

***Public Works Committee Meeting Agenda
Monday, November 13, 2023, 5:30 p.m.
Fillmore Conference Room – Thurber Building***

1. Public Works Committee Meeting Agenda, November 13, 2023, at 5:30 p.m.
 - A. Meeting Notes from October 9, 2023
 - B. City Engineer – Craig Britton:
 1. Pay Request #4 – Griffin Construction
 2. LRIP Application Memo
 - C. Public Works Director – Brian Burkholder
 1. Sewer Repair
 2. UV Repair
 3. Snowplow Policy
 4. Locate Policy
 - D. Other:
 1. Mountain Bike Course

Public Works Committee Meeting Notes

October 9, 2023

Members Present: Councilors Mike Urban and Paul Novotny.

Members Absent: None.

Others Present: Brian Burkholder, Craig Britton, Beth Carlson, Gavin Carr, Steven Schlichter, and Michele Peterson.

City Engineer – Craig Britton:

- Review of Change Order #1 and Pay Request #3, recommendation was made to ask for Council approval.
- Conditional Use Permit for 129 S Main Street: Members discussed the recommendations from Planning & Zoning, with a detailed explanation for the parking requirements.

Public Works:

- Director Brian Burkholder presented the Shade Tree Disease letter. The Public Services Committee did recommend issuing the letters to property owners based on the list compiled. Committee members also supported the letters being sent out. Discussion will be forwarded to the City Council.
- Burkholder also shared that work has been completed to remove the graffiti on the water tanks. As well the cement work has been completed on the water tank.
- Steven Schlichter requested the replacement of the LEL Sensor in the amount of \$2,380. The total cost to replace the entire system would be \$15,000 - \$20,000. A recommendation to move forward with replacing the sensor to Council was given.
- Schlichter also shared a quote for replacement parts for the Vactor in the amount of \$3,204.88. A recommendation was made to forward this discussion to the Council for the October 23, 2023, meeting.
- Schlichter also noted that the Trojan UV System needs major updates. He is working on attaining a quote for the work. Once this work is complete there would be minor maintenance moving forward. There is a placeholder in the Capital Improvement Fund in the amount of \$100,000 for this work.

Mountain Bike Skills Course – Gavin Carr: Carr presented the idea of creating a mountain bike skills course. The benefit of a skills course is that it would take up less space than a trail system. He noted the size of the area would be like that of a skate park, with minimal maintenance. Committee members suggested Carr work on a Concept and define the exact space needed, as well as look at potential sites. Discussion will be continued.

Other:

- County Roads within City Limits: Staff are working with Fillmore County to determine a schedule for needed repairs.
- Burr Oak extension: This discussion should be listed on the next agenda.

MEMORANDUM

TO: CHATFIELD PUBLIC WORKS COMMITTEE AND CITY COUNCIL
FROM: CRAIG BRITTON
SUBJECT: 2023 STREET IMPROVEMENT PROJECT – PAY APPLICATION 4
DATE: NOVEMBER 8, 2023
CC: CITY ADMINISTRATOR, MICHELE PETERSON
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consideration of Pay Application #4 in the amount of \$400,480.20 to Griffin Construction for work completed on the 2023 Street Improvement Project.

Background: Griffin Construction has submitted Pay Application #4 in the amount of \$400,480.20 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, water main and storm sewer on Hawley Street, the installation of the water main through the park, the placement of aggregate base on Grand Street SE and the first lift of bituminous pavement. The concrete crews resumed work on Monday of this week and are planning to be completed with the driveways and sidewalk by the end of the week. Remaining work for this year includes restoration items such as spreading topsoil, fine grading and seeding. 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. Pay Application 4 - \$400,480.20
6. Retainage (5%) - \$72,550.94
7. Balance to Finish - \$307,070.02

Please let me know if you have any questions.

Craig Britton

PARTIAL PAYMENT ESTIMATE

Pay Estimate 4

| | | | |
|-------------------------------------|---------------------------|-------------------|--|
| 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: 09-30-23 | |
| Revised: NA | Revised: NA | To: 11-04-23 | |

