

***Public Works Committee Meeting Agenda  
Monday, October 9, 2023, 5:30 p.m.  
Fillmore Conference Room – Thurber Building***

1. Public Works Committee Meeting, October 9, 2023 at 5:30 p.m.
  - A. Notes from September 11, 2023
  - B. City Engineer – Craig Britton:
    1. 2023 Street Improvement Project Pay App. #3 and Change Order #1
  - C. Public Works Director – Brian Burkholder
    1. Shade Tree Disease List and Draft Letter
    2. Replace LEL Gas Sensor
    3. Replace worn part on Vactor Sewer Cleaning Truck
  - D. Mountain Bike Skills Course – Gavin Carr

**Public Works Committee Meeting Notes**

**September 11, 2023**

**Members Present:** Councilor Mike Urban.

**Members Absent:** Councilor Paul Novotny.

**Others Present:** Brian Burkholder, Craig Britton, Kay Wangen, Beth Carlson, and Michele Peterson.

City Engineer – Craig Britton:

- West Chatfield Drainage Improve Update, Pay Application #1: The project progress was reviewed, as well as a final completion date. Currently paving is planned for the end of October with other projects in town. The pay application was recommended to be forwarded to Council for approval.
- 2023 Street improvement Project Update, Pay Application #2: The water shut-off that was executed earlier today took twice as long as predicted. The water portion on Grand is now complete, the contractor will continue working on services. The project is currently on schedule. There have been some reductions to the project. The pay application was recommended to be forwarded to Council for approval.
- Enterprise Drive Berm Update: The plans and specifications for the project were reviewed. In addition to the berm, trees are planned to be added as well. Trees are set to be spaced 12.5' apart, with two taller trees on top of the berm and one shorter tree at the base for each lot. It is estimated 88 trees will need to be planted.
- Hwy 74 Traffic Study Update: Still waiting to touch base with MNDOT. It was suggested that a letter be sent from the Mayor requesting the study be completed.

Public Works Director – Brian Burkholder:

- Water Tank Repairs: The repairs are almost complete.
- Retaining Wall Proposal – Avenue B: This is still a priority, however, is dependent on funding. Options are also being considered to help lower the total cost of the project. Discussion to be continued.
- Public Works Buildings: Although there is adequate storage room for the department currently, it is not ideal. The maintenance and operational cost of several buildings may add up over time. Burkholder would like to see a location identified, to which a central Public Works facility could be constructed. Discussion to be continued.



# City of Chatfield

Thurber Community Center • Chatfield Municipal Building  
21 Second Street Southeast • Chatfield, Minnesota 55923 • 507-867-3810  
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## MEMORANDUM

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**TO:** CHATFIELD PUBLIC WORKS COMMITTEE AND CITY COUNCIL  
**FROM:** CRAIG BRITTON  
**SUBJECT:** 2023 STREET IMPROVEMENT PROJECT – PAY APPLICATION 3  
**DATE:** OCTOBER 4, 2023  
**CC:** CITY ADMINISTRATOR, MICHELE PETERSON  
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

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**Action Requested:** Consideration of Pay Application #3 in the amount of \$371,345.77 to Griffin Construction for work completed on the 2023 Street Improvement Project.

**Background:** Griffin Construction has submitted Pay Application #3 in the amount of \$371,345.77 for work completed mainly on Grand Street SE and Hawley Street SE. Work completed includes the installation of the storm sewer on Grand Street, the installation of the sanitary sewer on Hawley Street and the placement of aggregate base on Grand Street SE. Underground work is expected to be completed on Hawley Street by October 6<sup>th</sup> at which time Griffin will begin street construction on Hawley Street. Remaining underground work will consist of the installation of the water main through the park. The contractor is working on a schedule for curb & gutter and driveways, but it is expected that work will take place within the next week. The pay application is attached to this report. Below is a quick summary of the contract amount and proposed payment.

1. Contract Amount - \$1,759,308.26
2. Pay Application 1 - \$190,034.92
3. Pay Application 2 - \$416,606.91
4. Pay Application 3 - \$371,345.77
5. Retainage (5%) - \$51,473.03
6. Balance to Finish - \$728,548.13

Please let me know if you have any questions.

Craig Britton

## CHANGE ORDER NO. 1

CONTRACTOR: Griffin Construction	WSN PROJECT NO. 2022-11251	
ADDRESS: 14070 Highway 52 Chatfield, MN 55923	LOCATION OF WORK Grand Street SE from 7 <sup>th</sup> Street SE to Valley Street SE Hawley Street SE and Prospect Street	
		<b>CO-1 TOTAL: - \$1,317.65</b>

This Contract is between the City of Chatfield and Contractor as follows:

The Contractor shall provide all equipment, material and labor to perform the work as specified below or as directed by the engineer in the field.

1. Reclaimed asphalt pavement from the reclamation of the street shall be considered an acceptable material for aggregate base in the bottom 6” of the aggregate base course in the street and under driveways and sidewalks on the project on the condition that it meets the gradation requirements laid out in the spec and MnDOT 3138. A new pay item will be added to the project and entitled “Reclaimed Asphalt Base.”

ITEM 1 - Payment for the reclaimed asphalt material shall be paid at \$0.75 less per ton than the original “Aggregate Base Class 5 Modified” amount. This results in a payment of \$17.40/ton for reclaimed material in comparison to \$18.15/ton for 100% natural crushed limestone material.

