



BOARD MEMBERS

President
Renee Eckerly, CMC
City of Paynesville

Vice President
Terri Boese, MCMC
City of Dassel

Secretary
Melissa Barker, MMC
City of Independence

Treasurer
Janet Lewis, CMC
City of Bloomington

Region I V.P.
Darla Berry, CMC
City of New York Mills

Region II V.P.
Kimberly Johnson-Gibeau, MCMC
City of Grand Rapids

Region III V.P.
Val Martin, MCMC
City of Ashby

Region IV V.P.
Audra Etzel, CMC
City of Rockford

Region V V.P.
Kerry Rausch, MCMC
City of Eagle Lake

Region VI V.P.
Linda Rappe, MMC
City of Kasson

Director at Large
Debra Mangen, MMC
City of Edina

Administrative Assistant
David Spencer, MMC

September 4, 2014

Mason Schirmer
Clerk-Treasurer
City Of Freeport
125 Main Street E
Freeport, MN 56331

Dear Mr. Schirmer:

On behalf of the Municipal Clerks and Finance Officers Association of the State of Minnesota, it gives me great pleasure to inform you that you have been awarded the designation of Minnesota Certified Municipal Clerk. This prestigious award recognizes your professional competency in the execution of your duties as Clerk-Treasurer. A plaque commemorating this honor will be presented to you at the MCFOA Annual Conference in Red Wing, March 17-20, 2015.

Congratulations on earning the designation of Minnesota Certified Municipal Clerk. We are pleased to have a person of your professionalism as a member of our organization.

Sincerely,

Daniel R. Buchholtz, MMC
Certification Committee Chair



BOARD MEMBERS

President
Renee Eckerly, CMC
City of Paynesville

Vice President
Terri Boese, MCMC
City of Dassel

Secretary
Melissa Barker, MMC
City of Plymouth

Treasurer
Janet Lewis, CMC
City of Bloomington

Region I V.P.
Darla Berry, CMC
City of New York Mills

Region II V.P.
Kimberly Johnson-Gibeau, MCMC
City of Grand Rapids

Region III V.P.
Val Martin, MCMC
City of Ashby

Region IV V.P.
Audra Etzel, CMC
City of Rockford

Region V V.P.
Kerry Rausch, MCMC
City of Eagle Lake

Region VI V.P.
Linda Rappe, MMC
City of Kasson

Director at Large
Debra Mangen, MMC
City of Edina

Administrative Assistant
David Spencer, MMC

December 31, 2014

Mason Schirmer
Clerk-Treasurer
City of Freeport
PO Box 301
Freeport, MN 56331

Dear Mr. Schirmer:

On behalf of the Municipal Clerks and Finance Officers Association of the State of Minnesota, it gives me great pleasure to inform you that you have been awarded the designation of Minnesota Master Municipal Clerk. This prestigious award recognizes your professional competency in the execution of your duties as City Clerk-Treasurer. A plaque commemorating this honor will be presented to you at the MCFOA Annual Conference in Red Wing, March 17-20, 2015.

Congratulations on earning the designation of Minnesota Master Municipal Clerk. We are pleased to have a person of your professionalism as a member of our organization.

Sincerely,

Daniel R. Buchholtz, MMC
Certification Committee Chair

ST. CLOUD STATE UNIVERSITY

St. Cloud State University-Center for Continuing Studies
League of Minnesota Cities
Municipal Clerks and Finance Officers Association (MCFOA)

2014 Minnesota Municipal Clerks Institute (MMCI) – YEAR 3
(April 28 – May 2, 2014 – 40 hours of participation)




This certificate is awarded to

Mason Schirmer



This institute provides professional development in the areas of
public administration, social and interpersonal skills, and
special topics addressing emerging issues in the field.



