

***Public Works Committee Meeting Agenda
Monday, January 8, 2024, 5:30 p.m.
Fillmore Conference Room – Thurber Building***

1. Public Works Committee Meeting Agenda, January 8, 2024, at 5:30 p.m.
 - A. Meeting Notes from December 11, 2023
 - B. City Engineer – Craig Britton:
 1. Pay Application #2 – West Chatfield Project
 2. Curb/Driveway Installation Winona Street
 - C. Public Works:
 1. UV Repair
 2. Drying Beds
 3. Street Sweeper Replacement
 4. Bulk Fuel Tank System
 5. Water Tower Inspection
 6. Well Pump Maintenance
 7. Shade Tree Disease Letters Response
 - D. Other:
 1. Burr Oak Extension
 2. Mountain Bike Skills Course

Public Works Committee Meeting Notes

December 11, 2023

Members Present: Councilors Mike Urban and Paul Novotny.

Members Absent: None.

Others Present: Brian Burkholder, Gavin Carr, Steven and Desiree Schlichter, Shane Fox, Craig Britton, Mitch Irish, and Michele Peterson.

A. Meeting Notes from November 13, 2023: Meeting notes were reviewed.

B. City Engineer – Craig Britton:

- a. Preliminary and Final Plat for Hilltop IV:** Britton reviewed the findings from Planning & Zoning and the Preliminary Hearing. Requirements suggested included the following: Sidewalks remain as previously approved, Adhere to the Development Agreement. However due to slope and infrastructure a cul-de-sac would not be included as a requirement. A recommendation was made to forward the discussion to the Council and hold the hearing for the final plat.
- b. Development Agreement for Hilltop IV:** Britton reviewed the recommendations for the development agreement. A recommendation was made to forward the discussion to the Council.
- c. Pay Application #5 Griffin Construction:** Britton reviewed the pay request, recommending payment. It was noted that televising of the lines may be done yet this year, however the final lift of asphalt will be done in 2024. A recommendation was made to forward the pay request #5 to the City Council.

C. Public Works:

- a. Sewer Repair:** Steven Schlichter reported that both businesses had been spoken to regarding the grease that was found in the line. Griffin Construction provided an estimate of \$24,674 to complete the repairs. Britton is working on applying for the permit from MNDOT to complete the work. A recommendation was made to forward the discussion to City Council tonight, so that repairs could be completed as soon as possible.
- b. Snowplow Policy:** Brian Burkholder presented a draft snowplowing policy. A recommendation was made to forward to Council for January 8, 2024.
- c. UV Repair:** Schlichter reported that research continues.
- d. Street Sweeper Replacement:** Mitch Irish and Brian Burkholder presented different options for replacing the current street sweeper including equipment options and costs. Discussion will be continued in January.
- e. Bulk Fuel Tank System:** Mitch Irish presented the idea of going away from purchasing fuel at the gas stations, and instead implementing a bulk fuel tank system. Irish noted that this type of system could provide for less items to track depending on options chosen. A % could be used to bill out average fuel usage charges. Discussion will be continued in January.

D. Other:

- a. Burr Oak Extension:** Discussion to be continued.

- b. Mountain Bike Skills Course:** Member reviewed the memo with location options as well as design options. It was noted that Groen Park on the other side of the creek could be a great place with parking, bathrooms, and water in the near vicinity. Additionally, Enterprise drive could be a possible location. Discussion to be continued.



City of Chatfield

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

MEMORANDUM

TO: PUBLIC WORKS COMMITTEE
FROM: CRAIG BRITTON
SUBJECT: WEST CHATFIELD DRAINAGE IMPROVEMENT PROJECT – PAY REQUEST NO. 2
DATE: DECEMBER 16, 2023
CC: CITY ADMINISTRATOR, MICHELE PETERSON
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Consider payment of pay application number 2 in the amount of \$12,000.00. Work includes the installation of the concrete driveway and bituminous pavement patching.

Background: Pearson Backhoe started work on the drainage improvement project in late July and substantially completed the project in the middle of August. Subcontractors later came back to pour the concrete driveway and patch the bituminous pavement. Most of the project went as planned, however, as they were installing the storm sewer up Hill Street, they encountered rock excavation for approximately 60 ft. Pearson also dug around additional utility lines which took them additional time to install the storm sewer and removed some additional pavement that was in bad shape. Since Pearson was working in the West Chatfield area, Brian asked them to extend a culvert, shape the drainage swale and place rip rap at the outlet of the culvert on the top of Hill Street. That work was paid separately from the West Chatfield Drainage Improvement Project. The original contract amount for the project was \$105,995 and with the additional work (rock excavation, utilities and additional patching) the project was \$5,508 over the original bid.

1. Pay Application 1 - \$99,503
2. Pay Application 2 - \$12,000
3. Total - \$111,503

Please let me know if you have any questions.

Thanks,

Craig Britton

PEARSON BACKHOE SERVICE INC
 24330 Richland Rd.
 St.Charles, MN 55972

Invoice

DATE	INVOICE #
12/15/2023	7458

BILL TO
City of Chatfield 21 2nd St SE Chatfield, MN 55923

P.O. NO.	TERMS
West Chatfield	Net 30

Date	ITEM	QUANTITY	DESCRIPTION	RATE	AMOUNT
10/1/2023	service	1	replace concrete driveway on West Chatfield Drainage Improvments	2,000.00	2,000.00
	service	1	replace blacktop patches on West Chatfield Drainage Improvments	10,000.00	10,000.00

Thank you for your business.

