

CITY OF CHATFIELD PUBLIC WORKS COMMITTEE
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
January 12, 2026, 5:30 P.M.

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

- A. Minutes
 - 1. [December 8, 2025 Public Works Meeting Minutes](#)
Review minutes from the previous meeting.
- B. City Engineer Report
- C. Public Works Director Report
 - 1. [Sewer Backup Incidents and Policy](#)
Review incidents and current policy.
- D. Other Items



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: January 12, 2026

Agenda Item: December 8, 2025 Public Works Meeting Minutes

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review minutes from the previous meeting.

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:

[2025.12.08 Public Works Meeting Notes.pdf](#)



CITY OF CHATFIELD PUBLIC WORKS COMMITTEE

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

December 8, 2025, 5:30 P.M.

Members Present: Councilor Paul Novotny

Members Absent: Councilor Mike Urban

Others Present: Kay Wangen, Shane Fox, Beth Carlson, Steven Schlichter, Brian Burkholder, and Michele Peterson

A. **Minutes:** Minutes from the November 10, 2025, meeting were reviewed. No amendments were suggested.

B. City Engineer Report

1. **Pay Request #2 – 2025 Street Improvement Project:** Craig Britton reviewed the quantities and total charges. Although the project did extend beyond the contract deadline, no damages will be assessed. Britton will verify with Rochester Sand and Gravel on the final payment amount. The Pay Request will be reviewed by the City council this evening.

C. Public Works Director Report

1. **2025 Sidewalk Repair Summary:** The summary report for the community sidewalks was reviewed. The report showed the previous work completed, as well as the future repair plans. Additionally, the report showed the total amount for this work, and therefore the total amount saved on full replacements.

D. Other Items

1. **Storm Drain Concern:** Given that the drain is out of the public right away the decision was made to leave the drain as it currently is and not put up a barrier.
2. **Division Street Lift Station Pumps:** Steven Schlichter reviewed the proposal for replacement of the pumps. Schlichter noted that the current capital plan was to remove one of the reed beds, with that project being on hold, the funds can be used to purchase the replacement pumps. A recommendation for approval will be shared with Council this evening.
3. **Thurber Building Repairs:** The exterior wall on the south side of the building is in need of repairs. A contractor will be brought in to determine the necessary repairs and abatement. The concern is located in the Fillmore meeting room.

4. **Hourly Truck Rate:** Brian Burkholder shared input he received from trucking companies regarding the current hourly rate for trucks assisting in snow removal. The recommendation is to increase the hourly rate to \$120, with a minimum charge of three hours during the day, and four hours at night. A recommendation for approval will be shared with the Council this evening.
5. **Solar on Public Buildings Grant:** The two proposed projects were reviewed for the site layout, infrastructure in the area, and overall savings. The recommendation will be shared with the Council to not move forward with either project at this evening's meeting.



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: January 12, 2026

Agenda Item: Sewer Backup Incidents and Policy

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review incidents and current policy.

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 12-21 511 Cliff St NE-Sewer Backup Report_Redacted.pdf](#)

[2025 12-21 512 Cliff St NE Sewer Backup Report_Redacted.pdf](#)

[2025 12-21-207 Fillmore St SE-Sewer Backup Report_Redacted.pdf](#)

City of Chatfield Sewer Issue Response Form

Date of Complaint/ Request: 12/21/25 2:01 PM
 Person Receiving Complaint/ Request: Brian Burkholder (on site)
 Assigned To: Brian Burkholder & Mitch Irish

Nature of Complaint/ Request: Sewer backup into basement.

Name: [REDACTED]
 Address: 511 Cliff St NE
 Telephone number: [REDACTED]

- Problem with City Service Line or Manhole: YES NO
- Problem with Residential Lateral Service: YES NO ?
- Sewer Backup into the Home: YES NO
- Weather Related: YES NO
- Finished Basement: YES NO
- Damage to the Home or Furnishings: YES NO ?
- Visual Assessment of Damage: YES NO

Damage Assessment (If any): Pictures - attached

Actions/Recommendations Performed to Correct Issue: Jetted sewer main on Cliff St from Ave A to Ave B 160'. Blockage at 4', 80' & 120'. Sewer main drained back after 120' blockage.

Date Situation was Resolved: 12/21/21 3:54 AM

Responding Employee Signature: Brian Burkholder

City of Chatfield

No-Fault Sewer Back-up and Water Main Break Policy

Amended November, 2018

1. No-Fault Sewer Back-up Policy

- a. If all of the following four conditions are met, the City of Chatfield will pay for claims presented by a property owner or renter for sewer back-up damage to their property which was not caused by city negligence:
 - i. The sewer back-up resulted from a condition in the city’s sewer system.
 - ii. The sewer back-up was not the result of an obstruction or other condition in sewer pipes or lines which are not part of the city’s sewer system, or which are not owned or maintained by the city; and
 - iii. The sewer back-up was not caused by or related to a catastrophic incident.
 - iv. The date of the occurrence giving rise to the claim for damages must be on or after the retroactive date shown on this endorsement.

