



## **CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

**June 23, 2020** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. 2019 Audit Presentation (see separate packet)
- III. Open Public Forum
- IV. Consent Agenda
  - a. May 26, 2020 Council Meeting Minutes (1-3)
  - b. Claims 4116-4151 (4-9)
  - c. Sheriff's Report (10)
- V. Reports
  - a. Clerk-Treasurer Report (11)
  - b. Fire Department Report (12)
  - c. Public Works Report (13-14)
  - d. Engineer Report (15-28)
  - e. Attorney Report (29)
- VI. Old Business
  - a. Painting the Old Water Tower (30-36)
  - b. Painting Curbs by Oak Station Coffee and Cone (37)
  - c. Election Update and Resolution 2020-10 Election Judges (38-39)
  - d. Rescind Resolution 2020-08 Declaring COVID-19 Emergency (40)
- VII. New Business
  - a. COVID-19 Preparedness Plan (41-44)
- VIII. Adjourn

Next Regular Meeting: July 28, 2020



## **CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

### **May 26, 2020 – Meeting Minutes**

A regular meeting of the Freeport City Council was convened at 7:00 pm by Mayor Mike Eveslage, and councilmembers Sarah Blake, Ben Ettle, Tim Hennen, and Jake Renneker.

Staff in attendance: Clerk-Treasurer Joan Wall, Public Works Director Loren Goebel, Administrative Assistant Lori Austing, City Engineer Dave Blommel, City Attorney Scott Dymoke, Fire Chief Andy Grieve.

#### **Others in attendance:**

Carol Moorman (Star Post)

Rodney Atkinson (310 8<sup>th</sup> St SE)

Dewey Prinzing (KLM Engineering)

Branden Roering (Freeport Fire Dept)

Jesse & Julie Job (Charlie's Café)

#### **Approve Agenda**

Wall asked to add claim #4115 for Metro Sales to the consent agenda under item b. Eveslage asked to move New Business after the Attorney Report. Hennen moved to approve the agenda with the changes, seconded by Renneker. Motion carried 5-0.

#### **Public Forum**

No comments

#### **Consent Agenda**

Ettle moved to approve the consent agenda, seconded by Hennen. Motion carried 5-0.

#### **Reports**

##### Clerk-Treasurer Report

No additional comments.

##### Fire Department Report

Grieve reported that in the last month they had 8 medical calls and one mutual aid fire call with Melrose that got cancelled. Grieve and Branden Roering did their first rental inspection and it went fine. The fire department purchased a side-by-side ATV that comes with a trailer, pump, and sprayer. It will be used for grass fires and for use on the snowmobile trail. They are still taking applications for a couple more weeks to fill the three open firefighter spots. Pictures have been taken for the ID badges and they are being printed. The fire department made the difficult decision to cancel the Ham BBQ this year.

##### Public Works Report

Goebel reported that Kotzer put class 5 on 7<sup>th</sup> Ave NE. The “stop for pedestrians” sign has been placed in the street by the ice cream shop.

### Engineer Report

Blommel reported that our funding application for the facility plan has been accepted by the PFA. Now we wait to see where we land on the priority list. The clerk will need to sign a letter accepting funding if it is appropriate. Next month, Blommel will bring our assessment policy for review.

### Attorney Report

Dymoke had nothing to report.

### **New Business**

#### Outside Seating for Restaurants

Jodi Teich, Stearns County Engineer, sent a permit application for restaurants for using County right-of-way. Eveslage explained that Teich suggested putting up a visual barrier, even if it's just caution tape. She suggested more than one level of tape. Canopies are acceptable to the County. Eveslage reported that Jim Hemker is in favor of allowing restaurants to use the diagonal parking spaces for tables in front of Freeport State Bank. Dymoke suggested checking with the City's insurance to be sure they will cover the items the City may be responsible for on the County's right-of-way permit. Dymoke explained if the bars wanted to serve drinks, they need to bring proof of insurance for the expanded area to the City.

Ettle moves to allow Charlie's Cafe to have outdoor seating in the Main Street diagonal parking spaces from Freeport State Bank to City Hall, with the exception of the handicap spaces, seconded by Hennen. Motion carried 5-0.

Ettle moves to allow Ackie's Pioneer Inn to have outdoor seating and liquor license premise expansion in the Main Street diagonal parking spaces from Freeport State Bank to City Hall, with the exception of the handicap spaces, and behind their building up to the alley, seconded by Renneker. Motion carried 5-0.

