



## **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](http://www.freeportmn.org)

**August 11, 2015** - Special Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Public Works/Maintenance Department Review
- II. Sewer line televising results
- III. Pay Ranges
- IV. Adjourn – *Motion to adjourn...*

Next Meetings: August 25, 2015

# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/6/2015

Re: Public Works Department

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At the last meeting it was decided that more time was needed to really dig deep into the maintenance department and figure out what was the best way to go about hiring a new assistant. Council decided to post for a groundskeeping position. I placed adds in the Melrose Beacon, Albany Enterprise, and the Dairyland Peach. I asked that all applications be dropped off or sent to City Hall by August 11 (day of the Special meeting) so that we could assess the applicants at the meeting if possible. As of 8/6/15 morning...we have 3 applicants.

I have asked Jon to look at the Public Works Director Job description and really figure out the job duties that HE HAS to do and pick out the duties that he would need an assistants help on. Then I asked that he look at what strictly the Public Works assistant could take care of.

I'm hoping that this will help council decide if a part-time assistant or full-time assistant is necessary.

One thing I want council to keep in mind, because this is a big concern for Jon, is how to deal with on-call/weekend rounds. That was one of the reason's the Public Works Assistant (PWA) position became full-time is so that Jon and the PWA could trade off weekends for who was on call so that Jon didn't have to be on-call/come in to do rounds every single weekend. I can understand Jon's concern with this so I want to make sure that is really thought about.

Council has mentioned a few times now that they would like to see work schedules to know when projects and activities are supposed to be done throughout the year. Then to follow that up with a weekly log schedule of what was actually worked on/completed, that can be a part of the PWD report at each council meeting. At this meeting that can be addressed and put into effect. I want everyone to think, before the meeting, what exactly they want these schedules to look like so you can give Jon a good idea what he should be drafting up.



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### **Job Description for Public Works Director**

Department: Public Works  
Reports To: City Clerk & City Council  
Class: Full-Time 40-Hours per week

#### **Position Objective**

Position is responsible for general maintenance and operation of all public works activities.

#### **Duties & Areas of Accountability**

Duties include supervision of department personnel and maintenance of water lines, sewer lines, lift stations, buildings, streets, and city parks.

##### Water & Wastewater

Check pumps and lift station daily. Test fluoride and chlorine levels weekly. Obtain water and wastewater bacteria, fluoride and 04C samples quarterly and take for testing. Obtain required lead, copper and nitrite samples. Check ponds weekly and discharge in the spring and fall. Rod wastewater lines in the spring. Pull lift station pumps annually and service. Perform well drawdowns and calculate specific capacity. Flush water main dead ends monthly. Flush entire system annually, turn all valves and service hydrants. Fix water main breaks. Turn water on at city park and ball field in the spring and shut off and blow out in the fall. Prepare end of month and annual water and wastewater reports. Attend water and wastewater schools. Respond in a positive manner to citizen complaints, determine cause and correct problem.

##### General Maintenance & Repair

Perform meter maintenance or rebuild meters as necessary. Repair water line breaks. Pull and service lift station pumps annually. Perform main/service repairs as needed. Inspect and repair storm sewer and repair manholes as necessary. Service equipment and tools as necessary and annually. Change engine oil and filters on all equipment and vehicles as needed. Perform repairs in Council Room and Pump House as necessary. Plow snow and sand streets during winter months. Grade roads, fill cracks, gravel and repair streets and roads as necessary. When snow is predicted check if it snowed at 4:00 am. Remove snow from streets and sand streets. Run all small engines and generators if not used during the month. Flush all dead end hydrants monthly. Perform Gopher locates. Grease siren annually. Perform weed and grass inspection. Clean and service water system including flushing, oiling, cleaning, exercising and painting hydrants as needed. Perform necessary repairs and general maintenance to city facilities including shelters, posts, parking lot chains, etc. Respond in a positive manner to citizen complaints, determine cause and correct problem.