An estimate of the decrease in payment is found below assuming reclaimed material is used for the bottom 6” of the street base. In this estimate, only the top 6” of the street aggregate base course is 100% natural crushed limestone.

### ESTIMATE OF COST FOR AGGREGATE BASE

Item	Unit	Unit Price	Plan Quantity	Est. Quantity	\$ Difference
Aggregate Base Class 5 Modified	Ton	\$18.15	7,944	3,972	\$72,091.80
Reclaimed Asphalt Base	Ton	\$17.40	--	3,972	\$69,112.80
<b>Total</b>					<b>- \$2,979.00</b>

ITEM 2 - Bedrock was encountered in the area of the Prospect Street SE and Winona Street SE intersection. Payment for the Rock Excavation shall be made at a lump sum total of **\$1,661.35**.

Payment for the additional work in this change order shall be at the unit prices listed in the table below. The Contractor will not make claim of any kind or character whatsoever for any other costs or expenses that they may have incurred or that may be hereafter incurred in performing the work and furnishing the materials required by this Agreement.

**CHANGE ORDER NO. 1**

Issued By:  10-5-2023  
Project Engineer Date

Issued By: \_\_\_\_\_  
Owner Date

Accepted By: \_\_\_\_\_  
Contractor Date

PARTIAL PAYMENT ESTIMATE

Pay Estimate 3

Name of Contractor: Griffin			
Name of Owner: City of Chatfield			
Date of Substantial Completion:	Amount of Contract:	Dates of Estimate	
Original: 11/1/2023	Original: \$ 1,759,308.26	From: 09-06-23	
Revised: NA	Revised: NA	To: 09-29-23	

Widseth Project Number: 2022-11251

Description of Job: 2023 Street Improvement Project

ITEM NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		UNIT	QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>BID SCHEDULE A. - GRAND, PROSPECT ST SE</b>									
1	CONTRACTOR TESTING - DENSITY	L.S.	1	\$4,550.00	\$4,550.00	0.4	\$1,820.00	0.9	\$4,095.00
2	MOBILIZATION	L.S.	1	\$68,520.00	\$68,520.00	0.15	\$10,278.00	0.9	\$61,668.00
3	CLEARING	EACH	25	\$335.00	\$8,375.00	0	\$0.00	20	\$6,700.00
4	GRUBBING	EACH	25	\$335.00	\$8,375.00	0	\$0.00	21	\$7,035.00
5	SALVAGE SIGN	EACH	1	\$50.00	\$50.00	0	\$0.00	1	\$50.00
6	REMOVE SIGN	EACH	11	\$50.00	\$550.00	0	\$0.00	3	\$150.00
7	REMOVE MANHOLE (SANITARY)	EACH	11	\$600.00	\$6,600.00	1	\$600.00	8	\$4,800.00
8	REMOVE MANHOLE (STORM)	EACH	2	\$600.00	\$1,200.00	1	\$600.00	1	\$600.00
9	REMOVE CATCH BASIN	EACH	8	\$500.00	\$4,000.00	8	\$4,000.00	9	\$4,500.00
10	REMOVE GATE VALVE & BOX	EACH	7	\$300.00	\$2,100.00	2	\$600.00	5	\$1,500.00
11	REMOVE HYDRANT	EACH	4	\$500.00	\$2,000.00	2	\$1,000.00	3	\$1,500.00
12	REMOVE CURB & GUTTER	LIN FT	3665	\$3.00	\$10,995.00	739	\$2,217.00	3585	\$10,755.00
13	REMOVE SEWER PIPE (STORM)	LIN FT	626	\$15.00	\$9,390.00	521	\$7,815.00	521	\$7,815.00
14	REMOVE SEWER PIPE (SANITARY)	LIN FT	1976	\$6.00	\$11,856.00	388	\$2,328.00	1733.4	\$10,400.40
15	REMOVE PIPE CULVERT	LIN FT	32	\$15.00	\$480.00	0	\$0.00	40	\$600.00
16	SALVAGE RETAINING WALL	LIN FT	39	\$25.00	\$975.00	0	\$0.00	39	\$975.00
17	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	434	\$4.65	\$2,018.10	0	\$0.00	285	\$1,325.25
18	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	363	\$3.60	\$1,306.80	0	\$0.00	163	\$586.80
19	REMOVE CONCRETE FLUME	SQ YD	21	\$12.50	\$262.50	0	\$0.00	20	\$250.00
20	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	747	\$8.00	\$5,976.00	0	\$0.00	673	\$5,384.00
21	REMOVE BITUMINOUS PAVEMENT	SQ YD	7353	\$2.75	\$20,220.75	4412	\$12,133.00	6617.9	\$18,199.23
22	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	657	\$8.00	\$5,256.00	0	\$0.00	259	\$2,072.00
23	REMOVE CONCRETE SIDEWALK	SQ FT	281	\$2.00	\$562.00	0	\$0.00	120	\$240.00
24	COMMON EXCAVATION (EV) (P)	CU YD	3324	\$15.40	\$51,189.60	1493	\$22,992.20	2493	\$38,392.20
25	COMMON EXCAVATION (SUBGRADE) (EV)	CU YD	474	\$15.40	\$7,299.60	0	\$0.00	0	
26	EXCAVATION SPECIAL (EXPLORATORY)	HOUR	24	\$125.00	\$3,000.00	3	\$375.00	8.5	\$1,062.50