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 |
| BID SCHEDULE A. - GRAND, PROSPECT ST SE | | | | | | | | | |
| 1 | CONTRACTOR TESTING - DENSITY | L.S. | 1 | \$4,550.00 | \$4,550.00 | 0 | \$0.00 | 0.9 | \$4,095.00 |
| 2 | MOBILIZATION | L.S. | 1 | \$68,520.00 | \$68,520.00 | 0 | \$0.00 | 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 | 2 | \$1,200.00 | 10 | \$6,000.00 |
| 8 | REMOVE MANHOLE (STORM) | EACH | 2 | \$600.00 | \$1,200.00 | 0 | \$0.00 | 1 | \$600.00 |
| 9 | REMOVE CATCH BASIN | EACH | 8 | \$500.00 | \$4,000.00 | 0 | \$0.00 | 9 | \$4,500.00 |
| 10 | REMOVE GATE VALVE & BOX | EACH | 7 | \$300.00 | \$2,100.00 | 0 | \$0.00 | 5 | \$1,500.00 |
| 11 | REMOVE HYDRANT | EACH | 4 | \$500.00 | \$2,000.00 | 1 | \$500.00 | 4 | \$2,000.00 |
| 12 | REMOVE CURB & GUTTER | LIN FT | 3665 | \$3.00 | \$10,995.00 | 115 | \$345.00 | 3700 | \$11,100.00 |
| 13 | REMOVE SEWER PIPE (STORM) | LIN FT | 626 | \$15.00 | \$9,390.00 | 0 | \$0.00 | 521 | \$7,815.00 |
| 14 | REMOVE SEWER PIPE (SANITARY) | LIN FT | 1976 | \$6.00 | \$11,856.00 | 94 | \$564.00 | 1827.4 | \$10,964.40 |
| 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 | 204 | \$734.40 | 367 | \$1,321.20 |
| 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 | 465 | \$3,720.00 | 1138 | \$9,104.00 |
| 21 | REMOVE BITUMINOUS PAVEMENT | SQ YD | 7353 | \$2.75 | \$20,220.75 | 32 | \$88.00 | 6649.9 | \$18,287.23 |
| 22 | REMOVE BITUMINOUS DRIVEWAY PAVEMENT | SQ YD | 657 | \$8.00 | \$5,256.00 | 674 | \$5,392.00 | 933 | \$7,464.00 |
| 23 | REMOVE CONCRETE SIDEWALK | SQ FT | 281 | \$2.00 | \$562.00 | 17 | \$34.00 | 137 | \$274.00 |
| 24 | COMMON EXCAVATION (EV) (P) | CU YD | 3324 | \$15.40 | \$51,189.60 | 0 | \$0.00 | 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 | 5.5 | \$687.50 | 14 | \$1,750.00 |

| | | | | | | | | | |
|----|---|--------|-------|-------------|--------------|------|--------------|--------|--------------|
| 27 | GEOTEXTILE FABRIC TYPE V | SQ YD | 10763 | \$1.70 | \$18,297.10 | 3373 | \$5,734.10 | 10249 | \$17,423.30 |
| 28 | AGGREGATE BASE CLASS 5 MODIFIED | TON | 3972 | \$18.15 | \$72,091.80 | 2623 | \$47,607.45 | 5528 | \$100,333.20 |
| 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 | 1335 | \$132,725.70 | 1335 | \$132,725.70 |
| 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 | 35 | \$2,324.00 | 205 | \$13,612.00 |
| 35 | 15" RC PIPE SEWER DESIGN 3006 CLASS V | LIN FT | 258 | \$73.35 | \$18,924.30 | 225 | \$16,503.75 | 258 | \$18,924.30 |
| 36 | 18" RC PIPE SEWER DESIGN 3006 CLASS III | LIN FT | 35 | \$78.55 | \$2,749.25 | 0 | \$0.00 | 35 | \$2,749.25 |
| 37 | 21" RC PIPE SEWER DESIGN 3006 CLASS III | LIN FT | 27 | \$87.79 | \$2,370.33 | 0 | \$0.00 | 27 | \$2,370.33 |
| 38 | 24" RC PIPE SEWER DESIGN 3006 CLASS III | LIN FT | 958 | \$101.82 | \$97,543.56 | 0 | \$0.00 | 958 | \$97,543.56 |
| 39 | 27" RC PIPE SEWER DESIGN 3006 CLASS III | LIN FT | 315 | \$127.75 | \$40,241.25 | 0 | \$0.00 | 315 | \$40,241.25 |
| 40 | 30" RC PIPE SEWER DESIGN 3006 CLASS III | LIN FT | 72 | \$149.85 | \$10,789.20 | 0 | \$0.00 | 45 | \$6,743.25 |
| 41 | MAINTENANCE OF SANITARY SEWER SERVICE | L.S. | 1 | \$19,750.00 | \$19,750.00 | 0 | \$0.00 | 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 | 0 | \$0.00 | 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 | 8 | \$13,520.00 | 28 | \$47,320.00 |
| 46 | SANITARY SEWER SERVICE (6" PVC) | EACH | 1 | \$1,860.00 | \$1,860.00 | 0 | \$0.00 | 3 | \$5,580.00 |
| 47 | 8" X 4" PVC WYE | EACH | 27 | \$402.00 | \$10,854.00 | 4 | \$1,608.00 | 28 | \$11,256.00 |
| 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 | 94 | \$5,371.16 | 1874.9 | \$107,131.79 |
| 51 | INSTALL WATER SERVICE SYSTEM (1") | EACH | 27 | \$2,345.00 | \$63,315.00 | 9 | \$21,105.00 | 31.5 | \$73,867.50 |
| 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 | 0 | \$0.00 | 4 | \$6,000.00 |
| 54 | HYDRANT | EACH | 4 | \$7,097.00 | \$28,388.00 | 1 | \$7,097.00 | 4 | \$28,388.00 |
| 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 | 1 | \$2,935.00 | 5 | \$14,675.00 |
| 57 | 8" GATE VALVE & BOX | EACH | 11 | \$3,735.00 | \$41,085.00 | 1 | \$3,735.00 | 11 | \$41,085.00 |
| 58 | 6" PVC WATER MAIN | LIN FT | 98 | \$49.75 | \$4,875.50 | 25 | \$1,243.75 | 128 | \$6,368.00 |
| 59 | 8" PVC WATER MAIN | LIN FT | 2288 | \$56.50 | \$129,272.00 | 763 | \$43,109.50 | 2206.5 | \$124,667.25 |
| 60 | DUCTILE IRON FITTINGS | POUND | 1213 | \$16.50 | \$20,014.50 | 308 | \$5,082.00 | 1787 | \$29,485.50 |
| 61 | CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL | EACH | 12 | \$2,900.00 | \$34,800.00 | 2 | \$5,800.00 | 12 | \$34,800.00 |
| 62 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 | EACH | 11 | \$3,515.00 | \$38,665.00 | 0 | \$0.00 | 11 | \$38,665.00 |
| 63 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020 | EACH | 4 | \$5,068.00 | \$20,272.00 | 0 | \$0.00 | 4 | \$20,272.00 |
| 64 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020 | EACH | 3 | \$5,795.00 | \$17,385.00 | 0 | \$0.00 | 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 | 9 | \$31,923.00 |

