

Park & Recreation Committee  
May 22, 2023 Agenda  
5:30 p.m.

1. Park & Recreation Committee – 5:30 p.m. – May 22, 2023
2. Girl Scout, Little Free Library request – Katie Helwig
3. Consider collaboration with Chatfield Public Schools to improve playground equipment at Jaycee Park.
4. Disc Golf Improvement
5. Discuss any Swimming Pool item that might need attention.
  - A. Diving Board Report
6. Basketball Court Improvement

The Park & Recreation committee met on Wednesday, March 27, 2023.

**Members Present:** Councilors Josh Broadwater and Dave Frank.

**Members Absent:** None.

**Others Present:** Craig Britton, Brian Burkholder, Dan Funk & Joel Young

**Disc Golf Proposal:** Resident Eric Jenneke explained that he would like to get a disc golf program started that would get more young people involved with the sport. He has already talked with the community education director and he also talked with Sports Headquarters about providing the funding to provide a starter kit of discs for each participants. Sports Headquarters is interested in providing the discs to the participants but they would need a sign to be placed on the course while the program is in operation, June 12 – 15. The committee is supportive of the program.

**Sale of current sprayer and purchase of new sprayer:** Burkholder reported that he would like to sell the current sprayer, which doesn't meet the city's needs, and to purchase a new sprayer. He said that Dan Funk has gotten certified to apply chemicals and has done research to find the right kind of spraying equipment. Burkholder estimates that the city will save about \$5,600 a year by spraying ourselves. They reviewed several options and determined that the best option would be the Field Boss Eco Lite at a cost of \$2981.25.

**Wide Area Mower:** Burkholder reported that it is time to replace the wide area mower and recommended the purchase of a John Deere at a cost of \$32,888 - \$36,000.

**Camping Alternatives:** Britton showed four potential sites of 25' x 65' lots placed on the current horseshoe area, in Mill Creek Park. Water would be provided from the baseball dugout and electricity would be extended from the lift station. A dump station would be installed along the entrance drive to the park. The water and electric cost would be about \$19,000 and the water would cost about \$7,000. The dump station would be in the range of \$20,000 - \$25,000, including water service to the dump station. The committee recommended to move forward with including the cost and improvements in the street project.

**Shady Oak Park / 2023 Street Project:** The committee reviewed the potential route for installation of the water line and discussed the size of the cul de sac on Prospect Street. They also considered the construction of a drive that would extend from Prospect to Hawley Street and the installation of some parking spaces in the park, in lieu of constructing a cul de sac. The committee recommended the construction of a more properly sized cul de sac of 35' and avoid the idea of a drive through the park. Bidding for the street project is expected to be published within the next few weeks.

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## Chatfield Girl Scout Troop 48032

Katie Helwig, Troop Leader  
Helwig.Kathryn@gmail.com  
763-244-9402

# Chatfield Girl Scouts: Little Free Library

March 17, 2023

## OVERVIEW

Chatfield Girl Scout Troop 48032 collectively built and designed a “little free library.” They are asking the Park and Recreation subcommittee for consideration on allowing them to install the library on city property.

## PURPOSE

Junior and Cadette members of the Troop identified top reasons why they believe a little free library could positively impact the residents of Chatfield. They include the following:

- Encourage reading for not only kids but adults.
- Have a place to look for new books when the library is closed.
- Give residents a place to donate and swap out books they've already read.

In addition, Brownie members of the Troop designed “kindness rocks” meant to be placed in the box on top of the little free library. These rocks have been painted and sealed for outdoor environments. Kindness rocks encourage people to spread fun, cheerful messages throughout the town by placing colorful rocks in gardens, rock beds, etc.

## SPECIFICATIONS

The little free library is built out of high-quality wood and secured using a mix of glue and screws. The door has a locking mechanism to keep it closed, a polycarbonate window for passersby to see in and a rubber window seal to keep it dry. Additionally, all joints and the box on the top have been sealed with silicone caulking to protect against the elements. To install the little free library,

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we plan on utilizing the help of Girl Scout families, many of whom have professional construction experience.

## **UP-KEEP & YEARLY PLAN**

Maintenance and up-keep will be performed on an as-needed basis and quarterly schedule by our Troop Leader and members of our Troop.

