

CITY OF CHATFIELD COMMON COUNCIL
AGENDA
April 10, 2023 7:00 P.M

- I. Chatfield City Council – April 10, 2023 – 7:00 p.m. – City Council Chambers
 1. Consent Agenda:
 - A. Approval of minutes of prior meetings.
 - B. Approve payment of claims.
 - C. Approve William Hanson Waste & Recycling to provide three men and a truck, at a rate of \$130 per hour, to conduct the spring clean-up on May 8th.
 - D. Approve placement of sign at Disc Golf Course June 12 – 16.
 - E. Approve use of Mill Creek Park by MN Trout Association to host Kids Fishing Day, May 13.
 - F. Approve raffle permit to be conducted July 13, 2023 by the Chatfield Ambulance Activities Association.
 - G. Approve CCTV Softball contract with EB Allen.
 - H. Approve use of City Park by the VFW Auxiliary on Memorial Day for a display of flags and a Wall of Honor.
 - I. Approve CCTV Administrator contract with Andy O’Connor.
 2. Ordinance 466 – Delete residential waste fee from fee ordinance.
 3. City Engineer’s Report – Vanessa Hines:
 - A. Killmer Electric Pay App #2.
 - B. Resolution to approve plans and authorizing advertising for bids for 2023 street project.
 4. S.C.S. Report – Brian Burkholder:
 - A. Approve purchase of wide area mower.
 5. Committee Reports:
 - A. Personnel-Budget Committee
 - B. Public Works Committee
 6. Mayor’s Report:
 - A. Announce Tree City USA designation – 31 years in a row.
 - B. Announce Arbor Day proclamation.
 - C. Appointment to the Library Board of Trustees to a term expiring January 31, 2024.
 7. City Administrator’s Report:
 8. Roundtable
 9. Adjourn.
 10. Meeting Notices:
 - A. Personnel/Budget Committee (Novotny & Urban) 4:30 p.m. Monday
 - B. Public Works Committee (Novotny & Urban) 5:30 p.m. Monday
 - C. Public Works Committee (Novotny & Urban) 1:30 p.m. Wednesday

**CITY OF CHATFIELD
COMMON COUNCIL
MEETING MINUTES**

Monday, March 27, 2023

The Common Council of the City of Chatfield met in regular session on Monday, March 27, 2023. Mayor John McBroom presided and called the regular meeting to order at 7:00 PM

Members Present: Paul Novotny, Josh Broadwater, John McBroom, Dave Frank, and Pam Bluhm.

Members absent: Mike Urban.

Others Present: Karen Reisner, Bill Hanson, Dan Funk, Brian Burkholder, Jason Boynton, Kay Wangen, Fred Suhler Jr. , Joel Young, Shane Fox, Craig Britton and Lynda Karver.

Consent Agenda

Dave Frank entered a motion, with a second by Pam Bluhm, to adopt the consent agenda which included the following items:

1. Approval of March 13, 2023 Minutes
2. Approve payment of claims
3. Approve hiring of swimming pool staff
4. Approve letter of support re: Minnesota Driftless Hiking Trail
5. Approve a one-pay-step increase to Desiree Schlichter to Grade 4, Step 2, Effective on her employment anniversary
6. Approve update to Capitalization Policy
7. Approve updated request to use park by Chatfield Alliance

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Annual Audit Report – Jason Boynton, Smith-Schafer

Jason Boynton of Smith, Schafer, & Associates, LTD. presented the 2022 Audit for the City of Chatfield. He reported a clean audit with no exceptions. Copies of the Audit and the Annual Budget Book & Reference guide can be found online or in the Clerk's office.

Pam Bluhm entered a motion, with a second by Paul Novotny, to accept the Audit and Financial Statements as presented.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Ordinance 465 – Administrative Code

Second Consideration

Josh Broadwater entered a motion, with a second by Paul Novotny, to adopt the second consideration of Ordinance 465 - Administrative Code.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

A complete copy of the ordinance can be obtained at the office of the City Clerk.

Authorize Publication by Summary

Dave Frank entered a motion, with a second by Pam Bluhm, to authorize the Publication by Summary as follows:

ORDINANCE NO. 465

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO ITS ADMINISTRATIVE CODE; AMENDING THE PROVISIONS OF THE CHATFIELD CODE, SUBPART A, PART II, CHAPTER 2, ARTICLE I, SECTION 2-2; ARTICLE II, SECTION 2-15; ARTICLE III, SECTION 2-25; ARTICLE IV, SECTIONS 2-45; 2-47; 2-48.1; 2-49; 2-51; 2-55; 2-55.1; 2-56; ARTICLE V, SECTION 2-76; ARTICLE VI, SECTION 2-121; REPEALING THE PROVISIONS OF ARTICLE V, SECTION 2-77.

SUMMARY OF ORDINANCE PROVISIONS

The purpose of Ordinance No. 465 is an amendment of various provisions of Chapter 2 of the Chatfield Code, which chapter is also referred to as the "Administrative Code" (Code, Section 2-1). These changes are primarily designed to reflect the creation of the office of City Administrator by recent amendments to the City's home rule Charter, but also make additional changes to various Code provisions.

Section 1 makes the city administrator the designated signatory on City contracts, bonds and other instruments.

Section 2 permits a notice that calls for a special meeting of the council to be served on Council members electronically in addition to other forms of notice.

Section 3 eliminates a requirement that the treasurer of the City's Fire Relief Association be bonded.

Section 4 provides that the City's ambulance service department shall be under the supervision and control of the city administrator.

Section 5 provides that the City's fire department shall be under the general supervisory authority of the city administrator. The members of the department have the ability to recommend to the Council for selection and confirmation the persons to be chief and other officers of the department, instead of having such elected by the members.

Section 6 provides for the creation of the position of administrator of the City's cable access board and Chatfield Cable Television, who would work under the general supervision of the city administrator.

Section 7 clarifies that the Council's Park and Recreation Committee shall also act as a liaison between the Council and Chatfield Community education.

Section 8 relates to the organization of the police department. It provides that the department is under the general supervisory authority of the city administrator, and that members of the department (other than the chief) are to be appointed by the city administrator.

Section 9 provides that the city administrator shall have general supervisory authority over the department of public works. It establishes the position of Director of Public Works (in lieu of that of "superintendent of city services").

Section 10 clarifies that the City may recover from a property owner certain unpaid property-related expenses, incurred by the City as may be permitted by State law, by the process of levying and collecting these charges as general property taxes.

Section 11 adds the city administrator as a named member of the rural fire advisory committee.

Section 12 designates the city administrator as the City's chief purchasing agent, and provides that any purchase made in excess of \$20,000 is required to have prior approval of the Council.

Section 13 provides that the city administrator is the official charged with designating the appropriate city employee or employees with authority to issue administrative citations for certain designated code violations.

Section 14 repeals a provision that required any sale of real property owned by the City to be authorized by passage of a specific City ordinance.

All of the foregoing provisions are effective 30 days following this publication.

The foregoing summary is only a summary of the text of the entire ordinance as passed and adopted. A full text of Ordinance No. 465 is available for inspection by any person during regular office hours at the Office of the Chatfield City Clerk, at the Thurber Municipal Building.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

S.C.S. Report

Two announcements:

1. Street Sweeping will start the week of April 3. The process to complete the entire city takes 2 to 2.5 weeks.
2. The Hwy 30 bridge project by Kwik Trip will be starting April 17, 2023. There will be closures and detours while the project is going on.

City Engineer's Report

No Report

Committee Reports

Public Services Committee

Councilors Bluhm and Frank were in attendance. Topics included:

- Garbage Collection rate increase.
- Spring Clean-up - Wide city clean-up is scheduled for May 8, 2023
- Apartment Collections
- Old Territorial Road

Recommendation to increase recycling rates

The recycling center has increased their tipping fees from \$75 per ton to \$120 per ton for recycling, so it is necessary to increase the fee charged to the residents. It is estimated this will cause an increase in the recycling fee in the range of \$1.13 - \$1.17 per month.

Paul Novotny entered a motion, with a second by Pam Bluhm, to adopt

A Resolution Authorizing an Increase in Fees Associated With the City's Waste and Recycling Collection

Whereas, the City of Chatfield administers the waste removal and recycling program within the city, and

Whereas, the City maintains control over the fees that can be charged by the hauler for the collection of waste and recycling materials, and

Whereas, the hauler has notified the City that the recycling center will increase its tipping fees from \$75 per ton to \$120 per ton, effective May 1, 2023, and

Whereas, the fees charged to residents need to be adjusted to absorb the increased tipping fees,

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Chatfield that the monthly recycling fee be increased from \$6.62 per month to \$7.79 effective immediately.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Park & Recreation

Councilors Broadwater and Frank were in attendance. Topics included:

- Disc Golf Proposal
- Sale of current sprayer and purchase of a new sprayer
- Wide area mower
- Camping Alternatives
- Shady Oak Park/2023 Street Project

Paul Novotny entered a motion, with a second by Josh Broadwater, to approve the purchase of a new sprayer at a cost of \$2981.25.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Personnel Committee

Retirement & Search for replacement

City Administrator Joel Young has submitted his notice of retirement. The committee is recommending the hire of David Drown Associates to help facilitate the finding of his replacement.