##### General Custodial

Sweep city streets monthly during spring, summer and fall months and as necessary before events. Sweep Main Street every week. Paint cross walks and curbs in the spring. Paint Council room walls and ceiling and pump house when needed. Pick up garbage around town and empty barrels on Main Street daily/weekly. Sort recyclables. Clean and organize maintenance shop as necessary. Trim trees along streets annually. Pump water out of all fire hydrant barrels. Cut and trim grass on all city property weekly, road ditches as needed and pond dikes three-four times during summer months. Fertilize lawns annually. Open frozen storm sewers as necessary Trim all shrubbery and clean rock beds in

the spring. Re-install portable curb stops in parking lot in the spring. Put up and take down banners as necessary. Re-seed grass areas as needed and clean up in spring. Clean washroom including sinks, stools, walls and floor. Clean Council room floor, walls, windows and water dispenser. Clean water tower annually. Clean exterior of City Hall/Fire Hall annually. Put up and take down City Christmas decorations. Clean all equipment after each use. Clean and service all city facilities including shelters, posts and parking lot chains as necessary. Pick up dogs and care for as needed. Set up, take down, clean and fix voting booths annually. Respond in a positive manner to citizen complaints, determine cause and correct problem.

#### Administration

Pick up mail daily. Maintain daily log of tasks completed. Read water meters monthly. Prepare water bills for mailing. Order new inventory and re-stock as needed. Take inventory annually. Keep abreast of new procedures, practices and methods. Attend City Council meetings as requested. Respond in a positive manner to citizen complaints, determine cause and correct problem. Maintain positive image for the city.

#### **Knowledge, Skills And Abilities**

1. Limited self-supervision is required on a daily basis. Self-prioritizing, scheduling and work accomplishment are required.
2. Considerable knowledge of the safe use of department equipment.
3. Considerable knowledge of tools, methods, operations and materials used in the department
4. Considerable knowledge of the occupational hazards and safety precautions necessary to perform all position duties.
5. Knowledge of MN Department of Health, MCPA, and Stearns County requirements and considerable knowledge of safe water laws as pertain to utility operations.
6. Knowledge of city ordinances and state laws as they pertain to position duties.
7. Considerable skill in operating equipment for general maintenance work on water and waste water systems and street and road projects.
8. Ability to communicate orally and in writing.
9. Ability to perform mathematical calculations, to analyze data and prepare reports.
10. Ability to read and interpret technical manuals and to determine solutions to a variety of utility maintenance and repair problems.
11. Considerable ability to perform water system maintenance and repair.
12. Considerable ability to perform wastewater system maintenance and repair.
13. Ability to read, write and understand English and follow oral and written instructions.
14. Considerable ability to climb ladders, and manipulate tools and objects requiring manual dexterity.
15. Attend conferences and seminars as directed.

#### **Physical Abilities/Attributes**

1. Must have ability to climb a ladder to access wastewater manholes.
2. Must be able to work in areas with exposure to chemicals and various environmental conditions such as dust, dirt, disagreeable odors, and humidity.
3. Considerable ability to perform heavy manual labor for long periods, (in excess of 8 hours a day) sometimes under adverse conditions. Examples would be snow plowing water main break repairs etc.

#### **Minimum Requirements**

1. High School graduate or equivalent. One-year vocational-technical coursework preferred.
2. Possession of a valid Minnesota Class B Commercial Driver's License.
3. Minnesota Class D water and wastewater operators and Type IV Bio Solids licenses.
4. One-year previous experience in water/waste water systems, general maintenance, and repair work desirable.
5. Previous experience with equipment operation required.
6. General mechanical aptitude.
7. Ability to perform physical requirements of position.

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

#### Mandatory Tasks Requiring Physical Exertion

1. Remove and install chlorine tanks at pump houses. These tanks weigh around 235 pounds.
2. Read water meters monthly. Almost all of the outside reader's heads are less than four feet above the ground level and require bending, or stooping.
3. Flush dead end water mains monthly and complete system once per year. Requires opening and closing all fire hydrants with 18 to 20 turns with an 18" spanner wrench and remove hydrant caps.
4. Repair fire hydrants due to frost or other damage. Requires lifting from 27 to 150 pounds.
5. Repair or replace sections of water mains that break. Requires descending from excavated area that is 12 feet deep, and working in water and mud making the necessary repairs.
6. Clear snow from fire hydrants with front-end loaders and scoop shovel.
7. Remove covers in the wastewater collection system. Descend and ascend 5 foot to 20-foot manholes for repairs and inspection as needed.
8. Clean wastewater collection system annually. Requires 8 to 10 days per year lowering and raising cleaning equipment from manholes.
9. Handle 55 gallon garbage/refuse barrels.
10. Operate trucks and tractors to haul and plow snow, sand streets.
11. Rig trucks for snow plowing and regular use. Requires installation and removal of the snowplow, wing and sander from dump truck. This operation occurs several times per winter season.
12. Mix sand and salt for street sanding. Requires handling of 80 lb. Salt bags and some hand shoveling.
13. Install and remove street decorations.
14. Street repair requiring hand shoveling of hot bituminous mix, and operating a jackhammer.
15. All OSHA standards must be complied with.