### **Spring-Early Summer**

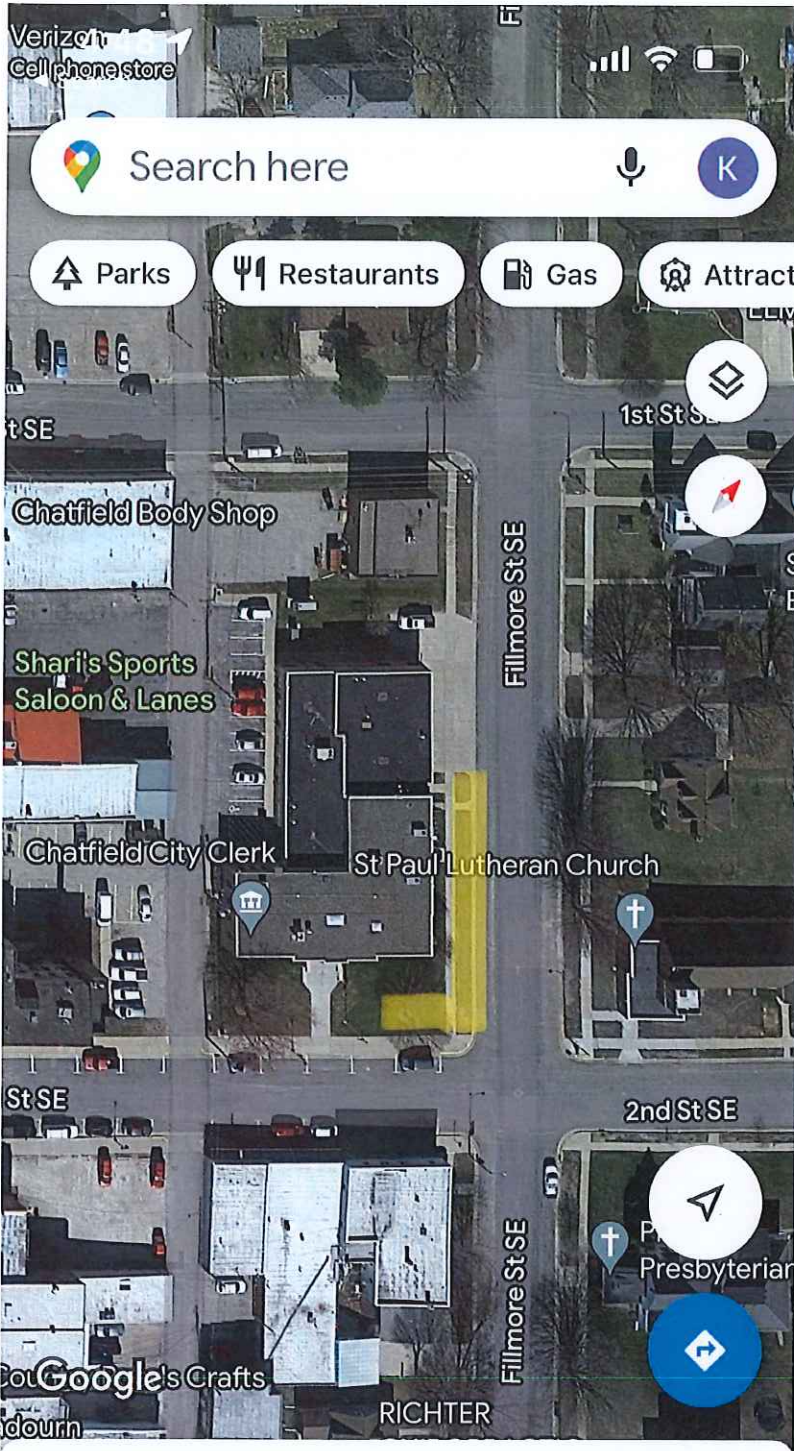
Open the little free library for the warmer season. Any as-needed maintenance or repairs, bi-weekly checks on books and content being kept in the little free library to ensure it is safe and appropriate for all, make sure all content is dry and in fair condition and ensure nothing is being kept on the city lawn. Repainting and sealing if needed.

### **Late Summer-Fall**

Any as-needed maintenance or repairs, bi-weekly checks on books and content being kept in the little free library to ensure it is safe and appropriate for all, make sure all content is dry and in fair condition and ensure nothing is being kept on the city lawn.

### **Fall-Winter**

Any as-needed maintenance or repairs, reseal and close little free library for winter.



