

CITY OF CHATFIELD PUBLIC WORKS COMMITTEE
AGENDA

City Council Chambers - 21 SE Second Street, Chatfield, MN 55923
April 13, 2026, 5:30 P.M.

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

A. Minutes

1. [March 9, 2026 Public Works Meeting Minutes](#)
Review minutes from the previous meeting.

B. Public Works Director Report

1. [Salt/Sand Hoop Shed Options](#)
Review recommendations and options.
2. [Twiford Street to Mill Creek Park Drainage](#)
Review recommendations.
3. [Street Light at Twiford and 2nd Street](#)
Review recommendations for replacement due to damage.
4. [Fleet Management Program](#)
Consider recommendation for implementation of the program.



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: April 13, 2026

Agenda Item: March 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:

[2026.03.09 Public Works Meeting Notes.pdf](#)



CITY OF CHATFIELD PUBLIC WORKS COMMITTEE

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

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

Members Present: Councilors Paul Novotny and Mike Urban

Members Absent: None

Others Present: Brian Burkholder, Steven Schlichter, Kay Wangen, Scott Keigley, Alison Bentley, Desiree Schlichter, and Michele Peterson

A. Minutes: Minutes from February 9, 2026, meeting were reviewed. No amendments were suggested.

B. Other Items

- a. Northern Natural Gas Notification:** The notification was reviewed noting that they are planning on removing certain infrastructure near a property owned by the City. Contact information was provided in case any concerns were to come forward. There were no plans for the project shared with the notification.
- b. Annual Wastewater Treatment Facility Review:** Superintendent Steven Schlichter reviewed the report provided regarding the operations of the facility during the previous year. Potential purchase of equipment was also shared; the team is considering a chain cutter head which has an estimated cost of \$7,000 to \$8,000. The Facility Plan being completed by SEH is almost complete. The challenge has been determining what process is recommended for biosolids treatment in the future. Schlichter has been working with the engineers, MPCA, MN DNR, Department of Agriculture, Greenhouse growers, and the University of MN to try and define management processes for the existing reeds. In the end our current reeds have been determined to be invasive, and therefore we will at some point need to transition. The team is working on grant funding to help with an initial test for two reed beds to be completed in 2027.
- c. Equipment Purchase Consideration (Mower):** Public Works Director Brian Burkholder presented a quote for a new zero-turn mower for consideration. The goal is to utilize funding from the Parks Department for the initial purchase. The mower would be stored at the Wastewater Treatment Facility, with the intention that the mower would be loaded onto a trailer and pulled by a pickup truck for mowing within the community. The suggestion was made to place the equipment on the Capital Improvement Plan for equipment replacement under the park department for a period of five years. Burkholder will discuss this with Park & Rec Committee Members, discussion to be continued.

- d. Parade and Cookout Request:** Community Development Director Alison Bentley shared the request to hold a ATV/UTV Parade on the 4th of July, while also holding a cookout utilizing the City property at 19 Second Street SW. Member noted approval of the plan as presented, noting that the area near the fuel tanks should remain available in case of emergencies. The parade would follow along Twiford Street, the vehicles would also be parked on the street after the parade. Barricade and Cones would be borrowed for the event. A recommendation for approval will be shared with the Council at the next meeting.
- e. Tree Planting along Enterprise:** A property owner inquired regarding the planting of trees between two parcels on the east side of Hillside Drive, on the south side of the property. The concern is that the property to the south of the residential property is currently zoned Light Commercial. It was noted that there is a request to rezone a portion of the property to Single Family Residential. Given this pending request for rezoning, members requested holding off on the request to plant trees between the two parcels. Previously a berm was installed with trees planted in order to create a barrier between the residential properties and the Light-Commercial properties along Enterprise Drive. Discussion to be continued.



PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: April 13, 2026

Agenda Item: Salt/Sand Hoop Shed Options

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review recommendations and options.