Total

\$12,000.00

MEMORANDUM

TO: CHATFIELD PUBLIC WORKS COMMITTEE
FROM: CRAIG BRITTON
SUBJECT: DRIVEWAY AT 814 WINONA STREET
DATE: JANUARY 3, 2024
CC: CITY ADMINISTRATOR, MICHELE PETERSON
SUPERINTENDENT OF CITY SERVICES, BRIAN BURKHOLDER

Action Requested: Staff is seeking input from the Public Works Committee members on the curb opening that was removed as part of the 2023 Street Improvement Project.

Background: There was an existing curb opening on the Prospect Street side of house 814 Winona Street prior to the 2023 Street Improvement Project. Since the curb opening didn't lead to anything on the property it was decided to remove the curb opening and short driveway apron and replace the curb with high-back curb. Following the placement of the high-back curb the property owners husband reached out to City Staff asking why the driveway was removed and wanted to know if it could be placed back in approximately the same location. Brian and I met with him to explain the reasons why it was removed and he explained the reasons that he wanted it placed back the way it was. His reasons included the following.

1. The driveway provided access for emergency vehicles.
2. A house may be built on the lot in the future.
3. The driveway provided access for contractors to work on the house, possibly to build a deck in the future.

Below are the responses Brian and I gave the resident at time we met with him on-site.

1. Emergency Vehicle Access – We explained that if their house was on fire, the fire trucks would not likely use the driveway because the heat of the fire would prevent them from getting that close. Brian explained that they would string hoses from the fire hydrants to fight the fire. In the event there was a need for an ambulance, they would likely access the house from Winona Street and go to the front door.
2. Future House – If a house was to be built there in the future, the lot would need to be split to create a new parcel. A 12 ft driveway is very narrow and would likely need to be expanded, meaning that the curb would need to be removed and replaced anyway. Also, it is unlikely that the driveway would be poured in the correct location. If the garage was on the upper side of the lot (which they typically are) the driveway would need to be relocated further north to line up with the garage.
3. Contractor Access – This would be a relatively short period of time, so we didn't feel this was a good reason to have a permanent opening for a temporary situation. If contractors

needed to jump the curb they could place a narrow wedge that could be set in front of the curb so they could more easily drive over the curb.

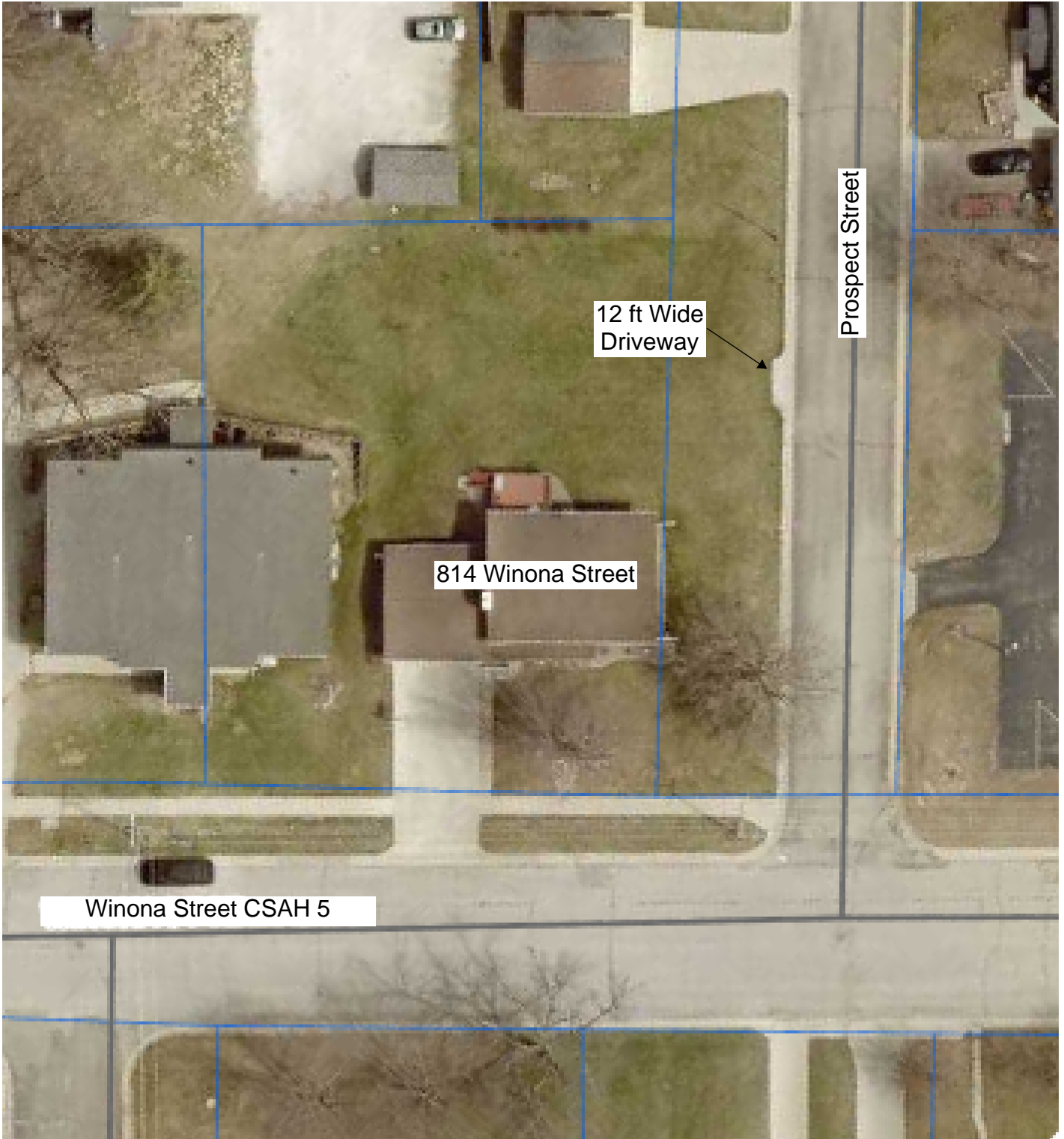
It is good practice to reduce the number of curb openings that don't have driveways behind them because there's a possibility of wash out behind the curb. However, there were a couple of curb openings that were allowed on the street project. These were corner lot owners that wanted to have access for storage of a boat and trailer.