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4:49

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## Joel Young

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**From:** Ed Harris <eharris@chatfieldschools.com>  
**Sent:** Monday, May 15, 2023 8:32 AM  
**To:** Brian Burkholder  
**Cc:** Brian Baum; Joel Young; Katie Priebe; Ed Harris  
**Subject:** RE: Jaycee Park

**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.

Hi Brian,

Thank you for the note. Ironically, I was having thoughts about this last week and intend to talk with Brian Baum more about the proposed plan. We spoke a bit last week. Do you think the City would be interested in a joint venture to replace what is there with new equipment? I think there is mutual benefit with the pool being right there. Also, it would improve the look/curb appeal of Chatfield from a city/school perspective as what is there is very dated and very visible from 52. We have \$4,000 in donations already committed to fix up the old, what if the school and the city kicked in and we sought more donations? I looked around and found something suitable. Swings and a climbing set with slide start at around 20k.

The other problem is the parking lot sheeting flows right into the swing area. Having something different located somewhere else in the park might solve a couple of problems. I am working with G3 on some solutions to mitigate or redirect that flow.

Thoughts?

Thanks!

Edward J. Harris  
Superintendent  
Chatfield Public Schools  
507-867-4210  
[@edjharris](mailto:@edjharris)  
[facebook.com/chatfieldpublicschools](https://facebook.com/chatfieldpublicschools)

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**From:** Brian Burkholder <bburkholder@ci.chatfield.mn.us>  
**Sent:** Monday, May 15, 2023 8:23 AM  
**To:** Ed Harris <eharris@chatfieldschools.com>  
**Subject:** Jaycee Park

Ed,

IU wanted to make you aware that I received a call from a residence this morning from the NE corner of town, that the merry-go-round in the park is not useable and is hazardous. She stated that something is broken badly and that it also does not turn at all or very well and that she did not want someone will get hurt on it the way it currently is.

Thanks much,



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INTEROFFICE MEMORANDUM

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**TO:** Park & Recreation Committee  
**FROM:** Dan Funk  
**SUBJECT:** Updating disc golf signage at Mill Creek disc golf course  
**DATE:** 5/17/2023

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**Action Requested:** To consider and discuss updating the disc golf signage at the course. We would like to install bigger and brighter signs, so it is more noticeable from the road.

**Background:** The signs at the 9 hole disc golf course are smaller and need some updating. We would also like to add a welcome sign and a sign to put the disc golf course layout on. The course is very nice but is not very noticeable from the road so we would like to do some improvements. We will mount the hole signs on posts and then put mulch around each tee box and around each basket.

I am still waiting for a bid from Kelly Printing & Signs so I have 1 price from Whitetail Vinyl.

Whitetail Vinyl will do a 3'x4' vinyl welcome sign, 24"x24" course map and 9 hole plaques that will be 9"x12". He will powder coat the material and then laser engrave the course map and the hole plaques.

We are looking for consideration to get donations for a project like this that would help offset the cost of the signs and the posts we will need to set them on.

Thank you for your time,  
Dan Funk



# ESTIMATE

Grand Total (USD)  
**\$4,352.50**

**BILL TO**  
**City of Chatfield**

**Estimate Number:** 6  
**Estimate Date:** April 19, 2023  
**Expires On:** April 30, 2023

Items	Quantity	Price	Amount
<b>Material</b> 9 hole plaques 9x12 and 1 24x24 course map plaque in aluminum and powder coated maroon. 1 3'x4' aluminum sheet to put vinyl on to create the welcome sign.	1	\$1,125.00	\$1,125.00
<b>Design</b> Custom design 9 hole plaques and one course map. Also custom design the welcome sign.	6	\$50.00	\$300.00
<b>Vinyl Material</b> Maroon and white vinyl for the letting and black vinyl to layer the sign.	1	\$100.00	\$100.00
<b>Installation</b> Install vinyl on main welcome sign.	1.5	\$50.00	\$75.00
<b>Laser Engraving</b> Laser engraving of 10 plaques.	10	\$15.00	\$150.00
<b>Material</b> Option 2  9 hole plaques 9x12 and 1 24x24 course map plaque in stainless steel and powder coated maroon. 1 3'x4' stainless steel sheet to put vinyl on to create the welcome sign.	1	\$2,602.50	\$2,602.50

Total Prices for Each Product

Stainless Steel - \$3,227.50

Aluminum - \$1,750.00

**Total:** \$4,352.50

**Grand Total (USD) :** \$4,352.50



**Whitetail Vinyl / Terry Arndt**  
577 Keefe Ct NW  
Eyota, MN 55934  
United States


**Contact Information**  
5072738269  
[whitetailvinyl.com](http://whitetailvinyl.com)

### Welcome Sign/Entrance Sign

**1) PLAY SMART**  
Never throw into a blind area or when players, spectators, pedestrians, or other facility users are within range. Use a spotter.