- b. However, the City of Chatfield will not pay for any damages or expenses:
 - i. Which are or would be covered under a National Flood Insurance Program flood insurance policy, whether or not such insurance is in effect; or
 - ii. For which the property owner has been reimbursed or is eligible to be reimbursed by any homeowners’ or other property insurance.

2. Definitions

For purposes of this endorsement, the following definitions apply.

- a. Catastrophic incident means any of the following:
 - i. Any weather-related or other event for which FEMA (Federal Emergency Management Administration) assistance is available.
 - ii. Any interruption in the electric power supply to the city’s sewer system or to any city sewer lift station which continues for more than 72 hours; or
 - iii. Rainfall or precipitation which exceeds the amount determined by the National Weather Service to constitute a 100-year storm event.

- b. Sewer back-up damage means damage to property, including removal and clean-up costs, resulting from a sewer back-up.

3. Limits

- a. The City of Chatfield will not pay more than \$3,000 for sewer back-up damage to any building under this policy, regardless of the number of occurrences or the number of claimants. Furthermore, the City of Chatfield will not pay more than \$20,000 in total for sewer back-up claims in any single year.
 - i. A structure or group of structures served by a single connection to the city's sewer system is considered a single building.
 - ii. If a single structure is served by more than one connection to the city's sewer system, the portion of the structure served by each respective connection is considered a separate building.
 - iii. Labor rates for self-performance by the property owner or resident of the property cannot exceed \$22.00 per hour.
 - iv. A person given a payment by the City based upon a "no-fault" claim, as condition of receiving the payment, must execute a release releasing the city, its officers, employees or agents from any further liability for damages or personal injury in conjunction with the event that lead to the filing of the claim.

SANITARY SEWER BACK-UP RELEASE

Be it known that _____ (“owners”) who own certain real property situated within the City of Chatfield having an address of _____ (“the property”) for and in consideration of payment by the City of Chatfield, Minnesota (“City”) of the sum of _____ (dollars) and other valuable consideration, the receipt of which is hereby acknowledged, do hereby release, acquit, satisfy and forever discharge City, its officers, employees, agents or contractors, from any liability, cause of action or claim whatsoever by owners for damages caused to the property and its contents resulting from a certain sanitary sewer back up on _____; or, any related claim by owners against the City, its officers, employees, agents or contractors for any personal injury as a result thereof.

This release of liability of the City by owners herein shall also bind their heirs, successors or assigns.

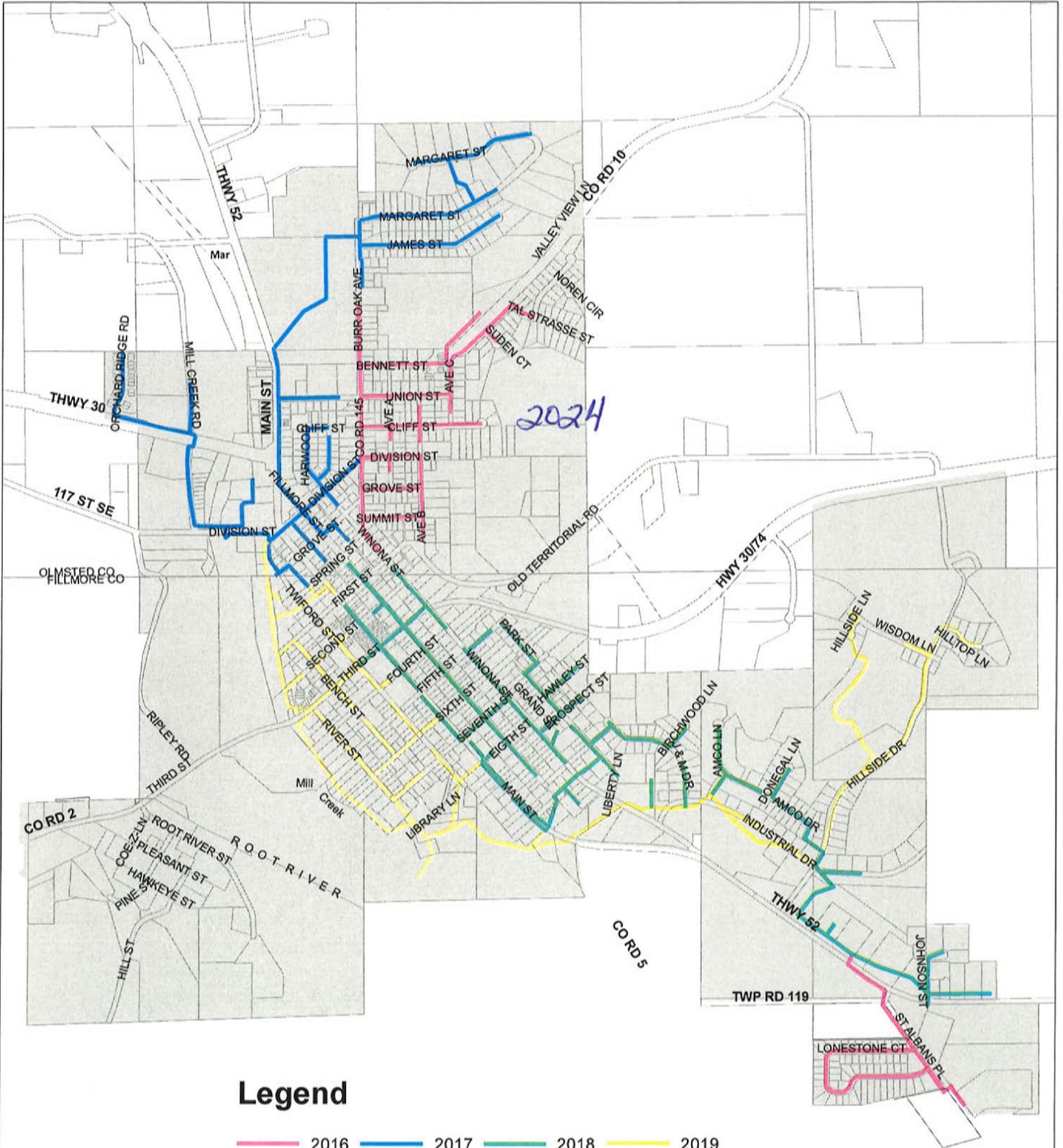
Dated this ___ day of _____, 20__.