Originally it seemed like the resident was fine with our reasoning and said that he understood if the City didn't allow it to be placed back. However, the resident recently contacted Mayor McBroom and stated that he in fact wanted the curb opening installed. The cost of removing and replacing the 12 ft of curb is estimated to be approximately \$1,500.

Please let me know if you have any questions.

Craig Britton

Driveway at 814 Winona Street Prior to Street Project



INTEROFFICE MEMORANDUM

TO: PUBLIC WORKS COMMITTEE
FROM: STEVEN SCHLICHTER
SUBJECT: Reed Bed Update
DATE: 12/22/2023

Action Requested: To start killing off all reeds in the WWTF reed beds.

Background: About 2 years ago the non-native reeds we have were put on the Prohibited Invasive Species list. This means when we go to haul out our biosolids we must kill off the reeds and find a new plant that can replace the reeds. With new information my initial plan of cleaning out one or two beds then replanting a new plant in those beds will not work. We will need to kill off all the reeds before we can replant anything in any of the beds.

Killing off the non-native reeds has been difficult. We have started spraying one bed 2 years ago and we still have some reeds growing in there. Other Cities have found that even after hauling the sludge out the roots from the reeds that are left in the sand can regrow and old seed can sprout. Because of this I believe we need to start killing off all the beds as soon as possible so we can get the beds hauled out when we are able to, then make sure no new reeds are growing. At that point we will be able to replant the bed that has been cleaned out with a new plant.

We have six reed beds at the WWTF. I am looking at hauling out one bed a year. That means this will be a 6-year process to get all the sludge hauled out and maybe a year or two after that to make sure the last beds do not have any regrowth and the establishment of new plants. One of the purposes of the reeds is to help with the smell of the biosolids and they do a great job of this but now we are looking at killing them off. This creates a problem. We currently do get some complaints every spring when the wind is out of the south about the smell until the new reeds begin to regrow and the smell goes away. Killing off our reed beds means this will be a problem all spring, summer and fall for 6 to 8 years.

Thank you for your time,
Steven Schlichter
WWTF Superintendent

INTEROFFICE MEMORANDUM

TO: Public Works Committee
FROM: Brian Burkholder, SCS
SUBJECT: Street Sweeper Trade/Replacement
DATE: 11/30/2023

Action Requested: To discuss options on upgrading our 2009 Street Sweeper.

Background: Our current 2009 Street Sweeper is up for replacement in 2024. The Capital Plan currently has a 6-year replacement. The last 2 sweepers that we have purchased were in the 7-8 years of age.

A salesmen brought down a new demo for us to tryout to see what we thought which included all the newer upgrades since the 2017 model. The main upgrade is that the unit is all hydraulic driven including main broom, curb brooms and conveyor operation versus chain driven.

Just to see the numbers, I received a quote for a new 2024 Pelican and a 2017 Pelican. The quote also includes a discount for money spend on repairs in the last 4 years plus trade for our 2009. I also attached the agreement for the purchase of the 2009 for comparison.

The current Capital Plan shows \$91,237 for 2024 which is currently \$37,263 over budget.

I did discuss options as we do with our John Deere Loader, Toolcat, and mowers, buying new and trading ever 3 years. I also discussed weekly renting options. Renting options rates are high and you get it when there is availability and if the weather is bad, you still get it for that week rented.

We roughly put on around 140 hours per week. Spring Clean-up-2-week, Summer-2 days, Western Days week-10 hours, Early Fall- 2 days, Fall Leaf Pickup-2 weeks.

2017 model have the new upgrades, but I have reached out for other older model options.

Thank you for your time,
Brian Burkholder

McQueen Equipment Notes: Salesman-Tony Cocchiarella

Dec. 6, 2023

Renting Options-

1. Per Week- \$4,850 + freight \$1,200 + Main Broom-\$750 + (2) curb brooms-\$350=\$7,150
2. Per Month (30 consecutive days)- \$14,500 + freight \$1,200 + Broom \$750 + 2 curb=\$16,800

*We roughly put on about 180 hours per year.

-Difference between a 2104 and 2017 is the rear wheel swing arm. Otherwise, all hydraulic driven.

*New Units- Heavy users trade every 5–7-year rotation

* If we purchase new- Low hours. Move to a 10-year rotation.

Dec. 12, 2023

- Tony (salesman) called asking of any questions or concerns that came up at the PW meeting.
- Stated that the 2017 could be an option with year and hours but our numbers our way off. Need to work on better numbers to reduce. He will work on the price for the 2017.
- Options- didn't know what all options came with the 2017 sweeper. He will send pictures.
- In the next two weeks, Tony will work on more price options on other 2016, 2017, and 2018 models.
- Stated that 2007, new style w/mechanical curb broom. 2013 changed to all hydraulic driven and curb broom.
- Will have more info to me by Jan 8th for next meeting.

Jan. 2, 2024

- Going to send quote for a 2016. No pictures until April/May. He has 2014 and 2016 with higher hours and miles but suggests the 2014 and 2016 he sent. Been reaching out to other MacQueen sales reps for more options.

Jan. 3, 2024

- Asked about some wiggle room on price. Possibly if they do not need to put s much into it after inspection. Typically, they put roughly \$20,000-\$35,000 into machines before resale. If it is on the lower end, there would be some wiggle room. The 2017 is not on the market yet but the 2014's are.



MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

Ship To: 2014 ELGIN PELICAN NP-CHATFIELD

Branch		
01 - ST PAUL MN		
Date	Time	Page
12/04/2023	20:26:33 (O)	2
Account No	Phone No	Est No 01
CHATF001	5078673810	Q03253
Ship Via	Purchase Order	
Tax ID No		
TONY COCCHIARELLA		Salesperson 189

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

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 01/03/2024 Amount

Subtotal: 108000.00

Authorization: _____

Quote Total: 108000.00

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL



MACQUEEN
EQUIPMENT



MACQUEEN
EMERGENCY

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

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Ship To: USED 2014 ELGIN PELICAN- CHATFIELD

Branch		
01 - ST PAUL MN		
Date	Time	Page
12/04/2023	20:47:48 (O)	1
Account No	Phone No	Est No 00
CHATF001	5078673810	Q03254
Ship Via	Purchase Order	
Tax ID No		
TONY COCCHIARELLA		Salesperson 189

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

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 01/03/2024 Amount

USED 2014 ELGIN PELICAN NP 147000.00

*

SERIAL # NP30287
ENGINE: JOHN DEERE
HOURS: 2,900
MILES: 12,500
DUAL GUTTER BROOM
DUAL STROBE- BLUE & AMBER
LIGHTS IN BATTERY COVER
DUAL REAR FLOODS
CARBIDE DIRT SHOES
RIGHT HAND LIMB GUARD
RIGHT HAND GUTTER BROOM TILT
A/C
RADIO
BACK-UP CAMERA

*

*

CURRENT ASKING PRICE OF \$159,500.00
DEDUCT (\$12,500) TO HELP COVER SOME OF THE REPAIR COST FROM
THE LAST 4 YEARS ON 2009 PELICAN.

*

DELIVERY AND TRAINING INCLUDED IN PRICE

Trade Ins
=====

Serial #: NS0926S 34000.00-
2009 ELGIN PELICAN NS
MILES: 31,850
HOURS: 6,375

Subtotal: 113000.00
Quote Total: 113000.00

Authorization: _____



**MACQUEEN
EQUIPMENT**



**MACQUEEN
EMERGENCY**

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

Ship To: USED PELICAN- CITY OF CHATFIELD MN

Branch 01 - ST PAUL MN		
Date 12/04/2023	Time 20:32:10 (O)	Page 1
Account No CHATF001	Phone No 5078673810	Est No 01 Q03221
Ship Via		Purchase Order
Tax ID No		
TONY COCCHIARELLA		Salesperson 189

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

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 12/29/2023 Amount

USED 2017 ELGIN PELICAN 162500.00

*
*

ESTIMATE MILES/HOURS (WILL UPDATE ONCE IN POSSESSION)

MILES: 16,445

HOURS: 4,648

*
*

OPTION CONTENT:

ELGIN PELICAN NP
JOHN DEERE DIESEL ENGINE
AM//FM RADIO
HIGH BACK AIR RIDE SEAT - RH
HEATED MOTORIZED MIRRORS
DUAL GUTTER BROOMS
BROOM TILT W/ INDICATOR IN CAB - RH
REAR VIEW CAMERA- MONITOR ON DASH
HYD. LEVEL & TEMP SHUTDOWN
LED STOP/TURN/TAIL LIGHTS
LED STROBE - LH
TWO REAR FLOOD & BACK UP LIGHTS
LOWER ROLLER WASHOUT

*
*

CURRENT ASKING PRICE OF \$175,000.00

DEDUCT (\$12,500) TO HELP COVER SOME OF THE REPAIR COST FROM
THE LAST 4 YEARS ON 2009 PELICAN.

*
*

DELIVERY AND TRAINING INCLUDED IN PRICE

*

AN ADDITIONAL TRAINING WILL BE COVERED BY MACQUEEN. AFTER
3-4 WEEKS OF USE, TRAINER WILL COME BACK AND GO THROUGH



**MACQUEEN
EQUIPMENT**



**MACQUEEN
EMERGENCY**

MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

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Ship To: USED PELICAN- CITY OF CHATFIELD MN

Branch 01 - ST PAUL MN		
Date 12/04/2023	Time 20:32:10 (O)	Page 2
Account No CHATF001	Phone No 5078673810	Est No 01 Q03221
Ship Via	Purchase Order	
Tax ID No		
TONY COCCHIARELLA		Salesperson 189

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

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description **** Q U O T E **** EXPIRY DATE: 12/29/2023 Amount

OPERATIONS AND MAINTENANCE ITEMS.

	Trade Ins	
	=====	
Serial #: NS0926S		34000.00-
2009 ELGIN PELICAN NS (MECHANICAL)		
MILES: 31,850 HOURS: 6,375		

Authorization: _____	Subtotal: 128500.00
	Quote Total: 128500.00

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL



**MACQUEEN
EQUIPMENT**



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St Paul, MN 55106

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Ship To: NEW PELICAN- CITY OF CHATFIELD MN

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

Branch 01 - ST PAUL MN		
Date 12/04/2023	Time 21:06:22 (O)	Page 1
Account No CHATF001	Phone No 5078673810	Est No 01 Q03220
Ship Via	Purchase Order	
Tax ID No		
TONY COCCHIARELLA		Salesperson 189