27	GEOTEXTILE FABRIC TYPE V	SQ YD	10763	\$1.70	\$18,297.10	2344	\$3,984.80	6876	\$11,689.20
28	AGGREGATE BASE CLASS 5 MODIFIED	TON	3972	\$18.15	\$72,091.80	528	\$9,583.20	2905	\$52,725.75
29	FULL DEPTH RECLAMATION	SQ YD	1671	\$3.64	\$6,082.44	0	\$0.00	1671	\$6,082.44
30	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	833	\$102.69	\$85,540.77	0	\$0.00	0	
31	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	1386	\$99.42	\$137,796.12	0	\$0.00	0	
32	GRANULAR FOUNDATION AND/OR BEDDING	TON	380	\$21.50	\$8,170.00	0	\$0.00	35	\$752.50
33	6" PERF PVC PIPE DRAIN	LIN FT	3121	\$20.33	\$63,449.93	0	\$0.00	0	
34	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	210	\$66.40	\$13,944.00	71	\$4,714.40	170	\$11,288.00
35	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	258	\$73.35	\$18,924.30	27	\$1,980.45	33	\$2,420.55
36	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	35	\$78.55	\$2,749.25	35	\$2,749.25	35	\$2,749.25
37	21" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	27	\$87.79	\$2,370.33	27	\$2,370.33	27	\$2,370.33
38	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	958	\$101.82	\$97,543.56	29	\$2,952.78	958	\$97,543.56
39	27" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	315	\$127.75	\$40,241.25	315	\$40,241.25	315	\$40,241.25
40	30" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	72	\$149.85	\$10,789.20	45	\$6,743.25	45	\$6,743.25
41	MAINTENANCE OF SANITARY SEWER SERVICE	L.S.	1	\$19,750.00	\$19,750.00	0.1	\$1,975.00	1	\$19,750.00
42	CONNECT TO EXISTING SANITARY SEWER	EACH	3	\$500.00	\$1,500.00	0	\$0.00	3	\$1,500.00
43	CONNECT TO EXISTING STORM SEWER	EACH	1	\$750.00	\$750.00	2	\$1,500.00	4	\$3,000.00
44	CONNECT TO EXISTING MANHOLES	EACH	4	\$1,000.00	\$4,000.00	0	\$0.00	0	
45	SANITARY SEWER SERVICE (4" PVC)	EACH	27	\$1,690.00	\$45,630.00	9	\$15,210.00	20	\$33,800.00
46	SANITARY SEWER SERVICE (6" PVC)	EACH	1	\$1,860.00	\$1,860.00	3	\$5,580.00	3	\$5,580.00
47	8" X 4" PVC WYE	EACH	27	\$402.00	\$10,854.00	4	\$1,608.00	24	\$9,648.00
48	8" X 6" PVC WYE	EACH	1	\$472.00	\$472.00	0	\$0.00	3	\$1,416.00
49	SANITARY SEWER INSPECTION	LIN FT	1975	\$3.00	\$5,925.00	0	\$0.00	0	
50	8" PVC PIPE SEWER	LIN FT	1975	\$57.14	\$112,851.50	388	\$22,170.32	1780.9	\$101,760.63
51	INSTALL WATER SERVICE SYSTEM (1")	EACH	27	\$2,345.00	\$63,315.00	11.5	\$26,967.50	22.5	\$52,762.50
52	INSTALL WATER SERVICE SYSTEM (2")	EACH	1	\$4,930.00	\$4,930.00	0	\$0.00	1	\$4,930.00
53	CONNECT TO EXISTING WATER MAIN	EACH	4	\$1,500.00	\$6,000.00	1	\$1,500.00	4	\$6,000.00
54	HYDRANT	EACH	4	\$7,097.00	\$28,388.00	2	\$14,194.00	3	\$21,291.00
55	ADJUST VALVE BOX	EACH	11	\$275.00	\$3,025.00	0	\$0.00	0	
56	6" GATE VALVE & BOX	EACH	5	\$2,935.00	\$14,675.00	3	\$8,805.00	4	\$11,740.00
57	8" GATE VALVE & BOX	EACH	11	\$3,735.00	\$41,085.00	4	\$14,940.00	10	\$37,350.00
58	6" PVC WATER MAIN	LIN FT	98	\$49.75	\$4,875.50	82	\$4,079.50	103	\$5,124.25
59	8" PVC WATER MAIN	LIN FT	2288	\$56.50	\$129,272.00	667	\$37,685.50	1443.5	\$81,557.75
60	DUCTILE IRON FITTINGS	POUND	1213	\$16.50	\$20,014.50	391	\$6,451.50	1479	\$24,403.50
61	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	12	\$2,900.00	\$34,800.00	4	\$11,600.00	10	\$29,000.00
62	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	11	\$3,515.00	\$38,665.00	4	\$14,060.00	11	\$38,665.00
63	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	EACH	4	\$5,068.00	\$20,272.00	2	\$10,136.00	4	\$20,272.00
64	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	3	\$5,795.00	\$17,385.00	1	\$5,795.00	2	\$11,590.00
65	ADJUST FRAME AND RING CASTING	EACH	21	\$575.00	\$12,075.00	0	\$0.00	0	
66	CONSTRUCT SANITARY MANHOLE	EACH	9	\$3,547.00	\$31,923.00	1	\$3,547.00	8	\$28,376.00

