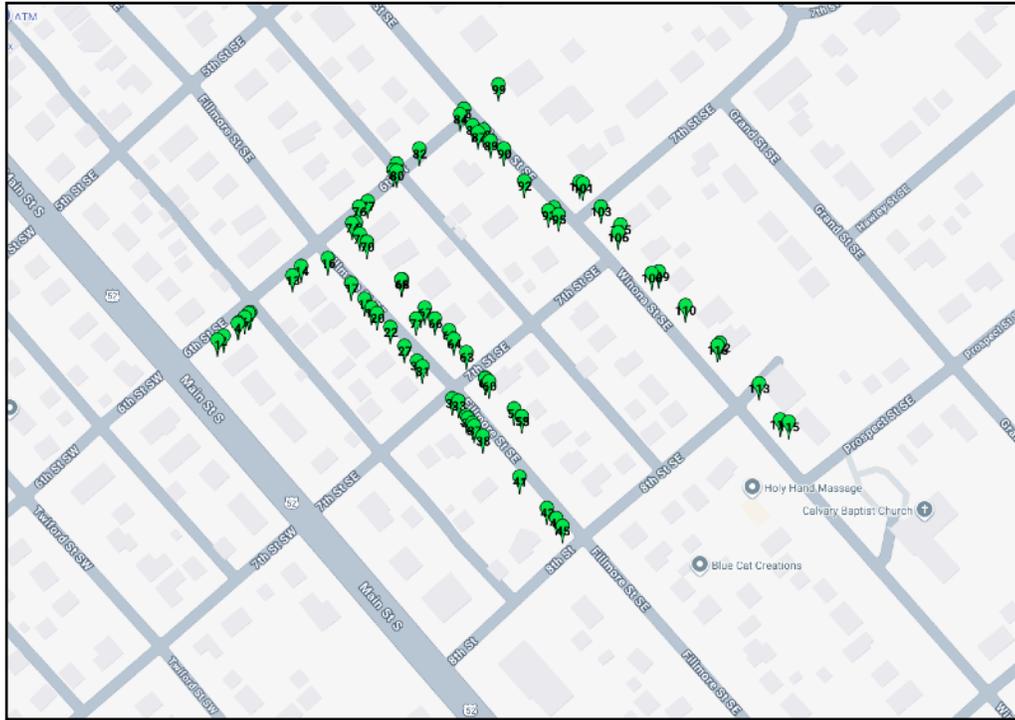
## Your Objectives

1. Utilize saw-cutting to achieve an increase in the number of panels repaired
  - **Result:** In 2025, the City repaired an extra **57** unsafe sidewalk panels using saw-cutting.
  - Including all projects from 2017-25, City of Chatfield repaired an extra **441** unsafe sidewalk panels.
2. Develop a strategic and proactive program to identify sidewalk defects until budget is reached
  - **Result:** Safe Step LLC consulted with City of Chatfield to establish a 25 point criteria for defect identification and classification and confirmed the sidewalk areas/locations to be evaluated.
  - City of Chatfield provided priority areas for evaluation; **.57** of those miles were able to be evaluated for saw-cutting and R&R defects until the budget was reached.
3. Obtain accurate documentation for decision-making and record-keeping
  - **Result:** Safe Step LLC provided defect data through their exclusive online portal “**Sidewalk Central.**”
  - City of Chatfield maintains full control to review and choose preferred repair types for each defect evaluated in the project area.
  - The data included the nearest defect address, defect measurements and photos, a map view of all defects, and other relevant notes; Completed saw-cutting repairs also include a repair photo for quality control and timestamp for record-keeping.
4. Decrease staff time and costs for sidewalk evaluations, documentation, and project management
  - **Result:** City of Chatfield saved an estimated **4** engineering and management hours utilizing Safe Step LLC for the sidewalk consultation and reporting of 3,016 data points collected during the sidewalk evaluation; These costs are included as part of Safe Step's saw-cutting repairs.

## Other Feedback

1. City of Chatfield shared...
  1. They appreciated the timelines and seamlessness of the project. It has been beneficial to combine the repairs and replacements in one evaluation - which has saved the city time and money.

# Saw-Cutting Repair Locations



The green markers on the map to the left indicate the locations of sidewalk defects repaired in 2025.