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description	** Q U O T E **	EXPIRY DATE: 12/29/2023	Amount
NEW 2024 ELGIN PELICAN NP			295506.00
*			
PRICING PER MN STATE CONTRACT:			
MN STATE CONTRACT			
EXPIRATION DATE- FEB. 28TH, 2024			
S-843 (5)			
190619			
*			
*			
*			
BASE PRICE-----			\$259,108.00
2.2.31-BATTERY DISCONNECT-----	STANDARD		
2.2.32-HYDRAULIC LEVEL AND TEMP SHUTDOWN----	STANDARD		
2.2.52-LED STROBE W/WIRING AND GUARD (DUAL)-			\$990.00
2.2.53-FRONT LIGHT MOUNTING RAIL-----			\$825.00
2.2.54-2 FORWARD FACING LIGHTS MNT ON RAIL--			\$1,525.00
2.2.55-LED STOP/TAIL/TURN/CLEARANCE LIGHTS--	STANDARD		
2.2.56-LED LIGHTS IN BATTERY COVER-----			\$1,535.00
2.2.57-LIMB GUARD (EACH) (RH ONLY)-----			\$1,600.00
2.2.58-LED ARROWSTIC-----			\$2,085.00
2.2.59-TWO REAR FLOODS & BACKUP LIGHT-----	STANDARD		
2.2.71-LOWER ROLLER WASHOUT-----	STANDARD		
2.2.81-DUAL GUTTER BROOM-----			\$13,790.00
2.2.82-AM/FM RADIO W/MAP LIGHTS-----	STANDARD		
2.2.83-HIGH BACK AIR RIDE SEAT (RH ONLY)-----			\$1,225.00
2.2.84-HEATED MOTORIZED MIRRORS-----			\$1,560.00
2.2.86-AUTO LUBE, DUAL W/GRSBLE DIRT SHOES--			\$9,175.00
2.2.89-REAR VIEW CAMERA SYSTEM-----	STANDARD		
2.2.89.2-BROOM TILT WITH POSITION INDICATOR (RH			
ONLY)-----			\$2,088.00
*			
*			
DELIVERY AND TRAINING INCLUDED			



MacQueen Equipment

1125 7th Street E

St Paul, MN 55106

651-645-5726 • 800-832-6417

Ship To: NEW PELICAN- CITY OF CHATFIELD MN

Branch		
01 - ST PAUL MN		
Date	Time	Page
12/04/2023	21:06:22 (O)	2
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21 Se 2Nd St
Chatfield MN 55923

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 12/29/2023 Amount

Authorization: _____ Subtotal: 295506.00
Quote Total: 295506.00

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL



INTEROFFICE MEMORANDUM

TO: Personnel/Budget Committee; Public Works Committee
FROM: Brian Burkholder/Mitch Irish
SUBJECT: BULK FUEL TANK SYSTEM
DATE: 12/28/2023

Action Requested: To discuss and to consider changing to a bulk tank fuel system versus the current system purchasing at gas stations.

Background: Last fall we started to pursue the bulk fuel system and now Mitch has been looking into much deeper, the potential for any cost savings by going to a bulk fuel and gasoline tank system used for all city vehicles to be located at the new Public Works property. We currently pay tax on all fuel through the pumps and are currently not receiving refunds for exempt vehicles. Also, by having a bulk system, fuel would be available during emergency power outage as the bulk system would be operational by the generator at the Public Works facility.

If we went with the bulk system, we need to figure out how we want to pay and keep track of the fuel. The City of Stewartville uses a percentage to buy for fuel through each department that get fuel at the tank. Stewartville has ran like this for many years and has not had a problem. So that is one option. Another option is using a card reader system to track the gallons pumped through the system then charge each department accordingly. The quote for that system is \$6,500 and it would have added cost to install. The last option is to write down the gallons pumped by every department and added it up every month.

The cost for a 500-gallon double wall gas tank with complete kit is \$5,500 and cost for a 1,000-gallon double wall fuel tank complete kit is \$7,500.

Checking into our Krage Insuranc, the annual premium rate would be \$18.00 per year.

If we choose not to go with the bulk tank system, we will need to change our card system for each vehicle to file for tax refunds. The annual cost savings for either option (Bulk tanks or current Cenex cards) would be roughly \$1,850.

Thank you for your time,
Brian Burkholder

Bulk Fuel

- Special Fuel License-\$25 per year
- Insurance-\$18 per year
- 500 gal Gas tank kit-\$5,500
- 1000 gal Diesel tank kit-\$7500
- Keep track of 5 vehicles for public works. Pay taxes on gallons used each month.
- Fuel is delivered tax free
- Have fuel in an emergency. Tanks will be at Public works shop in backup generator.
- Ease of use- having fuel right at public works.

Savings

- \$1,850 saving each year
- 7 years to pay for tanks
- Fire-(Utv, Grass Rig, Brush truck) file for MN gas Excise tax refund-keep track of gallons
- Police- file for MN gas Excise tax refund-keep track of gallons

Cenex Fleet Cards

- Everything will stay the same but public works will have to put cards in every vehicle.
- Keep track of 18 diesel vehicles in all departments and file for refunds
- Keep track of 5 gas vehicles in police and fire department and file for refunds.
- More office work to file for refunds
- Cards are not durable- do not work all the time.

Savings

- \$1,850 savings each year



1740 3rd Ave SE
Rochester, MN 55904

Creating connections to
empower agriculture

QUOTE

City of Chatfield
21 Second Street SE
Chatfield, MN 55923
Mitch Irish

500 Gallon Double Wall

USEMCO 500DW Complete Kit	\$5500.00
Meridian 500DW Complete Kit	\$5550.00

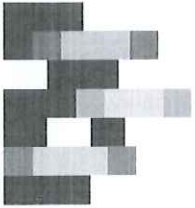
1000 Gallon Double Wall

USEMCO 1000DW Complete Kit	\$7500.00
Meridian 1000DW Complete Kit	\$7550.00

Complete Kit includes Fil Rite FR711VA pump (20-25 gallon/minute), meter, swivel, auto shutoff nozzle, filter assembly, delivery and setup.

USEMCO tank is urethane paint.
Meridian tank is powder coated.

Above prices do not include any applicable taxes.