67 CONSTRUCT SANITARY MANHOLE (LF)	LIN FT	32.86	\$300.00	\$9,858.00	2.2	\$660.00	26.24	\$7,872.00
68 4" CONCRETE WALK	SQ FT	214	\$12.50	\$2,675.00	0	\$0.00	0	
69 CURB AND GUTTER DESIGN B624	LIN FT	3839	\$22.40	\$85,993.60	0	\$0.00	0	
70 CURB AND GUTTER DESIGN B624 (MOD.)	LIN FT	5	\$50.00	\$250.00	0	\$0.00	0	
71 6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	894	\$72.00	\$64,368.00	0	\$0.00	0	
72 TRUNCATED DOMES	SQ FT	10	\$57.00	\$570.00	0	\$0.00	0	
73 TRAFFIC CONTROL	L.S.	1	\$4,950.00	\$4,950.00	0.15	\$742.50	0.9	\$4,455.00
74 INSTALL SIGN TYPE C (INCLUDE SIGN POST)	EACH	3	\$375.00	\$1,125.00	0	\$0.00	0	
75 FURNISH TYPE C SIGN	EACH	3	\$150.00	\$450.00	0	\$0.00	0	
76 FURNISH TYPE D SIGN (STREET NAME SIGNS)	EACH	16	\$115.00	\$1,840.00	0	\$0.00	0	
77 INSTALL SALVAGED SIGN	EACH	1	\$250.00	\$250.00	0	\$0.00	0	
78 EROSION CONTROL SUPERVISOR	L.S.	1	\$500.00	\$500.00	0.4	\$200.00	0.9	\$450.00
79 STORM DRAIN INLET PROTECTION	EACH	21	\$250.00	\$5,250.00	0	\$0.00	10	\$2,500.00
80 SILT FENCE, TYPE MS	LIN FT	871	\$2.10	\$1,829.10	0	\$0.00	0	
81 COMMON TOPSOIL BORROW (LV)	CU YD	598	\$25.00	\$14,950.00	0	\$0.00	0	
82 STABILIZED CONSTRUCTION EXIT	L.S.	1	\$1,500.00	\$1,500.00	1	\$1,500.00	1	\$1,500.00
83 SEEDING	ACRE	1.14	\$1,003.52	\$1,144.01	0	\$0.00	0	
84 FERTILIZER TYPE 3	POUND	342	\$1.00	\$342.00	0	\$0.00	0	
85 ROCK EXCAVATION	L.S.	1	\$1,661.35	\$1,661.35	1	\$1,661.35	1	\$1,661.35
86 RECLAIMED ASPHALT BASE	TON	3972	\$17.40	\$69,112.80	2083	\$36,244.20	2083	\$36,244.20
<b>TOTALS =</b>				\$ 1,758,008.76		\$ 390,890.28		\$ 1,029,460.63

AMOUNT EARNED						THIS PERIOD \$ 390,890.28		TOTAL TO DATE \$ 1,029,460.63
AMOUNT RETAINED		5%				\$ 19,544.51		\$ 51,473.03
PREVIOUS PAYMENTS						\$ -		\$ 606,641.83
<b>AMOUNT DUE</b>						\$ 371,345.77		\$ 371,345.77

Estimated Percentage of Job Completed: 59%  
Contractor's Construction Progress: On Schedule



**CONTRACTOR'S CERTIFICATION:**

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

**Contractor: Griffin**

By: 

Date: 10/4/23

**APPROVED BY OWNER:**

**Owner: City of Chatfield**


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

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

**ENGINEER'S CERTIFICATION:**

The undersigned certifies that the work has been carefully inspected and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

**Engineer:**

By: 

Date: 10/4/2023

**Private Residence/Ash Tree Inventory**  
**Deemed Hazardous**

**September 25, 2023**

-	607 James St -	3/4	(1)	
-	710 James St	3/4	(1)	
-	506 James St	3/4	(2)	
-	12 Northview LN	full	(2)	
-	14 Southview Dr	full	(1)	
-	506 Margaret St	full	(2)	
-	504 Margaret St	full	(2)	
-	704 Burr Oak Ave		(2)	Treated by property owner
-	640 Burr Oak AVE	3/4	(1)	
-	1012 Wahlen Valley	full	(2)	
-	506 Cliff St	full	(1)	
-	518 Division St	full	(1)	Back yard, group of 3
-	424 Grove St	full	(1)	
-	16 Winona St	full	(1)	
-	320 Ave B	full	(1)	
-	213 Division St	full	(2)	
-	221 Division St	full	(1)	
-	207 Cliff St	3/4	(1)	
-	29 Fillmore St	3/4	(1)	
-	28 Main St N	full	(3)	
-	391 Main St N	3/4	(1)	White Ash
-	125 Twiford St	full	(2)	
-	217 2 <sup>nd</sup> St	full	(1)	White Ash
-	114 Bench St	full	(1)	
-	205 3 <sup>rd</sup> St	full	(1)	
-	Mill Pond Estates	full	(2)	
-	315 River St	full	(1)	
-	350 3 <sup>rd</sup> St	full	(1)	
-	405 River St	full	(1)	
-	533 River St	full	(1)	
-	705 River St	full	(2)	
-	45 Library LN	full	(2)	
-	327 Bench St	3/4	(1)	
-	615 Main St S	full	(1)	
-	809 Main St S	full	(1)	
-	822 Main St S	full	(1)	