| | | | | | | | | |
|--|--------|-------|------------|-----------------|------|---------------|-------|-----------------|
| 67 CONSTRUCT SANITARY MANHOLE (LF) | LIN FT | 32.86 | \$300.00 | \$9,858.00 | 1.8 | \$540.00 | 28.04 | \$8,412.00 |
| 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 | 3902 | \$87,404.80 | 3902 | \$87,404.80 |
| 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 | \$0.00 | 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 | \$0.00 | 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 | 52 | \$1,300.00 | 52 | \$1,300.00 |
| 82 STABILIZED CONSTRUCTION EXIT | L.S. | 1 | \$1,500.00 | \$1,500.00 | 0 | \$0.00 | 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 | 0 | \$0.00 | 1 | \$1,661.35 |
| 86 RECLAIMED ASPHALT BASE | TON | 3972 | \$17.40 | \$69,112.80 | 0 | \$0.00 | 2083 | \$36,244.20 |
| TOTALS = | | | | \$ 1,758,008.76 | | \$ 421,558.11 | | \$ 1,451,018.74 |

| | | | | | | | |
|-------------------|----|--|--|--|--|------------------------------|----------------------------------|
| AMOUNT EARNED | | | | | | THIS PERIOD \$ 421,558.11 | TOTAL TO DATE \$ 1,451,018.74 |
| AMOUNT RETAINED | 5% | | | | | \$ 21,077.91 | \$ 72,550.94 |
| PREVIOUS PAYMENTS | | | | | | \$ - | \$ 977,987.60 |
| AMOUNT DUE | | | | | | \$ 400,480.20 | \$ 400,480.20 |

Estimated Percentage of Job Completed: 82%
Contractor's Construction Progress: On Schedule

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief

ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has

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: _____

APPROVED BY OWNER:

Owner: City of Chatfield

By: _____

Date: _____

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: _____



MEMORANDUM

TO: CHATFIELD PUBLIC WORKS COMMITTEE AND CITY COUNCIL

FROM: CRAIG BRITTON

SUBJECT: LOCAL ROAD IMPROVEMENT PROGRAM GRANTS – 3RD STREET SW (COUNTY ROAD 2)
AND WINONA STREET SE (COUNTY ROAD 5)

DATE: NOVEMBER 8, 2023

CC: CITY ADMINISTRATOR, MICHELE PETERSON
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Review Local Road Improvement Program (LRIP) applications. This is informational at this time, we'll be asking for Council approval for the submittal of the application at the Council meeting on November 27th.

Background: 3rd Street SW (County 2) and Winona Street SE (County 5) are considered to be routes of regional significance and are eligible for LRIP funding through MnDOT. Last month, Michele spoke with Ron Gregg about the aging utilities under both streets and Ron indicated that the County would sponsor an LRIP application from the City to reconstruct both of the streets. We have been working with Ron to get the required paperwork completed for the applications, which are due to MnDOT on December 8, 2023. Ron suggested that we submit two separate applications for the streets, each of which are eligible for up to \$1.5M in grants for the reconstruction of the streets. We are currently finishing up with the cost estimates and are shooting to have those completed by the time of the Public Works Committee meeting on the 13th. Along with the cost estimates and resolution from the County Board supporting the application, a conflict of interest statement from the City, project area maps, resolutions approving the submittal of the applications from the City and project schedules are required to be submitted with the application as well. We are working on having these completed by the time of the PW committee meeting.