By:

By:

Homeowner

Homeowner



Legend

- 2016
- 2017
- 2018
- 2019

Date 03/24/17

0 250500 1,000
Feet

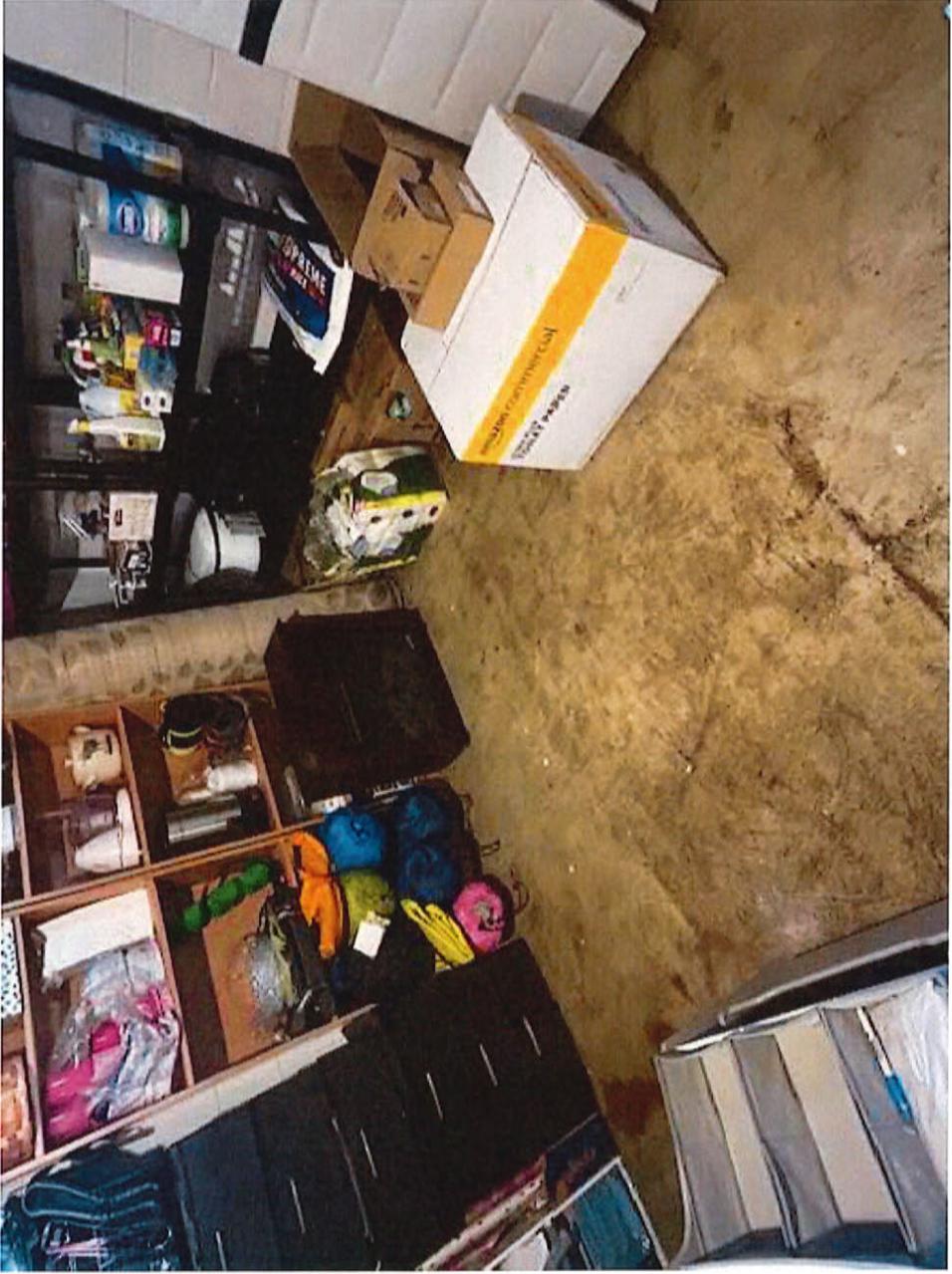
The information on this map was derived from public GIS databases. Chatfield cannot accept any responsibility for errors, omissions, or positional accuracy.