-	920 Main St S	full	(1)	
-	929 Main St S	full	(1)	
-	State Property	full	(2)	
-	114 Valley St	full	(1)	
-	125 5 <sup>th</sup> St	3/4	(1)	
-	603 Winona St	full	(1)	
-	809 Winona St	full	(1)	
-	920 Grand St	full	(1)	Treated by property owner
-	910 Winona St	full	(1)	Grand St side
-	322 Prospect St	full	(1)	
-	729 Grand St	full	(1)	Back alley easement
-	811 Root River St	full	(1)	
-	933 Root River St	full	(1)	
-	492 Coe-Z LN	full	(4)	
-	1557 Pine St	full	(1)	
-	530 Hawkey St	full	(4)	
-	1582 Pleasant St	full	(2)	
-	728 Fillmore St		(1)	Treated by property owner
-	600 Burr Oak Ave	full	(1)	
-	1910 Johnson St	3/4	(2)	ROW, resident remove, wants wood. City remove stumps.
-	1801 Hwy 52 S	full	(2)	Chosen Valley Golf Course
-	1915 Hwy 52 S	full	(4)	
-	3 Winona St	½	(1)	Boulevard Tree. To be removed by City
-	818 Grand St		(1)	Treated by property owner

**Total Properties- 60**

**Total Infested Trees-86**

**Total Treated Trees- 5**

## Shade Tree Disease Inspection Notice

Date of Notice:

Property Owner:

Mailing Address:

**The following described property has been inspected for Emerald Ash Borer (EAB) | Dutch Elm Disease | Oak Wilt nuisance:**

Property Address:

Description:

One 17" EAB infested ash tree has been identified in the SE corner of this parcel.

All infested trees are marked with Orange 'X' and have been positively diagnosed and/or declared a public nuisance according to Chapter 32 Article II – Shade Tree Disease of the City of Chatfield code of ordinance. **The property owner must manage the removal of all marked trees and must return the included Private Property Tree Work Permit to the City within 14 days from the date printed on this notice via mail (21 Second Street SE), email ([bburkholder@ci.chatfield.mn.us](mailto:bburkholder@ci.chatfield.mn.us)), or fax (507-867-9093).**

**X - Marked Trees** - If your tree is marked with an 'X' the tree must be removed within **30 days** from the date printed on this notice. Tree removal does not require full removal of the stump. The stump must be cut to 6" or less.

**If the property owner fails to remove a positively diagnosed tree within the specified time frame, the City will manage the removal.**

The city will obtain unit<sup>1</sup> bids from licensed and insured tree care contractors for the removal of the infested tree(s). The cost for removal of the infested tree will not be known until the city requests quotations from contractors for the removal. The removal does not include removal of the stump. The property owner will be billed for the removal and disposal costs incurred by the City for each property identified on this notice. Property owners who wish to obtain more specific information relative to the removal procedure, or if you no longer own the property, or this notice was sent to you in error, please contact Public Works.

Please find a copy of ordinance enclosed for your reference.

<sup>1</sup>Unit bids are defined as costs for removal of each infested tree.

**PRIVATE PROPERTY TREE WORK PERMIT APPLICATION SHADE TREE DISEASE INSPECTION NOTICE**

**PERMIT MUST BE RETURNED WITHIN 14 DAYS OF DATE PRINTED ON NOTICE**

Date of Notice:

Property Owner:

Address:

**The following described property has been inspected for Emerald Ash Borer (EAB) | Dutch Elm Disease | Oak Wilt nuisance:**

Description:

**One 17" EAB infested ash tree has been identified in the SE corner of this parcel.**

**This permit must be filled out and returned to the City office via email, mail, or fax within 14 days from the date printed on this notice.**

**TYPE OF WORK (Select One)**

**CITY MANAGES REMOVAL OF TREE & BILLS PROPERTY OWNER:** The City will obtain unit bids from licensed and insured contractor. The cost for removal of the infested tree will not be known until the City requests quotations from contractors for the removal. The removal does not include removal of the stump. The property owner will be billed for the removal and disposal costs incurred by the City for each property identified on this notice.

**PROPERTY OWNER MANAGES REMOVAL OF TREE:** Removal must take place within 30 days following date on this notice. If licensed contractor is hired to perform work, please indicate name of contractor and the date work is to be completed below.

Name of Contractor Hired:

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Date Contractor Will Remove Tree(s):

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**Preferred Method of Contact:**

Property Owner Contact Name:

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Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

DO NOT WRITE IN THIS SPACE  
DEPARTMENT USE ONLY

Permit Conditions:

## **Chapter 32 VEGETATION**

### ***ARTICLE I. IN GENERAL***

**Secs. 32-1—32-18. Reserved.**

### ***ARTICLE II. SHADE TREE DISEASE***

**Sec. 32-19. Conflicts.**

Where the provisions of this chapter conflict or are inconsistent with any other provision of this Code or with any rule promulgated by the Minnesota Commissioners of Agriculture or Natural Resources, the provisions of this chapter shall supersede, except in instances where the other ordinance or rule is more stringent, in which case the more stringent provision shall apply and control.

(Code 1999, § 3.7; Ord. No. 441, § 1, 2-25-2019)

**Sec. 32-20. Purpose.**

The city council has determined that health of certain elm, oak and ash shade trees within the city are threatened by fatal tree diseases known as Dutch Elm Disease and Oak Wilt, and the infestation of ash trees (*Fraxius* spp) by an insect pest known as the "emerald ash borer" (*Agrilus Planipemmis*). It has further determined that the loss of these shade trees that are growing upon public or private property that are subject to said diseases or infestation by the aforementioned insect pest, would substantially depreciate the value of property within the city; and impair the safety, good order, general welfare and convenience of the public. Therefore, it is declared to be the city council's intention to control and prevent the spread of these specific tree diseases, or proliferation of the insect pest the emerald ash borer.