Ettle moves to allow Pooch's Corner Pub to have outdoor seating and liquor license premise expansion on the sidewalk and parking lane along the south side of the building and property on the west side of the building, seconded by Renneker. Motion carried 5-0.

### **Old Business**

#### Painting the Old Water Tower

Dewey Prinzing from KLM Engineering explained that aluminum coating needs to be done every five years and it will only stick if preparation is done correctly. KLM will do a lot more prep, use a different type of coating, and have at least 14 mils of coating when they are done. Their coating will last longer than the aluminum coating. Other companies' quotes would have significantly less mils. KLM's bid doesn't include the legs and the other quotes probably do. If the City wanted KLM to do the legs as well, it would be \$2,000 additional per leg. The balcony and ladder are included in the quote. Prinzing clarified that the reimbursable expenses are already included in their quote. Prinzing stated the industry standard is a one-year warranty. KLM normally offers a two-year warranty, so that is what we would get. The work could be done this year by fall.

Blommel suggested we gather the following information from Maguire Iron and Tri-State Coatings: what type of paint they will use, the thickness of the coating, how they are picking up paint chips, and overspray. Blommel stated there is something to be said to use the same aluminum paint that is already on our tower.

To recoat with aluminum after KLM does their coating would be a much bigger deal. The legs still have a lot of mils of paint on them. The bowl has very little, which is normal.

All of the funds to pay for painting the tower will come from donations, not from taxes.

Insurance on Old Water Tower

Hennen moved to insure for \$100,000, seconded by Ettle. Motion carried 5-0.

Rescind Resolution 2020-08 Declaring COVID-19 Emergency

Dymoke encouraged council to look at this every month. His opinion is it would be a good idea to leave it in place while we see how the outdoor dining plays out.

Adjourn

At 8:36 pm, Ettle moved to adjourn, seconded by Renneker. Motion carried 5-0.

---

Mayor, Mike Eveslage

---

City Clerk-Treasurer, Joan Wall

06/09/20  
15:49:01

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/20

Page: 1 of 2  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4116		15 ALBANY MUTUAL TELEPHONE	240.15					
	10387784	06/01/20 836-2411	38.85			225 42200	320	10100
	10387784	06/01/20 836-2413	36.28			225 42200	320	10100
	10388132	06/01/20 836-7158	38.62			101 41000	320	10100
	10387931	06/01/20 836-2685	19.51			601 43225	320	10100
	10387931	06/01/20 836-2685	19.50			602 43250	320	10100
	10387656	06/01/20 836-2112	87.39			101 41000	320	10100
		Total for Vendor:	240.15					
4117		70 CENTERPOINT ENERGY	84.18					
	05/21/20	Maintenance building	45.42			101 43100	382	10100
	05/21/20	Fire hall	38.76			225 42200	382	10100
		Total for Vendor:	84.18					
4118		76 CENTRAL MINNESOTA CREDIT UNION	648.47					
	05/31/20	USPS - utility billing postage	52.50			601 43225	200	10100
	05/31/20	USPS - utility billing postage	52.50			602 43250	200	10100
	05/31/20	Amazon-hand sanitizer	49.99			101 41000	210	10100
	05/31/20	SRWD assessments-Indust Park	105.11			300 46500	430	10100
	05/31/20	SRWD assessmts-Various Parcels	98.83			101 43100	430	10100
	05/31/20	USPS-general postage	2.60			101 41000	200	10100
	05/31/20	Amazon-cleaning supplies	27.98			101 41000	210	10100
	05/31/20	GoToMeeting monthly subscriptn	15.00			101 41000	210	10100
	05/31/20	USPS - general postage	4.00			101 41000	200	10100
	05/31/20	Alarm key pad replacement	157.99			101 41000	220	10100
	05/31/20	Amazon - paper towels	21.99			101 41000	210	10100
	05/31/20	Amazon - plastic forks	8.99			101 41000	210	10100
	05/31/20	Amazon - 55-60 gal trash bags	49.99			101 43100	210	10100
	05/31/20	Stearns Co Beacon Fee	1.00			101 41000	433	10100
		Total for Vendor:	648.47					
4119		145 FINKEN WATER SOLUTIONS	23.00					
	1205209	06/01/20 Water softener rental	15.00			101 41000	410	10100
	1205210	06/01/20 Maint water cooler rental	8.00			101 43100	410	10100
		Total for Vendor:	23.00					