Due to the limitations of GPS mobile app technology, the locations shown above should be relied upon as approximate to their actual locations. Map Data: Google

## 2017-2025 Sidewalk Project Information

Project Year	Offset Criteria	Sidewalk Avg Width	Saw-cut Repairs	Total Cost of Saw-Cutting	Miles Repaired*	Sawcut Cost / Mile	Sq. Ft. Saved	# of Repairs if R&R used	Additional Repairs Using Safe Step	R&R Sq. Ft. Price
2017-21	3/8" - 1 1/2"	5.5	303	\$24,126	2.23	\$10,819	11,405	117	186	\$5.50
2022	3/8" - 1 1/2"	4.95	130	\$12,214	0.59	\$20,702	4,297	67	63	\$5.50
2023	3/8" - 1 1/2"	5.0	40	\$4,000	0.24	\$16,667	1,335	12	28	\$10.00
2024	3/8" - 1 1/2"	5.0	138	\$10,691	0.73	\$14,645	4,703	31	107	\$10.00
2025	3/8" - 1 1/2"	5.01	78	\$8,117	0.57	\$14,240	2,996	21	57	\$10.00
<b>2017 -2025</b>		<b>5.1</b>	<b>689</b>	<b>\$59,147</b>	<b>4.36</b>	<b>\$13,566</b>	<b>24,736</b>	<b>248</b>	<b>441</b>	

\*Sidewalk miles repaired are based on survey of sidewalk segments by offset criteria - scatter sites mileage not determined