1740 3rd Ave SE
Rochester, MN 55904

Creating connections to
empower agriculture

QUOTE

City of Chatfield
21 Second Street SE
Chatfield, MN 55923
Mitch Irish

Island Reader

OPW PV100-2 stand alone island reader 2 hose setup, pin pad entry and freight	\$6000.00
ICS Pulser	\$500.00
TOTAL	\$6500.00

Installation, electrical, programming, training, start up would be extra charge.

Brian Burkholder

From: Jamie Sveen <jamie@krageinsurance.com>
Sent: Monday, October 23, 2023 8:16 AM
To: Brian Burkholder
Cc: Mitch Irish
Subject: RE: Bulk Fuel Tanks/New Public Works property

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

Good Morning Brian,

The premium for adding property coverage for these midterm is so small that we would just waive the premium. An annual premium for this location (2 gas pumps/tanks for a total value of about \$13,250) is only \$18.

Please give me a call with any questions.

Thank you and have a great week!

Jamie Sveen
Krage Insurance Agency, INC
P 507-467-3309
FAX 507-467-2624
jamie@krageinsurance.com

From: Brian Burkholder <bburkholder@ci.chatfield.mn.us>
Sent: Wednesday, October 18, 2023 12:58 PM
To: Jamie Sveen <jamie@krageinsurance.com>
Cc: Mitch Irish <mirish@ci.chatfield.mn.us>
Subject: Bulk Fuel Tanks/New Public Works property

Hi Jamie,

Would you be able to give us a quote for insurance to install 2 bulk tanks on the property of 19 2nd St SW (new public works property)? Mitch is working on this project in the hopes of saving on cost and availability. For now, lets plan for 1-1,000-gal fuel tank and 1- 500 gal gas. Please include us both as we move forward as I will be out on vacation next week.

Thaks much,

IFTA - 2018 06-2023 05 GSL - Stcard

Card Label	Manu	State	Date	Invoice	Locati	Site	Product Name	Gallons	GAL Cost	Total Cost	Tax Amount	Card Dept	DEPT TTL	%
CITY CAR Total								753.2	195.88	2088.23	239.08		\$ 2,088	4% City Car
FIRE BRUSH TRUCK Total								100.1	23.54	335.12	32.62			
FIRE ENGINE 1 Total								16.5	27.80	56.79	5.20			
FIRE ENGINE 2 Total								2.2	4.01	8.70	0.70			
FIRE GRASS RIG Total								320	88.43	897.66	102.63			
FIRE TANKER 5 Total								17.9	8.85	50.47	5.79			
FIRE TANKER 6 Total								17.6	28.25	53.59	5.51			
FIRE UTV Total								40	35.73	130.90	12.79		\$ 1,533	3% Fire
PARK 1 Total								160.6	24.33	487.81	52.41			
PARK DESK Total								158.6	51.04	383.07	49.27		\$ 871	2% Park
POLICE SQUAD 1 Total								894.8	233.28	2407.71	284.23			
POLICE SQUAD 2 Total								4173.5	1377.61	11371.83	1334.61			
POLICE SQUAD 3 Total								4222.7	1237.09	11420.76	1349.06		\$ 25,200	46% Police
STREET 1 Total								2237.1	255.01	5971.20	714.55			
STREET 2 Total								664.4	82.40	1646.25	212.04			
STREET 3 Total								2072.2	257.47	5544.00	660.37			
STREET 4 Total								248.8	28.01	591.82	78.00			
STREET 5 Total								114.8	12.50	281.04	36.96		\$ 14,034	26% Street
WATER 1 Total								2138.4	283.42	5795.30	681.21		\$ 5,795	11% Water
WWTP 1 Total								1218.2	130.01	3422.45	391.11			
WWTP 2 Total								569.5	57.45	1558.70	181.63		\$ 4,981	9% WWTP
Grand Total								20141.1	4442.11	54503.40	6429.77		\$ 54,503	100%

IFTA -02018 06-2023 05DSL Stcard

Card Label	Manual / State	Date	Invoice	Locatic Site	Product Name	Gallons	GAL Cost	Total Cost	Tax Amount	Card Dept	DEPT TOTL	DEPT %
AMBULANCE 471A Total						3294	377.62	10606.69	1050.25			
AMBULANCE 471B Total						2532.1	333.15	7751.69	803.36	AMB	\$ 18,358	24%
FIRE ENGINE 1 Total						584.5	65.05	1941.98	185.63			
FIRE ENGINE 2 Total						455.9	50.77	1434.80	144.30			
FIRE TANKER 5 Total						236.2	51.61	752.62	74.71			
FIRE TANKER 6 Total						333.1	76.42	1074.59	106.09			
FIRE UTV Total						10	4.51	45.11	3.25	FIRE	\$ 5,249	7%
PARK 1 Total						7.2	7.22	25.86	2.32			
PARK DESK Total						5205.3	1885.61	16415.17	1650.24	PARK	\$ 16,441	21%
STREET 1 Total						904.4	219.66	3102.29	287.86			
STREET 2 Total						1857.7	252.15	6082.37	593.02			
STREET 3 Total						3658.5	624.45	11026.51	1163.75			
STREET 4 Total						3601.6	501.68	11101.35	1144.00			
STREET 5 Total						546.3	76.60	1515.45	174.80	STREET	\$ 32,828	43%
WATER 1 Total						5.2	3.28	17.08	1.68	WATER	\$ 17	0%
WWTP 1 Total						353.5	72.60	1594.20	114.84			
WWTP 2 Total						763.2	77.98	2470.27	245.19	WWTP	\$ 4,064	5%
Grand Total						24348.7	4680.36	76958.03	7745.29		\$ 76,958	100%

Tank Cost per Dept (5-year average)

Diesel Tank Cost

- Ambulance-	\$1,800	24%	
- Fire -	\$ 525	7%	
- Parks-	\$1,575	21%	(will be less with Ventrac)
- Streets-	\$3,225	43%	
- WWTP-	\$375	5%	

Gas Tank Cost

- City Car-	\$220	4%	
- Fire-	\$165	3%	
- Parks-	\$110	2%	(will go up with Ventrac)
- Police-	\$2,530	46%	
- Streets-	\$1,430	26%	
- Water-	\$605	11%	
- WWTP-	\$495	9%	

MEMORANDUM

TO: CHATFIELD PUBLIC WORKS COMMITTEE
FROM: RYAN PRIEBE, WATER SUPERINTENDENT
SUBJECT: WATER TOWER INSPECTION
DATE: 1/3/24

Action Requested- Approve service with KLM Engineering for tank inspections, and service work on our water tower for \$3,000.