06/09/20  
15:49:01

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/20

Page: 2 of 2  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4120		387 RAHNS OIL & PROPANE, INC	331.77					
	5128 05/31/20	Fire dept fuel	143.09			225 42200	215	10100
	5128 05/31/20	Public works fuel	188.68			101 43100	215	10100
		Total for Vendor:	331.77					
4121		510 VERIZON WIRELESS	42.53					
	9855770921 06/01/20	Cell phone - Jun	42.53			101 43100	320	10100
		Total for Vendor:	42.53					
4122		750 WASTE MANAGEMENT, INC	148.21					
	6934933 06/01/20	City hall & maint building	134.46			101 43100	383	10100
	6934219 06/01/20	Fire hall	13.75			225 42200	383	10100
		Total for Vendor:	148.21					
4123		525 XCEL ENERGY, INC	837.33					
	685523971 05/20/20	Water tower	129.02			601 43225	381	10100
	687203874 06/03/20	Street lights	708.31			101 43160	381	10100
		Total for Vendor:	837.33					
		# of Claims	8	Total:	2,355.64			

06/18/20  
13:28:10

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/20

Page: 1 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4124		7 ACKIES PIONEER INN, INC	555.00					
	06/01/20	Partial liquor license refund	555.00			101 32100		10100
		Total for Vendor:	555.00					
4151		581 ALEX AIR APPARATUS, INC	817.70					
	2894 06/12/20	Service on air compressor	817.70			225 42200 220		10100
		Total for Vendor:	817.70					
4125		703 AMERICAN LEGION POST 101	204.00					
	05/22/20 2	4x6 U.S. outdoor flags	76.00			101 43100 210		10100
	05/22/20 2	3x5 POW/MIA flags	74.00			101 43100 210		10100
	05/22/20 2	3x5 MN flags	54.00			101 43100 210		10100
		Total for Vendor:	204.00					
4126		763 BLUETARP CREDIT SERVICES	14.38					
	B25318 06/16/20	Pipes for sink in city shop	14.38			101 43100 220		10100
		Total for Vendor:	14.38					
4127		123 DYMOKE LAW OFFICE, P.A.	400.00					
	06/01/20	Driveway permits	100.00			101 41000 302		10100
	06/01/20	COVID orders	175.00			101 41000 302		10100
	06/01/20	City Council meeting	125.00			101 41000 302		10100
		Total for Vendor:	400.00					
4128		726 EMERGENCY SERVICES MARKETING	305.00					
	05/28/20	I am Responding 1 year fee	305.00			225 42200 320		10100
		Total for Vendor:	305.00					
4129		752 EXPERT T BILLING	135.00					
	7046 06/08/20	5 calls billed - May	135.00*			225 42200 300		10100
		Total for Vendor:	135.00					
4130		155 FREEPORT FARM CENTER, INC	147.42					
	103040 05/08/20	Pins for zero turn bagger	5.67			101 45200 220		10100
	103089 05/18/20	Mower repairs, oil & blades	141.75			101 45200 220		10100
		Total for Vendor:	147.42					

06/18/20  
13:28:10

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/20

Page: 2 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4131		174 GOPHER STATE ONE CALL, INC	27.00					
	0050402	05/31/20 20 emailed tickets	13.50			601 43225 300		10100
	0050402	05/31/20 20 emailed tickets	13.50			602 43250 300		10100
		Total for Vendor:	27.00					
4132		558 HERDERING, INC	783.75					
	1032-17456	06/05/20 Dust control - 3rd St SE	408.75			101 43100 225		10100
	1032-17456	06/05/20 Dust control - 7th Ave NE	375.00			101 43100 225		10100
		Total for Vendor:	783.75					
4133		798 INTEGRITY PHOTOGRAPHY & DESIGN	525.00					
	SQ1661968	06/17/20 21 ID cards	525.00			225 42200 210		10100
		Total for Vendor:	525.00					
4134		668 JOAN WALL	41.98					
	06/10/20	Area Clerks meeting mileage	41.98			101 41400 335		10100
		Total for Vendor:	41.98					
4135		219 JOANN TIMP	144.00					
	06/18/20	4 cleanings 5/25/20-6/13/20	144.00			101 41000 300		10100
		Total for Vendor:	144.00					
4136		225 JOHN GILK	26.73					
	06/03/20	Antifreeze for fire truck	26.73			225 42200 401		10100
		Total for Vendor:	26.73					
4137		243 KOTZER EXCAVATING, INC	1,812.50					
Wellie Country Acres pond								
	4144	06/03/20 Final 25% of pond cleanout	1,812.50			101 43100 311		10100
		Total for Vendor:	1,812.50					
4138		529 LOREN GOEBEL	151.40					
	06/09/20	Herbicide	151.40			101 45200 260		10100
		Total for Vendor:	151.40					