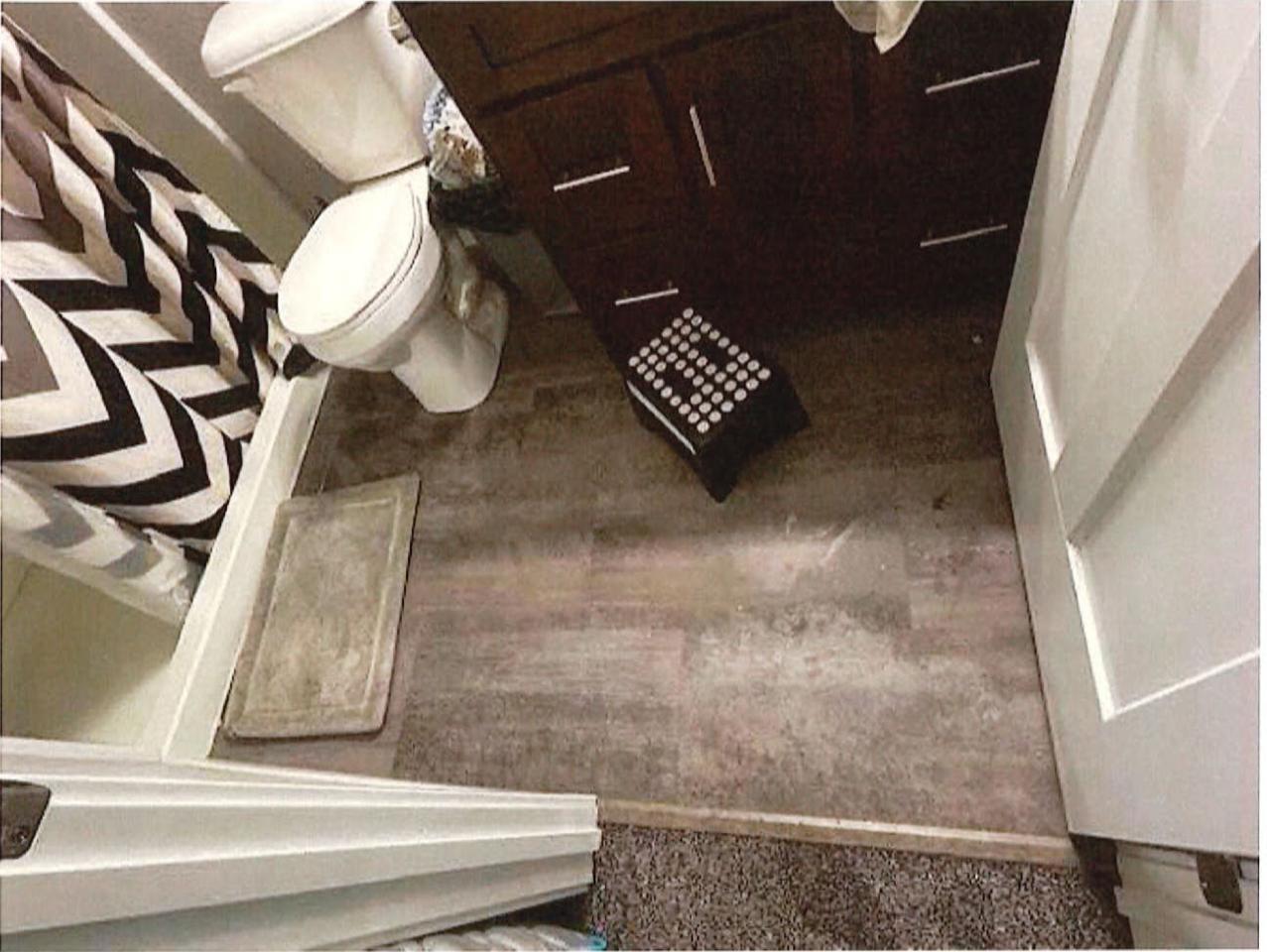


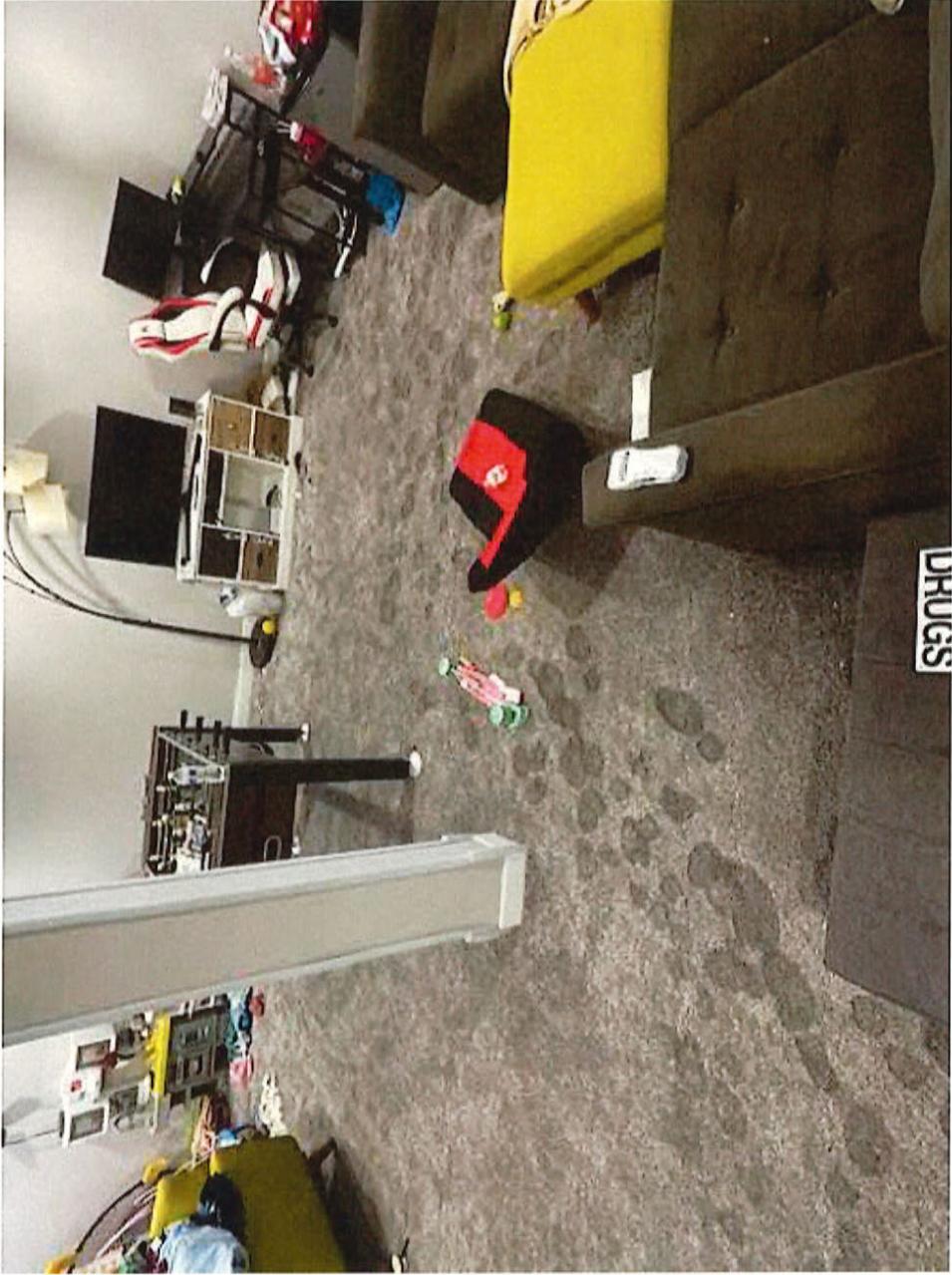


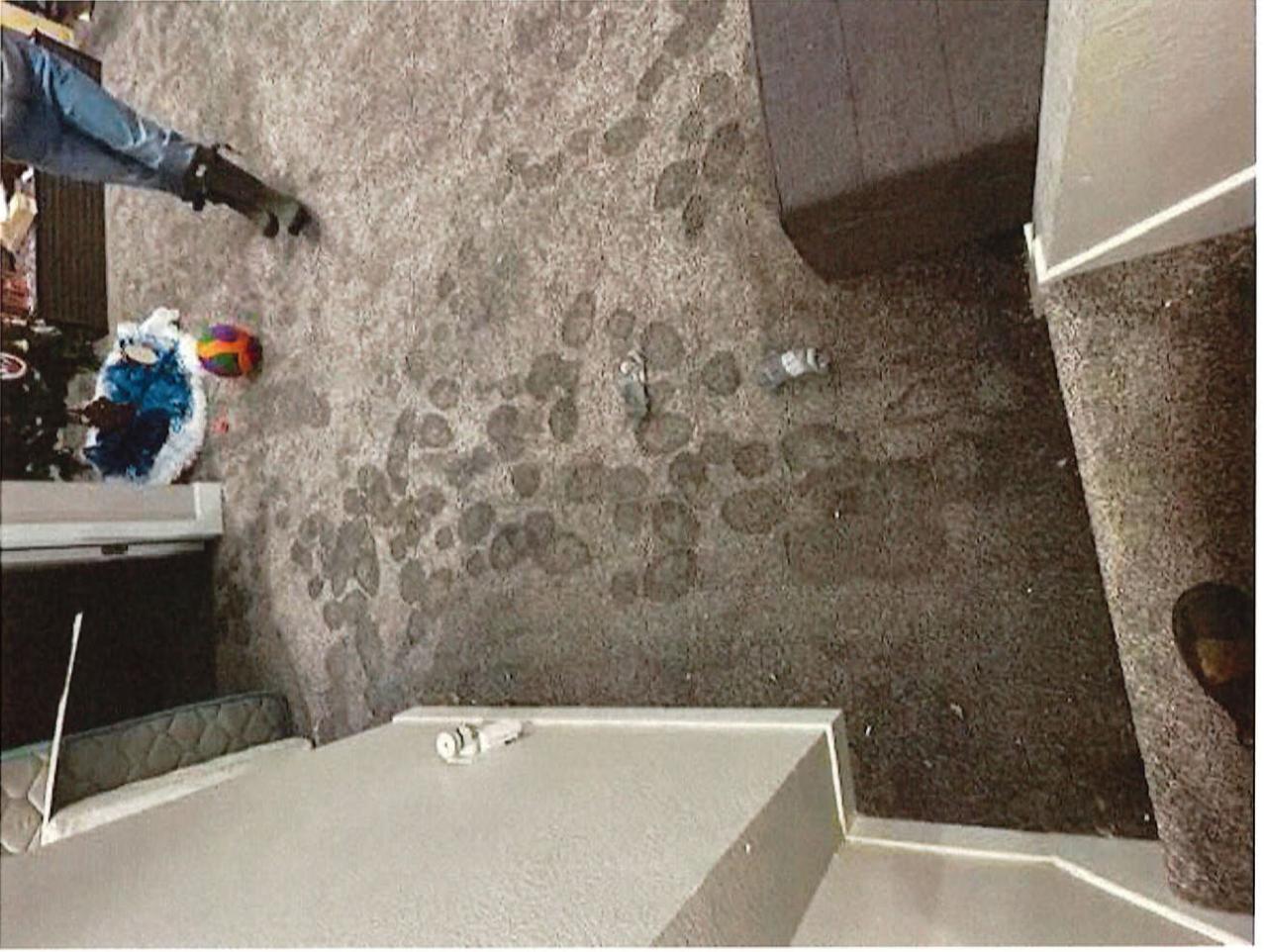












City of Chatfield Sewer Issue Response Form

Date of Complaint/ Request: 12/21/25 @ 10:14pm
Person Receiving Complaint/ Request: Brian Burkholder
Assigned To: Brian Burkholder & Mitch Irish

Nature of Complaint/ Request: Sewer backup into basement.
Sam Demens. Check City Sewer main/manholes

Name: [REDACTED]
Address: 572 Cliff St NE
Telephone number: [REDACTED]

Problem with City Service Line or Manhole:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Problem with Residential Lateral Service:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/> ?
Sewer Backup into the Home:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Weather Related:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Finished Basement:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Damage to the Home or Furnishings:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Visual Assessment of Damage:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Damage Assessment (If any): TOOK Pictures (attached)
Last cleaned/maintenance 2024

Actions/Recommendations Performed to Correct Issue: Jetted sewer
man on Cliff St from Ave A to Ave 5.
Blockage at 4', 80' and 120'. Drained down
after 50' blockage called Robt Foster to camera at a
Date Situation was Resolved: 12/21/25 later date