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 3-23 Spec_drawing 52x40 Hoop shed.pdf](#)

- FOR REVIEW
- FOR APPROVAL
- FOR PERMIT
- FOR CONSTRUCTION

SIGNATURE: _____

COMMENTS:

ENGINEERING

- UN-ENGINEERED BUILDING TRUSSES
- ENGINEERED BUILDING TRUSSES
- *STAMP BUILDING DRAWINGS REQUIRED*
- IBC-
- SNOW LOAD: - 20 PSF
- WIND LOAD: - 100 MPH

BUILDING INFORMATION

BUILDING WIDTH: 52' 0"
 BUILDING LENGTH: 40' 0"
 TRUSS SPACING: 10' 0"

1. FOUNDATION MATERIAL: CONCRETE BLOCK
2. END WALL 1: FABRIC
 - A. DOOR TYPE: NONE
 - B. DOOR PROVIDER:
 - C. VENTS: 2 MESH
3. END WALL 2: NONE
 - A. DOOR TYPE:
 - B. DOOR PROVIDER:
 - C. VENTS:

COVER SPECS:

1. TRIM COLOR: - WHITE
2. COVER TYPE: MONOLITHIC
3. COVER TERMINATION: 1' BELOW BASE PLATE
4. NUMBER OF COVERS: 1

SITE PREPARATION REQUIREMENTS

A WELL PREPARED SITE IS CRUCIAL TO THE OVERALL SUCCESS OF ANY BUILDING PROJECT. A POORLY PREPARED SITE CAN CAUSE PROBLEMS WITH DRAINAGE AND SETTLEMENT. SOME SITES AND FOUNDATIONS REQUIRE THE USE OF SOIL BORINGS AND HAVING THE FOUNDATION DESIGNED BY A STRUCTURAL ENGINEER. ALL RECOMMENDATIONS MADE BY GEO-TECHNICAL FIRM AND STRUCTURAL ENGINEER SHOULD BE FOLLOWED.

1. THE SELECTED SITE SHOULD ALLOW FOR FUTURE EXPANSION
2. ALL WEATHER ACCESS ROADS ARE NEEDED TO ALLOW CREW ACCESS TO JOBSITE. ROADWAYS SHOULD BE FREE FROM OBSTACLES THAT WOULD PREVENT CREW ACCESS TO JOBSITE.
3. THE SUB-GRADE NEEDS TO BE PROPERLY PREPARED AND COMPACTED
 - A. COMPACTION TESTING IS ADVISED AND SHOULD BE COMPLETED BY A MATERIAL TESTING AGENCY.

4. THE SITE SHOULD BE BUILT UP HIGH ENOUGH TO ALLOW FOR DRAINAGE.
 - A. A DRAIN TILE MAY BE USED IF DESIRED OR NECESSARY.
5. FINAL PREPARED SITE SHOULD BE LEVEL WITHIN 4" FOR A WOOD POST FOUNDATION AND WITHIN 1" FOR A Poured CONCRETE FOUNDATION.
6. IF THE FINAL BUILDING PROJECT WILL INCLUDE A GRAVEL OR CONCRETE FLOOR, THIS SHOULD BE INSTALLED AT THE EARLIEST TIME THE PROJECT ALLOWS AND WOULD BE PREFERABLE TO BE COMPLETED BEFORE THE INSTALLATION CREW ARRIVES TO COMPLETE THE INSTALLATION.
7. IT IS THE RESPONSIBILITY OF THE CUSTOMER TO LOCATE THE PRIVATE UNDERGROUND UTILITIES INCLUDING PROPANE, WATER, ELECTRICAL, NATURAL GAS, PHONE, INTERNET, AND ANY OTHER LINES THAT MAY BE IN THE BUILDING SITE.
8. FOR PROPER ACCESS DURING CONSTRUCTION, THE SITE SHOULD ALLOW FOR 20' OF CLEARANCE ON THE OUTSIDE OF THE BUILDING FOOTPRINT ON BOTH SIDEWALLS AND 30' OF CLEARANCE ON THE OUTSIDE OF THE BUILDING FOOTPRINT ON BOTH END WALLS.