Josh Broadwater entered a motion, with a second by Paul Novotny, to acknowledge the Notice of Retirement and approve the recommendation to retain DDA Human Resources to search for City Administrator candidates.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Mayor's Report

Mayor McBroom acknowledged the passing of Betty Lou Baulkman, a volunteer at the visitor's center for many years.

City Administrator's Report

Approve Engagement Letter with David Drown Associates as Municipal Financial Advisor

Josh Broadwater entered a motion, with a second by Pam Bluhm, to approve the engagement letter with David Drown Associates as Municipal Financial Advisor.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

Roundtable

A reminder that City Wide Clean-up is scheduled for May 8, 2023.

Adjourn

Pam Bluhm entered a motion, with a second by Dave Frank, to adjourn to 7:31 p.m.

Ayes: Councilors: Novotny, Broadwater, Frank, and Bluhm

Nays: None

Absent: Councilor: Urban

Motion carried.

/s/Beth M Carlson
City Clerk

Joel Young

From: Eric Jenneke <jenneke.eric@gmail.com>
Sent: Tuesday, March 7, 2023 3:01 PM
To: Joel Young
Subject: Summer recreation disc golf program

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello my name is Eric Jenneke,

I am trying to get as much interest as possible for a summer recreation disc golf program. I talked to LuAnn Klevan whom is the person who takes care of the summer recreation programs here in Chatfield. She told me that last year they had a program and 10 kids signed up. I think 10 kids is great, but I think we can get more interest into the program. I asked LuAnn about getting a sponsorship put together that would draw in more interest. She was all for getting a sponsorship. Since I got the approval from LuAnn I went to Sports Headquarters in Rochester. Sports Headquarters is the largest disc golf retailer in southeastern Minnesota. They said they are all for getting their name out there for sponsorship. They would like to put a banner out that has their business name on it during the duration of the program. The banner would be the size of the teebox by hole one. Having a banner out during the duration of the summer recreation program would allow it to be seen by a lot of players. Not just the children in the program but also people who throw there for leisure play. Right now I am not sure how long the program would be or when it starts. I am going to try to get it runned in the month of June to middle of July or just in June. I am trying to get approval from the city to get this sponsorship going. The consideration would be great.

Thank you for your time,
Eric Jenneke

Joel Young

From: Jeffrey Broberg <brobergmnwoo@gmail.com>
Sent: Thursday, March 30, 2023 4:18 PM
To: Joel Young; Roger Skov
Subject: Kids fishing day proposed for Saturday May 13. Mill Creek Park Pavilion

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Joel: Good to talk to you to today. Im excited to share that the core group from the old Minnesota Trout Association has got back together and would like to host a Kids Fishing Day at Mill Creek Park Pavilion in Chatfield on Saturday May 13.

The event would start registration at 9Am, the kist fish from 10 til noon and we have a hot dog lunch and prizes. We are typically cleaned up and out by 1:30 or 2:00. We want to check to make sure there are no conflicting events.

The second Saturday in May was the traditional date going back to 1996. This date is also the day of the Mn State Fishing Opener and the week before Preston's Trout Days. Pre COVID we averaged 90 kids ages 3 to 12.

In the past the City helped by delivering 6 tables and 10 chairs for us to use for food service and prizes.

We have already contacted the MNDNR about stocking 500 rainbow trout a few days before the event.

We are also looking for local volunteers for the day of the event and hopeful to get community interest for carrying on this tradition in Chatfield.

I will have Roger Skov send us a draft of the flyer for the May 13 date (we did not want to send to the printer without confirming the date).

Thank you for you help and support.

Jeff Broberg

507-273-4961

brobergmnwoo@gmail.com

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Chatfield Ambulance Activites Association Inc Previous Gambling Permit Number: X-X-94795-22-002

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 32982 Hwy 52 S

City: Chatfield State: MN Zip: 55923 County: Fillmore

Name of Chief Executive Officer (CEO): Daniel R. Jaquith

CEO Daytime Phone: 507-259-0627 CEO Email: masterspy21@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of **both** of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Chatfield Municipal Building

Physical Address (do not use P.O. box): 21 2nd St SE

Check one:
 City: Chatfield Zip: 55923 County: Fillmore
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 13th 2023

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Chatfield</u></p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Daniel Jaquith Date: 04-01-2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel R. Jaquith

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

CONTRACT FOR CONSULTING SERVICES
Chatfield Cable Television Seasonal Event Coordinator

- Softball Season

This agreement, made this 31 day of March, 2022, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and _____ (hereinafter "Consultant"), witnesseth that:

Elizabeth Allen

□

1. This consultant will serve as the primary individual responsible for coordinating the volunteers and activities necessary to film and broadcast Chatfield Public Schools Volleyball during the 2022 -2023 school year.

This position works closely with the Cable Television Administrator.

2. The primary duties include but are not limited to:

- a. Recruit and coordinate volunteers for all events during the respective sport or season.
- b. Volunteer to set up, tear down and return equipment for each event, or recruit a volunteer to do so if you are unavailable.
- c. Manage the operation of each event, insert the sd card int CCTV computer for the technical coordinator to process the footage.

3. Compensation for these services will be \$1550 per season, payable in two equal installments. The first payment will be made approximately 15 days after the end of the first month of the season and the second payment will be made approximately 15 days after the second month of the season.

4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.

5. Consultant, during the period this agreement, shall be considered an independent contractor and not an employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.

6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on _____.

Agreed to between the parties hereto, the day and month set forth above.

Mayor

Elizabeth Allen

Contractor

Joel Young

From: Deb Jorgenson <jorgensondeb@yahoo.com>
Sent: Wednesday, April 5, 2023 7:22 AM
To: Joel Young
Subject: Memorial Day

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, Joel,

The VFW Auxiliary would like to do the Flags in the park again this year for memorial day. We will be putting them up early in AM and will take down later in the afternoon. Just hoping this is okay to do again this year. We have also asked Bill Funk to set up his Walls of Honor. I have shared this with Brian Burkholder. Bill stated that he needs to set them up on the grass. Let me know if this is all okay to do.

Thanks in advance,

Deb

CONTRACT FOR CONSULTING SERVICES
Chatfield Cable Television Administrator

This agreement, made this 1st day of March, 2023, between the City of Chatfield, a Minnesota municipal corporation, (hereinafter "City") and Andy O'Connor, (hereinafter "Consultant"), witnesseth that:

1. This consultant will serve as the primary individual responsible for the administration of the cable television access board and the development and operations of the local access channel, CCTV. This includes the promotion of the CCTV Service, volunteer recruitment and support and developing and maintaining a sound financial and organizational structure of the Service. This position serves as the primary staff for the Cable Television Access Board.

This position works closely with the president of the Cable Television Access Board, the City Clerk, Mayor and City Council and communicates routinely with the Chatfield Public Schools, various volunteers and other interested parties.

2. The primary duties include but are not limited to:
 - a. Plan, organize and coordinate activities to ensure Cable TV Access Board-established goals and objectives are achieved.
 - b. Complete grant applications and develop recommendations regarding proposed projects.
 - c. Prepare and manage the annual budget of the Cable TV Access Board.
 - d. Prepare agendas and meeting packets, performing all necessary research for meetings of the Cable TV Access Board; maintain related files.
 - e. Attend meetings of the Cable TV Access Board; oversee the publication of meeting notices as required by law; prepare minutes of all proceedings and oversee maintenance of accurate and complete records of all actions.
 - f. Prepare all Cable TV Access Board related correspondence.
 - g. Represent Cable TV Access Board to City Council as appropriate.
 - h. Responsible for recruiting and retention of Seasonal coordinators and other volunteers as needed.
 - i. Develop and recommend cable tv related policies.
 - j. Maintain an accurate inventory of all assets of the Service.
 - k. Develop and maintain collaborative relationships with other appropriate entities, such as the local school district, the local cable television service providers, other local access channel boards, etc.
 - l. Maintain and schedule events for programming and publicize that schedule.
 - m. Represent the City at local, regional and statewide cable tv related organizations.
 - n. Work closely with the CCTV Marketing consultant to achieve funding goals.
 - o. Work closely with CCTV Tech Coordinator to ensure equipment and video content is working properly.
 - p. Assist the CCTV Technical Coordinator or the Seasonal Coordinators when they are unavailable or need additional assistance.
 - q. Recruit volunteers for "Fine arts events," Western Days Parade and other covered events at the Chatfield Center for the Arts.
3. Compensation for these services will be \$15,525 per year, payable in equal installments on a monthly basis. The first payment will be made within fifteen days of completion of the first month of services provided and each month thereafter.
4. Consultant shall not receive any reimbursement from the City for any travel expenses or meals while performing any duties required by this agreement unless approved in advance by the Cable Television Access Board.
5. Consultant, during the period this agreement, shall be considered an independent contractor and not an

employee of the City of Chatfield. The consultant is required to maintain motor vehicle insurance throughout the duration of the contract.

6. Either party may terminate this agreement during its term for any reason upon the giving of 30 days prior written notice to the other. In the event the City terminates the agreement before the end of the term set forth, Consultant shall not be entitled to any payment for a period in which services are not performed. Otherwise, this agreement shall terminate on February 29, 2024.