06/18/20  
13:28:10

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/20

Page: 3 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4139		615 MAOSC	428.25					
	06/01/20	2020-2021 Membership dues	428.25			101 41000	433	10100
		Total for Vendor:	428.25					
4140		704 MCFOA	45.00					
	06/01/20	Member dues - Wall	45.00			101 41400	433	10100
		Total for Vendor:	45.00					
4141		769 METRO SALES, INC	89.87					
	INV1608280 06/10/20	Rental charge 5/15/20-6/14	89.87			101 41000	410	10100
		Total for Vendor:	89.87					
4142		309 MINNESOTA LIFE INSURANCE CO	6.80					
	04/14/20	Goebel	1.70			101 43000	131	10100
	04/14/20	Wall	1.70			101 41400	131	10100
	05/14/20	Goebel	1.70			101 43000	131	10100
	05/14/20	Wall	1.70			101 41400	131	10100
		Total for Vendor:	6.80					
4143		797 POOCH'S CORNER PUB & GRILL LLC	555.00					
	06/01/20	Partial liquor license refund	555.00			101 32100		10100
		Total for Vendor:	555.00					
4144		385 QUILL CORPORATION	120.75					
	7534084 06/05/20	Toilet paper for parks	47.99			101 45200	210	10100
	7409728 06/02/20	Toilet paper	19.58			101 41000	210	10100
	7420713 06/02/20	Hand sanitizer for elections	7.65			101 41450	210	10100
	7450540 06/03/20	Toilet paper	15.32			101 41000	210	10100
	7606484 06/09/20	Toilet paper	15.32			101 41000	210	10100
	7731804 06/12/20	Sanitizing wipes for election	14.89			101 41450	210	10100
		Total for Vendor:	120.75					
4145		782 RMB ENVIRONMENTAL LABORATORIES	167.00					
	504017 06/17/20	Pre-discharge	94.00			602 43250	460	10100
	504018 06/17/20	Quarterly Influent	73.00			602 43250	460	10100
		Total for Vendor:	167.00					

06/18/20  
13:28:10

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 6/20

Page: 4 of 5  
Report ID: AP100V

\* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4146		410 SAUK CENTRE HERALD	135.00					
	06/17/20	Herald renewal - 3 yrs	135.00			101 41000	351	10100
		Total for Vendor:	135.00					
4147		418 SEH, INC	2,812.00					
	386887 06/08/20	Duane Pung Planning	92.00			101 41800	300	10100
	386888 06/08/20	2020 Freeport Facility Plan	1,986.00			417 43100	300	10100
	386888 06/08/20	2020 Freeport Facility Plan	435.00			601 43225	300	10100
	386888 06/08/20	2020 Freeport Facility Plan	299.00			602 43250	300	10100
		Total for Vendor:	2,812.00					
4148		463 TEAM LABORATORY CHEMICAL CORP	872.50					
	INV0020847 05/28/20	Terra Plus Herbicide	425.00			602 43250	220	10100
	INV0020847 05/28/20	Tri Kill Plus	225.00			101 45200	220	10100
	INV0020847 05/28/20	Terminator Weed Killer	180.00			101 45200	220	10100
	INV0020847 05/28/20	Freight	21.76			602 43250	220	10100
	INV0020847 05/28/20	Freight	20.74			101 45200	220	10100
		Total for Vendor:	872.50					
4149		525 XCEL ENERGY, INC	1,579.24					
	687009290 06/02/20	302188142	175.27			601 43225	381	10100
	687009290 06/02/20	302252262	62.55			101 43160	381	10100
	687009290 06/02/20	302290398	137.03			101 41000	381	10100
	687009290 06/02/20	302679657	100.44			101 43100	381	10100
	687009290 06/02/20	302700297	25.59			602 43250	381	10100
	687009290 06/02/20	302947044	219.15			601 43225	381	10100
	687009290 06/02/20	303193187	32.14			602 43250	381	10100
	687009290 06/02/20	303616049	191.59			225 42200	381	10100
	687009290 06/02/20	303936749	38.51			101 43160	381	10100
	687009290 06/02/20	303956738	341.29			101 43160	381	10100
	687009290 06/02/20	303963984	195.93			101 43160	381	10100
	687009290 06/02/20	303985901	30.15			101 43160	381	10100
	687009290 06/02/20	304083816	12.48			101 43160	381	10100
	687009290 06/02/20	304098414	17.12			602 43250	381	10100
		Total for Vendor:	1,579.24					
		# of Claims	27	Total:		12,902.27		