STAMP
HERE

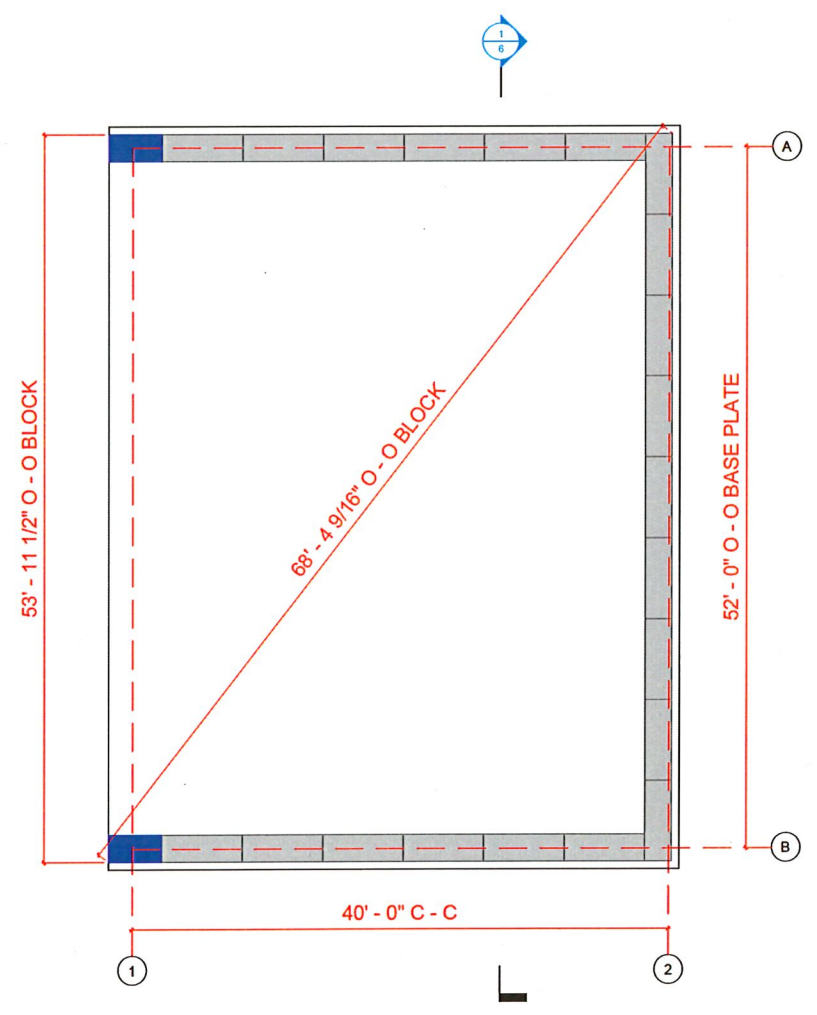
NO.	REVISION	DATE

Layout Drawing_ City of Chatfield 52x40 Building on Concrete Blocks

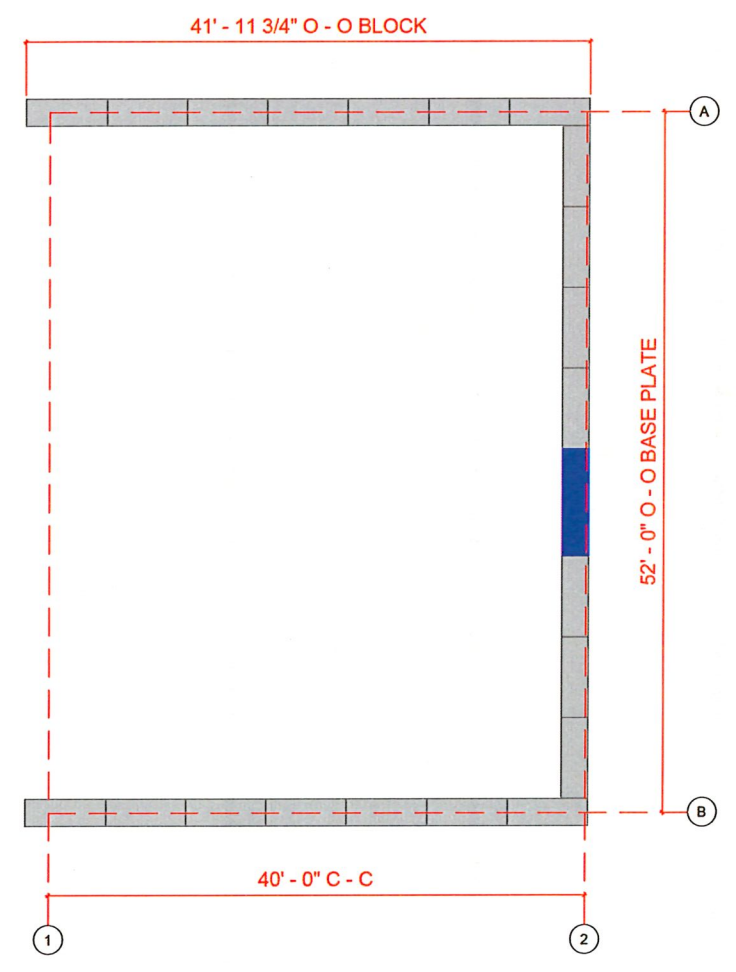
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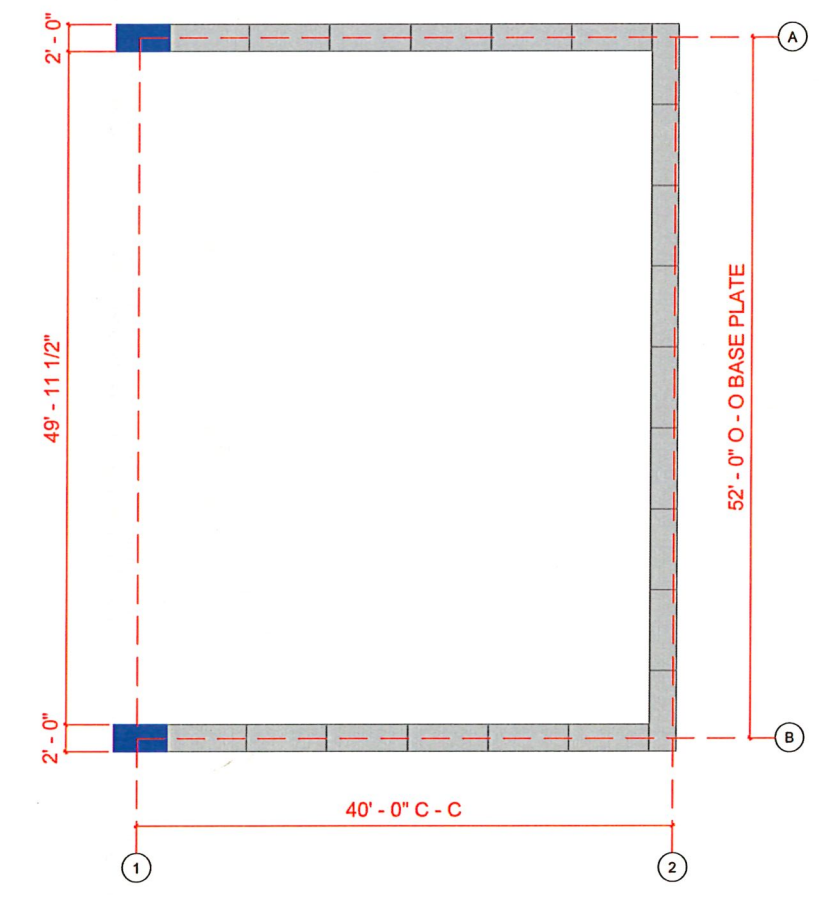
GREENFIELD
 CONTRACTORS LLC
 BUILDING YOUR FUTURE



LEVEL 1
① 1:65



LEVEL 2
② 1:65



LEVEL 3
③ 1:65

SYMBOLS OF BLOCKS

- ④3 = - 2' x 2' x 6' BLOCK
- ④6 = - 2' x 2' x 4' BLOCK

NOTE: VERTICAL GAPS BETWEEN BLOCKS ACCEPTED - 0 1/4"

FOUNDATION LEGEND

Item	Name	Size	Quantity
1	FOUNDATION BLOCK RECTANGULAR	2 x 2 x 6	63
2	FOUNDATION BLOCK RECTANGULAR	2 x 2 x 4	6