Agreed to between the parties hereto, the day and month set forth above.

Mayor

Andrew J. O'Connor
Contractor

ORDINANCE NO. 466

AN ORDINANCE OF THE CITY OF CHATFIELD, MINNESOTA, RELATING TO FEES; AMENDING THE PROVISIONS OF THE *CHATFIELD CODE*, SUBPART A, CHAPTER 11, SECTION 11-1, *FEES, FINES AND CHARGES*, TO DELETE THE LANGUAGE OF THAT SECTION REFERENCING FEES IMPOSED FOR RESIDENTIAL SOLID WASTE, DESCRIBED AS “GARBAGE/MONTH” AND “RECYCLING”.

The City Council of the City of Chatfield, Minnesota does hereby ordain:

Section 1. The provisions of the *Chatfield Code*, Subpart A, Chapter 11, Section 11-1, which sets forth “Particular Fees, Fines and Charges” are amended to delete those enumerated fees imposed for residential solid waste collection described as “garbage/month” and recycling”.

Section 2. This ordinance shall be effective 30 days following its publication.

Passed and adopted by the city Council of the City of Chatfield, Minnesota, this day of April, 2023.

Approved:

Attest:

By its Mayor

By its City Clerk



City of Chatfield

Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810
www.ci.chatfield.mn.us

MEMORANDUM

TO: CHATFIELD CITY COUNCIL
FROM: CRAIG BRITTON
SUBJECT: 2022 WATER SYSTEM ELECTRICAL IMPROVEMENT PROJECT – PAY APPLICATION 2
DATE: APRIL 5, 2023
CC: CITY ADMINISTRATOR, JOEL YOUNG AND
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consideration of Pay Application #2 in the amount of \$23,560 to Killmer Electric Co, Inc. for work completed on the 2022 Water System Electrical Improvement Project.

Background: Killmer Electric Co, Inc. has submitted pay application number 2 in the amount of \$23,560 for work completed on the WWTP PLC upgrades (telemetry). Work completed includes the engineering and shop drawings for the proposed work. A summary of the work remaining and retainage is on the first sheet of the pay application. Below is a quick summary of the contract amounts and payments.

1. Contract Amount - \$529,450
2. Pay Application 1 - \$20,502.90
3. Pay Application 2 - \$23,560.00
4. Retainage (5%) - \$2,319.10
5. Balance to Finish - \$483,068.00

Please let me know if you have any questions.

Sincerely,

Craig Britton

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER:CHATFIELD, CITY OF
444 HAWLEY STREET SE

CHATFIELD, MN 55923

PROJECT: 517322
Chatfield Water Improvements

FROM: Killmer Electric Co, Inc
5141 Lakeland Ave

APPLICATION NO.: 2
PERIOD TO: Mar 31/23
PROJECT NOS.:

CONTRACT DATE: Jul 08/22

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACT FOR: Crystal, MN55429

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM.....	\$529,450.00
2. NET CHANGE BY CHANGE ORDERS.....	\$0.00
3. CONTRACT SUM TO DATE (Line 1 +- 2)....	\$529,450.00
4. TOTAL COMPLETED & STORED TO DATE..... (Column G)	\$46,382.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Columns D + E)	\$2,319.10
b. 5.00 % of Stored Material (Column F)	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I).....	\$2,319.10
6. TOTAL EARNED LESS RETAINAGE..... (Line 4 less Line 5 Total)	\$44,062.90
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$20,502.90
8. CURRENT PAYMENT DUE.....	\$23,560.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$485,387.10

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Killmer Electric Co, Inc

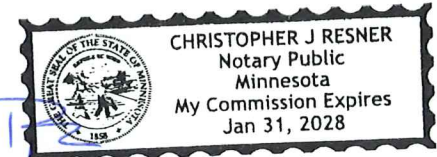
By: [Signature] Date: 3/23/24

State of: Minnesota

County of: [Signature]

Subscribed and sworn to before

me this 24th day of March, 2023



Notary Public: [Signature]
My commission expires: 1/31/2028

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Document, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$ _____

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount Certified.)

ARCHITECT: [Signature]
By: [Signature] Date: 3-27-2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	\$0.00	

CONTINUATION SHEET

APPLICATION NO.: 2
 APPLICATION DATE: Mar 24/23

PERIOD TO: Mar 31/23
 PROJECT NO.: 517322

A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
CONTRACT									
00010	General Conditions (Bond/Ins/	36350.00	7500.00	0.00	0.00	7500.00	21	28850.00	375.00
00020	Well #2	81500.00	6938.00	0.00	0.00	6938.00	9	74562.00	346.90
00030	Booster Station	24000.00	7144.00	0.00	0.00	7144.00	30	16856.00	357.20
00040	Well #3	38600.00	0.00	0.00	0.00	0.00	0	38600.00	0.00
00050	WWTP PLC Upgrade	112000.00	0.00	0.00	0.00	0.00	0	112000.00	0.00
00060	I&C Engineering/Submittals	24800.00	0.00	24800.00	0.00	24800.00	100	0.00	1240.00
00070	Alt 1 - Generator Well 2	78000.00	0.00	0.00	0.00	0.00	0	78000.00	0.00
00080	Alt 2 - Generator Booster Sta	134200.00	0.00	0.00	0.00	0.00	0	134200.00	0.00
		529450.00	21582.00	24800.00	0.00	46382.00	9	483068.00	2319.10
Total Contract		529450.00	21582.00	24800.00	0.00	46382.00	9	483068.00	2319.10



City of Chatfield

Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810
www.ci.chatfield.mn.us

MEMORANDUM

TO: PUBLIC WORKS COMMITTEE
FROM: CRAIG BRITTON
SUBJECT: 2023 STREET PROJECT - GRAND STREET SE, HAWLEY STREET SE AND PROSPECT STREET SE
DATE: APRIL 5, 2023
CC: CITY ADMINISTRATOR, JOEL YOUNG
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consider making a recommendation to Council to approve the plans and specifications and authorize the advertisement for bids for the upcoming 2023 Street Improvement Project. Also, please consider making a recommendation to Council on the use of Best Value Procurement (BVC) for contractor selection.

The improvement project includes the following areas.

1. Full Reconstruction
 - a. Grand Street SE from 7th Street to Prospect Street SE (2 Blocks)
 - b. Hawley Street SE from Grand Street SE to End of Cul De Sac (1 Block)
 - c. Prospect Street SE from Winona Street to End of Street (2 Blocks)
2. Reclaim & Pave and Storm Sewer Installation
 - a. Grand Street SE from Prospect Street SE to Valley Street SE (1 Block)
3. Water Main Installation
 - a. Through Shady Oak Park from Hawley Street to Prospect Street

Background: The above project areas were identified because the existing pavement is in poor condition, the existing 4" water main is undersized and there is a lack of storm sewer in that area of the City. The project area is specified in the current capital financial plan and is scheduled for reconstruction in 2023. The estimated project cost for the improvements is just over \$1.99M.

A few items of notes on the plan and specifications are as follows.

1. Realignment of Prospect Street to line up the curb lines on each side of Grand Street.
2. Addition of the cul-de-sac on the end of Prospect Street. The cul-de-sac is proposed to be a 35 ft radius, which is 10 ft shorter than a typical cul-de-sac. However, the cul-de-sac was

reviewed with the parks committee, and they recommended constructing a 35 ft radius cul-de-sac due to the elevation changes in the park. A larger radius on the cul-de-sac would result in more grading within the park and/or a retaining wall.

3. The parking in Shady Oak Park was reviewed with the parks committee and they recommended to keep it as is. The pavement will need to be removed and replaced due to the water main installation through the park, however, the location and placement of the bituminous is proposed to remain as it is today.
4. The parks committee reviewed the option of extending the drive through Shady Oak Park to connect Hawley Street and Prospect Street. After discussing the pros and cons, they recommended to not extend a drive through the park.
5. Best Value Contracting (BVC) – If the public works committee recommends, and the council approves the use of BVC for contractor selection on the project the resolution approving the plans and specifications and ordering the advertisement for bids will need to include stating that the project will be bid using BVC. Included in the Council packet are two resolutions, one that includes language about using BVC and one without. Please review and consider making a recommendation to Council on the use of BVC. Attached to this memo is an example of selection criteria and point totals for each category. This format has been used on a number of projects Widseth has worked on with Cities.

The selection criteria outlined in the attached example are derived from the state statute allowing the use of BVC. The point totals and the selection criteria wouldn't need to be decided prior to the Council meeting as we can review them at that the public works committee meeting on the 12th.

6. Electronic Bid Opening (vBid through QuestCDN) – Widseth would recommend opening the bids via vBid as it eliminates contractors errors when submitting their bid and it is a more organized way of opening the bids. There is no additional cost to the City to use vBid as the costs associated with the set up are covered by the contractors submitting bids.

A tentative schedule for the project is as follows:

- Monday April 10 – Approve plans and authorize the advertisement for bids
- Thursday April 13 – Send advertisement to paper
- Thursday April 20 – Bidding documents are available to contractors
- Thursday May 11 – Bid Opening (if you're OK with it we'll open them virtually)
- Week of May 15th – Contractor Interviews (if proceeding with BVC)
- May 22nd – Council to consider contract award
- June 19th – Start Work if project if awarded
- October 20th – Completion date for 2023. Final lift to be placed in 2024.