Attached are two draft resolutions that will be presented to the City Council at the Council meeting on November 27th.

We filled out the attached resolutions for the County board to pass at their board meeting next week (14th). These resolutions will be included with the applications.

Please reach out with any questions.

Craig Britton

PROJECT LOCATION

Chatfield, MN

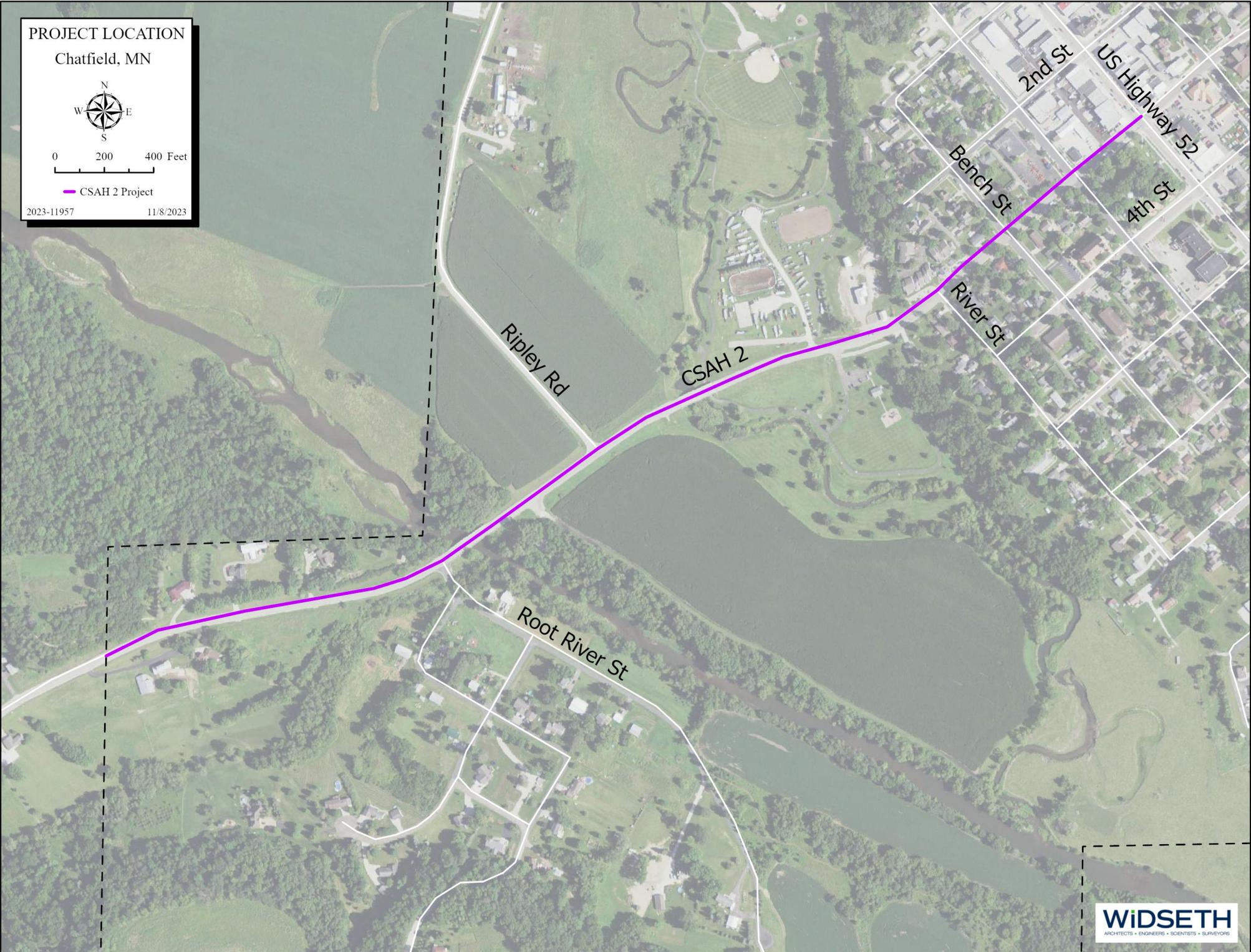


0 200 400 Feet

CSAH 2 Project

2023-11957

11/8/2023



PROJECT LOCATION

Chatfield, MN

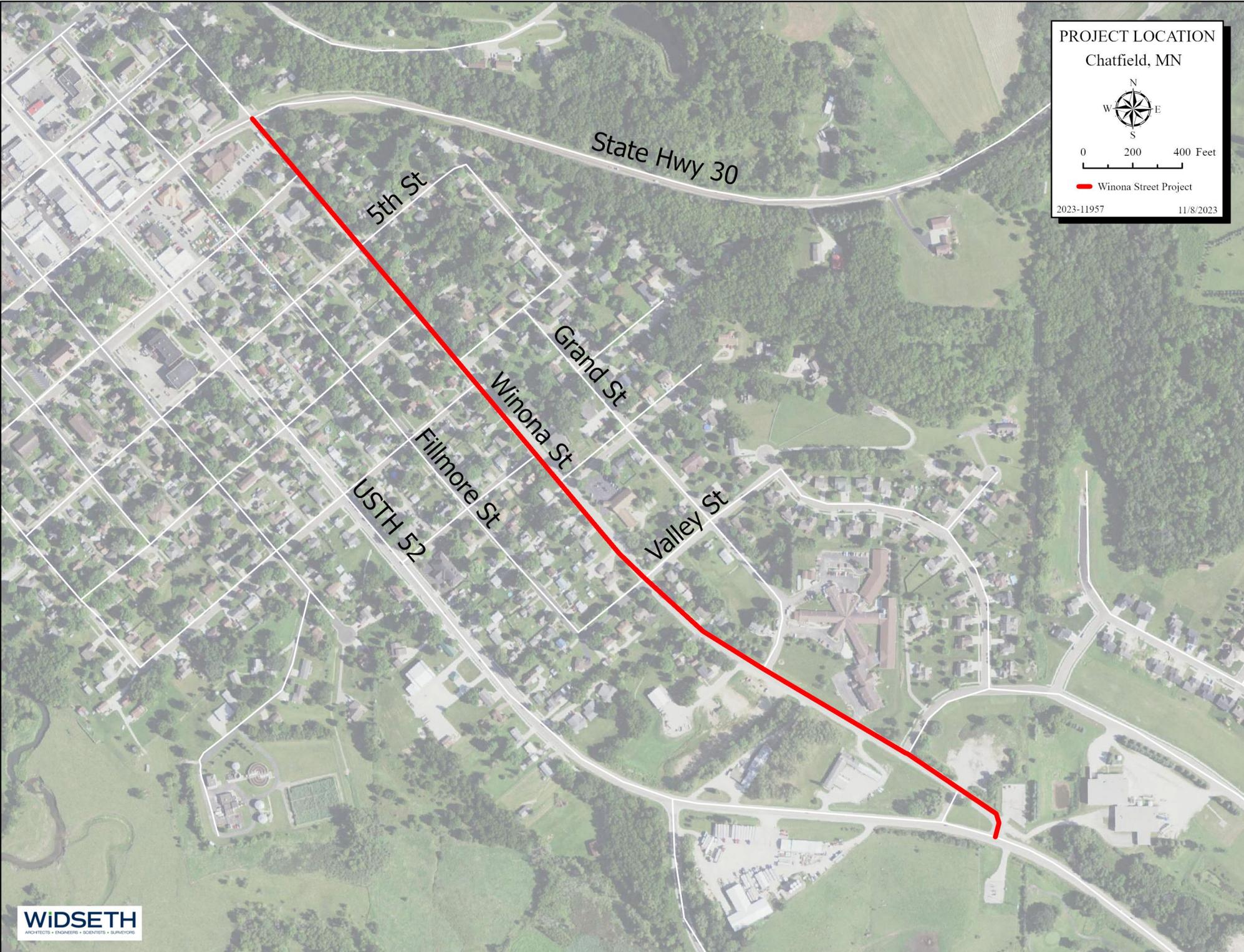


0 200 400 Feet

Winona Street Project

2023-11957

11/8/2023



CITY OF CHATFIELD RESOLUTION # _____
LOCAL ROAD IMPROVEMENT PROGRAM
FUNDING FOR 3rd STREET SW/COUNTY ROAD 2

WHEREAS, the City of Chatfield desires to reconstruct 3rd Street SW from Main Street, also known as Trunk Highway (TH) 52 to the edge of the City Limits, and

WHEREAS, Winona Street SE will contribute to regional economic development efforts, and

WHEREAS, the City of Chatfield desires to apply for a Local Road Improvement Program (LRIP) grant for reconstruction of the above road, and

WHEREAS, cities and townships with populations less than 5,000 must have a County sponsor for the Local Road Improvement Program, and

NOW THEREFORE BE IT RESOLVED, that the City of Chatfield supports the application to the Local Road Improvement Program with Fillmore County acting as Sponsoring Agency for the reconstruction of the above road, and

BE IT FURTHER RESOLVED that City of Chatfield acknowledges and commits to funding 100 percent of the engineering and all other costs that are not eligible for Local Road Improvement Program funding and will provide future maintenance and comply with all applicable laws, rules and regulations of the funding agency.