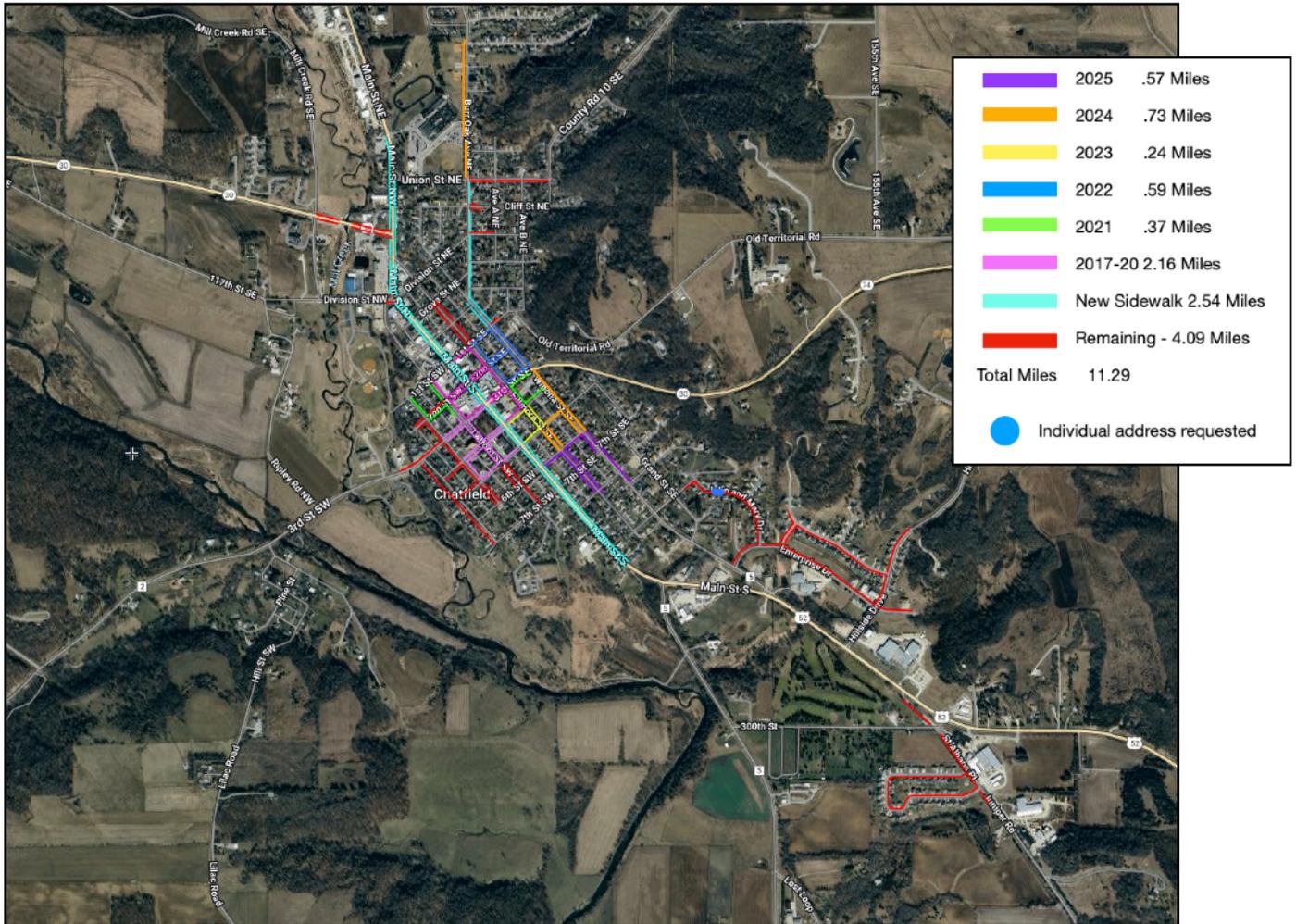
## 2023-2025 Sidewalk R&R Information

Project Year	4 Inch SqFt	4 Inch Est. Cost	6 Inch SqFt	6 Inch Est. Cost	Total R&R Cost	R&R Cost Per Mile
2023	461.5	\$4,615	151	\$1,510	\$6,125	\$25,520.83
2024	476	\$4,760	77.5	\$775	\$5,535	\$7,582.19
2025	966.81	\$9,668	119	\$1,190	\$10,858	\$19,049.30
<b>2023-2025</b>	<b>1,904.31</b>	<b>\$19,043</b>	<b>347.50</b>	<b>\$3,475</b>	<b>\$22,518</b>	<b>\$17,384.11</b>

Travis Manderfield • Project Manager • (612) 910-4354 • Travis@NoTrippin.com • [www.notrippin.com](http://www.notrippin.com)

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# Sidewalk Repair Program Progress



Map: Google

The map above shows the sidewalk areas that have been completed from 2017 onward.

Red highlighting indicates areas not yet evaluated or repaired. Various colored highlighting indicates the sidewalks that have been evaluated and repaired.

## Estimated Sidewalk Infrastructure Value

Estimated Sidewalk Miles	Avg Width	Estimated Sq. Ft Cost	Total Value of Sidewalk
11.29	5.1	\$10.00	\$3,040,171

## Life Cycle Progress

Current Budget	Avg Saw-Cut / Mile	Sidewalk Miles To Be Repaired	Years Remaining
\$8,117	\$13,566.00	4.1	7

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# Additional Benefits

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## Engineering Time Saved

1. City of Chatfield saved approximately **4 engineering hours** utilizing Safe Step LLC.
2. This engineering time can be broken into three major categories:
  1. **Evaluation time:** Mapping and verifying sidewalk areas, defining and confirming a 25 point defect evaluation criteria, mobilizing, assessing each sidewalk panel, accurately capturing 26 key data points, photographing and time-stamping each defect, and physically marking sidewalk panels as appropriate.
  2. **Data validation time:** Processing and validating data for accuracy, preparing reports for project execution, archiving defect data for record-keeping, and preparing this yearly summary for review and future decision-making.
  3. **Project management time:** Verifying contractor's work, communication with contractor, quality assurance checks, interacting with residents, and more. Safe Step LLC's exclusive online portal allows city personnel to maintain control of the project with an easy method to review defects and photos, select preferred repair types, observe project completion, and ensure quality with completed repair photos, minimizing visits to the sidewalks.



**Sample Repair Photo:** Defect 77 repaired on 05/15/2025 at 125 6th St at 12:17 PM

Completed repair photos and timestamps help ensure repair quality

## Public Support for Safe, Walkable Sidewalks

1. **85.9%** of adults think it important to find a walkable community with safe sidewalks when looking for a new place to live
2. **87%** of Americans feel that it is important for local governments to achieve ADA compliance and for sidewalks to be accessible for those with disabilities
3. **84.7%** of adults believe it is important to use local tax dollars toward sidewalks

Results based on a nationwide survey conducted in April 2019 by Praecones Analytics



**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** December 8, 2025

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**Agenda Item:** Storm Drain Concern

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**Subject | Summary:** The adjacent property owner shared a concern with someone slipping on the rocks and potentially getting hurt. After a discussion with the City Attorney he recommended we look into options for blocking access to the site.