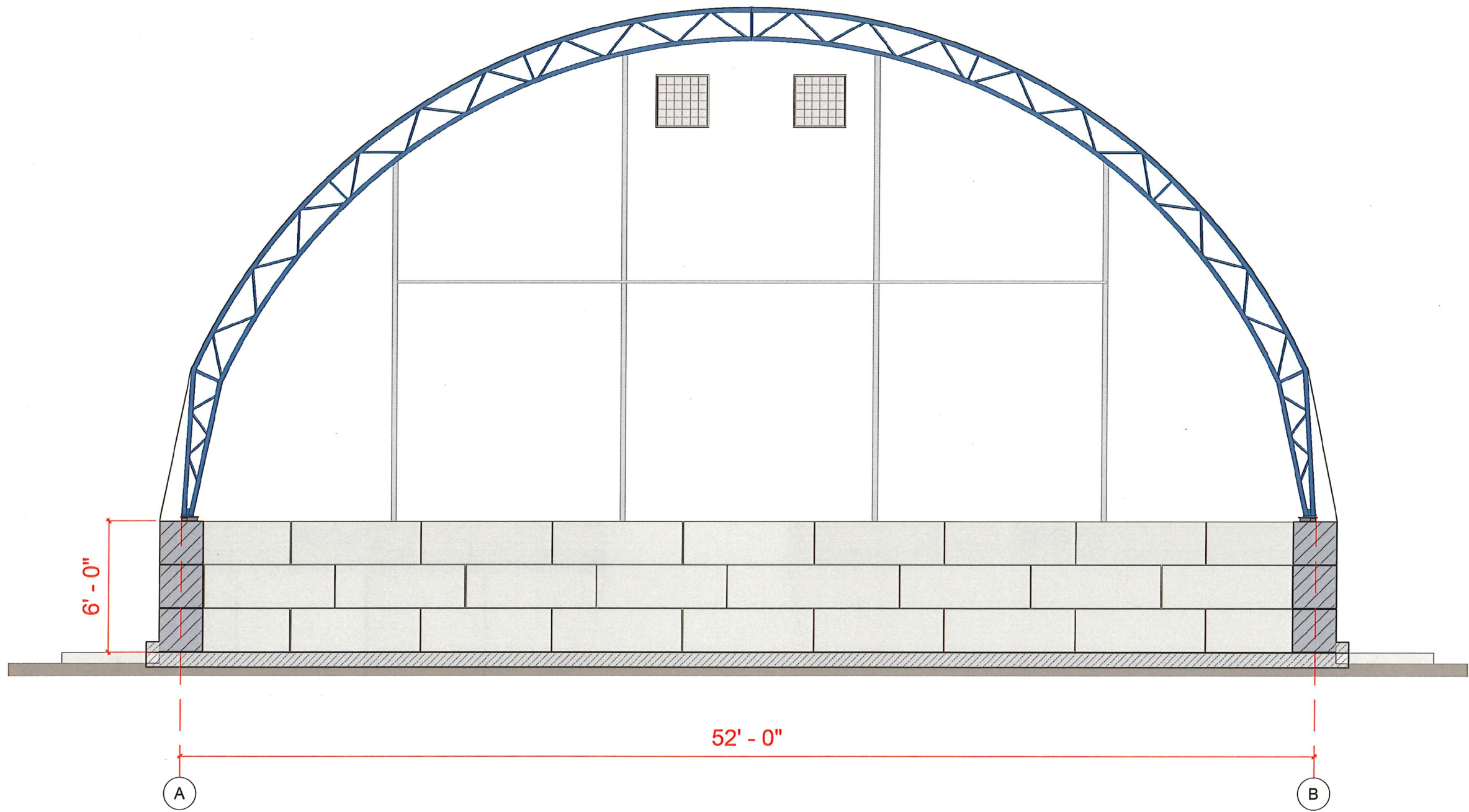
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NO.	REVISION	DATE