Sincerely,

Craig Britton

Evaluation Criteria and Point Totals
Best Value Procurement

The 2023 Street Improvement project will be complicated as it affects a large are of the City and several residents. In addition, the City has limited financial resources to commit to the project. Accordingly, the project must be accomplished on time, without cost overruns, and with minimal interruptions and inconvenience to the public. The City believes that a contractor with experience and a good working relationship with other clients in constructing similar projects is necessary. Therefore, the City will be considering the quality and experience of each Bidder in addition to their price bid.

1.	Price submitted in the Proposal	<p align="center">60 points <i>(Maximum total of 60 points)</i></p> <p>The low bidder will receive 60 points in this category. All other bidders will start with 59 points, and each bidder will have one (1) point deducted from their score for every \$20,000 difference between their bid and the low bid.</p> <p>Example: Assume that \$2,000,000.00 is the low bid. The following point totals would apply.</p> <ul style="list-style-type: none"> • \$2,000,000.00 (low bid) = 60 points • \$2,000,000.01 - \$2,019,999.99 = 59 points • \$2,020,000.00 - \$2,039,999.99 = 58 points • \$2,040,000.00 - \$2,059,999.99 = 57 points • Etc...
2.	Contractor's performance on Previous three (3) *Similar Projects	<p align="center">15 points <i>(Maximum total of 15 points)</i></p> <p>Bidders will be evaluated on three (3) criteria within this category. The criteria and points available are as follows;</p> <ol style="list-style-type: none"> I. Contractor's ability to meet project deadlines <i>(Max. 5 points)</i> II. Contractor's record of completing previous projects on budget and ability to minimize cost overruns <i>(Max. 5 points)</i> III. Contractor's record of minimizing the initiation of change orders <i>(Max. 5 points)</i> <p>Note(s):</p> <ol style="list-style-type: none"> 1) Bidders are required to complete the 'Contractor's Performance on Previous Three (3) Similar Projects' form and submit with their proposal. Bidders may expound on the projects as they relate to the above criteria in the space provided following 'Additional Information'. The evaluation committee members may contact references for clarification on certain items. 2) Bidders are required to submit a copy of the final payment statement for the three projects used to complete the 'Contractor's Performance on Previous Three (3) Similar Projects' form.
3.	Risk Assessment and Mitigation	<p align="center">15 points <i>(Maximum total of 15 points)</i></p> <p>Bidders will be evaluated on their ability to identify and plans to avoid potential conflicts which may arise on the project. Bidders shall complete the 'Risk Assessment and Mitigation' form and submit with their proposal. Points will be awarded based on the bidder's responses. If the evaluation committee feels that certain responses are incomplete, clarification may be asked of the bidder during the interview.</p>
4.	Interview	<p align="center">10 points <i>(Maximum total of 10 points)</i></p>

		<p>The evaluation committee will conduct interviews with each bidder that submits a complete proposal. Scores will be based on the bidder's ability to clearly convey their stages of operation along with reasons why they feel they're the most qualified to execute the contract. Consideration for point total will also be based on the experience of the assigned **project foreman.</p> <p>Note(s):</p> <ol style="list-style-type: none"> 1) Bidders shall submit the name of the assigned project foreman and shall complete the form 'Project Foreman Performance on Previous Three (3) *Similar Projects'. Bidders may submit additional forms if there will be multiple foremen on the project. 2) Bidders are required to submit a copy of the final payment statement for the three projects used to complete the 'Project Foreman's Performance on Previous Three (3) Similar Projects' form. 3) The bidder's representative at the interview shall be a company officer or project superintendent. Project foremen are also encouraged to be present at the interview.
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* 'Similar' projects shall mean construction projects within a municipality with a contract amount exceeding \$500,000. A combination of underground utility installation and surfacing work must have been performed as part of the construction project. Bidders shall only reference projects in which they were the general contractor on the 'Contractor's Performance on Previous Three (3) Similar Projects' form.

** The 'Project Foreman' is defined as the Bidder's daily on-site supervisor of all construction activities and construction coordination. The project foreman will be required to maintain substantial authority over all daily work activities performed by the Contractor and sub-contractors. There may be NO substitution of the actual project foreman from the assigned project foreman listed on the 'Project Foreman Performance on Previous Three (3) Similar Projects' form. The only exceptions will be if written authorization is given by the Owner, the person is not physically or mentally able to perform those duties or the individual is no longer employed by the contractor.

**CONTRACTOR'S PERFORMANCE ON PREVIOUS THREE (3) SIMILAR PROJECTS
CHATFIELD, MN, WIDSETH NO. 2022-11251**

NOTE: Similar projects shall mean reconstruction projects in which the Bidder was the general contractor within a municipality where the contract amount exceeded \$500,000. A combination of underground utility installation and surfacing work must have been performed as part of the reconstruction project.

NOTE: Bidders may use the three projects from the 'Project Foreman's Performance on Previous Three (3) Similar Projects' form if those projects were ones in which the Bidder was the general contractor.

NOTE: The Bidder shall submit a copy of the final payment statement for each project listed with this form.

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

**PROJECT FOREMAN'S PERFORMANCE ON PREVIOUS THREE (3) SIMILAR PROJECTS
CHATFIELD, MN, WIDSETH NO. 2022-11251**

NOTE: Similar projects shall mean reconstruction projects within a municipality with a contract amount exceeding \$500,000. A combination of underground utility installation and surfacing work must have been performed as part of the reconstruction project.

NOTE: The Bidder shall submit a copy of the final payment statement for each project listed with this form.

NOTE: Bidders may submit additional forms if there will be multiple foremen on the project.

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

Project Owner		
Owner Representative	Title	Phone
Description of Work		
Project Foreman		
Original Contract Value	Final Value of Certified Work	
Contract Start Date	Actual Start	
Contract Completion Date	Actual Completion Date	
Additional Information (Please attach separate sheet if needed)		

RISK ASSESSMENT AND MITIGATION FORM
CHATFIELD, MN, WIDSETH NO. 2022-11251

NOTE: Please complete the following keeping the answers clear and concise. Please attach additional sheets if necessary.

1 What will be your stages of operation? (Providing a construction schedule in a form of a bar chart will be an acceptable response)

2 How do you plan on maintaining access to homes throughout the duration of the project?

3 How do you plan on maintaining continuous water and sewer service throughout the duration of the project?

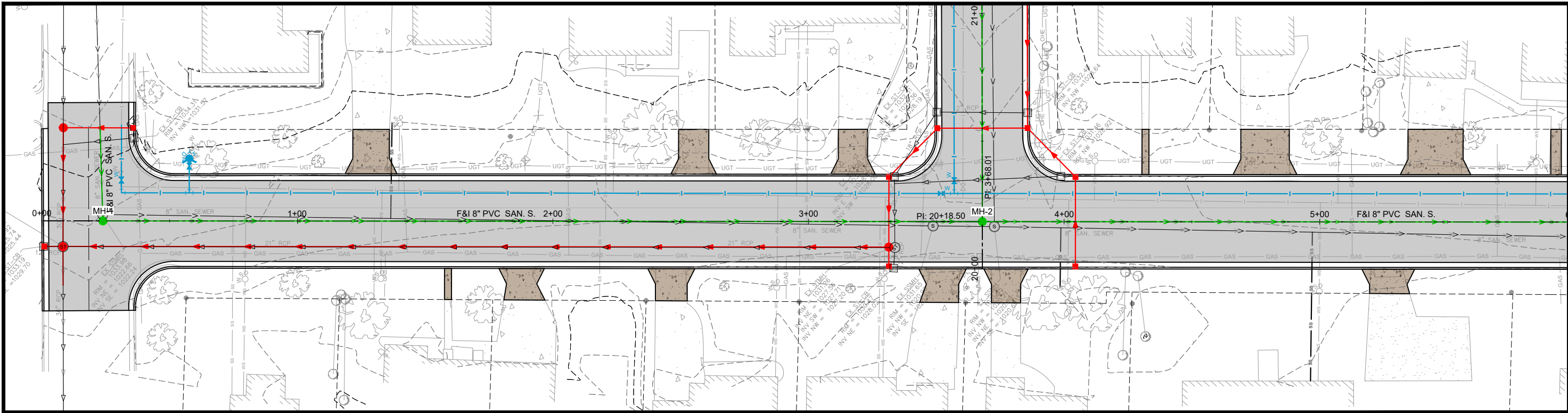
4 How will the safety of the public as well as your workers be addressed during construction?

5 Chatfield Utilities, Minnesota Energy Resources, and Peoples Energy have expressed interest in relocating their utilities, and other utility companies may have some utilities to be relocated as part of this project. How will you coordinate your operations with the utilities to ensure a timely completion of the project?

6 What is your plan of management over your subcontractors? Please include a list of your subcontractors along with their responsibilities on a separate sheet.