# **FREEPORT CALLS**

<b>City</b>	<b>Date_Received</b>	<b>Call #</b>	<b>Description</b>	<b>Actual_Incid_Location</b>
FREEPORT	05/05/2020 22:47:08	20034813	AGENCY ASSIST	
FREEPORT	05/29/2020 13:24:23	20041388	AGENCY ASSIST	
FREEPORT	05/31/2020 06:12:11	20041895	AGENCY ASSIST	
FREEPORT	05/31/2020 06:08:21	20041894	BURGLARY IN PROGRESS	
FREEPORT	05/31/2020 06:13:46	20041897	CANINE ASSIST	
FREEPORT	05/30/2020 21:50:05	20041812	CITIZEN CONTACT	
FREEPORT	05/15/2020 21:22:16	20037365	CRIMINAL FOLLOW UP	
FREEPORT	05/01/2020 15:36:48	20033610	DEAD BODY	
FREEPORT	05/10/2020 02:24:41	20035876	DOOR CHECK(S)	
FREEPORT	05/24/2020 02:28:52	20039907	DOOR CHECK(S)	
FREEPORT	05/27/2020 01:45:14	20040653	DOOR CHECK(S)	
FREEPORT	05/19/2020 00:51:14	20038243	DOOR CHECK(S)	
FREEPORT	05/30/2020 00:11:18	20041566	DRIVING COMPLAINT	
FREEPORT	05/26/2020 00:07:01	20040372	EXTRA PATROL	
FREEPORT	05/23/2020 14:05:30	20039711	EXTRA PATROL	
FREEPORT	05/23/2020 21:48:30	20039821	EXTRA PATROL	
FREEPORT	05/02/2020 16:23:15	20033923	EXTRA PATROL	
FREEPORT	05/14/2020 19:10:58	20037030	EXTRA PATROL	
FREEPORT	05/18/2020 23:43:05	20038233	EXTRA PATROL	
FREEPORT	05/08/2020 13:42:18	20035462	FOUND PROPERTY	
FREEPORT	05/15/2020 12:21:58	20037183	HUMAN SERVICES REFERRA	
FREEPORT	05/09/2020 08:24:03	20035687	MATTER OF INFORMATION	
FREEPORT	05/23/2020 07:49:14	20039650	OPEN DOOR	
FREEPORT	05/18/2020 11:21:23	20038021	REPORT WRITING	
FREEPORT	05/08/2020 15:40:43	20035492	REPORT WRITING	
FREEPORT	05/13/2020 13:03:13	20036708	REPORT WRITING	
FREEPORT	05/14/2020 15:46:32	20036994	SELECTIVE TRAFFIC ENFOR	
FREEPORT	05/21/2020 08:22:07	20038985	SELECTIVE TRAFFIC ENFOR	
FREEPORT	05/25/2020 21:35:44	20040330	SPEED TRAILER	
FREEPORT	05/09/2020 00:39:36	20035639	SUSPICIOUS VEHICLE	
FREEPORT	05/23/2020 12:22:21	20039687	THEFT	
FREEPORT	05/19/2020 01:03:42	20038246	TRAFFIC STOP	
FREEPORT	05/23/2020 17:40:33	20039750	TRAFFIC STOP	
FREEPORT	05/09/2020 01:25:29	20035646	TRAFFIC STOP	
FREEPORT	05/18/2020 17:34:20	20038131	TRAFFIC STOP	
FREEPORT	05/18/2020 17:59:54	20038143	TRAFFIC STOP	
FREEPORT	05/30/2020 17:26:41	20041723	VANDALISM	
FREEPORT	05/20/2020 15:29:17	20038748	WELFARE CHECK	
FREEPORT	05/31/2020 18:18:35	20042056	WELFARE CHECK	