Background- We signed an agreement with them in 2018 for a price of \$3,000 and they said they will honor that price. We will be doing an R.O.V. inspection which entails a robotic camera will inspect the water tower and will not be a dry tank clean out.

Chatfield, MN Water Storage CIP

	2016	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
Old Territorial Tank	\$ 2,500				\$2,800					\$3,200		
Old Territorial Reservoir					\$2,800					\$3,200		
South Reservoir						\$275,000						
Water Tower	\$ 2,500			\$2,800				\$3,000				
Total	\$ 5,000	\$ -	\$ -	\$ 2,800	\$ 5,600	\$ 275,000	\$ -	\$ 3,000	\$ -	\$ 6,400	\$ -	\$ 297,800

Scope of Work

Water Tower 2016	Dry tank Cleanout/remove CP
Old Territorial Tank 2021	ROV Inspection
Old Territorial Reservoir 2021	ROV Inspection
Water Tower 2024	ROV Inspection
South Reservoir 2022	Full reconditioning interior and exterior/no containment
Old Territorial Reservoir 2026	5 year AWWA Inspection
Old territorial Tank 2026	2 year warranty inspection
South Reservoir 2025	2 year warranty inspection

MEMORANDUM

TO: CHATFIELD PUBLIC WORKS COMMITTEE
FROM: RYAN PRIEBE, WATER SUPERINTENDENT
SUBJECT: WELL PUMP MAINTENANCE
DATE: 1/3/23

Action Requested- Approve Berguson-Casswell well pump maintenance agreement for this spring schedule.

Background- Every 8 years we pull our well pumps and do all the maintenance that is needed. The bid I have received is same company that does Well #3. That well has never run so well. I would like to have the same company do maintenance on this well also. The price he gives us is a list price of all the items that may be needed. Some of it will not be needed he just wanted to be upfront with all costs. You will notice there is a price difference between the 2 proposals, and one is to recondition the 1965 motor to run with a VFD (\$3,250) and the other is a new motor (\$6,850)



Bergerson - Caswell Inc.
5115 Industrial Street
Maple Plain, MN 55359
(763) 479-3121 Fax: (763) 479-2183

November 21, 2023

CITY OF CHATFIELD

Attn: Mr. Ryan Priebe
21 second street SE
Chatfield, MN 55923

(507) 867-3810
cell (507) 251-0278

Re: WELL PUMP #2 MAINTENANCE INSPECTION QUOTE

Dear Mr. Priebe;

Bergerson Caswell Inc. Appreciates the opportunity to assist the City with your water well, and pumping equipment maintenance needs. As requested I am providing you with a project cost to remove, inspect, and recondition your well pump #2. This type of maintenance or service inspection is normally performed every 5-10 years, on Vertical Lineshaft Turbine (VLT) pumps depending on hours of service, water quality, and past performance history, but this style of pump is the most commonly found equipment on municipal water systems. From the records, I believe this pump is a Goulds 9RCHC-5 stage pump end and it is installed on 6" x 1.5" column assembly, I just don't know the quantity of pipe that is there exactly based on the state information I would guess 210' to 220', when the other well is 210'. The state had the well pump design at 450 GPM, but this well has the same model pump as the other one did, so regardless both wells should react very similar. Below I have provided a breakdown of the normal project costs for performing a service inspection that has the materials and reconditioning services at the current price.

PROJECT COST

1) Labor & equipment to remove, and inspect the well pump	\$ 3,500.00
Measure the depth of the well while we are at site (478'?)	
Clean or Sandblast pump components & provide written report of this equipment	\$ 300.00
2) Recondition the discharge head	\$ 550.00
3) 6"x 5' T & C Sch. 40 Column Pipe @ \$ 450.00/each, 2 each (Max)	\$ 900.00
4) 6"x 10' T & C Sch. 40 Column Pipe @ \$560.00/each, 20 each (Max)	\$11,200.00**
5) 6"x 10' tail pipe Sch 40 pipe	\$ 525.00
6) 6" Spider bearing inserts @ \$ 35.00/each, replace all (21 each)	\$ 735.00
7) Clean & Straighten Shafting, 20 each @ \$ 50.00/each	\$ 1,000.00
8) Replace your head shaft (through packing area shaft is normally cut)	\$ 750.00
9) Recondition Pump Bowl Assembly: Goulds 9 CHC-5 stage designed 450 Gpm @ 255"TDH	
Machine impeller & install wear ring; 5 each at 650.00/ea	\$ 3,250.00
Furnish a complete set of bowl bearings	\$ 950.00
Replace bowl shaft	\$ 650.00
10) Shop Labor to perform required repairs, 20 hours @ \$110.00/hr	\$ 2,200.00
11) Recondition 40 Hp US VHS electric motor	\$ 3,250.00
12) Labor and Equipment to reinstall, startup, & test well pump #2	\$ 3,500.00
<u>Other Well Services you may elect to perform</u>	
13) Video inspection of the well and casing	\$ 2,500.00
14) Install water level stilling tube for monitoring water level or containing transducer	\$ 210.00
15) Sandblast and Epoxy coat the column pipe 210' at \$22.00/ft (did not perform on other well)	
TOTAL PROJECT COST ESTIMATE	\$ 35,970.00

** means the final amount could be significantly less

Other Materials not typically replaced, but you have

1. 1.5"x 10' T&C Stainless steel line shaft @ \$400.00/each
2. 1.5"x 5' T&C Stainless steel line shaft @ \$275.00/each
3. 6" x 2" spider assembly @ \$95.00/each

The above total cost is based on the quantities listed and material pricing offered in quote, but it reflects replacing nearly all below grade materials except shafting, and the pump. These two items are planned for cleaning and heat straightening the line shafting, and complete reconditioning to the pump so that it will be as new. As always once the pump is inspected and a complete project cost is determined, you the customer always have the final say as to what materials and services are performed to your pumping equipment and system.