Gail M. Ruhland, Institute Director
SCSU Center for Continuing Studies

5-2-14
Date



CITY OF FREEPORT

125 Main Street E - PO Box 301 - Freeport, MN 56331 - 320-836-2112 - FAX 320-836-2116

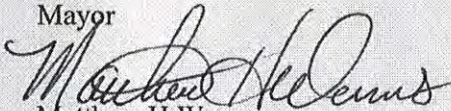
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service
www.freeportmn.org

July 22, 2014

Mason Schirmer, City Council, EDA

I had the opportunity to meet with Brad Carr owner of Carr's Tree Service the other week to do some work for his company. We got talking about his facility in Freeport and how things were coming along with the slow spring start and wet weather that delayed their start date. I questioned him about their business and what they would have in this facility. His response was a supervisor, mechanic, secretary and trimming staff. He also talked about the location and the very neat & clean city we have here, a very respectful city and also the staff. He also said that they were sold to Melrose but the man uptown (Mason Schirmer) talked him back to Freeport and he was sure glad that he did. He sure did praise Mason and staff at City Hall for everything they did. I would like to thank Mason and the Staff.

Mayor



Matthew H Worms

I

The City of Freeport is an Equal Opportunity Provider

Carr's TREE SERVICE, INC.

Main Office: P.O. Box 250, Ottertail, MN 56571
Phone: 218-367-3355 • Toll-Free: 888-470-3355 • Fax: 218-367-3358
Email: carrsts@arvig.net • Website: www.carrstreeservice.com

ADDITIONAL LOCATIONS:

St. Cloud/Anoka
763-286-2524

Sleepy Eye
507-794-6020

Owatonna/Rochester
507-291-1023

July 24, 2014

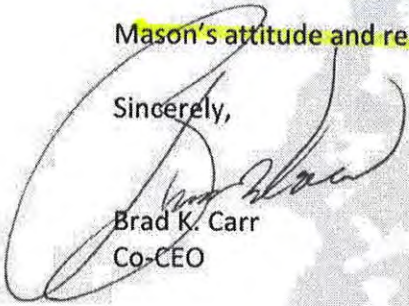
RE: Mason Schirmer

Mason Schirmer did an outstanding job in bringing Carr's Tree Service to Freeport.

Mason was energetic and got back to me on any questions that we had. When issues came up, he got the answers and got right back to me.

Mason's attitude and responses were an integral reason we chose Freeport!

Sincerely,


Brad K. Carr
Co-CEO

Fully Insured • Over 40 Years Experience

Tree Shaping • Tree Trimming • Tree Removal • Aerial Basket Service • Power Stump Removal
Hydro-Axing • Brush Mowing • Power Line Tree Trimming & Clearing • Stihl Chain Saws

Mason Schirmer

From: Michael Linn <michaellinn@charter.net>
Sent: Thursday, October 30, 2014 7:39 AM
To: Mason Schirmer
Subject: Re:

To Whom It May Concern;

I understand the Freeport City Council has granted my property located at 129 7th Street SW. a 30 day extension to address the remaining items listed on the violation letter. I would like to thank the Council for the extension, and would like to thank Mason for working with me and my renter Brian Kasten in addressing these issues.

Mason has always been professional and very helpful. He has made it clear what my obligation is, and what I need to do to clear these issues up. I do not live in the area, Mason has been my eyes in Freeport as to the progress of the clean-up and keeps me in the "loop" at all times. I have visited with Mason in his office and on the telephone numerous times and have always been treated with respect as a property owner. I look forward to continuing to work with Mason to address these final issues.

Thank you for you time and consideration.

Mike Linn
Flyinghaus Properties

On Oct 29, 2014, at 2:15 PM, Mason Schirmer <mason@freeportmn.org> wrote:

Sincerely,

Mason Schirmer, MCMC
Clerk-Treasurer, City of Freeport
(320) 836-2112
mason@freeportmn.org
<image001.jpg>



WORMS

Lumber & Ready Mix Inc.

535 Main Street | PO Box 119 | New Munich, MN 56356-0119

Sauk Centre
320.352.2841

New Munich
320.837.5288
320.256.4638
Fax: 320.837.5809

Long Prairie
320.732.6452

January 9, 2015

Good afternoon Mason

I would like to thank you for the ease of my mayoral role with your direction as the city clerk of Freeport. It has been a fantastic achievement of mine to serve as the Mayor for the last ten years. With all the clerks that have come and gone I have sure welcome and appreciate a clerk that has the knowledge and direction that you have provided to my-self, council and residents over the last couple of years. I would personally like to thank you for your opinion on many subjects and projects. Thanks for keeping the budget on tract and always putting your job first, the citizens of Freeport; I'm sure they do appreciate your hard work to keep their taxes at base. I hope your future in Freeport is a lifetime or whatever your future dreams are, pursue them.