**2) RESPECT THE COURSE**  
Observe all posted rules. No littering, graffiti, or abuse of equipment or flora.

**3) RESPECT THE SPORT**  
Be positive and responsible. Teach others.



### Hole Signs

8"X13" or  
9"X12"

**#1**

- 215 yds
- Par 3

Hole Layout

### Course Map Sign

24" by 24" map of the course layout. On its own piece so it is separate from the hole numbers



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**MEMORANDUM**

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**TO:** CHATFIELD PARK AND REC COMMITTEE  
**FROM:** RYAN PRIEBE, WATER SUPERINTENDENT  
**SUBJECT:** DIVING BOARD  
**DATE:** 5/17/23

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Background- The diving board paint is chipping off. At first we called the distributor of the diving board to see if it was warrantied. We found out we are 1 year out of warranty and will not be warrantied. I asked him to give me a price on a new board and I also received a price from another distributor. I also called Burbach Aquatics to see what my options were. They have called me back and said that I can repaint the aluminum board and will be just fine. He told me to get ahold of a body shop and see what they would recommend for paint. Chatfield Body Shop donated a gallon of paint they thought would work. So now I will be repainting the board this week. If this does not work we might have to purchase another board in the future.



# Quote



Horizon Commercial Pools - Arden Hills  
4444 Round Lake Rd W  
Arden Hills MN 55112

Phone: (651) 917-3075  
Email: office-mn@horizonpoolsupply.com

Quote No. QUO2122

Date: 5/16/2023

To  
CITY OF CHATFIELD  
21 2ND ST SE  
CHATFIELD MN 55923

Ship To  
CITY OF CHATFIELD  
229 UNION STREET NE  
CHATFIELD MN 55923

## TOTAL

# \$4,413.95

Expiration Date: 6/15/2023

Requested By: RYAN PRIEBE  
Requested by Phone: +1 (507) 251-0278

Customer ID	Expiration Date	Consultant	Acct Manager	Quoted By
CUS11104	6/15/2023	Jeff Kopp		Jeff Kopp

Quantity	Item	Rate	Amount
1	<b>NSI-EQ</b> P/N: HH0961612 - SR SMITH 66-209-616_ 16 COMMERCIAL FRONTIER III DIVING BOARD SPECIFY COLOR	\$4,350.84	\$4,350.84
1	<b>NSI-EQ</b> P/N: HHC100A12 - SR SMITH FC-100A 18 IN FULCRUM COVER	\$63.11	\$63.11

**Notes: SPECIFY CONTACT NAME AND NUMBER FOR DROPSHIP DIRECT: PLEASE ALLOW MINIMUM OF 2WKS FOR DELIVERY. SHIPPING NOT INCLUDED - SUPPLY ONLY. DIVING BOARD COMES WITH INSTALLATION AND CONNECT PACKAGE. PLEASE SPECIFY COLOR - WHITE / BLUE.**

ACCEPTANCE OF QUOTE - I am authorized to sign on behalf of the owner and I have read the attached Terms and Conditions and Proposal Notes and the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified.

<b>Subtotal</b>	\$4,413.95
<b>Shipping Cost</b>	\$0.00
<b>Tax Total (0%)</b>	\$0.00
<b>Total</b>	\$4,413.95

Quote Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Products and equipment used to complete job are subject to applicable state and city sales taxes.

Estimates exceeding \$2,000 will require a payment of 50% upon acceptance and the remainder is due Net 10 Days.

This quote, once signed, is a contract between Horizon Commercial Pool Supply and the property owner.



