

**Committee of the Whole  
Monday, June 26, 2023  
City Council Chambers**

1. Committee of the Whole      **5:30 p.m.**      Monday, June 26, 2023
  
2. Public Works project planning:
  - A. Review status of 2022 Water Improvement Project.
  - B. Review status of 2023 Street Improvement Project.
  - C. Preview improvements planned for 2024 & beyond.

## **Committee of the Whole Meeting Notes**

**April 24, 2023**

**Council Members Present:** Mayor John McBroom, Councilors Paul Novotny, Pam Bluhm, Mike Urban, Josh Broadwater and Dave Frank.

**Members Absent:** None.

**Others Present:** P&Z members: Rich Bakken, Jeremy Aug, Wayne Halvorson, and Kent Whitcomb.

EDA members: Molly Baum, Luke Isensee, Randy Paulson, and Sue Keefe.

Others: Chris Giesen, Beth Carlson, Brian Burkholder, and Craig Britton.

The Committee of the Whole met in joint session with the Chatfield Economic Development Authority and the Planning & Zoning Commission. Their main focus of discussion was the Twiford Street property that was recently purchased by the City for use by the public works department. The City's intention is to use the property until a new public works facility is constructed, which is slated to take place sometime between 2024-2029.

**Primary Points of Consideration:** There were three main points of consideration the group talked about.

1. *What type of use, or service, does the City ultimately want to see take place on this property after the City no longer needs it for the public works department?*

It was the general consensus that the property should stay in line with what the zoning is currently set at. Planning & Zoning do want to explore adding multi-use options to the current zoning.

2. *Should the property stay intact until the City vacates the property or, if it is determined that a certain portion of the property is not needed by the public works department, should that portion of the property be offered for sale?*

It would be in the best interest of the city to not sell portions of the property off, keep it whole.

3. *While the City will have an opportunity to restrict the sale of the property to a buyer/developer who would construct the building or provide the service most desired by the City, the City will need to determine how long to hold the property until the right prospect is identified. This point should be acknowledged so it is understood that this discussion is intended to be guidance for future decision-making, as opposed to anything more restrictive in nature.*

While keeping options open, it would be desirable to let public works use the needed place until an alternate location is ready for them.

There was also much discussion of housing needs for the community.

The meeting was adjourned at 6:15 p.m.



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE – CITY OF CHATFIELD  
**FROM:** CRAIG BRITTON  
**SUBJECT:** PROJECT STATUS REVIEW AND FUTURE PLANNED CAPITAL IMPROVEMENT PROJECTS  
**DATE:** JUNE 21, 2023  
**CC:** CITY ADMINISTRATOR, JOEL YOUNG  
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Provide input on upcoming capital improvement projects.

**Background:** There are currently two capital improvement projects underway, the 2022 Water System Improvement Project and the 2023 Street Improvement Project. Below is a summary of the status of the projects. The third item on the agenda includes discussion on planned, upcoming capital improvement projects. Included in the summary below is a list of the planned projects along with the original timeframe for the completion of the projects. Staff is seeking input on the scope and timing of the projects.

1. Review Status of 2022 Water System Improvement Project
  - a. The rehabilitation of the 200,000 gallon south reservoir has been completed and is currently in the warranty period. The installation of the generators at Well #2 and Pump Station locations is still in process. The contractor experienced delays in production due to supply chain issues. The Well #2 generator has been assembled, but there are control components that need to be delivered and installed prior to its installation on-site. The pump station generator is still being assembled and is expected to be completed in the next couple months. Once completed the generators will be installed and will be put into service. The control upgrades at the wastewater treatment plant are yet to be installed as the production of system components have experienced delays. It is expected that the upgrades will be completed yet this year.

2. Review Status of 2023 Street Improvement Project

- a. There will be a preconstruction meeting for the project tomorrow and the project schedule will be shared with the Council on Monday. Shop drawings for the structures have been approved and Griffin Construction is expected to begin removals and underground construction within the next few weeks.

3. Future Capital Improvement Projects – Below is a list of the previously planned projects along with the originally anticipated year of construction. Staff would like to discuss the plan and any revisions the Council would like to see.