ADOPTED this 27th of November 2023.

Mayor – City of Chatfield

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the Chatfield City Council on November 27th, 2023.

City Administrator

CITY OF CHATFIELD RESOLUTION # _____
LOCAL ROAD IMPROVEMENT PROGRAM
FUNDING FOR WINONA STREET/COUNTY ROAD 5

WHEREAS, the City of Chatfield desires to reconstruct Winona Street SE from Trunk Highway (TH) 52 to 3rd Street SE in Fillmore County, and

WHEREAS, the desired road reconstruction will provide capacity or congestion relief to Main Street S, or TH 52, and

WHEREAS, Winona Street SE will contribute to regional economic development efforts, and

WHEREAS, the City of Chatfield desires to apply for a Local Road Improvement Program (LRIP) grant for reconstruction of the above road, and

WHEREAS, cities and townships with populations less than 5,000 must have a County sponsor for the Local Road Improvement Program, and

NOW THEREFORE BE IT RESOLVED, that the City of Chatfield supports the application to the Local Road Improvement Program with Fillmore County acting as Sponsoring Agency for the reconstruction of the above road, and

BE IT FURTHER RESOLVED that City of Chatfield acknowledges and commits to funding 100 percent of the engineering and all other costs that are not eligible for Local Road Improvement Program funding and will provide future maintenance and comply with all applicable laws, rules and regulations of the funding agency.

ADOPTED this 27th of November 2023.

Mayor – City of Chatfield

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the Chatfield City Council on November 27th, 2023.

City Administrator

BOARD OF COUNTY COMMISSIONERS
FILLMORE COUNTY, MINNESOTA

DATE: November ____,
2023

Resolution # _____

Motion by: _____

Department: Highway
Name: 3rd Street SW/CSAH 2 Project
Chatfield Grant Application

Seconded by: _____

WHEREAS, the City of Chatfield wishes to apply for funding through the MnDOT Local Road Improvement Program (LRIP) for the 3rd Street SW / County State Aid Highway 2 project, and

WHEREAS, the 3rd Street SW / County State Aid Highway 2 project includes street and utility reconstruction, drainage improvements, and sidewalk improvements and additions that will improve safety and functionality within the project extents, and

WHEREAS, the LRIP, administered by the Minnesota Department of Transportation, makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the LRIP requires a City, such as Chatfield, that is not a state-aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed project construction year for the project is 2027.

NOW, THEREFORE, BE IT RESOLVED by the Fillmore County Board of Commissioners, that:

1. The County supports the City of Chatfield's pursuit of LRIP funds for the 3rd Street SW / County State Aid Highway 2 project, and
2. The County agrees to sponsor the City of Chatfield's Local Road Improvement Program application to MnDOT and act as the City's sponsor and fiscal agent for this project.

ATTEST:

Larry Hindt – Chair

Bobbie Hillery - Administrator

AYES:

RECUSED:

BOARD OF COUNTY COMMISSIONERS
FILLMORE COUNTY, MINNESOTA

DATE: November ____,
2023

Resolution # _____

Motion by: _____

Department: Highway
Name: Winona Street SE/CSAH 5 Project
Chatfield Grant Application

Seconded by: _____

WHEREAS, the City of Chatfield wishes to apply for funding through the MnDOT Local Road Improvement Program (LRIP) for the Winona Street SE/ County State Aid Highway 5 project, and

WHEREAS, the Winona Street SE/ County State Aid Highway 5 project includes street and utility reconstruction, drainage improvements, and sidewalk improvements and additions that will improve safety and functionality within the project extents, and

WHEREAS, the LRIP, administered by the Minnesota Department of Transportation, makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the LRIP requires a City, such as Chatfield, that is not a state-aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed project construction year for the project is 2026.

NOW, THEREFORE, BE IT RESOLVED by the Fillmore County Board of Commissioners, that:

1. The County supports the City of Chatfield's pursuit of LRIP funds for the Winona Street SE/ County State Aid Highway 5 project, and
2. The County agrees to sponsor the City of Chatfield's Local Road Improvement Program application to MnDOT and act as the city's sponsor and fiscal agent for this project.

ATTEST:

Larry Hindt – Chair

Bobbie Hillery - Administrator

AYES:
RECUSED

INTEROFFICE MEMORANDUM

TO: PUBLIC WORKS COMMITTEE
FROM: STEVEN SCHLICHTER
SUBJECT: Identified Problem Sewer Line
DATE: 11/1/2023

Action Requested: Update on actions taken.