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**Agenda Category:** **Submitted By:** Michele Peterson

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**Recommended Motion:** Consider concern shared and possible options.

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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:**

[Pic-Burr Oak-James St.jpg](#)

[Burr Oak-James St-Pic.jpg](#)







**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** December 8, 2025

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**Agenda Item:** Division Street Lift Station Pumps

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider recommendation for replacement of the two pumps.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:** \$18,269.75

**Ongoing Cost :** No

**One-Time Cost :** Yes

**Included in Current Budget?:** Included in Capital Equipment Replacement Plan.

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**FISCAL DETAILS:**

**Fund Name(s) (Operations | Capital):** Sewer Capital (Operations at this time however)

**Account Code:**

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**Background:**

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**Attachments:**

[scan0017.pdf](#)

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INTEROFFICE MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** STEVEN SCHLICHTER  
**SUBJECT:** Division St Lift Station Pumps  
**DATE:** 12/1/2025

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**Action Requested:** Consider replacement of the 2 pumps at Division St Lift Station.

**Background:**

After the pump inspections this summer it was recommended to start looking into replacing these 2 pumps. These pumps are now 27 years old and are showing signs of excessive wear and the pump housing is deteriorated to the point they are not worth rebuilding. I have received a quote from Minnesota Pump works for replacing these two pumps for \$18,269.75. If we wait till 2026 the price will go up 10%.

Thank you for your time,  
*Steven Schlichter*  
WWTF Superintendent



# MINNESOTA PUMP WORKS

-a UFT Company-

Minnesota Pump Works  
1 Cannon St W  
Dundas, MN 55019

# Quote

#QTE009866  
09/15/2025

**Bill To**  
Chatfield MN, City of  
21 SE 2nd St.  
Chatfield MN 55923  
United States  
Phone:

**Ship To**  
Chatfield MN, City of  
90 Library Ln SW  
Chatfield MN 55923  
United States

### Details

Quote for the Sale and Installation of 2 - ABS/Sulzer Pumps for the Division Street LS and Sale ONLY of a replacement USEMCO Control Panel. NOTE: Freight and Installation of the Control Panel are NOT included. \*Control Panel to be installed by Others/Licensed Electrician\*

<b>Prepared By</b>	<b>Phone</b>	<b>Email</b>
Dillon Braith	877-645-8004	info@minnesotapumpworks.com
<b>Sales Rep</b>	<b>Expires</b>	<b>Terms</b>
Jason Draeger	09/30/2025	Net 30

Item	Comment	QTY	Rate	Amount
23121 ABS XFP080C VX.1 PE35/4 4.7/208/3 49' XP 3" D/C	Includes the Guide Rail Bracket to adapt to existing Base Elbow.	2	\$8,292.00	\$16,584.00
INSTALL SERVICES	Installation of above noted pump	1		\$1,685.75
21332 USEMCO CONTROL PANEL	Duplex Control Panel to operate 2 - 5HP control Pumps. Panel to be have similar components and operate the same as the existing control panel. NOTE: Mission Dialer is NOT Included and will need to be supplied by others.	1	\$24,571.78	\$24,571.78
23427 QUOTE ITEM	NOTE: Deduct \$1000 for Painted Steel Enclosure.	1	\$0.00	\$0.00
23427 QUOTE ITEM	NOTE: Installation of Control Panel By Others.	1	\$0.00	\$0.00

Handwritten annotations: An arrow points to the first two items. A large bracket encloses the last three items, with the word "No" written to the left. A handwritten total of \$18,269.75 is written next to the INSTALL SERVICES row.