Responding Employee Signature: Brian Burkholder

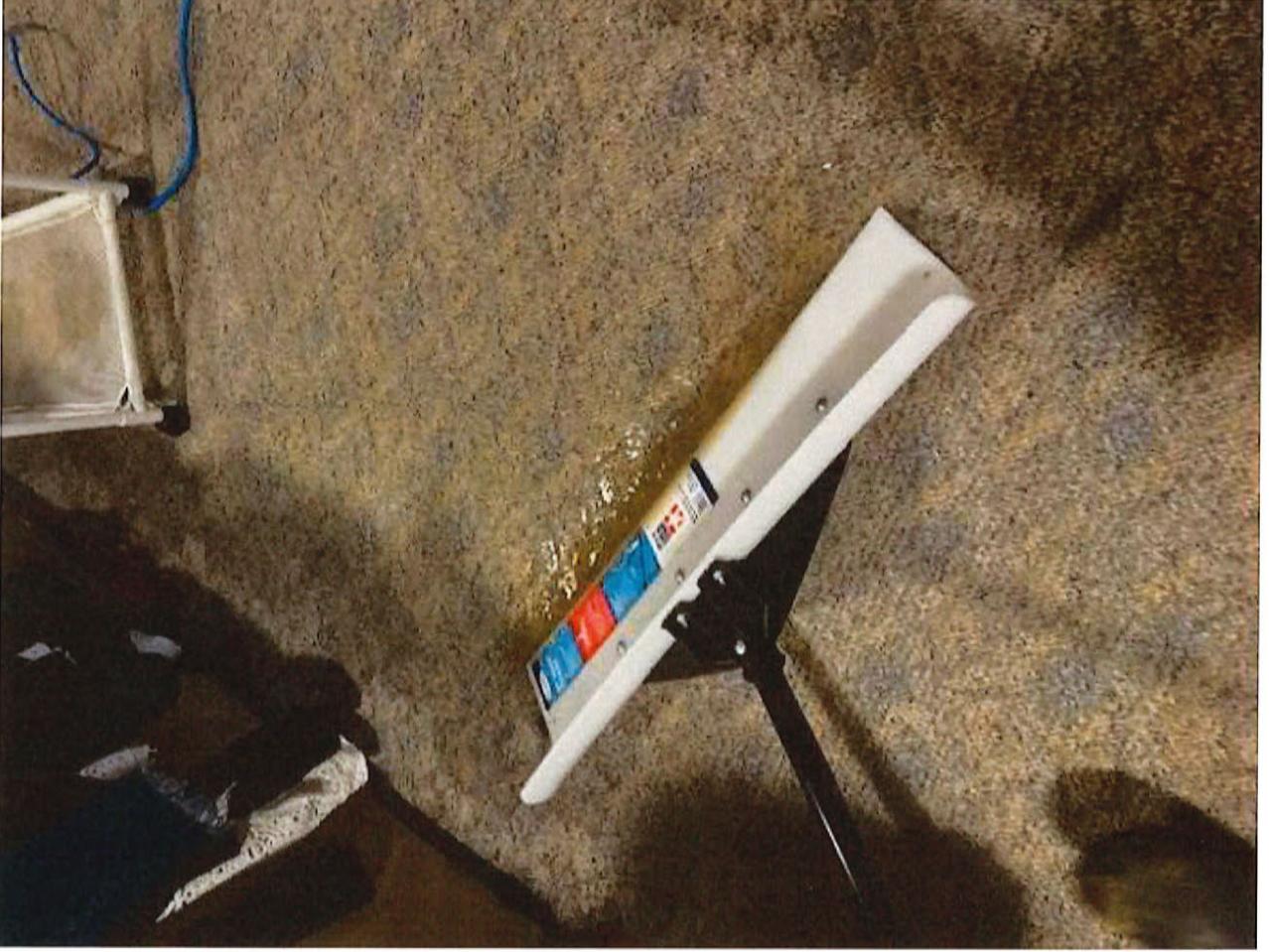












SANITARY SEWER BACK-UP RELEASE

Be it known that _____ (“owners”) who own certain real property situated within the City of Chatfield having an address of _____ (“the property”) for and in consideration of payment by the City of Chatfield, Minnesota (“City”) of the sum of _____ (dollars) and other valuable consideration, the receipt of which is hereby acknowledged, do hereby release, acquit, satisfy and forever discharge City, its officers, employees, agents or contractors, from any liability, cause of action or claim whatsoever by owners for damages caused to the property and its contents resulting from a certain sanitary sewer back up on _____; or, any related claim by owners against the City, its officers, employees, agents or contractors for any personal injury as a result thereof.

This release of liability of the City by owners herein shall also bind their heirs, successors or assigns.

Dated this ___ day of _____, 20__.

By:

By:

Homeowner

Homeowner

City of Chatfield

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Amended November, 2018

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 - iii. The sewer back-up was not caused by or related to a catastrophic incident.
 - iv. The date of the occurrence giving rise to the claim for damages must be on or after the retroactive date shown on this endorsement.
- b. However, the City of Chatfield will not pay for any damages or expenses:
 - i. Which are or would be covered under a National Flood Insurance Program flood insurance policy, whether or not such insurance is in effect; or
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- b. Sewer back-up damage means damage to property, including removal and clean-up costs, resulting from a sewer back-up.