Thank You for everything.

Former Mayor

Matthew H. Worms

wormsreadymix.com

Page | 1

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: March 25, 2015

Re: New Maintenance Building

Several years ago a business had inquired about potentially purchasing the city maintenance building to use for fabrication. At that time the city and business could not agree on a sale price and eventually the interest subsided and the business decided not to locate into Freeport.

Earlier this month a different business expressed interest in purchasing the maintenance building to use for retail and offices. I obtained preliminary cost estimates for a new maintenance shop building to be located in the Industrial Park area (along 7th St SW, east of the storm water pond). Along with this memo is a preliminary site plan, site development costs and building cost. These estimates are not competitive, just ballpark figures.

The interested business had originally expressed interest in purchasing another building within the city and making a substantial investment to redevelopment the building and site. The interested business also inquired about Job Z and other incentives. The interested business faces competition in neighboring communities and would significantly benefit from Interstate exposure.

I invited the interested business to tour the current maintenance building and then make an offer to the city. It may be beneficial to have a firm understanding of the costs would be to construct a new building prior to considering any offer. The city purchased the current maintenance building in 2004 (constructed in 1981). The building is not entirely insulated and floor drainage needs to be improved if the city is going to continuing using the building as a shop. The interested business would not need floor drainage and floor drainage improvements would likely affect building value (a shop-style floor drain is a hindrance for a retail and office business).

Along with this memo is a memo prepared by City Engineer Dave Blommel.

MEMORANDUM

TO: Honorable Mayor and Members of City Council

FROM: David Blommel, PE

DATE: March 26, 2015

RE: Project Delivery Options for Public Buildings
Freeport, Minnesota
SEH No. FREEP GEN 14

The option to sell the existing maintenance facility and replace it with a new structure has come to the forefront several times over the past few years. In order to better prepare the Council for decisions related to construction of a new facility, I developed a short description of two options the City would have to build a new maintenance building.

I. Traditional Approach (Design-Bid-Build)

This is the most common approach to building any municipal project. Generally, the Council would direct staff to develop a Feasibility Study associated with the proposed building site. Following the acceptance of the Council, using the design-bid-build approach, the Council would hire an Architect to prepare construction plans and specifications for the building. The project would be placed out for public bids based on the developed plans and specifications. After appropriate advertising, the City publicly opens bids and awards construction to the lowest, responsible bidder (in Minnesota it is very difficult not to award to the low bidder).

Advantages:

- Get exactly the building design you want through detailed drawings under your control.
- Council has multiple options to review the direction of the project (feasibility, design, bids).
- Cheapest construction bids.

Disadvantages:

- Little control over contractor chosen.
- Could be slower delivery due to time needed for design.

II. Best Value Contracting

Contracting method generally reserved for building construction. In this approach, the Council directs staff to prepare a Request for Proposals (RFP) which contains sketches, civil site plans, and minimum standards required for the new building. The RFP is then advertised (as well as sent to selected local contractors). Upon receipt of the proposals, the Council (likely through a Selection Committee) would grade proposals based on a specific scoring system developed for the project. The score would take into account the cost, features provided, and proposed schedule. Highest score in the process (potentially not the low bidder) is selected to deliver the project.

Advantages:

- Can be more directed to local contractors.
- Allows for use of similar building types as examples.
- Can be a quick means of getting the project started (contractors will use site plans familiar to them).

Disadvantages:

- State of Minnesota recognized training required for staff.
- Can involve more time with legal counsel as process is not as familiar and widely accepted as design-bid-build approach.
- May reduce some choices related to construction depending on RFP.