**RECREONICS, INC.**  
 4200 SCHMITT AVENUE  
 LOUISVILLE, KY 40213  
 (800) 428-3254  
 FAX (800) 428-0133  
 INTERNATIONAL (502) 456-5706  
 FAX (502) 458-9777  
 FED. I.D. # 61-1228501  
<http://www.recreonics.com>

110 CITIE

klkrec

**Quote Reprint**

Quote #	0826735
Customer #	NEW
Date	5/9/2023
	Page 1 of 1

Quoted To:	CITY OF CHATFIELD 21 SE SECOND STREET Chatfield, MN 55923	Ship To:	CITY OF CHATFIELD 21 SE SECOND STREET Chatfield, MN 55923
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PO/REF #	EXPIRES	SLP	SHIP VIA	FREIGHT	QUOTED BY
	5/18/2023	0039	BEST	PPD&BILL	KEITH KAELIN Ext 423

QUOTED TO:	RYAN PRIEBE	CT=	X=	C E-Mail:
		OT= 507-251-0278	X=	O E-Mail: RPRIEBE@CI.CHATFIELD.MN.US

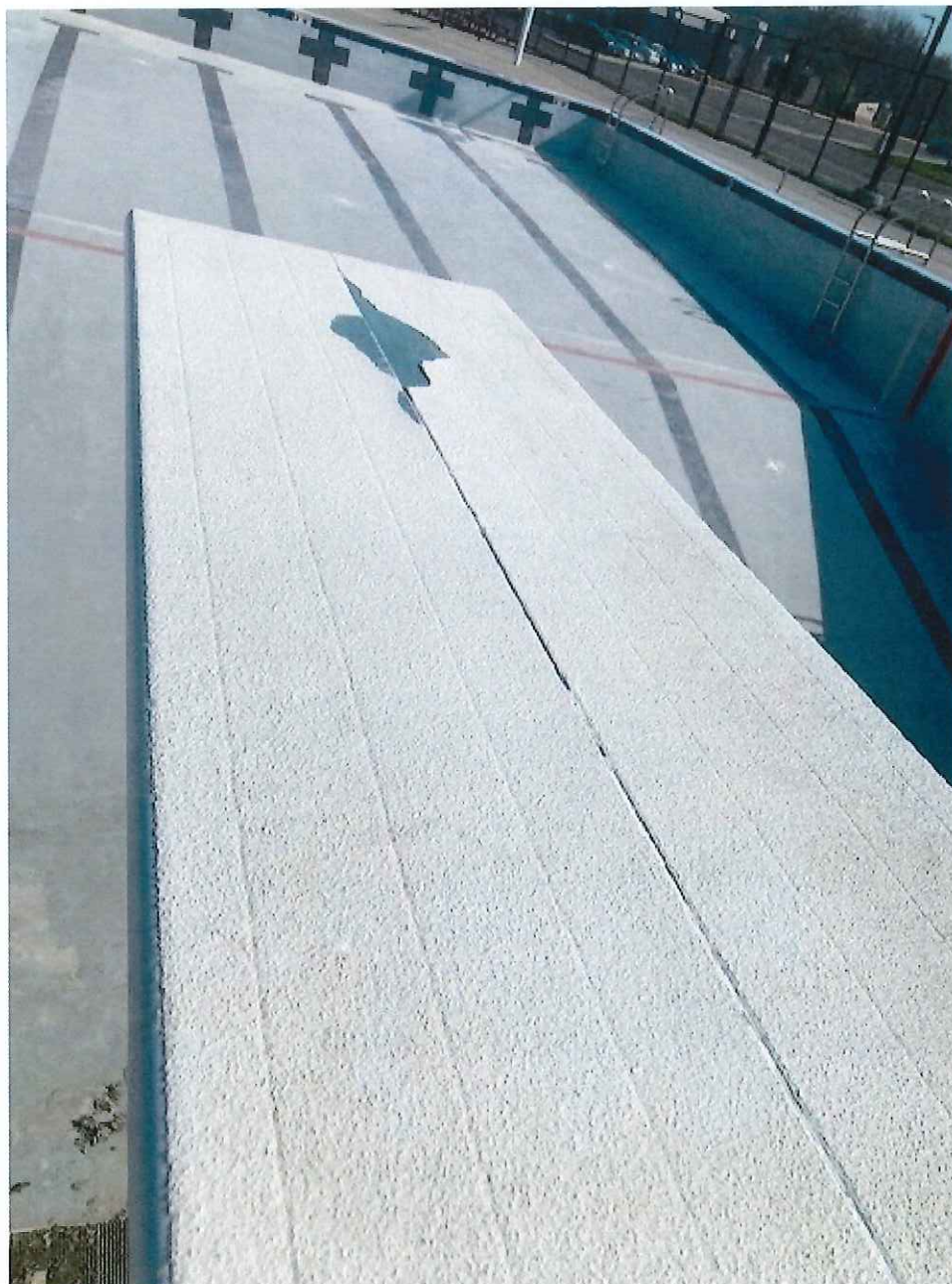
LINE	ITEM DESCRIPTION	S/D	QUANTITY	UM	PRICE	EXTENSION
001	40116 16' ALUMINUM DIVING BOARD (WHITE)	S	1	EA	7,383.09	7,383.09
002	/8002B FREIGHT & HDLG. TO BE PREPAID AND ADDED		0	EA	0.00	204.52
003	YRC					
004	(TAILGATE DELIVERY - CUSTOMER TO UNLOAD)					