Background:

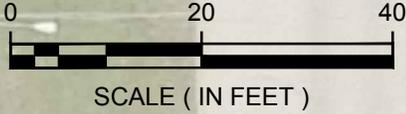
In April of 2022 we had a couple of sewer backups at 411 Main Street N. At that time, we cleaned the sewer lines and had the lines video inspected. We identified a couple of problems such as some small root intrusions and grease build up, but we also found and removed a large rock that was half the size of the pipe.

In October 2023 we had another backup in the same location. Upon arriving we noticed excessive amounts of grease in the manholes. After using our sewer cleaning truck to clear the plug we noticed even more grease flowing through the manholes. With concerns about the excessive grease and having problems in this location before we contacted RTC to camera the sewer lines in this area once again.

Upon video inspection of the sewer lines, we were able to identify sources of the grease and also identified and removed some large roots that have grown through a bad section of clay pipe that should be addressed in the future.

For the short term we will be jetting this pipe on a regular basis to ensure proper flow. We will also be contacting the identified businesses that are producing excessive grease to try and resolve this issue. Also, we are looking into costs for replacing this 50 ft of bad sewer line. Another option that I am looking into would be an alarm system for this manhole, but I think this would be a last resort type of option.

Thank you for your time,
Steven Schlichter
WWTF Superintendent



T.H. NO. 52

MH 24

REMOVE & REPLACE
18.86 S.Y. OF 4" CONC.
SIDEWALK PAVEMENT

REMOVE TREE

REMOVE & REPLACE
38.98 S.Y. OF 6" CONC.
DRIVEWAY PAVEMENT

REMOVE &
REPLACE 50'
OF 8" PVC
(SDR 35)
SANITARY
SEWER PIPE

350 MAIN ST. N.

MH 22

REMOVE & REPLACE
12.22 S.Y. OF BIT.
PAVEMENT IN KIND
(6" BIT AND 18" CL 5)

TREE TO REMAIN

REMOVE & REPLACE
20 LF B618 CURB & GUTTER

REMOVE & REPLACE
16.26 S.Y. OF 4" CONC.
SIDEWALK PAVEMENT

| DATE | REV# | REVISIONS DESCRIPTION | BY |
|------|------|-----------------------|----|
| | | | |
| | | | |
| | | | |

Snowplowing, LMC Model Policy

League staff thoughtfully develops models for your city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in the Information Memo "[Acquisition and Maintenance of City Streets](#)."

City of Chatfield, Minnesota Snowplowing Policy

1. Introduction

The city of Chatfield, Minnesota, finds that it is in the best interest of the residents of the city to assume basic responsibility for control of snow and ice on city streets. Reasonable ice and snow control is necessary for routine travel and emergency services. The city will attempt to provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees, equipment and/or private contractors to provide this service. This policy does not relieve the operator of private vehicles, pedestrians, property owners, residents and all others that may be using public streets, of their responsibility to act in a reasonable, prudent and cautious manner, given the prevailing street conditions.

2. When Will the City Start Snow or Ice Control Operations?

The ~~Street Superintendent~~ **Public Works Director** will decide when to begin snow or ice control operations. The criteria for that decision are:

- A. Snow accumulation of ~~three (3) inches or more;~~
- B. Drifting of snow that causes problems for travel;
- C. Icy conditions which seriously affect travel; and
- D. Time of snowfall in relationship to heavy use of streets.

Snow and ice control operations are expensive and involve the use of limited personnel and equipment. ~~Consequently, snowplowing operations will not generally be conducted for snowfall of less than three (3) inches.~~ **Therefore, snow and ice removal operations will be determined by the Public Works Director.**

3. How Snow will be Plowed

Snow will be plowed in a manner so as to minimize traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right on two-way streets. On one-way streets or where there is a center boulevard, snow may be pushed in either direction. The discharge shall go onto the boulevard area of the street. Snow on cul-de-sacs will normally be plowed to the center in an attempt to provide the largest turning radius possible for emergency vehicle ingress and egress. When a plow goes on a bridge, the driver shall slow down so snow does not go over the bridge, if possible. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

4. Snow Removal

The ~~Street Superintendent~~ **Public Works Director** will determine if and when snow will be removed from the area by truck. Such snow removal will occur in areas where there is no

room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations will not commence until other snowplowing operations have been completed. Snow removal operations may also be delayed depending on weather conditions, personnel and budget availability. The snow will be removed and hauled to a snow storage area. The snow storage area will be located so as to minimize environmental problems.

5. Priorities and Schedule of Streets to be Plowed

The city has classified city streets based on the street function, traffic volume and importance to the welfare of the community. Those streets classified as “Snow Plow Routes” will be plowed first. These are high volume routes, which connect major sections of the city and provide access for emergency fire, police, and medical services. The second priority streets are those streets providing access to schools and commercial businesses. The third priority streets are low volume residential streets. The fourth priority areas are alleys and city parking lots.

During significant and severe storms, the city must be prepared to move personnel and equipment to maintain priority routes first. In fulfilling the need to have all priority streets safe and passable, when resources are limited, plowing of all other streets may be stopped at any time so resources can be shifted to priority routes.