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### **Job Description for Public Works Assistant**

Department: Public Works  
Reports To: Public Works Director  
Class: Full-Time 40-Hours Per Week

#### **Position Objective**

Responsible for maintaining water and waste water services, streets, parks, and buildings.

#### **Duties & Areas of Accountability**

##### Water and Waste Water

Check water pumps and lift stations daily. Test fluoride and chlorine levels weekly. Obtain required lead, copper and nitrite samples. Check waste water holding ponds weekly and discharge in the spring and fall. Jet waste water lines in the spring and fall. Service lift station pumps. Perform well drawdowns and calculate specific capacity. Flush water mains and repair. Exercise valves and hydrants. Repair water main breaks. Turn water on at City Park and ball field in the spring and shut off and blow out lines in the fall. Perform water meter maintenance and repair as needed. Inspect and repair storm sewer and repair manholes. Clean and service water system including flushing, oiling, cleaning, exercising, and painting hydrants as needed. Open frozen storm sewers as necessary. Respond in a positive manner to citizen complaints, determine and correct problem

##### Streets

Service equipment, vehicles, and tools. Remove snow from roads and sidewalks and sand streets during winter. Grade gravel roads, fill cracks, and repair roads as necessary. Paint cross walks and curbs in the spring.

##### Parks and Buildings

Perform weed and grass inspection. Perform necessary repairs and general maintenance to city facilities and buildings including shelters, posts, parking lot chains, etc. Pick up garbage around town and empty containers on Main Street daily/weekly. Clean and organize maintenance shop. Trim trees along streets. Cut and trim grass at parks, road ditches, and pond dikes as necessary. Fertilize lawns. Trim shrubbery and clean rock beds. Re-install portable curb stops in parking lot in the spring. Re-seed grass areas and clean-up in the spring. Clean restroom in maintenance shop. Install and remove decorations and banners. Pick up stray dogs and care for them as needed.

#### **Skills and Abilities**

1. Work with minimal supervision
2. Use tools and equipment safely
3. Follow safety protocol as per OSHA
4. Communicate effectively, in English, with city staff
5. Read technical manuals and problem solve
6. Climb ladders and lift 100 lbs.
7. Attend training as directed
8. Work in areas with dust, dirt, strong odors, and humidity
9. Work under adverse conditions for extended periods of time

**Minimum Requirements**

1. High School diploma or GED
2. Possess valid Minnesota Driver's License
3. Previous experience with equipment operation preferred

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. Hours will be flexible at discretion of Public Works Director. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council  
c/o Ms. Adrianna Hennen

FROM: Dave Blommel, PE  
Freeport City Engineer

DATE: August 5, 2015

RE: Televising Review  
SEH No. FREEP Gen 14.00

I have reviewed the televising provided by Johnson Jet-line completed on July 24. In general the televising showed an aging sanitary sewer system that is in need of repair or replacement. In order to prioritize the required improvements I have divided the city into several geographic sections based on the televising results. The main goal is to reduce the infiltration into the system that is causing backups of the sanitary sewer. The areas below are ranked in priority order based on the televising.

Information from sump pump inspections could change the priorities listed below as the televising only focuses on part of the sewer system (public portion). Additional televising of the service laterals would provide a better understanding of the private side. This work should be considered if sump pump inspections don't yield a significant number of pumping systems out of compliance. Most home owners would not know if a drain tile around their house was connected to the sewer system. Televising these lines would be a good way to determine if this is a widespread problem.

### **Area 1 – City Hall Alley and Alley between 2<sup>nd</sup> and 3<sup>rd</sup> NE.**

This is the area with the largest concerns related to sewer backups. Televising showed significant infiltration, roots, and structural damage to the pipes. Replacement or installation of Cured In Place Plastic (CIPP) lining is recommended for the lines in this area.

Recommended Action: Use of CIPP lining would avoid the cost of replacing the alley pavement above the sewer lines and allow the contractor to stay within the relatively narrow platted alleys. Additionally private utilities (Cable, Natural Gas, Telephone) are prevalent in these locations and can add dramatically to the cost of open cut replacement. Services should also be lined as far as possible as their condition likely mimics that of the main. Manholes should be repaired by chemical grouting (stops water from infiltrating) or by spin casting (apply a 2" thick layer of concrete inside the existing MH).