TX CODE	CERTIFICATE #	TAXABLE AMT	TAX	TOTAL
DEFAULT		0.00	0.00	7,587.61

TO ACCEPT THIS QUOTE PLEASE SIGN ,DATE AND EMAIL/FAX TO SALES CONSULTANT KEITH KAELIN AT  
 keithk@recreonics.com OR FAX TO 1-800-428-0133

By: \_\_\_\_\_  
 Date: \_\_\_\_\_

F.O.B.-ORIGIN (TAILGATE) FREIGHT, HDLG, SALES TAX,  
 ETC., (IF APPLICABLE) ARE ADDITIONAL.  
 QUOTE SUBJECT TO COMPANY TERMS & CONDITIONS.  
 DEPOSIT & MANAGEMENT APPROVAL MAY BE REQ'D.











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INTEROFFICE MEMORANDUM

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**TO:** Park & Recreation Committee  
**FROM:** Dan Funk  
**SUBJECT:** Basketball Hoops at Mill Creek Park  
**DATE:** 5/17/2023

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**Action Requested:** To consider and approve the donation of 2 polycarbonate backboards and hoops from the Chatfield Youth Basketball Association (CYBA)

**Background:** We currently have a total of 6 basketball hoops at Mill Creek Park. We will keep the existing hoops on the sides of the court and just replace the 2 at the north and south ends. We will be using the existing gooseneck poles and put a new polycarbonate backboard on those poles with bracing. The hoops will be fixed so they can not be lowered.

The CYBA is willing to put \$5,000 towards the hoops this year. The city will be installing the hoops ourselves.

We recommend purchasing the equipment through Future Pro since they are the cheaper of the 2 bids. Both bids are for the same backboard, hoop, bracing and mounting plate.

Thank you for your time,  
Dan Funk



**Future Pro, Inc**  
 Box 486, 200 N Main Street  
 Inman, KS 67546 US  
 800-328-4625  
 kevin@futureproinc.com  
 www.futureproinc.com



**Quote**

**ADDRESS**  
 Dan Funk  
 31 Second Street  
 SE  
 Chatfield, MN 55923

**SHIP TO**  
 Dan Funk  
 31 Second Street  
 SE  
 Chatfield, MN 55923  
 507-421-7231

QUOTE #	DATE	EXPIRATION DATE
20133	04/06/2023	05/06/2023

**SHIP VIA**  
 ABF freight

**E-MAIL ADDRESS**  
 daniel.funk1010@gmail.com

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
<b>BA407U</b>	42" x 54" Polycarbonate Playground Backboard.	2	1,625.00	3,250.00
<b>BA32</b>	Heavy-Duty Side Court and Recreational Flex Basketball Goal.	2	205.00	410.00
<b>BA77XBR</b>	Brace Retrofit Kit for all 3-1/2" and 4-1/2" Gooseneck Basketball Poles.	2	250.00	500.00
<b>2023 Commodity Price Surcharge</b>	2023 Commodity Price Surcharge	1	416.00	416.00

This quote is subject to Future Pro's Standard Terms and Conditions and is valid for the quantities and items listed. Reduction in quantities or removal of items will require a revised quote with possible increase in some or all pricing, and freight costs. Prices and freight quote are based on acceptance on/before thirty days from date of this quote.

Unless specifically included in writing, additional delivery services such as, but not limited to Inside (\$120 minimum), Date Request (\$75), Residential (\$50), Limited Access (\$50), Lift Gate (\$125), and Call Ahead (\$50) are an additional charge.