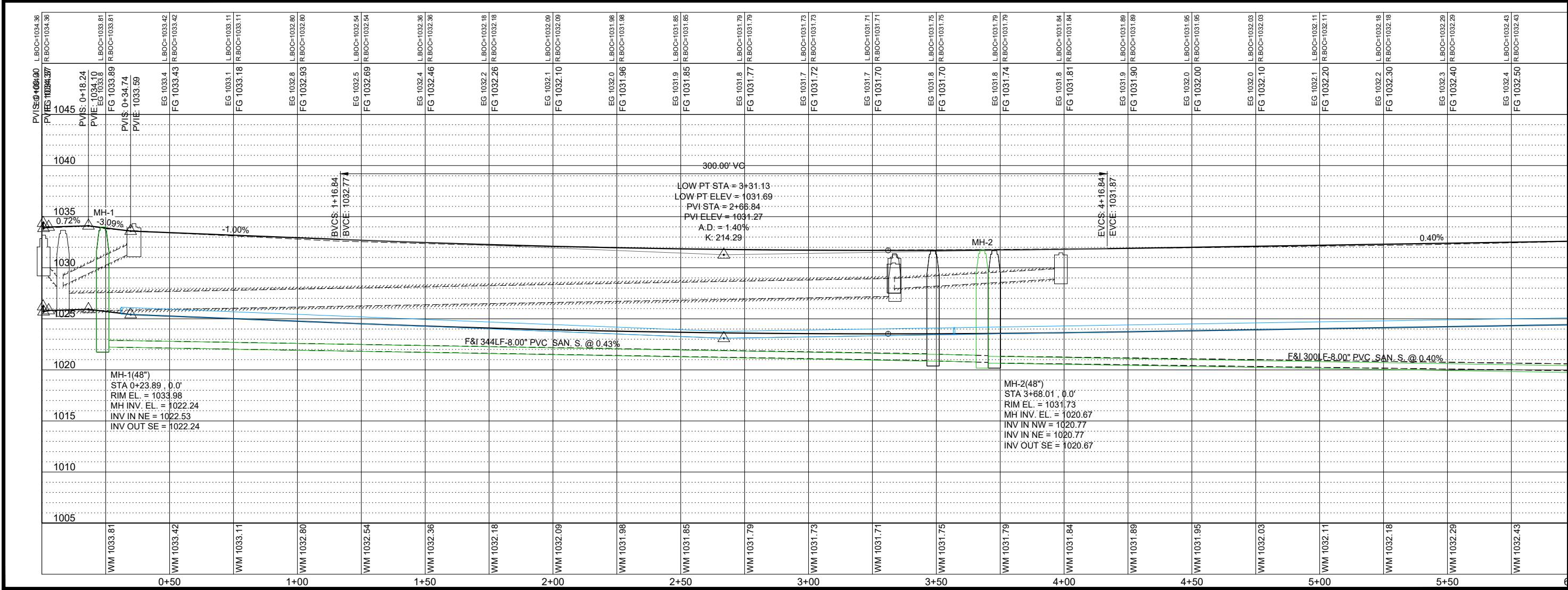
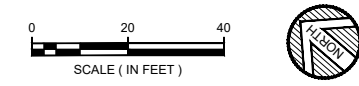
7 Preservation of trees not planned for removal is a concern among residents and City staff. What precautions will you take to minimize harm being done to the trees during construction?

8 Please use this space to provide the evaluation committee with any other risk factors you see in relation to this project. Also include in your response your plan to mitigate these issues. (Attach additional sheets if necessary)



SUBSURFACE UTILITY NOTE
 THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA" CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

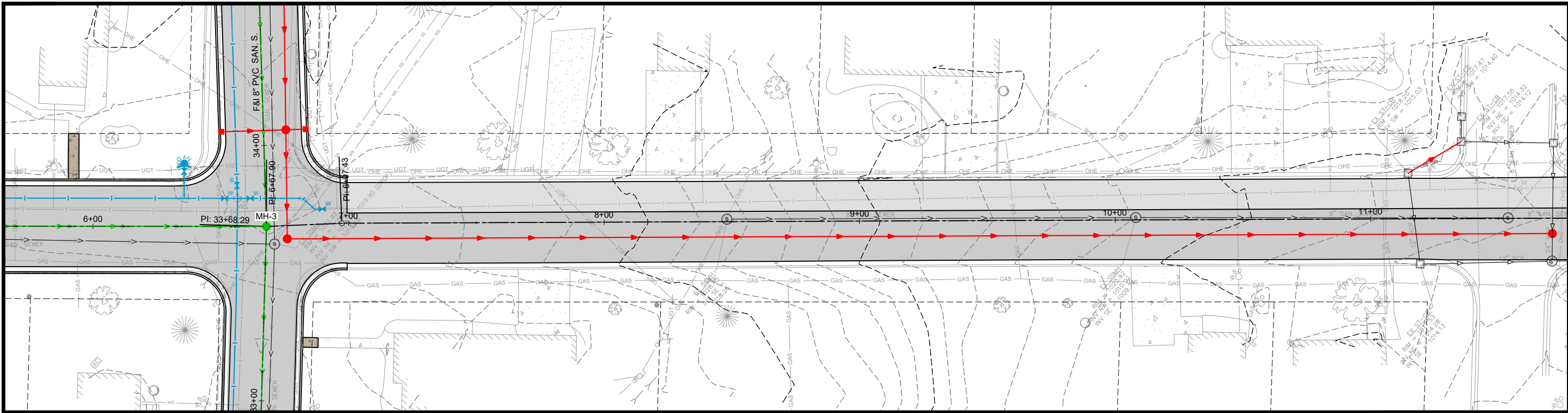
GRAND STREET SE



DATE: 12/01/2022
 DRAWN BY: A.A.P.
 CHECKED BY: C.N.B.
 JOB NUMBER: 2022-11251

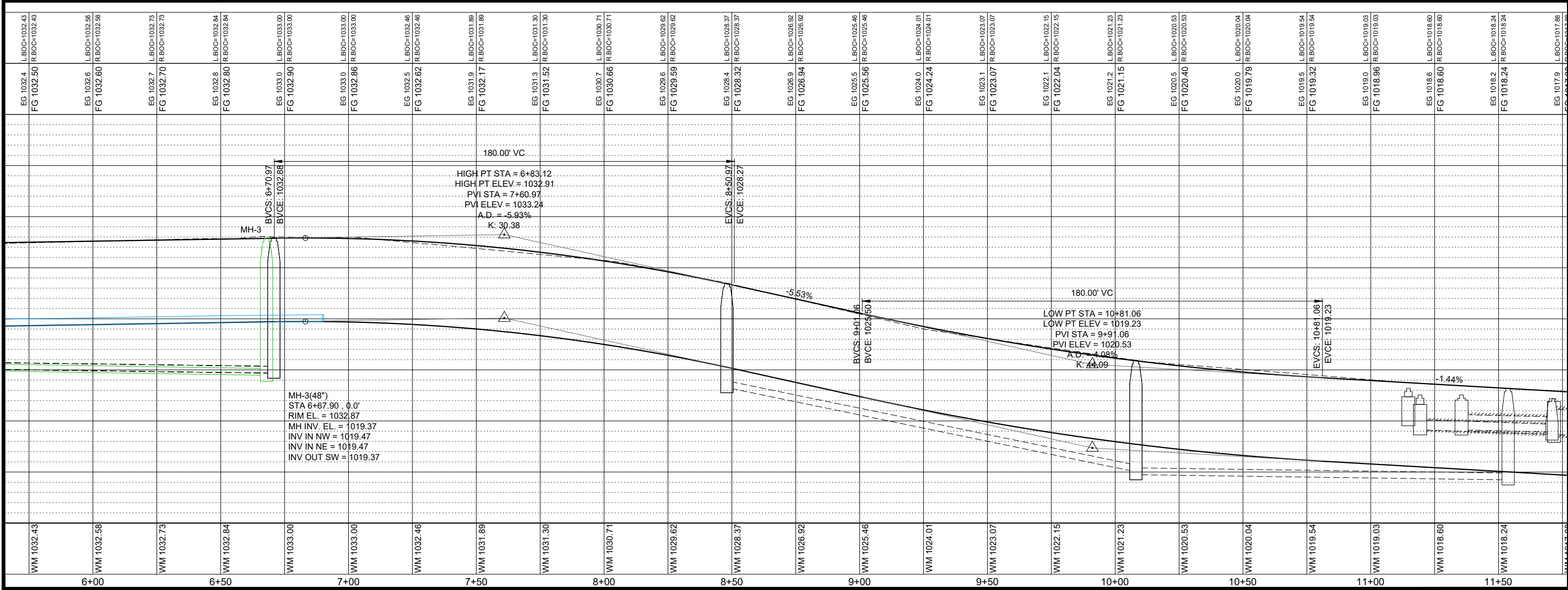
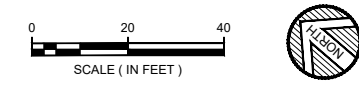
DATE	REVISION DESCRIPTION

DATE: DECEMBER 2022
 SCALE: AS SHOWN
 DRAWN BY: A.A.P.
 CHECKED BY: C.N.B.
 JOB NUMBER: 2022-11251



SUBSURFACE UTILITY NOTE
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GRAND STREET SE