- a. 2023 – Street Improvement Project (underway)
- b. 2023 – Generic Mill & Overlay (\$375k, postponed)
- c. 2024 – Public Works Building (\$700k)
- d. 2028 – Generic Mill & Overlay Project (\$1,050,000)
  - i. For 1 Block the cost to Mill and Overlay ~\$28k and Reclaim & Pave ~\$48k
- e. 2028 – Generic Project (\$2,500,000)
- f. 2028 – OTR Water Storage Reservoir (\$1,675,000), Likely 400k Gallon Capacity
- g. 2029 – Future Public Works Building (\$2,100,000)

Possible Street Improvement Project Areas Include

- Burr Oak Ave NE from Union Street to Margaret Street
- Division Street from Highway 52 to Avenue B
- Various Alleys
- Harwood Ave, Cliff St and Winona St (horseshoe)
- West Chatfield from where gravel ends south to the City limits
- Mill Creek Road from TH 30 north to the City limits
- Mill Creek Park, pave gravel roads, from 3<sup>rd</sup> Street to Cul De Sac and at the end of the Cul De Sac into ballfields

If you have any questions prior to Monday's meeting please let me know.

Sincerely,

Craig Britton

<b>Baseline</b>		
Surplus Levy for GF / Cap Outlay	-	New 2023+
Sewer Fund	-	New 2023+
Water Fund	-	New 2023+

On top of GF?? >>	37,000	Average Spending Seal Coat / Chip Seal
	-	Average Storm Sewer Spending
	21,000	Average Sidewalk Spending
	125,000	Street Overlay every 3 years
n		Cancel Street Overlay Levy?

FIRE AMB CCTV	
47,895	Fire Capital
47,380	Amb Capital
6,180	CCTV
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<b>101,455</b>	2024+

FUND 801 (2023)	2024+		
-	Conferences	-	
-	Historical Society	-	
-	Senior Citizens	-	
-	City Car	-	
28,500	Muni Building	29,355	
35,700	Police Squad / Software	36,771	
2,000	Civil Defense	2,060	
25,750	Sidewalk Improvements	26,523	
-	Developer Fees	-	
68,500	Street Equip / Signs	70,555	
42,000	Seal Coat / Chip Seal	43,260	
30,000	Street Overlay	30,900	
7,147	Storm Sewer	7,361	
-	Swimming Pool	-	
45,000	Park Improvements	46,350	
-	Park Dedication	-	
-	Tourism / Float	-	
-	Heritage	-	
38,426	Clerk & Future Tech	39,579	
-	Mill Creek Park	-	
-	Bandshell	-	
-	Comprehensive Plan	-	
2,500	Capital Goods / Revenue	2,575	
-	Enterprise Drive	-	
<b>325,523</b>	<<2023	2024+>>	<b>335,289</b>

3.0%	Inflation Rate of Transfers
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**Graph Options**

200,000	< value of "typical" homestead for impact	25.00	Population Growth/Year	-	Annual Street Improvement above normal budgeting
5,000	< typical water usage per month	10.00	Households/Year	-	2024+
2023	20%	3.0%	Water 2023	-	LGA Cuts (increase) 2024+
	5%	3.0%	Water 2024+	-	Offsets
	5%	0.0%	Sewer 2023	-	Net Increase in Levy
	4.0%	0.0%	Sewer 2024+	-	
	6%				

**Projects & Debt**

INTERFUND LOANS											
#	Project	2023	Generic Mill & Overlay	Public Works Bldg	ANNUAL SEWER REIMB GF	Generic Mill and Overlay	Generic	Water OTR Storage	Future PW Bldg		
	Est Year 2022 Cost	-	1,650,000	375,000	700,000	2,000,000	1,050,000	2,500,000	1,675,000	2,100,000	-
	NET Financed (Inflation Less Cash)	-	1,732,500	393,750	771,750	2,000,000	1,407,100	3,350,239	2,244,660	2,254,911	-
	Type Bond		GO	GO	GO	GO	GO	GO	GO	GO	GO
	Term	20	10	10	20	10	10	20	20	20	20
	Rate	2.00%	4.00%	4.00%	5.25%	0.00%	4.00%	4.00%	4.50%	4.50%	4.50%
	Bond Pymt	-	213,602	48,546	63,247	100,000	173,483	413,054	172,561	173,349	-
	Yr Built	0	2023	2023	2024	2026	2028	2028	2028	2029	0

**Repayment Sources**

CASH	Other	-	-	-	-	-	-	-	-	-	700,000	-
	Water	-	-	-	-	-	-	-	-	-	-	-
DEBT	Sewer	-	-	-	-	-	-	-	-	-	-	-
	Other	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Assmts	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Sewer Rates/Fees	0%	0%	25%	0%	0%	100%	0%	50%	0%	0%	0%
	Water Rates/Fees	0%	0%	15%	0%	0%	0%	0%	0%	100%	0%	0%
	Tax Levies	100%	100%	60%	100%	100%	100%	50%	0%	100%	100%	
		100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	