# Memo

---

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 6/17/2020

Re: Clerk-Treasurer Report

---

At the April 28 meeting, Council approved paying prorated liquor license refunds based on the number of days businesses had to be closed. Since Ackie's and Pooch's were able to open June 1, I calculated refunds of \$555 for each, and they are included in the claims listing in the consent agenda. They were closed for 76 days between March 17 and June 1, which is 21% of the days in one year. 21% of the annual liquor license fee of \$2,645 is \$555.

The Minnesota legislature is discussing a bill that would distribute federal funds to cities under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. It has not been passed yet.

# Memo

---

From: Andy Grieve, Fire Chief

To: Freeport City Council

Date: 6/17/2020

Re: Fire Department Report

---

The Fire Department will present candidates for the three open firefighter positions and would like Council's approval to hire them.

Job Duty	Date	Initial
Well, tower, pond checks, reports at city hall, talked with Ales, Pungs & Blommed about sewer line, ponds	Tue 5/5/20	RJ
Well, tower, pond checks, Filed paperwork, got plugs + mirror for lawn mowers, mowed lawn	"	RJ
Well, tower, lift station, pond checks, water samples, greased, met w/ shuffler <sup>road</sup> crack filling, mowed lawn, changed plugs in mower, put on mirror, bugs in ponds	Wed 5/6/20	RJ
Well, tower, pond checks, washed vehicles at shop & cleaned salt off floor around plow truck, Met w/ Butch Thull at resident for sanitary connection - garbages	Thur 5/7/20	RJ
Well, tower, pond checks	"	RJ
Well, tower, pond checks	FRI 5/8/20	RJ
Well, tower, lift station, pond checks, water samples, put flags holders up, mowed lawn, Butch Thull <sup>pictures</sup> Road by Prices	"	RJ
Well, tower, pond checks, gopher calls, curb stops on 4th Ave, mowed lawn, KUM rep called wants to talk to council.	SAT 5/9/20	RJ
Well, tower, pond checks, got hydrant flushing ready, Duane Pung sanitary.	SUN 5/10/20	RJ
Well, tower, pond, lift station checks, water samples, Flushed deadends started flushing & oiling all hydrants	Mon 5/11/20	RJ
Well, tower, pond checks, Finished flushing hydrant <sup>Flags</sup> street	Tue 5/12/20	RJ
Well, tower, pond checks	"	RJ
Well, tower, pond checks	Wed 5/13/20	RJ
Well, tower, pond, lift station checks, water samples, Flushed deadends	Thur 5/14/20	RJ
Well, tower, pond checks, Finished flushing hydrant <sup>Flags</sup> street	FRI 5/15/20	RJ/NE
Well, tower, pond checks	"	RJ/NE
Well, tower, pond checks	SAT 5/16/20	RJ
Well, tower, pond checks	SUN 5/17/20	RJ
Well, tower, lift station, pond checks, water samples, Fixed tice on Zeroturn, mowed lawn, checked sewer behind Finken house	Mon 5/18/20	RJ
Well, tower, pond checks, Flags half staff, mowed lawn clean storm drain next to shop that flows to Interstate ditch, gopher calls, kotzer started cleanup on winter projects and raised manhole on end of 5th Ave NE.	Tue 5/19/20	RJ
Well, tower, pond checks, swept streets, picked up boards at ballpark, looked at wices next to 1013 3rd Ave SE that are stubed out of ground, gopher calls	"	RJ
Well, tower, lift station, pond checks, <del>water</del> water samples, put flags up, mowed lawn, got <del>new</del> quote from McQuise Iron	"	RJ
Well, tower, pond checks, brought lift back to Jeff Hreschan	Thur 5/21/20	RJ
Flags half staff,	"	RJ
Well, tower, pond checks	FRI 5/22/20	RJ
Well, tower, pond checks	SAT 5/23/20	RJ