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WIDSETH
 ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

DATE: DECEMBER 2022
 SCALE: AS SHOWN
 DRAWN BY: A.A.P.
 CHECKED BY: C.N.B.
 JOB NUMBER: 2022-11251

2023 CHATFIELD STREET RECONSTRUCTION
 CITY OF CHATFIELD
 CHATFIELD, MN

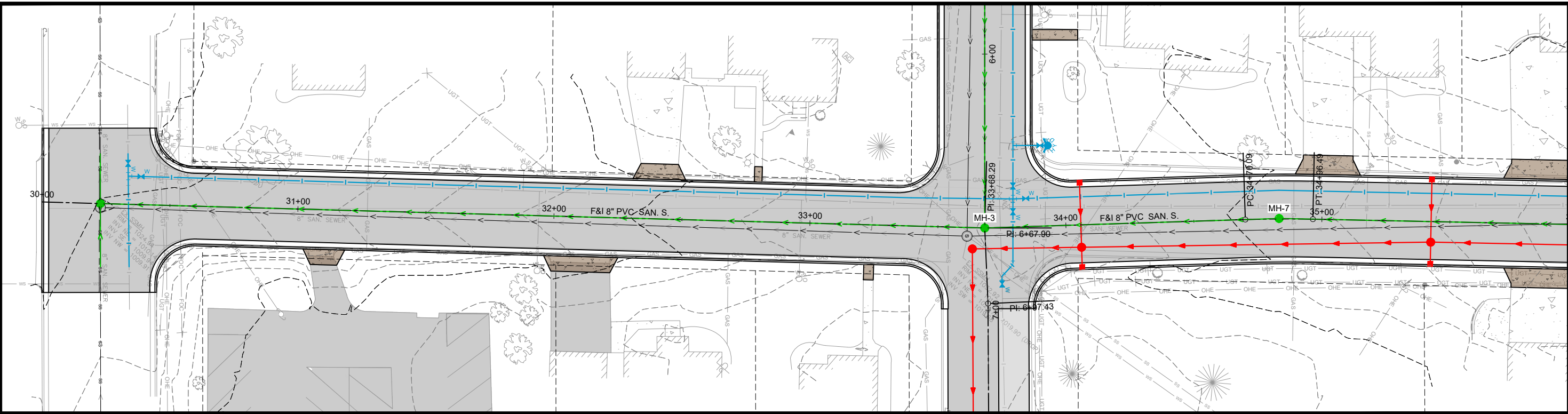
PLAN & PROFILE - GRAND STREET SE

SHEET NO. **11**

BY: _____
 DATE: _____
 REVISION DESCRIPTION: _____

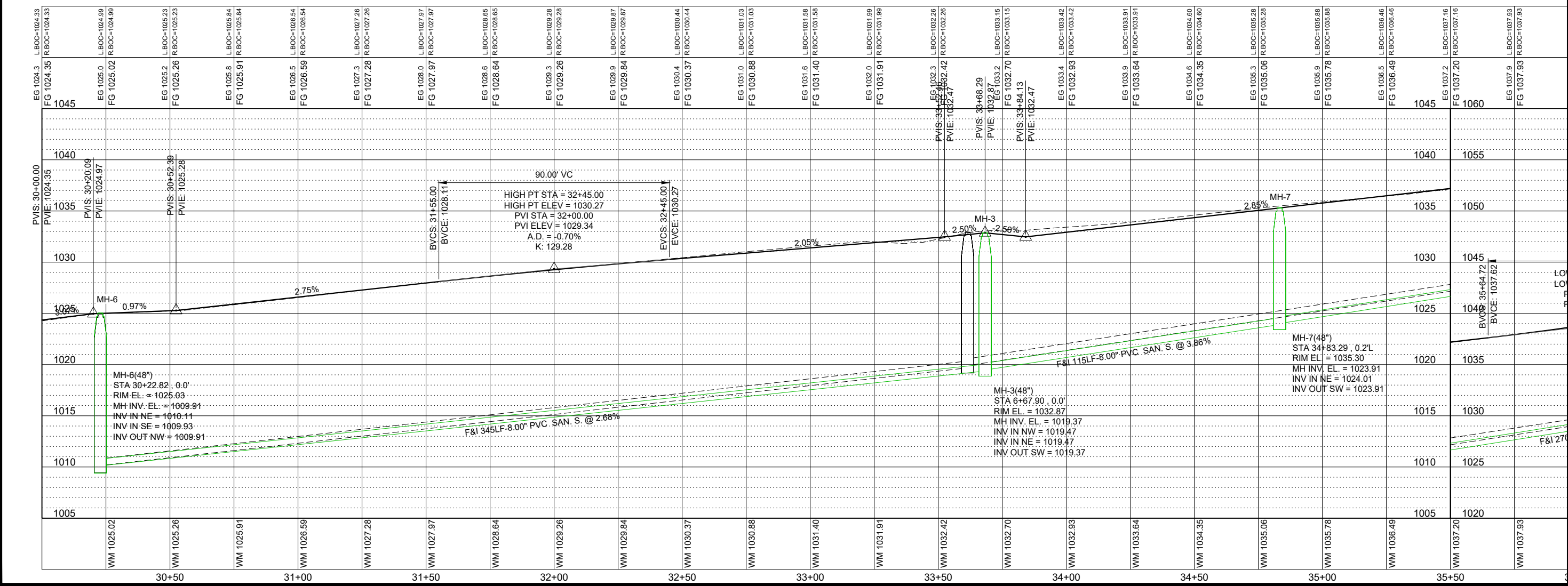
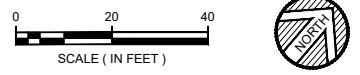
DATE: 12/15/22
 BY: CRAIG N. BRITTON
 LICENSE NO. 4128

THIS DRAWING WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DAILY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.



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PROSPECT STREET SE



WIDSETH
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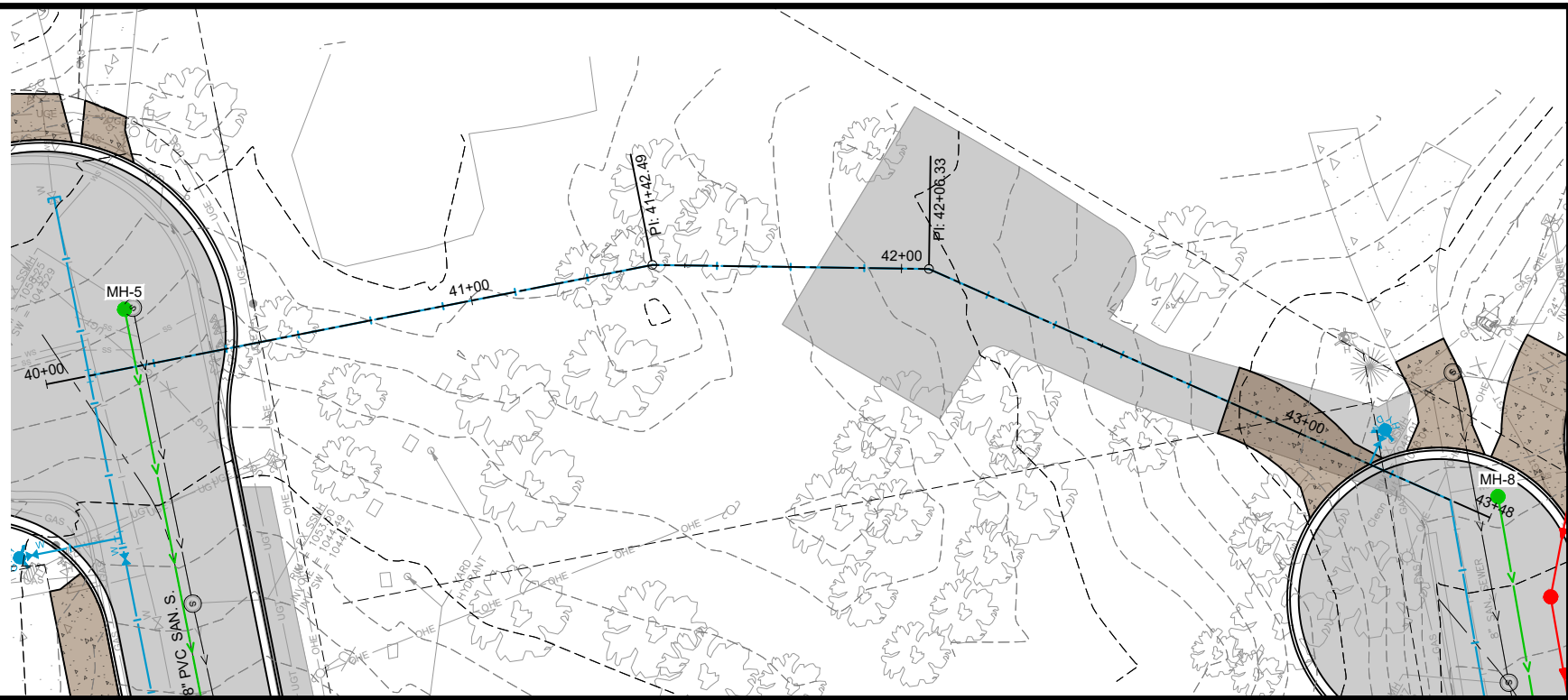
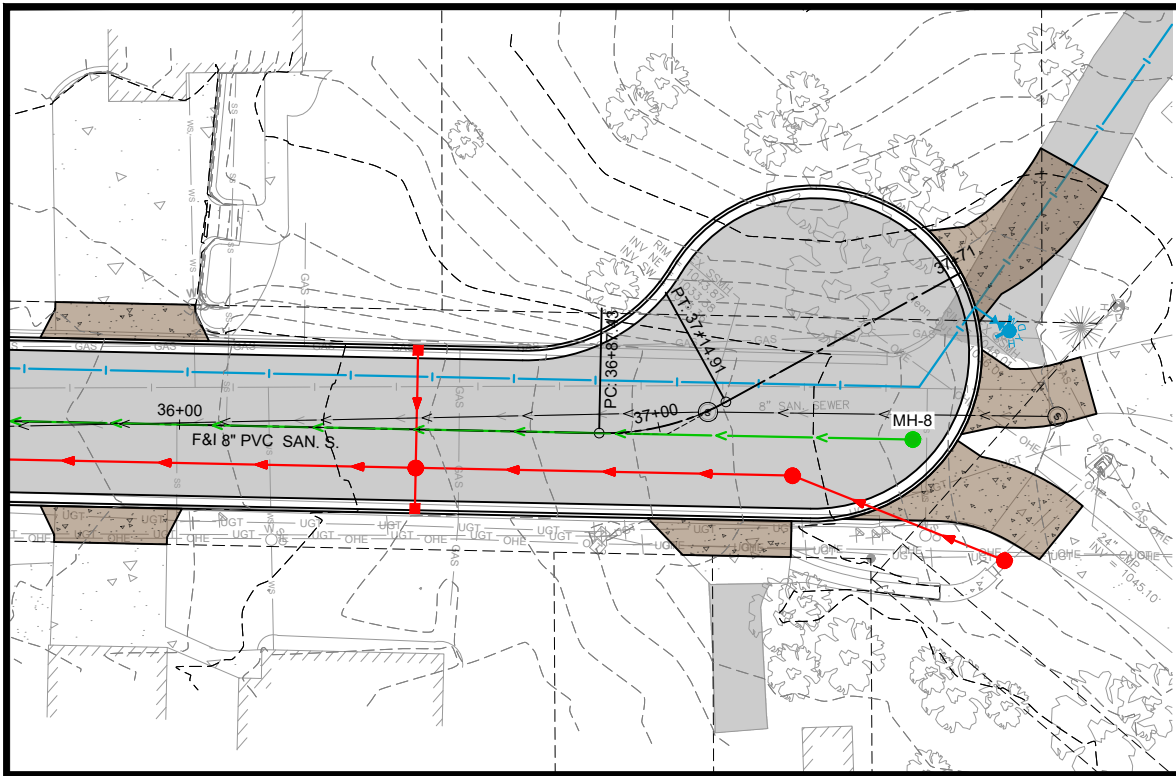
DATE: DECEMBER 2022
 SCALE: AS SHOWN
 DRAWN BY: A.A.P.
 CHECKED BY: C.N.B.
 JOB NUMBER: 2022-11251

