

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

**City Council Chambers - 21 SE Second Street, Chatfield, MN 55923**  
**June 8, 2026, 5:30 P.M.**

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

A. Minutes

1. [May 11th, 2026 Public works Meeting Minutes](#)  
Review minutes from the previous meeting.

B. Public Works Director Report

1. [Twiford Street to Mill Creek Park Drainage](#)  
Review recommendations.

C. Other Items

1. [Developer's Fees](#)  
Review history and consider policy for charges.
2. [Water Storage Tank Replacement Project](#)  
Consider recommendation for moving forward with project.



**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** June 8, 2026

---

**Agenda Item:** May 11th, 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:**

[2026.05.11 Public Works Meeting Notes.pdf](#)



**CITY OF CHATFIELD PUBLIC WORKS COMMITTEE**

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

*April 13, 2026, 5:30 P.M.*

**Members Present:** Councilors Paul Novotny and Mike Urban

**Members Absent:** None

**Others Present:** Brian Burkholder, Scott Keigley, Steven Schlichter, Craig Britton, and Michele Peterson

- A. Minutes:** Minutes from April 13, 2026, meeting were reviewed. No amendments were suggested.
- B. City Engineer Report:**
  - a. Amco III Development Agreement:** Craig Britton reviewed the draft version of the development agreement. The developer has requested two amendments, the first to item 19. The request is to amend the first sentence to read “The Developer or Contractor agrees to take out and maintain or cause to be ...”. The second request was to amend the language in item 11b. The drafted language requires the private drive to be 24’ wide. Members discussed the request, and ultimately requested the language be changed to reflect the following “...Amco 3<sup>rd</sup> Addition, the Developer shall widen the private drive to a minimum width as approved by City Council with adequate structural capacity to support maintenance and emergency vehicles.” Committee members noted a recommendation to forward to the City Council for approval. Additionally, members discussed the requested \$5,000 payment for engineering fees. History of developments and these payments will be shared at the next meeting.
  - b. Amco III Final Plat:** Britton reviewed the proposed final plat, noting his recommendations for approval. Also noted was the recommendation to include the sewer extension for future development to be considered a public service. Members will recommend approval to the City Council.
- C. Public Works Director Report:**
  - a. Salt/Sand Hoop Shep Options:** Director Burkholder reviewed the proposals for the Hoop Shed, noting it would be utilized for salt and sand storage. It was noted that the Storm Sewer Capital funds would be utilized for the construction of the building. Committee members recommended taking the discussion to Council for approval.
  - b. Twiford Street to Mill Creek Park Drainage:** Members reviewed the area, noting the concerns for improving the drainage in this area. City Engineer Craig Britton will review the volume of water flowing in this area, to help determine a proper drainage plan.



**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** June 8, 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:** June 8, 2026

**Agenda Item:** Developer's Fees

**Subject | Summary:**

**Agenda Category:**

**Submitted By:** Michele Peterson

**Recommended Motion:** Review history and consider policy for charges.

**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:**

[Memorandum - Developers Fees.pdf](#)

# Memorandum

To: Personnel / Budget Committee

From: Michele Peterson

Date: May 29, 2026

## Developer's Fees

Review the history of fees collected. There has been a total of \$25,000 collected as Developer's Fees since 2018. It appears that this fee was not charged to developers prior to 2018. However, there is only one developer that has been charged this amount.

Year	Development
2018	Amco 1 <sup>st</sup>
2018	Hilltop 3 <sup>rd</sup>
2021	Hilltop 3 <sup>rd</sup>
2021	Amco 2 <sup>nd</sup>
2026	Amco 3 <sup>rd</sup>

It does appear that we collected the fee twice for the Hilltop 3<sup>rd</sup> development. However, there was a credit of \$2,900 from the remaining escrow amounts previously collected that was applied to the Hilltop 4<sup>th</sup> development escrow account. Hilltop 4<sup>th</sup> development currently has a balance of \$1,048.82 from engineering fees. In all there have been a total of \$3,867.81 in engineering fees applied to Hilltop 4<sup>th</sup> escrow account.

### Action requested:

1. Consider transferring \$1,048.82 from 100-43100-303 to zero out the escrow account for Hilltop 4<sup>th</sup>. Currently negative interest is being applied each quarter.
2. Consider policy for developers fees moving forward, including amount, and when this fee should be charged.



**PUBLIC WORKS COMMITTEE MEETING STAFF REPORT**

**Meeting Date:** June 8, 2026

---

**Agenda Item:** Water Storage Tank Replacement Project

---

**Subject | Summary:** Consideration for requesting an engineering review and design for the project.

---

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

---

**Recommended Motion:** Consider recommendation for moving forward with project.

---

**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:**