SUBTOTAL 4,576.00  
 SHIPPING 395.00  
**TOTAL \$4,971.00**

Accepted By

Accepted Date

Please remit payment to:  
 Future Pro Inc  
 PO Box 83261  
 Lincoln, NE 68501  
 www.futureproinc.com



**BSN SPORTS™**

PO Box 841393  
Dallas, TX 75284-1393  
Phone: 800-527-7510 Fax: 800-899-0149  
Visit us at [www.bsnsports.com](http://www.bsnsports.com)

Quote	
Quote #:	21450259
Purchase Order #:	Backboard Quote 2023
Cart Name:	
Quote Date:	04/06/2023
Quote Valid-to:	05/05/2023
Payment Terms:	NT30
Ship Via:	
Ordered By:	Dan Funk

Contact Your Rep

Michael Croisdale Email:[mcroisdale@bsnsports.com](mailto:mcroisdale@bsnsports.com) | Phone:

**Sold to**  
2024535  
Chatfield Park & Recreation  
21 2nd Street SE  
CHATFIELD MN 55923  
USA

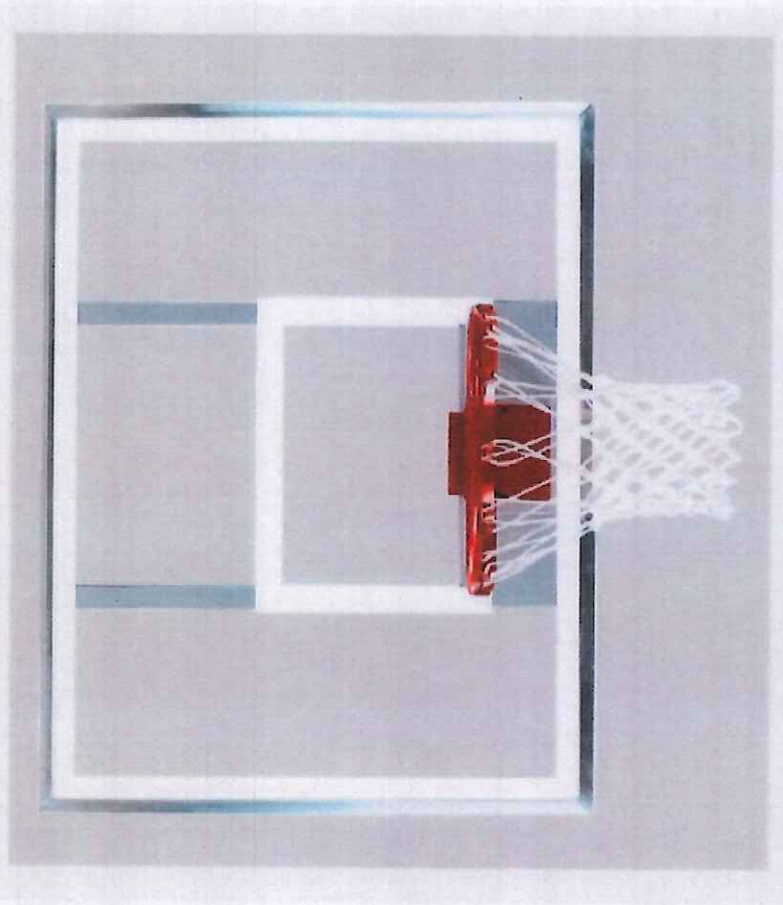
**Ship To**  
2024535  
Chatfield Park & Recreation  
21 2nd Street SE  
CHATFIELD MN 55923  
USA

**Payer**  
2024535  
Chatfield Park & Recreation  
21 2nd Street SE  
CHATFIELD MN 55923  
USA

Item Description	Qty	Unit Price	Total
<b>42" x 54" Polycarbonate Playground Backb</b> Item # - NSPHG	2 EA	\$ 2,199.99	\$ 4,399.98
<b>Brace Retrofit Kit</b> Item # - NSPHG	2 EA	\$ 329.99	\$ 659.98

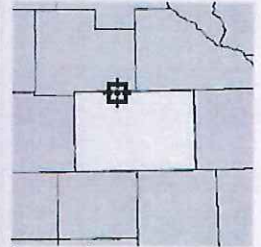
Subtotal:	\$5,059.96
Other:	\$0.00
Freight:	\$303.59
Sales Tax:	\$0.00
Order Total:	\$5,363.55
Payment/Credit Applied:	\$0.00
<b>Order Total:</b>	<b>\$5,363.55</b>










**Overview**



**Legend**

-  Parcels
-  Municipalities
-  Road Centerlines

Date created: 5/17/2023  
Last Data Uploaded: 5/16/2023 9:58:08 PM

Developed by  **Schneider**  
GEO SPATIAL