Unforeseeable circumstances may cause delays in completing assigned plow routes. Such circumstances may include weather conditions that endanger the safety of snowplow operators and/or safe and effective operation of equipment, commuter traffic, disabled vehicles, poor visibility conditions, parked cars along streets, assistance to emergency response vehicles, equipment breakdown, and personnel shortages.

6. Work Schedule for Snowplow Operators

Snowplow operators will be expected to work their assigned shifts. In severe snow emergencies, operators sometimes have to work longer shifts, but will be paid overtime for hours in excess of 40 per week, or pursuant to any collective bargaining contract language. However, because of budget and safety concerns, no operator shall work more than a twelve-hour shift in any twenty-four hour period. While work breaks are not guaranteed, generally operators will take breaks in accordance with city policy, provided the breaks do not interfere with city services or operations. In addition, operators will be allowed sufficient time to eat a meal during any shift which is eight or more hours, or as provided in the collective bargaining agreement. After a twelve-hour shift, the operators will be replaced if additional qualified personnel are available.

7. Traffic Regulations

The city recognizes that snowplow operators are exempt from traffic regulations set forth in Minnesota Statutes, Chapter 169 while actually engaged in work on streets, except for regulations related to driving while impaired and the safety of school children. Pursuant to this authority, snowplow operators engaged in snow removal or ice control on city streets have discretion to disregard traffic laws set forth in Chapter 169, except for laws relating to impaired driving and school children safety, when in their judgment, it is safe to disregard such laws. The privileges granted herein to operators of snow removal and ice control vehicles shall apply only if the vehicle is equipped with one lighted lamp displaying a

flashing, oscillating, or rotating amber light placed in such a position on the vehicle as to be visible throughout an arc of 360 degrees.

8. Weather Conditions

Snow and ice control operations will be conducted only when weather conditions do not endanger the safety of snowplow operators and equipment. Factors that may delay snow and ice control operations include severe cold, significant winds, and limited visibility.

9. Use of Sand, Salt, and Other Chemicals

The city will use sand, salt, and other chemicals when there are hazardous ice or slippery conditions. The city is concerned about the effect of such chemicals on the environment and will limit its use for that reason.

10. Sidewalks

The city will maintain some of the sidewalks in the city. The list of those sidewalks is attached. As there are a limited number of personnel available, the city will only maintain these sidewalks after the streets have been plowed. It is the responsibility of the resident and/or property owner to remove all accumulated snow from all other sidewalks along public streets adjoining their property. This includes any snow plowed from public streets onto the sidewalk.

11. Mailboxes

Damage to a mailbox is a risk that snowplow operators face during their winter plowing requirements. The city will conduct a review of each mailbox damage claim to determine whether the city has any legal responsibility for the damage and, if so, to replace or provide reimbursement for the mailbox. If the city, in its discretion, determines that reimbursement or replacement is appropriate, the city may:

- 1) At the mailbox owner's request, replace the mailbox with a standard size, non-decorative metal mailbox and replace the support post as necessary with a 4" x 4", decay resistance wood support post, both which will be installed by the city;
- 2) Provide reimbursement in a reasonable amount for the mailbox and support posts that meet the city's ordinance standards, as well as state and federal requirements for mailbox size, support and placement.

12. Complaint Procedure

Complaints will be recorded on telephone logs. Calls requiring service will be transferred to a work request and forwarded to the appropriate supervisor for scheduling. Emergency complaints will be handled in an expeditious manner as resources are available.

13. Deviation from Policy

The ~~Superintendent of Streets~~ **Public Works Director** may deviate from this policy when in his or her judgment it is in the best interest of the city or is necessary because of budget needs or other circumstances. Changes in priorities (lasting more than 4 hours) will be documented as to what caused such actions, why the change was necessary, and for how long the change is to be in effect. Those city employees and/or contractors affected will be notified immediately by radio or cell phone of such changes with all communications logged. Information logged will include the time and date of the communication, name of employee

contacted, and how they were contacted. Any changes of priorities lasting more than 24 hours should be made in a written record and the public should be informed of such changes through normal methods used by the city for emergency notifications.

14. Review and Modification of Policy

The ~~Street Superintendent~~ **Public Works Director** shall keep on file all comments and complaints received regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

THINGS NEEDED TO ACCOMMODATE

- 1.5-5 Acres, the bigger the better.
- 1-2 picnic tables
- 3-5 parking spots

THINGS THAT WOULD BE PREFERRED

- Slight downhill
- More of a long rectangular area of space.
- Close as possible to Chatfield
- Near a road that's safe to bike on

THINGS THAT ARE OPTIONAL

- Area similar to woods
- Near other parks
- Source of water (For a water fountain or similar apparatus).