(Code 1999, § 3.6.1; Ord. No. 441, § 2, 2-25-2019)

**Sec. 32-21. Office of tree inspector established.**

The office of tree inspector is hereby created. The powers and duties of the tree inspector as set forth further in this chapter are conferred upon the person appointed and acting as the city director of the department of public works, or such director's designee. The tree inspector shall coordinate, under the direction and control of the city council, all city activities relating to the control and prevention of shade tree diseases known as Dutch Elm

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Disease and Oak Wilt; and elimination of the insect pest emerald ash borer. The tree inspector shall recommend to the city council the details of a program for the control of such shade tree diseases and eradication of such insect pest and perform such other duties incident to implementation of such program adopted by the city council.

(Code 1999, § 3.6.2; Ord. No. 441, § 3, 2-25-2019)

Editor's note(s)—Ord. No. 441, § 3, adopted Feb. 25, 2019, changed the title of § 32-21 from tree inspector established to office of tree inspector established.

### **Sec. 32-22. Reserved.**

Editor's note(s)—Ord. No. 441, § 4, adopted Feb. 25, 2019, repealed § 32-22, which pertained to the program of plant pest control and derived from the Code of 1999, § 3.6.3.

### **Sec. 32-23. Nuisance declared.**

- (a) The following things are public nuisances if found within the city:
- (1) Any living or standing elm tree or part thereof infected with the fungus that causes Dutch Elm Disease (*Ophiostoma ulmi* or *Ophiostoma novo-ulmi*) or which harbors any of the elm bark beetles (*scolytus multistriatus*, *hylurgopinus rufipes*, or *S. Schevyrewi*);
  - (2) Any dead elm tree or part thereof, including logs, branches, stumps firewood or other elm material from which the bark has not been removed or burned;
  - (3) Any living or dead oak tree or part thereof infected to any degree with oak wilt fungus (*ceratocytis fagacearum*);
  - (4) Any living or dead ash tree (*Fraxinus* spp) or part thereof infected to any degree with the insect emerald ash borer (*Agilus Planipennis*);
  - (5) Any tree creating a public hazard whether the tree is on public or private property, and without regard for any damage to the tree;
  - (6) Any standing dead trees or dead brush.
- (b) No person shall permit any public nuisance to remain on any premises owned or controlled by said person. A nuisance described in this section is subject to abatement by the city as provided in subpart A, chapter 16, of this Code and the costs of such abatement may be recovered by the city as provided therein.

(Code 1999, § 3.6.4; Ord. No. 441, § 5, 2-25-2019)

### **Sec. 32-24. Inspection and investigation.**

The tree inspector shall inspect all premises and places within the city as often as practicable to determine whether any condition described in section 32-23(a) of this chapter exists. The tree inspector shall investigate all reported incidents of the presence in a tree of fungus that causes Dutch Elm Disease or Oak Wilt or infestation of a tree by elm bark beetles or emerald ash borer. In making such an inspection, the tree inspector or authorized agent may enter upon private premises for the purpose of carrying out any duty imposed by this section.

(Code 1999, § 3.6.5; Ord. No. 441, § 6, 2-25-2019)

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## **Sec. 32-25. Abatement.**

In the process of abating a nuisance described in section 32.23(a) of this chapter, the tree inspector shall cause the tree that is infected or subject to infestation and its wood to be sprayed, removed, burned or otherwise effectively treated so as to destroy the source of the infection or infestation and prevent the spread of such infection or infestation to nearby trees.

(Code 1999, § 3.6.6; Ord. No. 441, § 7, 2-25-2019)

## **Sec. 32-26. Procedures for removal of infected trees and wood.**

- (a) Tree inspector's investigation, notice, and reports. Whenever the tree inspector finds with reasonable certainty that the infestation exists in any tree or wood in any public or private place in the city, he shall proceed as follows:
- (1) If the tree inspector finds that the danger of infestation of other trees is not imminent, he shall make a written report of his finding to the city council which shall proceed by:
    - a. Abating the nuisance as a public improvement; or
    - b. Abating the nuisance as provided in subsections (b) and (c) of this section.
  - (2) If the tree inspector finds that the danger of infestation of other trees is imminent, he shall notify the abutting property owner by certified mail that the nuisance will be abated within a specified time, not less than five days from the date of mailing of such notice. The tree inspector shall immediately report such action to the city council, and after the expiration of the time limited by the notice he may abate the nuisance.
- (b) City council action.
- (1) Upon receipt of the tree inspector's report required by this subsection, the city council shall by resolution order the nuisance abated. Before action is taken on such resolution, the city council shall publish notice of its intention to meet to consider taking action to abate the nuisance. This notice shall be mailed to affected property owners and published once no less than one week prior to such meeting. The notice shall state the time and place of the meeting, the streets affected, the action proposed, the estimated cost of the abatement, and the proposed bases of assessment, if any, of costs.
  - (2) At such hearing or adjournment thereof, the city council shall hear property owners with reference to the scope and desirability of the proposed project.
  - (3) The city council shall thereafter adopt a resolution nullifying or confirming the original resolution with such modifications as it considers desirable and provide for the doing of the work by day labor or by contract.
- (c) Tree inspector's records. The tree inspector shall keep a record of the costs of abatements done under this subsection for which assessments are to be made, stating and certifying the description of the land, lots, or parcels involved, and the amount chargeable to each.
- (d) On or before October 15 of each year the clerk shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this subsection. The city council may then assess and spread the charges or any portion thereof against the property involved as a special assessment, pursuant to the law for certification to the county auditor and collection the following year along with current taxes.