Thank you for your business.  
Toll Free: 877-645-8004 | Email: [info@minnesotapumpworks.com](mailto:info@minnesotapumpworks.com) | Website: <http://www.minnesotapumpworks.com>



QTE009866



**MINNESOTA PUMP WORKS**

-a UFT Company-

Minnesota Pump Works  
1 Cannon St W  
Dundas, MN 55019

**Quote**  
**#QTE009866**  
09/15/2025

**Subtotal** \$42,841.53

**Total** \$42,841.53

*Pricing is valid for 10 days and does not include freight charges or applicable taxes.*

**Items quoted for repair and leftover 30 days, without a decision to repair, will be discarded.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: All orders are subject to Tariff Surcharges. Tariff Surcharges are based on Tariff values charged by individual Vendors and are not set amount. These Tariff Surcharges are subject to change at any time.**

**Online credit card/ECheck payments are handled by a third party processor and 3% fees will apply when making payment.**

Thank you for your business.  
Toll Free: 877-645-8004 | Email: [info@minnesotapumpworks.com](mailto:info@minnesotapumpworks.com) | Website: <http://www.minnesotapumpworks.com>



QTE009866



**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** December 8, 2025

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**Agenda Item:** Thurber Building Repairs

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

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**Recommended Motion:** Consider necessary repairs.

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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:**



**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** December 8, 2025

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**Agenda Item:** Hourly Truck Rate

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**Subject | Summary:**

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**Agenda Category:**

**Submitted By:** Michele Peterson

---

**Recommended Motion:** Consider recommendation to increase the hauling rate to \$120 per hour.

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**Community Engagement and Outreach:**

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**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost :**

**One-Time Cost :**

**Included in Current Budget?:**

---

**FISCAL DETAILS:**

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

**Account Code:**

---

**Background:**

---

**Attachments:**

[2024 1-17 Snow Hauling Trucks 2023-2024.docx](#)

[2022 12-7 2022-23 Contracted Hauling Trucks.docx](#)

## Snow Hauling Trucks

2023-2024

-Day time hauling piles: \$105 per hour; min 3 hours

-Early morning blowing: \$105 per hour; min 4 hours

1. Jan 17 <sup>th</sup> - Dave Voeltz- 8:30 am – 12:00 pm	\$105 hr.	\$367.50	PD
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## Contracted-Snow Hauling

**2022-2023**

**\*Council Approved Feb 27, 2023-**

**-\$105 per hr./4 hr. min. hrs. for 3:00 am start time (early morning/blowing)**

**- \$105 per hr./3 hr. min. for 7:00 am start time (reg. work hrs./Hauling piles)**

1.	Dec. 9 <sup>th</sup> - Josh Broadwater Truck #1	6:00am-8:30am	\$100 hr.	\$250.00
	Josh Broadwater Truck #2	6:00am- 8:30am	\$100 hr.	\$250.00
2.	Dec. 19 <sup>th</sup> - Josh Broadwater Truck #1	8:00am-10:30am	\$100 hr.	\$250.00
	Dave Voeltz	8:00am-11:00am	\$105 hr.	\$315.00 PD
3.	Dec 27 <sup>th</sup> - Josh Broadwater Tr #1	8:00am-12:00pm	\$100 hr.	\$400.00
	Josh Broadwater Tr #2	8:00am-12:00pm	\$100 hr.	\$400.00
4.	Jan. 20 <sup>th</sup> - Josh Broadwater Tr #1	3:00am- 7:00am	\$105 hr.	\$420.00
	Josh Broadwater Tr. #2	3:00am-7:00am	\$105 hr.	\$420.00
	Dave Voeltz	3:00 am-6:00 am	\$105 hr.	\$315.00 PD
	Jacob Gartner	3:00am- 7:00am	\$105 hr.	\$420.00 PD
5.	Feb. 24 <sup>th</sup> -Josh Broadwater Tr#1	3:00am-4:00am	\$105 hr.	\$105.00
	Josh Broadwater Tr#2	3:00am-7:00am	\$105 hr.	\$420.00
	Josh Broadwater Tr#3	3:00am-7:00am	\$105 hr.	\$420.00
	Josh Broadwater Tr#4	3:00am-7:00am	\$105 hr.	\$420.00
	Dave Voeltz	3:00am-7:00am	\$105 hr.	\$420.00 PD
	Luke Boyum	3:00am-7:00am	\$105 hr.	\$420.00
6.				

