

CITY OF CHATFIELD PUBLIC WORKS COMMITTEE
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
March 9, 2026, 5:30 P.M.

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

- A. Minutes
 - 1. [February 9, 2026 Public Works Meeting Minutes](#)
Review minutes from the previous meeting.
- B. Other Items
 - 1. [Northern Natural Gas Notification](#)
Update of notification received.
 - 2. [Annual Wastewater Treatment Facility Review](#)
 - 3. [Equipment Purchase Consideration \(Mower\)](#)



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 9, 2026

Agenda Item: February 9, 2026 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:

[2026.02.09 Public Works Meeting Notes.pdf](#)



CITY OF CHATFIELD PUBLIC WORKS COMMITTEE

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

February 9, 2026, 5:30 P.M.

Members Present: Councilors Paul Novotny and Mike Urban

Members Absent: None

Others Present: Craig Britton, Brian Burkholder, Shane Fox, Steven Schlichter, Mitch Irish, John McBroom, and Michele Peterson

- A. Minutes:** Minutes from January 12, 2026, meeting were reviewed. No amendments were suggested.
- B. City Engineer Report**
 - a. Adjustment request for 2025 Street Improvement Project:** City Engineer Craig Britton reviewed the request from the contractor to pay \$450 per the 13 units. Given that there was no notification of the extra work, members suggested a counteroffer of \$400 per the 13 units, for a total pay adjustment of \$5,200. This proposal will be shared with the contractor, with the hopes of having the final agreed upon pay request for the February 23, 2026 City Council meeting.
- C. Public Works Director Report**
 - a. Hoop Shed Estimate:** Members reviewed the quotes for a new hoop shed. The shed would be used to protect the salt and sand. Further consideration will be given in connection with the Public Works Facility Discussion.
 - b. 2012 International Dump Truck Replacement:** Public Works Director Brian Burkholder reviewed the options for a new truck and chassis. An increase of \$9,000 is expected in the coming months, therefore, if possible, a purchase would be completed prior to the increase. Once the chassis is received it is estimated to take another 10-12 months to complete the truck. Burkholder will review the quote and bring the request to the City Council on February 23, 2026.
 - c. Sno-Go Snow Blower Replacement:** Members reviewed the MNDOT equipment, noting that it would be best to view the equipment in person prior to making a final determination. This discussion will be presented to Council to authorize the purchase.
 - d. Public Works Facility Discussion:** Administrator Peterson reviewed four potential sites for a Public Works Facility. The first, the cement plant site near the park is in the floodplain, and therefore not the best option. The second site, along Enterprise Drive, was also noted to not be ideal, given its proximity to Residential properties and lack of overall space. The final two sites, the MNDOT site and the People’s site both have equal

amounts of pros and cons. Committee and Team members were divided on the best option overall. Therefore, quotes will be sought out to understand the cost of a new building at the MNDOT site, as well as either a new building, or renovating the People's site. Discussion will continue once estimates are acquired. The Capital Plan currently calls for construction in 2027.

D. Other Items

- a. **V-plow Purchase:** Director Burkholder shared that he had applied for and been granted \$2,000 to go towards the purchase of a v-plow at a total cost of \$5,000. He is searching for additional opportunities for funding, however, would like to move forward with the purchase using his small tools budget if necessary. Members supported this idea.



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 9, 2026

Agenda Item: Northern Natural Gas Notification

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Update of notification received.

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

One-Time Cost :

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FISCAL DETAILS:

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PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 9, 2026

Agenda Item: Annual Wastewater Treatment Facility Review

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

Amount:

Ongoing Cost :

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[MEMO.doc](#)

INTEROFFICE MEMORANDUM

TO: PUBLIC WORKS COMMITTEE AND CITY COUNCIL
FROM: STEVEN SCHLICHTER
SUBJECT: 2025 Year End Review
DATE: 2/25/2026

Action Requested: None

Background:

This last year has been challenging in respect to trying new operational strategies and learning how our facility reacts to these changes. This is always a moving target as everything is always changing such as temperature, flow rate, food to mass ratio, pH, dissolved oxygen, and RAS and WAS percentages to name some factors. For a facility that is not designed to do Biological Nutrient removal we can do a pretty good job and that is due to the facility having excess capacity at this time. In 2025 we operated at 37% of the facility's designed capacity for flow.

Let's have a look at the numbers from 2025 compared to 2024. For BOD and TSS removal rates have held steady at 97% for BOD and 98% for TSS compared to 2024 BOD was 98% and TSS was 98%. Our limit for both is a minimum of 85% removal. The new UV system is working very well. Our Fecal Coliform averaged 2.58 in 2025 compared to 4.66 in 2024 with our limit being 200. Now moving on to Nitrogen and Phosphorus. We do not currently have a limit for these, but we are required to monitor these levels. For nitrogen in 2025 we averaged 10.08 mg/L and in 2024 for the few samples we had at that time we averaged 9.01 mg/L. The typical limit for this is a 12-month rolling average of 10 mg/L. For Phosphorus we averaged 74% removal in 2025 compared to 36% in 2024. Also, for 2025 we averaged 1.87 mg/L of Phosphorus in our effluent. Typically, 1 mg/L would be the limit. These are great results from a facility that is not specifically designed to remove these nutrients.

In 2025 we treated 62,563,000 gallons of wastewater at our facility. This is down from 2024 flows of 71,423,000 gallons. For 2025 the cost estimate to treat 1000 gallons is \$16.71 and that is down from \$19.30 in 2024 because we did not have any large expenditures in 2025. We also completed our yearly sewer cleaning of one quarter of the city. That averages about 3 miles of sewer lines per year. We did have one sewer main block this year that affected a couple residents. With our aging sewer infrastructure tree root intrusions are becoming more common. We have been looking into different root cutting heads for our jetting truck.

Our current WWTF was reconstructed and fully operational by the summer of 2006. Some of the mechanical equipment has only been shut off for a total of a couple of hours to change oil and regular maintenance since it was started in 2006. Multiple pieces of equipment have 150,000 + hours of run time and has seen over 1.3 billion gallons of wastewater. The Chatfield WWTF has been very well maintained but everything mechanical wears out and electrical gets outdated and this is why we have started a Facility Plan. We are currently working with SEH to find the best path forward in updating our facility and continue to meet limits. This is just a brief overview of 2025 and if you have any questions, concerns or really want to dive into how our facility operates please let me know.

Thank you for your time,
Steven Schlichter
WWTF Superintendent



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: March 9, 2026

Agenda Item: Equipment Purchase Consideration (Mower)

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion:

Community Engagement and Outreach:

FISCAL IMPACT:

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Ongoing Cost :

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