(Code 1999, § 3.6.7)



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State law reference(s)—Special assessments to collect certain unpaid charges, Minn. Stat. § 429.101.

**Sec. 32-27. Reserved.**

Editor's note(s)—Ord. No. 441, § 8, adopted Feb. 25, 2019, repealed § 32-27, which pertained to spraying elm trees and derived from the Code of 1999, § 3.6.8.

**Sec. 32-28. Transporting of certain wood prohibited.**

No person shall transport within the city, except to an approved disposal site, any bark-bearing elm wood, bark-bearing ash (*Fraxinus* spp) wood that has been infested by the emerald ash borer, or bark-bearing oak wood from a tree infected by the Oak Wilt fungus without having first obtained a permit from the tree inspector.

The tree inspector shall grant such permit only when the purposes of this chapter will be served thereby.

(Code 1999, § 3.6.9; Ord. No. 441, § 9, 2-25-2019)

Editor's note(s)—Ord. No. 441, § 9, adopted Feb. 25, 2019, changed the title of § 32-28 from transporting elm wood prohibited to transporting of certain wood prohibited.

**Sec. 32-29. Interference prohibited.**

No person shall prevent, delay or interfere with the tree inspector or his agents while they are engaged in performing duties imposed by this section.

(Code 1999, § 3.6.10)

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### **Sec. 32-30. Stockpiling or storing kinds of wood.**

The stockpiling or storing of any bark-bearing elm wood, bark-bearing ash (*Fraxinus* spp) wood that has been infested by the emerald ash borer, or bark-bearing oak wood from a tree infected by the oak wilt fungus is prohibited, except during the period of September 15 through April 1 of the following year. Any such wood not utilized by April 1 of that year shall be immediately removed from the city and disposed of in an approved disposal site.

(Code 1999, § 3.6.11; Ord. No. 441, § 10, 2-25-2019)

Editor's note(s)—Ord. No. 441, § 10, adopted Feb. 25, 2019, changed the title of § 32-30 from stockpiling or storing elm logs to stockpiling or storing kinds of wood.

### **Sec. 16-4. Abatement.**

- (a) *Notice.* Whenever any city officer determines that a public nuisance exists within the city, the officer shall notify in writing the owner and occupant of the premises on which such nuisance exists, and any other person causing or creating such nuisance, of such fact and order that such nuisance be immediately terminated or abated. The notice that a nuisance exists may be served on the owner or occupant of the premises in person or by United States Mail, certified, return receipt requested. If the premises on which a nuisance exists is not occupied but the identity of the owner of the premises is not known, the notice that a nuisance exists may be served by posting the same on the premises for a period of 72 consecutive hours. Any notice that a nuisance exists that is served or posted must state:
- (1) The location (or legal description) of the property on which the nuisance exists;
  - (2) An identification of the nature of the nuisance, with reference to a particular section of the Chatfield Code in question;
  - (3) The steps required to be taken by the owner or occupant of the premises to abate the nuisance and a schedule, setting forth a reasonable amount of time in order to do so;
  - (4) If the owner or occupant, or other responsible party relating to the premises, does not take measures to abate the nuisance within the time schedule set forth, the city may take steps to abate the nuisance, and assess the costs to the owner of the premises, or use whatever means are legally available to the city to make the owner, occupant or other responsible party personally responsible for the costs of abatement;
  - (5) The owner, occupant, or other responsible party has a right to appeal the city officer's designation that a public nuisance exists by filing an appeal in writing with the city clerk on or before the date set forth in the notice requiring the nuisance to be abated.
- (b) *Hearing.* If an appeal is filed pursuant to subsection (a)(5) herein, the matter shall be heard before the city council at the next regular scheduled meeting of the city council, scheduled at least ten days subsequent to receipt of the notice of appeal. The owner, occupant or other responsible party involved with the premises on which the nuisance is alleged to exist shall be given notice of such hearing on such appeal by first class mail.
- (c) *Emergency abatement.* If there is an immediate threat to public health or safety, or immediate threat of significant damage or harm to adjacent private property, the city may act to abate the nuisance without the prior notice or hearing required by this chapter.

(Code 1999, § 8.4.4; Ord. No. 402, § 1, 12-12-2011)

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INTEROFFICE MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** STEVEN SCHLICHTER  
**SUBJECT:** LEL gas sensor  
**DATE:** 10/3/2023

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**Action Requested:** Replace LEL gas sensor in the Influent Building

**Background:** The LEL gas sensor is not working in the influent building at the WWTF. The gas monitoring system ensures the air quality in the influent building is habitable to be in and if not it has a audible alarm and red lights to indicate nobody should go in there. Currently this system is in alarm. I have provided a quote from calibrations and controls to replace the censor for \$2380. They also have listed another option that I am looking into that might cost more up front but could be cheaper in the long run This would come out of the maintenance and repair of equipment fund 602-49450-404.

Thank you for your time,  
*Steven Schlichter*  
WWTF Superintendent

Chatfield MN WWTP City of

Steven,

It is my pleasure to submit this quote for your LEL sensor replacement. MSA, is recommending the older style sensor be replaced with the newer style IR detector. MSA, is getting a little expensive the past couple of years. I have been starting to replace them with ATI. If you are interested, I can provide you with a quote for that too.