Either of the above delivery processes will likely result in a successful construction project. I plan to attend your March meeting in order to answer any questions related to the contracting process.

dwb/djg

p:\fj\freep\common_ council mtg\2015\m city council 032615.docx



OUTLOT A, FREEPORT INDUSTRIAL PARK
FREEPORT GEN

3/24/2015

ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	TOTAL
GENERAL					
1	MOBILIZATION	LS	\$1,000.00	1.00	\$1,000.00
SANITARY SEWER					
2	CONNECT TO EXISTING SERVICE	LS	\$1,000.00	1.00	\$1,000.00
3	6" SDR 35 SEWER	LF	\$35.00	90.00	\$3,150.00
4	6" CLEAN OUT	LS	\$500.00	1.00	\$500.00
WATER MAIN					
5	CONNECT TO EXISTING SERVICE	LS	\$1,000.00	1.00	\$1,000.00
6	6" PVC C900 WM	LF	\$30.00	90.00	\$2,700.00
7	6" GATE VALVE AND BOX	EACH	\$1,200.00	1.00	\$1,200.00
8	HYDRANT	EACH	\$3,000.00	1.00	\$3,000.00
9	1" CURB STOP AND BOX	EACH	\$250.00	1.00	\$250.00
10	1" SERVICE PIPE	LIN	\$40.00	10.00	\$400.00
11	FITTINGS	POUND	\$10.00	75.00	\$750.00
STORM SEWER					
12	18" RCP	LF	\$40.00	30.00	\$1,200.00
13	18" RC APRON	EACH	\$500.00	2.00	\$1,000.00
DRIVEWAY (20' WIDE X 90' LONG)					
14	GEOTEXTILE FABRIC	SQ YD	\$2.50	225.00	\$562.50
15	GRANULAR BORROW	CU YD	\$15.00	115.00	\$1,725.00
16	AGGREGATE BASE	CU YD	\$25.00	50.00	\$1,250.00
17	BITUMINOUS PAVEMENT	TON	\$120.00	65.00	\$7,800.00
18	TURF RESTORATION / EROSION CONTROL	LS	\$2,500.00	1.00	\$2,500.00

TOTAL	\$30,987.50
CONTINGENCY	\$8,000.00
ENGINEERING	\$6,200.00
	\$45,187.50

SITE IMPROVEMENTS (PARKING LOT) (40'X100')					
1	GEOTEXTILE FABRIC	SQ YD	\$2.50	450.00	\$1,125.00
2	GRANULAR BORROW (18")	CU YD	\$15.00	230.00	\$3,450.00
3	AGGREGATE BASE (8")	CU YD	\$25.00	100.00	\$2,500.00
4	BITUMINOUS PAVEMENT (3.5")	TON	\$90.00	130.00	\$11,700.00
5	SITE GRADING	LS	\$5,000.00	1.00	\$5,000.00
6	4" DRAIN TILE	LF	\$8.00	260.00	\$2,080.00
7	CONCRETE HEAD WALL	EACH	\$300.00	2.00	\$600.00
8	EROSION CONTROL	LS	\$2,500.00	1.00	\$2,500.00
9	CONCRETE SIDEWALK	SQ FT	\$6.00	250.00	\$1,500.00

TOTAL	\$30,455.00
CONTINGENCY	\$8,000.00
ENGINEERING	\$6,100.00
	\$44,555.00

P:\F\J\F\FREEP\common\Gen Engineering\2015\Public Works site[maintenance shop.xlsx]Estimate

Mason Schirmer

From: Matt Worms <mattworms@albanytel.com>
Sent: Thursday, March 19, 2015 9:55 AM
To: Mason Schirmer
Subject: Building Price

Follow Up Flag: Follow up
Flag Status: Flagged

Mason

Looking over some other jobs and adding some features for this building like concrete apron on the exterior to match what the city has.

I'm assuming the city is looking to sell & replace the maintenance building similar to what it has now. This would include the building materials and labor, Concrete floors and aprons, Electrical, Plumbing & Heating. The amount of this would be about \$180,000.00. This is just a ball park figure and if it went thru I'm sure this would go on public bids, so some kind of engineer /architect would be involved to have specifications for the bid process.

Matt

Memo

From: Mason Schirmer, Clerk-Treasurer

To: Freeport City Council

Date: March 25, 2015

Re: Middendorf Property

A private company is inquiring about a property owned by Mark Middendorf, located south along County Road 11. The company is interested in potentially installing a solar panel garden in the middle of the property. In response to the inquiry, I asked Cynthia Smith-Strack (Municipal Development Group) and Dave Blommel (SEH, Inc.) for their opinions since the use is unique and not specifically addressed in city code 500.33 (public utilities are; however, the use seemed to be a private utility).

Along with this memo are the responses from Smith-Strack, Blommel and the business representative.

Shall the city consider the use permitted?