*Budgetary Cost of improvements - \$550,000 - \$600,000*



### **Area 2 – Mill Area (2<sup>nd</sup> Street SW)**

Pipe in this area is in the worst condition of any televised in Freeport. I have placed it as #2 priority as backups have not been reported in this area. Structural failures of the pipe and infiltration are common in this area. Significant root problems are limited to one pipe segment.

Recommended Action: Sanitary sewer in this area is generally accessible for open cut replacement. By open cutting the pipe services would be replaced to the right of way line, with adjacent owners being encouraged to replace them between the right of way and the house. Obtaining easements and replacing the entire service with this project would also be a good means of eliminating inflow.

*Budgetary Estimate: Replacing sewer and the replacing the existing street: \$475,000 - \$525,000. Adding water and additional street improvements (curb, storm sewer, and wider street) would increase costs substantially. Previous estimates for this area (2<sup>nd</sup> and 3<sup>rd</sup> Streets as well as 3<sup>rd</sup> and 4<sup>th</sup> Ave ) including sewer, water, storm, and streets was approximately \$1,500,000.*

### **Area 3 – Trunk Sewer from Mill area to Lift Station**

The main deficiency related to this line is the crossing of the trail. The ductile iron line has corroded to the point where the camera cannot pass through the pipe. This is fairly common in gravity ductile iron pipes with lower velocities. The lack of backups in the mill area shows that the pipe is not limiting flow through the line, but that potential exists for future blockage. The lack of service lines in general on this pipe appears to help limit infiltration and inflow.

Recommended Action: Monitor the flows in the pipe following improvements to the above areas. The existing ductile iron gravity sewer pipe would likely be replaced with an 8" PVC sewer inside a steel casing. The reduced number of services makes the line going north a good candidate for CIPP lining.

*Budgetary Cost of improvements - \$225,000 - \$250,000.*

### **Area 4 – 8<sup>th</sup> Street SE**

Infiltration into the sanitary sewer in this region was mainly noted in service lines and evidence of past infiltration (mineral deposits and scaling). Active infiltration was noted less frequently than in other main lines. Pipe segments in this area appear to be more structurally sound than areas 1 and 2 above, which is likely a function of the installation date. Backups have been reported by homeowners along 8<sup>th</sup> Street with an exact cause not being pinpointed.

Recommended Action: Reduce inflow from sump pumps and private drain tile. Once areas 1 and 2 above are repaired, the behavior of the sewer should be evaluated in this region to determine if further repairs are needed.

### **Area 5 – Fire Station Area**

The major deficiencies in this area are related to sags in the pipe. Solids accumulate in the pipe sags, which leads to maintenance on these pipes being required more frequently. If the solids accumulation are significant enough, backups can occur. I have listed this region as the lowest priority due to the lack of backups noted and its location relative to the problem areas. It is likely lining would not correct the problems in this neighborhood, so an open cut approach would be the most effective. Street condition will likely drive improvements in this area prior to sanitary sewer needs.

Recommended Action: Reduce inflow from sump pumps and private drain tile. Jet clean lines annually to prevent solids from settling in the sags.

I will be unable to attend your meeting in person on Tuesday due to a schedule conflict with another meeting. If you would like to discuss any of the above information please feel free to contact me. Email: [dblommel@sehinc.com](mailto:dblommel@sehinc.com) or directly by phone 320.229.4349.

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# Memo

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From: Adrianna Hennen, Clerk-Treasurer

To: Freeport City Council

Date: 8/6/2015

Re: Pay Ranges

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At the last meeting Eveslage was extremely curious in knowing how Kathleen Murphy came up with the pay ranges (formulas, etc.). I had a really nice/informational conversation with Kathleen and she stated that she had given a presentation to the previous council, but will again, at the August regular meeting, go through it and get this council's input as we finally put this policy into place. Instead of me trying to relay information from her, she will cover everything at the August meeting and this way she can answer any questions you all have as she explains everything. She's great at explaining this, so I have no doubt that everyone will understand fully and come up with a plan that everyone agrees upon. So Mike, all of those questions you had, save them up for August 25<sup>th</sup>, and that goes for the rest of you as well, write down any questions that you have so you can ask them she can address them at the regular meeting.