2023 CHATFIELD STREET RECONSTRUCTION
 CITY OF CHATFIELD
 CHATFIELD, MN

PLAN & PROFILE - PROSPECT STREET SE

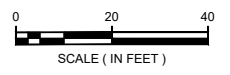
SHEET NO. **13**

DATE: MARCH 2023
 BY: [Signature]
 REVISIONS DESCRIPTION: [Table]

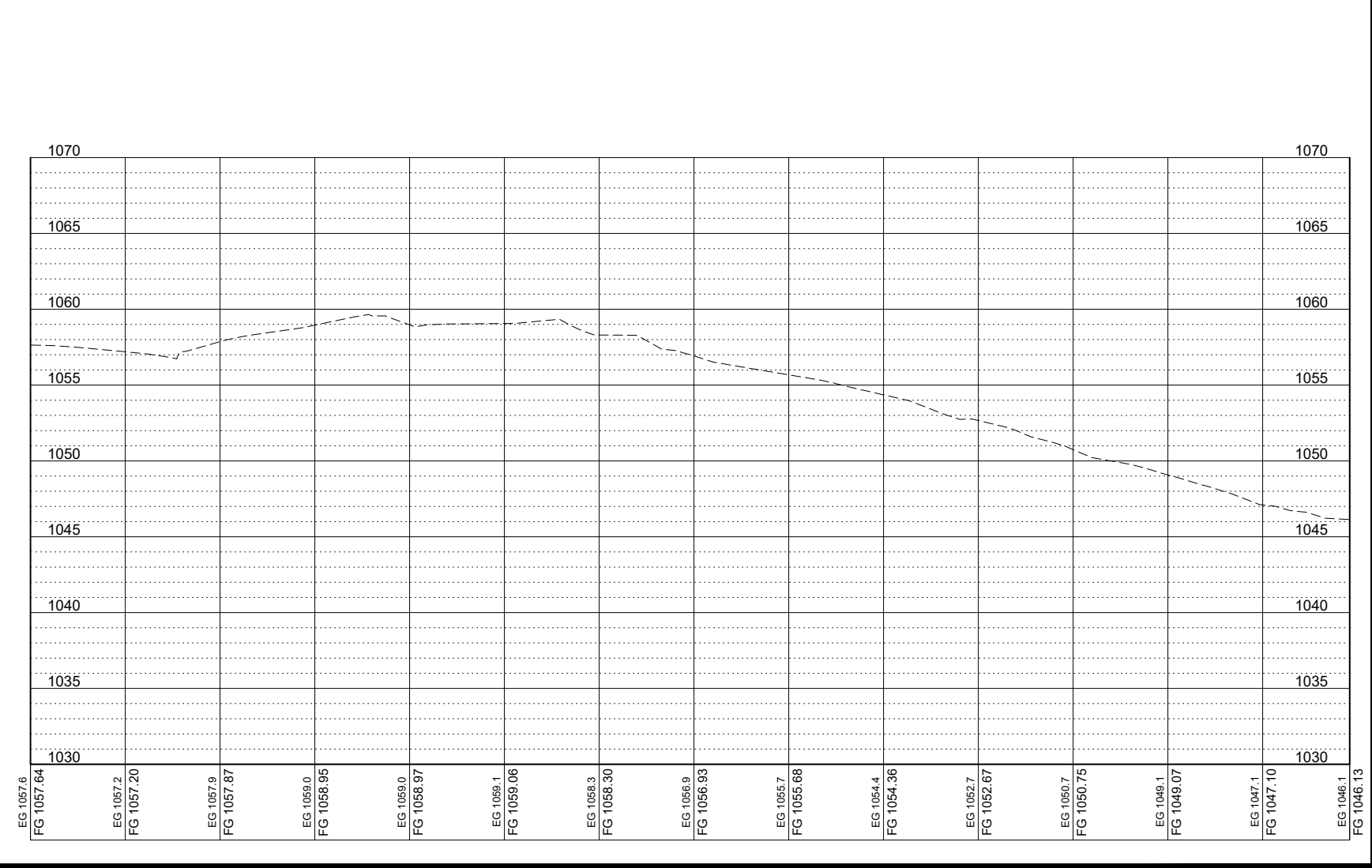
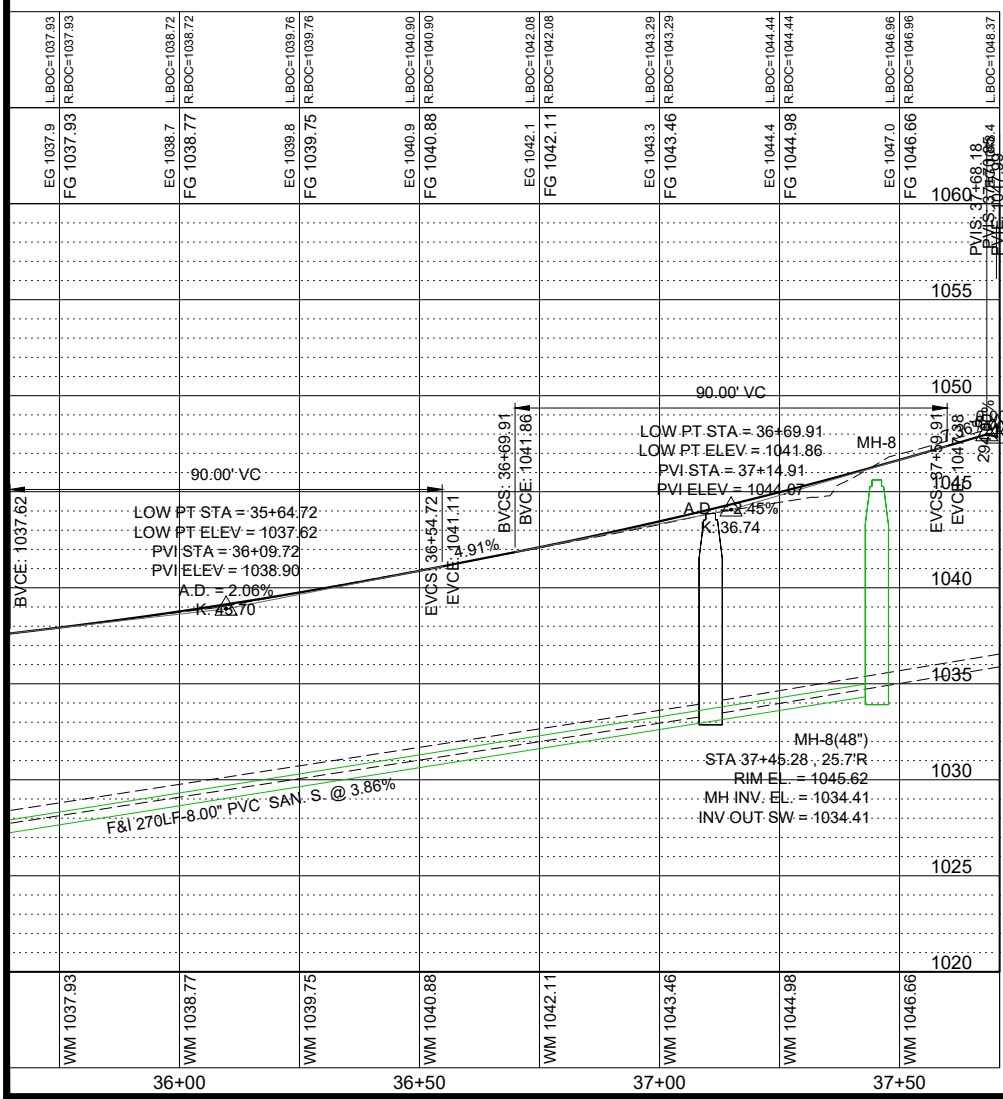