If you have any questions, require additional information, or would like to discuss this proposal, please do not hesitate to contact us at 1-800-328-6188 or (763) 479-3121, cell # (612) 369-3652.

Sincerely,

BERGERSON=CASWELL INC.

Tim Berquam
Project Engineer/Geologist



Bergerson - Caswell Inc.
5115 Industrial Street
Maple Plain, MN 55359
(763) 479-3121 Fax: (763) 479-2183

January 3, 2024

CITY OF CHATFIELD

Attn: Mr. Ryan Priebe
21 second street SE
Chatfield, MN 55923

(507) 867-3810
cell (507) 251-0278

Re: WELL PUMP #2 MAINTENANCE INSPECTION QUOTE

Dear Mr. Priebe;

Bergerson Caswell Inc. Appreciates the opportunity to assist the City with your water well, and pumping equipment maintenance needs. As requested I am providing you with a project cost to remove, inspect, and recondition your well pump #2. This type of maintenance or service inspection is normally performed every 5-10 years, on Vertical Lineshaft Turbine (VLT) pumps depending on hours of service, water quality, and past performance history, but this style of pump is the most commonly found equipment on municipal water systems. From the records, I believe this pump is a Goulds 9RCHC-5 stage pump end and it is installed on 6" x 1.5" column assembly, I just don't know the quantity of pipe that is there exactly based on the state information I would guess 210' to 220', when the other well is 210'. The state had the well pump design at 450 GPM, but this well has the same model pump as the other one did, so regardless both wells should react very similar. Below I have provided a breakdown of the normal project costs for performing a service inspection that has the materials and reconditioning services at the current price.

PROJECT COST

1) Labor & equipment to remove, and inspect the well pump	\$ 3,500.00
Measure the depth of the well while we are at site (478'?)	
Clean or Sandblast pump components & provide written report of this equipment	\$ 300.00
2) Recondition the discharge head	\$ 550.00
3) 6"x 5' T & C Sch. 40 Column Pipe @ \$ 450.00/each, 2 each (Max)	\$ 900.00
4) 6"x 10' T & C Sch. 40 Column Pipe @ \$560.00/each, 20 each (Max)	\$11,200.00**
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6) 6" Spider bearing inserts @ \$ 35.00/each, replace all (21 each)	\$ 735.00
7) Clean & Straighten Shafting, 20 each @ \$ 50.00/each	\$ 1,000.00
8) Replace your head shaft (through packing area shaft is normally cut)	\$ 750.00
9) Recondition Pump Bowl Assembly: Goulds 9 CHC-5 stage designed 450 Gpm @ 255'TDH	
Machine impeller & install wear ring; 5 each at 650.00/ea	\$ 3,250.00
Furnish a complete set of bowl bearings	\$ 950.00
Replace bowl shaft	\$ 650.00
10) Shop Labor to perform required repairs, 20 hours @ \$110.00/hr	\$ 2,200.00
11) New premium efficient, Inverter rated, 40 Hp VLT US motor	\$ 6,865.00
12) Labor and Equipment to reinstall, startup, & test well pump #2	\$ 3,500.00
<u>Other Well Services you may elect to perform</u>	
13) Video inspection of the well and casing	\$ 2,500.00
14) Install water level stilling tube for monitoring water level or containing transducer	\$ 210.00
15) Sandblast and Epoxy coat the column pipe 210' at \$22.00/ft (did not perform on other well)	
TOTAL PROJECT COST ESTIMATE	\$ 39,585.00

** means the final amount could be significantly less

Other Materials not typically replaced, but you have

1. 1.5"x 10' T&C Stainless steel line shaft @ \$400.00/each
2. 1.5"x 5' T&C Stainless steel line shaft @ \$275.00/each
3. 6" x 2" spider assembly @ \$95.00/each
4. Recondition your 40 Hp US VHS electric motor \$ 3,250.00

The above total cost is based on the quantities listed and material pricing offered in quote, but it reflects replacing nearly all below grade materials except shafting, and the pump. These two items are planned for cleaning and heat straightening the line shafting, and complete reconditioning to the pump so that it will be as new. As always once the pump is inspected and a complete project cost is determined, you the customer always have the final say as to what materials and services are performed to your pumping equipment and system.

If you have any questions, require additional information, or would like to discuss this proposal, please do not hesitate to contact us at 1-800-328-6188 or (763) 479-3121, cell # (612) 369-3652.

Sincerely,

BERGERSON=CASWELL INC.

Tim Berquam Project Engineer/Geologist

Memorandum

To: Public Works Committee

From: Michele Peterson

Date: January 4, 2024

Shade Tree Disease Letter Responses

Letters have been sent out, and response has been very good. However there are a couple of properties that have not responded to certified letters requesting the property owner to note whether or not they will remove the tree or if they would like the city to complete the contract for removal. The ordinance states:

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.

Action Requested: Approved creation of a resolution to be presented to the Council, and recommend Council call a hearing to consider abatement of the infected trees.