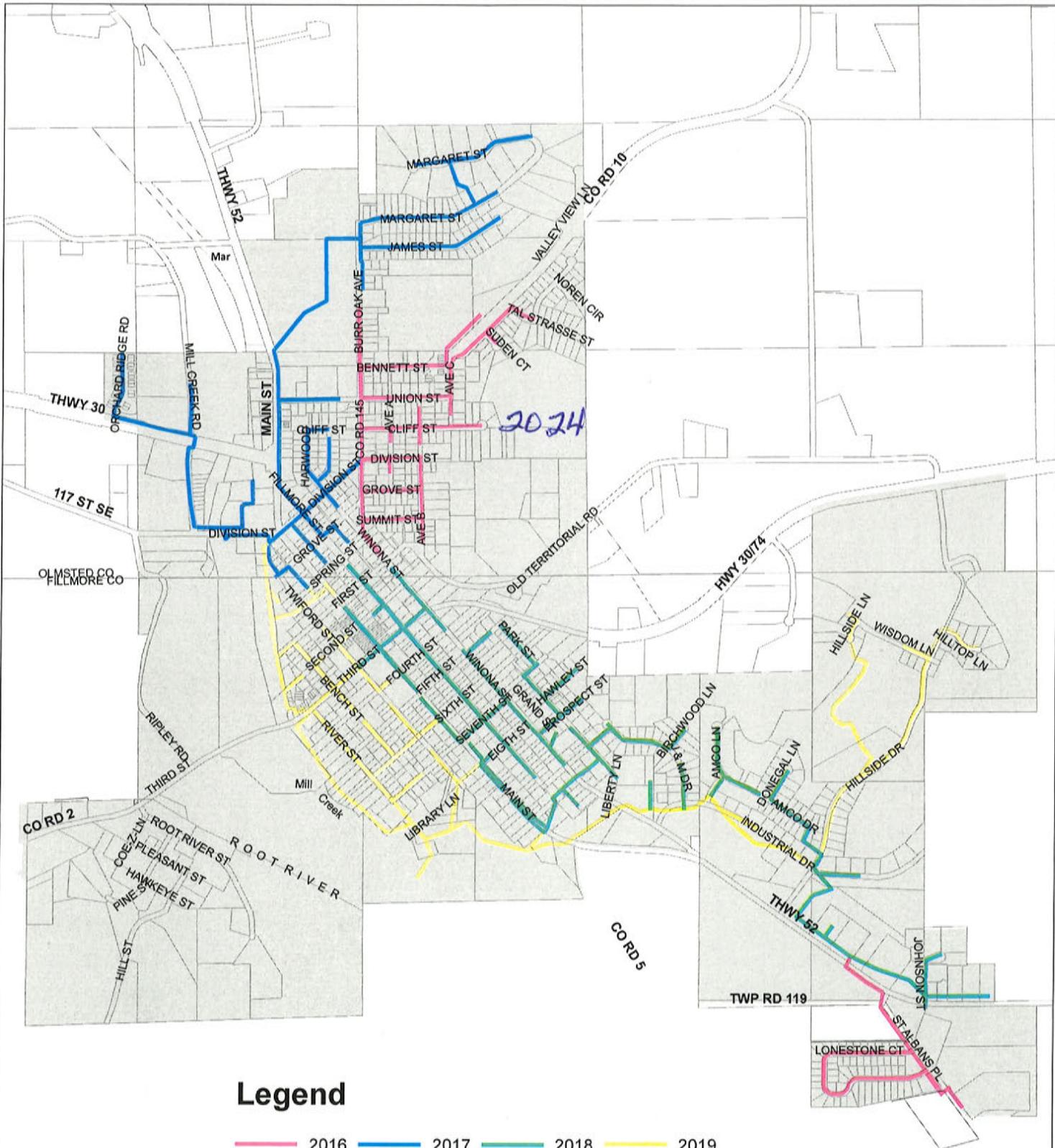
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Chatfield Sanitary Sewer Maintenance

4-Year Jetting Cycle



Legend

- 2016
- 2017
- 2018
- 2019

Date 03/24/17

0 250 500 1,000

 Feet

The information on this map was derived from public GIS databases. Chatfield cannot accept any responsibility for errors, omissions, or positional accuracy.

City of Chatfield Sewer Issue Response Form

Date of Complaint/ Request: 12/21/25 2:22 PM

Person Receiving Complaint/ Request: Brian Burkholder from Lee Noyes

Assigned To: Mitch Irish, Brian Burkholder

Nature of Complaint/ Request: Sewer backup into storage room.

Name: [Redacted]

Address: 207 - 209 Fillmore St NE

Telephone number: [Redacted]

- Problem with City Service Line or Manhole: YES NO
- Problem with Residential Lateral Service: YES NO
- Sewer Backup into the Home: YES NO
- Weather Related: YES NO
- Finished Basement: YES NO
- Damage to the Home or Furnishings: YES NO ?
- Visual Assessment of Damage: YES NO

Damage Assessment (If any): Picture - sewer on concrete in unfinished room.

Actions/Recommendations Performed to Correct Issue: Checked manholes above & below. No backup, good flow. City jetted Fillmore St line just for prevention.

Date Situation was Resolved: 12/21/25 4:15 pm

Responding Employee Signature: Brian Burkholder