PROSPECT STREET SE

W/M - LOOP



SUBSURFACE UTILITY NOTE
 THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02. ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA" CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.



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 PROJECT NO.: 2022-11251
 SHEET NO.: 14

DATE	REVISION DESCRIPTION
DECEMBER 2022	AS SHOWN
	A.A.P.
	C.N.B.

2023 CHATFIELD STREET RECONSTRUCTION
 CITY OF CHATFIELD
 CHATFIELD, MN
 PLAN & PROFILE - PROSPECT STREET SE

2023 STREET IMPROVEMENT PROJECT

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, the City Engineer, Craig Britton of Widseth Smith Nolting and Associates, Inc., has prepared plans and specifications for the proposed 2023 Street Improvement Project which includes the reconstruction of:

1. **GRAND STREET SE** from 7th Street SE to Prospect Street SE
2. **HAWLEY STREET SE** from Grand Street SE to the Cul-De-Sac
3. **PROSPECT STREET SE** from Winona Street SE to End of Street

and the rehabilitation of:

1. **GRAND STREET SE** from Prospect Street SE to Valley Street SE

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATFIELD, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The project shall be bid using the Best Value procurement method defined in Minn. Stat. § 16C.02, Subd. 4(a).
3. The City Administrator shall prepare and cause to be inserted in the official paper and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published three weeks (21 days) prior to the bid date, shall specify the work to be done, shall state that electronic bids will be received through Quest CDN vBid (On-Line Bidding Only) until 10:00 AM on Thursday, May 11, 2023, at which time they will be opened virtually using QuestCDN and reviewed by the City Administrator and Engineer, will then be tabulated, and will be considered by the Council after 7:00 PM on Monday, May 22, 2023 in the Council chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless it is electronically submitted through QuestCDN vBid and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Chatfield for five (5) percent of the amount of such bid. No paper bids will be accepted.

Adopted by the City Council this 10th day of APRIL, 2023

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Adopted by the City Council this 10th day of APRIL, 2023

INTEROFFICE MEMORANDUM

TO: Park & Rec Committee
FROM: Brian Burkholder, SCS
SUBJECT: John Deere WAM Mower Replacement
DATE: 3/17/2023

Action Requested: Looking for your consideration and approval for the replacement of our 2020 John Deere Wide Area Mower.

Background: Our current WAM mower is on a 4-year replacement plan and will be up for replacement by June 2024.

Since ordering a new replacement is currently out a year or so, Dan has been looking into trade and replacement costs ahead of time. As of now, the orders are full for 2023 and would need to wait until approximately June-July for 2024 pricing and then get on the order list.

2 quotes that Dan is working on are from Midwest Machinery (SEMA) and Preston Equipment. Midwest provided a quote but is guessing an increase of \$5,000 for 2024 price increases. Preston equipment will not provide a quote until around June-July time frame.

Dan did look at other options, but pricing is higher than what we currently have and taking into consideration the importance on availability for parts and repairs.

Our current Park Capitol Goods Plan shows \$32,888 for 2024.

If the June-July quotes come back below or close to the Capital Plan number, we would like your approval to place our order to be received in 2024.

Thank you for your time,
Brian Burkholder



Quote Summary

Prepared For:
CITY OF CHATFIELD
21 2ND ST SE
CHATFIELD, MN 55923
Business: 507-867-3810

Prepared By:
Eric Wagner
Midwest Machinery Co.
11906 Hwy 14 East
Saint Charles, MN 55972
Phone: 507-932-4030
ewagner@mmcjd.com

Quote Id: 28194718
Created On: 08 February 2023
Last Modified On: 16 February 2023
Expiration Date: 28 February 2023

Table with columns: Equipment Summary, Selling Price, Qty, Extended. Includes items like JOHN DEERE 1600 Turbo Series III Commercial Wide Area Mower with 2-Post Folding ROPS, PowerGard Protection Plan, and Price Increase.

Equipment Total \$ 70,840.63

Table with columns: Trade In Summary, Qty, Each, Extended. Includes 2020 JOHN DEERE 1600 - 1TC1600TVLH650021 and Total Trade Allowance.

Summary table with columns: Quote Summary, Equipment Total, Trade In, SubTotal, Total, Down Payment, Rental Applied, Balance Due.

Salesperson : X _____

Accepted By : X _____

Mayor Smith Brian Burkholder
21 2nd St. SE
Chatfield, MN 55923

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I'm thrilled to congratulate Chatfield on earning recognition as a 2022 Tree City USA. Residents of Chatfield should be proud to live in a community that makes the planting and care of trees a priority.

Founded in 1976, Tree City USA is a partnership between the Arbor Day Foundation, the U.S. Forest Service, and the National Association of State Foresters. Chatfield is part of an incredible network of more than 3,600 Tree City USA communities nationwide, with a combined population of 155 million.

Over the last few years, the value and importance of trees has become increasingly clear. Cities and towns across the globe are facing issues with air quality, water resources, personal health and well-being, and energy use. Chatfield has taken steps to create to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

We're excited to celebrate your commitment to the people and trees of Chatfield. Thank you, again, for your efforts.

Best Regards,



Dan Lambe
Arbor Day Foundation Chief Executive

FOR IMMEDIATE RELEASE

Contact:

Jasmine Putney

Arbor Day Foundation

402-216-9307

jputney@arborday.org

Arbor Day Foundation Names Chatfield a 2022 Tree City USA®

LINCOLN, Nebraska (3/20/2023) – Chatfield was named a 2022 Tree City USA by the Arbor Day Foundation to honor its commitment to effective urban forest management.

Chatfield achieved Tree City USA recognition by meeting the program's four requirements: maintaining a tree board or department, having a tree care ordinance, dedicating an annual community forestry budget of at least \$2 per capita, and hosting an Arbor Day observance and proclamation.

The Tree City USA program is sponsored by the Arbor Day Foundation, in partnership with the U.S. Forest Service and the National Association of State Foresters.

“Tree City USA communities see the positive effects of an urban forest firsthand,” said Dan Lambe, chief executive of the Arbor Day Foundation. “The trees being planted and cared for by Chatfield are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it’s through volunteer engagement or public education.”

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and extreme heat and flooding. Chatfield is doing its part to address these challenges for residents both now and in the future.

More information on the program is available at arborday.org/TreeCityUSA.

About the Arbor Day Foundation

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at arborday.org.



CITY OF CHATFIELD

Thurber Community Center • Chatfield Municipal Building
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810
www.ci.chatfield.mn.us

Whereas: Arbor Day provides an opportunity to celebrate the importance of trees and forests to
To our economy, culture, history, and future of the state: and

Whereas: Trees are of great value as they provide clean air and water, shade, and energy savings,
wildlife habitat, recreational opportunities, wood products, and jobs while capturing and
storing carbon from the atmosphere, thereby offsetting greenhouse gas emissions; and

Whereas: Properly Planting and caring for a diverse mix of trees makes community forests more
resilient by minimizing the impacts of diseases, insects, and community and other
stressors such as climate change and providing long-term community and
environmental benefits; and

Whereas: Thoughtfully choosing, planting, and caring for a diverse mix of trees now supports
resilient communities into the future.

NOW, THEREFORE, I, John McBroom, Mayor of the City of Chatfield, do hereby proclaim Friday, April
28th, 2023, as:

Arbor Day

Dated this Monday the 24th of April 2023

Mayor: _____