Layout Drawing_City of Chatfield 52x40 Building on Concrete Blocks

PLAN DIMENSION





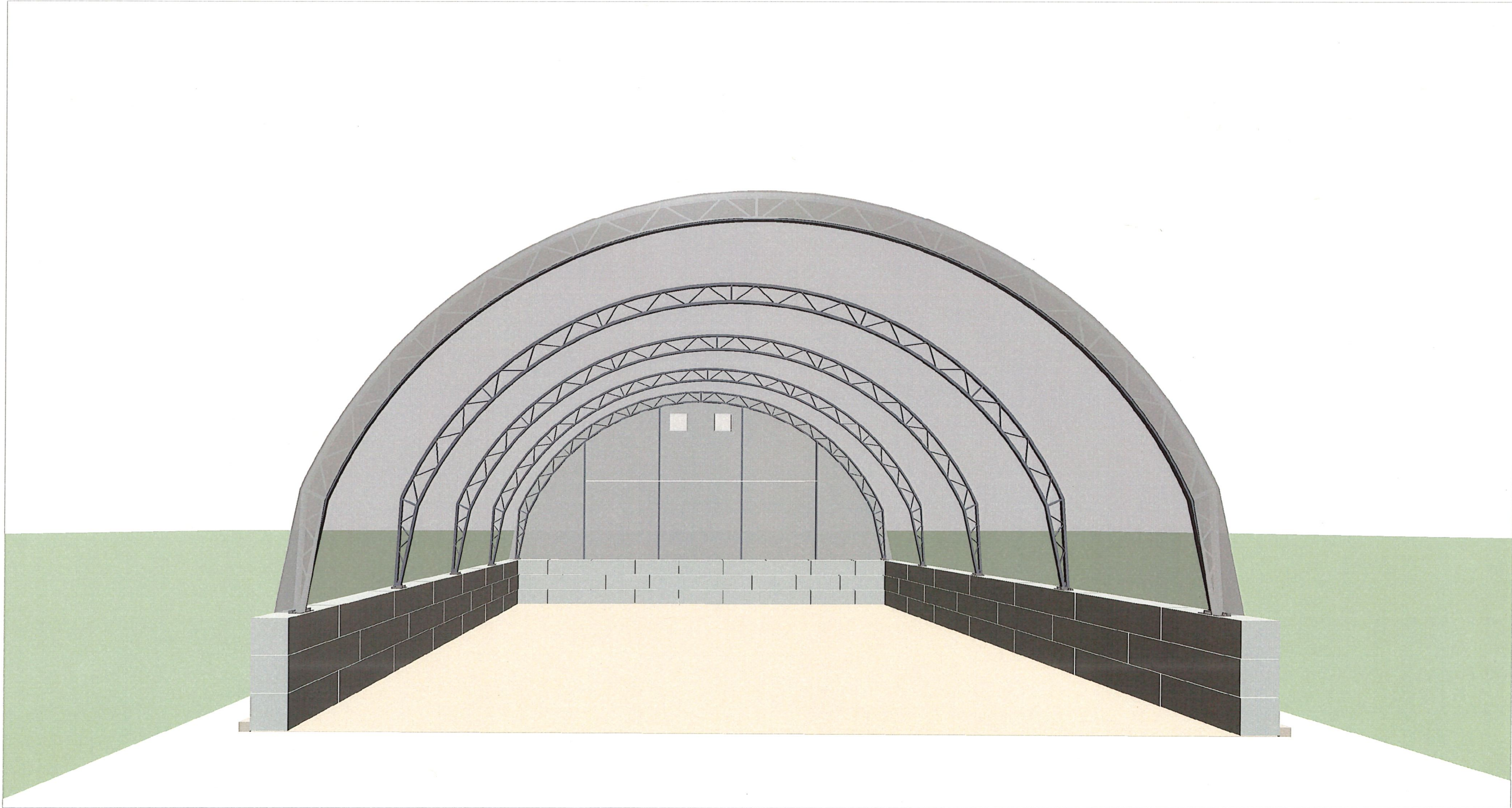
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NO.	REVISION	DATE

Layout Drawing_City of Chatfield 52x40 Building on Concrete Blocks

SECTION VIEW





① 3D view 2

STAMP
HERE

NO.	REVISION	DATE

Layout Drawing_City of Chatfield 52x40 Building on Concrete Blocks

3D VIEW





PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: April 13, 2026

Agenda Item: Twiford Street to Mill Creek Park Drainage

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review 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:

[Twiford Waterway Photos.pdf](#)



















PUBLIC WORKS COMMITTEE MEETING STAFF REPORT

Meeting Date: April 13, 2026

Agenda Item: Street Light at Twiford and 2nd Street

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Review recommendations for replacement due to damage.

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: April 13, 2026

Agenda Item: Fleet Management Program

Subject | Summary:

Agenda Category:

Submitted By: Michele Peterson

Recommended Motion: Consider recommendation for implementation of the program.

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 4-3 Memo Utility_IWorq Fleet Program.pdf](#)

INTEROFFICE MEMORANDUM

TO: Public Works Committee
FROM: Brian Burkholder, SCS
SUBJECT: Fleet Service Program
DATE: 4/3/2026

Action Requested: To consider adding a Fleet program through IWorq to keep track of all our vehicles info, servicing, and maintenance scheduling. Would also include DOT inspections and daily log booking.

Background: Currently we do not have a good way in keeping track of when vehicles, mowers, equipment etc. needs servicing or maintenance. We have been looking at hours or miles or days. This would also keep track of another vehicle info like VIN numbers, filter numbers, oil quantities etc. We can also keep track of costs and file info to each vehicle, manuals, invoices, records, and titles.

The fire dept may be interested also to include there checks and vehicle servicing.

Thank you for your time,
Brian Burkholder