This quote includes the parts listed below. After reviewing the information supplied to Calibrations and Controls, we have determined that this quote will include the items shown below:

**Total: \$2,380.00**

**Please reply to this email to accept the quote**

See below for quote breakdown.

**INCLUDED ITEMS:**

- IR LEL Sensor

**NOT INCLUDED:**

- Project management
- Guidance with Removal and install of meter(s)
  - One technician will be provided for on-site assistance to guide site employees with installation of the flow meter. (We can provide full installation, additional expenses will be added for additional technicians and installation personnel)
  - One tech will be provided to assist with installation
  - On-site personnel are required for installation
- Installation and removal of equipment
- Termination of wiring in the flow meter and sensor
- Crimp connectors where applicable
- Set-up and testing of the meter
- Verification after flow meter is installed

- **Electricians**
- **Conduit and 120 VAC power install**
- **Sensor seal tight and cable install**
- **Sensor grounding**
- **Personnel and equipment**
- **Standard shipping/freight costs**
- **Work outside the scope of the project is available at \$155.00/hour plus \$0.85/mile and per diem expenses (usually \$195.00/day)**
- **Any sales or use tax**

**Terms and Conditions:**

- - This price is good for 30 days from the quote date FOR THE LABOR PORTION ONLY
  - DUE MARKET FLUCTUATIONS, PARTS PRICES ARE NOT GUARANTEED, ACTUAL PRICES WILL BE ADJUSTED AT TIME OF ORDER
  - Terms are Net 30
  - A written purchase order is required before any work can be started

A Ruby level partner of the Minnesota Rural Water Association

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763-479-1001

[www.calibrationsandcontrols.com](http://www.calibrationsandcontrols.com)



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INTEROFFICE MEMORANDUM

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**TO:** PUBLIC WORKS COMMITTEE  
**FROM:** STEVEN SCHLICHTER  
**SUBJECT:** **Vactor Replacement Parts**  
**DATE:** 10/3/2023

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**Action Requested:** Replace worn parts on Vactor sewer cleaning truck.

**Background:** I have a quote attached from MACQUEEN for worn parts on our Vactor truck that needs to be replaced. We have noticed the 600 foot jetting hose is getting quite a few abrasions on it. Those are weak spots that could burst at any time with it being under high pressure when in use. Along with the new hose we would be replacing the leader hose that is connected to the end of the 600 foot hose that takes most of the wear. We are also looking at replacing the 8 inch vac pipe. This is getting worn very thin and already has some holes in it. I would recommend replacing these parts for the quote price of \$3204.88. This would be paid out of the maintenance and repair of equipment fund 602-49450-404.

Thank you for your time,  
*Steven Schlichter*  
WWTF Superintendent



**MACQUEEN  
EQUIPMENT**



**MACQUEEN  
EMERGENCY**

MacQueen Equipment

1125 7<sup>th</sup> Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

Ship To: SAME AS BELOW

Invoice To: CITY OF CHATFIELD  
21 Se 2Nd St  
Chatfield MN 55923

Branch 01 - ST PAUL MN		
Date 09/27/2023	Time 7:10:41 (O)	Page 1
Account No CHATF001	Phone No 5078673810	Est No 01 008481
Ship Via	Purchase Order VACTOR	
Tax ID No		
	Salesperson 159	

ESTIMATE EXPIRY DATE: 10/27/2023

**PARTS ESTIMATE - NOT AN INVOICE**

Part#	Description	U	Qty	Price	Amount
25268-30 IS ON A STOCK ORDER CURRENTLY, TAKE ABOUT 1-2 WEEK TO GET TO YOU.					
25268-30	NOZZLE,CATCH BA		1	320.74	320.74
48783S6-30	PIRANHA 1"X600'		1	2709.88	2709.88
LH1X20	20' LEADER HOSE		1	174.26	174.26

Subtotal: 3204.88

Tax: .00

TOTAL: 3204.88

Authorization: \_\_\_\_\_

# MEMO

From: Gavin M. Carr *GC*

To: The City Council

Subject: Building A Skills Track For Mountain Biking on Property

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I would love to build a skills track for mountain biking, roughly the size of a skate park. Here's how.

## **Mountain Biking**

Mountain biking is a very fast growing sport that keeps people young and old entertained. It is a fun sport that has you flying down trails and doing fun jumps. Rochester has a lot of trails and even a mountain bike team, but some people struggle to get out to Rochester with their bike often. I know a lot of people who mountain bike and would love to have trails in Chatfield. Unfortunately, about a year ago, I discussed with the Council about building full trails, but we are severely limited by land, time, money, and liabilities.

## **How Would A Skills Park Change That?**

Skills parks are very compact ways to challenge your skills on a mountain bike. They usually include features such as jumps of varying difficulty, berms, wooden features, and drops. They take up very little space compared to a full trail system, They take up an amount of space similar to a large skatepark. As for money, they are built using mainly dirt and wood, and can be very cheap to build, probably way cheaper than a skate park. I also know many people who would love to volunteer to help. One massive problem with a trail system is the liability of someone getting hurt. In this way, a skills park is very comparable to a skate park; very little liability. It is the rider's fault if they get hurt, and we could even put a sign up that states so.

## **Land**

In the near future, I would love to discuss with Chris and Brian possible land to build it on. The nice thing about a skills park is that it doesn't take up nearly as much land as a full trail.

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I would love to continue forward with this project with your help. Thank you for your time.

Thanks,

Gavin Carr