Job Duty	Date	Initial
Well, tower, pond checks	SUN 5/24/20	RJ
Well, tower, 1.5tation, pond checks, water samples, garbages	Holiday MON 5/25/20	RJ
Well, tower, pond checks, raised flags & took all other flags down, gopher calls, maintenance shop.	TUE 5/26/20	RJ
Well, tower, pond checks, mowed lawn, sprayed weeds, gopher calls.	WED 5/27/20	RJ
Well, tower, 1.5tation, pond checks, water samples, mowed lawn, worked on door lock city hall, gopher calls, ordered parts for lawn tractor.	THUR 5/28/20	RJ
Well, tower, pond checks, <sup>water</sup> meter readings,	FRI 5/29/20	RJ
Well, tower, pond checks	SAT 5/30/20	RJ
Well, tower, pond checks	SUN 5/31/20	RJ
Well, tower, 1.5tation, pond checks, water samples, cones for charcoal reports at city hall, mowed lawn.	MON 6/1/20	RJ
Well, tower, pond checks, mowed lawn, sprayed weeds, 1.5tation 2	TUE 6/2/20	RJ
High level + reset scada to send alarms, Floweride on roads	WED 6/3/20	RJ
Well, tower, pond checks, called w/ RMB labs about sample pickup, mowed lawn, sprayed broadleaf, gopher calls	THUR 6/4/20	RJ
Well, tower, 1.5tation, pond checks, water samples, mowed lawn, sprayed broadleaf killer, gopher calls, bugs in pond, dead animal on street, cleaned, Porch window on west side.	FRI 6/5/20	RJ
Well, tower, pond checks, changed <sup>street</sup> light by Hennen. talked w/ Jan about well sealing + league of cities meetings, insulation & pallets off intake at ponds, Landscaping Senior center.	SAT 6/6/20	RJ
Well, tower, pond checks	SUN 6/7/20	RJ
Well, tower, 1.5tation, pond checks, water samples, per-discharge samples	MON 6/8/20	RJ
mowed lawn, garbages, Kotzer Fix storm drain Community Center.	TUE 6/9/20	RJ
Well, tower, pond checks, sprayed weed kill around pond & all around town. went to St Martin to get weed kill + broadleaf kill.	WED 6/10/20	RJ
Well, tower, pond checks, cleaned & got ballpack bathrooms open, got sander back from Jerry Mayers Controller is shot, picked up twigs around town, city hall code reader.	THUR 6/11/20	RJ
Well, tower, 1.5tation, pond checks, cleaned culvert in INDUSTRIAL, gravel in alleys / dragged alley. bugs in ponds, water samples	FRI 6/12/20	RJ
Well, tower, pond checks, changed oil in zero turn, Fixed faucet at ballpack, worked at shop.	SAT 6/13/20	RJ
Well, tower, pond checks	SUN 6/14/20	RJ



Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: June 17, 2020

RE: Council Update  
SEH No. FREEP GEN 14.00

### 2021 Project

We have been working on the Feasibility report portion of the 2021 project and will be bringing a portion of it to next week's council meeting. I plan to discuss with you the planned improvements in more detail than we have in the past. I will also have the costs associated with those improvements to review.

At the meeting I would also like to begin the process of discussing assessments. I will not be bringing a formal listing of all of the assessments, but rather would like to go over the policy with you. Based on our conversations I will be able to give you an approximation of the rates we can expect to see when the assessment roll is prepared. A copy of the assessment policy is attached for your review.

As a portion of the report, Loren and I drove all of the city streets to review their condition. A copy of the map generated after the review is attached. Freeport's streets are in fairly good condition given the underlying soils. As we progress through the 2021 project many of the streets listed as being in poor condition will be improved.

Good (Green)- Street has cracking that has been filled. No major settlements or signs of rutting are noted and the surface aggregate is generally in place. Streets listed as Good should not need improvements for 5 years beyond routine maintenance (such as crack filling). Of those listed, only 2<sup>nd</sup> Ave SW and 3<sup>rd</sup> St SW are the only streets where a seal coat would be beneficial.

Fair (Yellow) – Street is likely in need of surface improvements related to age. Cracking is too prevalent to fully fill with crack sealer. Some surface aggregate has become loose but is not a major problem. Rutting is minor and any settlements are localized to small areas. No major potholes should be noted in streets listed as fair. Streets listed as fair are in need of a considerable maintenance activity such as mill and overlay within the next 5-10 years. Planning for these streets should begin following the 2021 project.

Poor (Red) – Streets listed as poor condition have failed likely due to both age and poor subgrade conditions. These streets are generally not able to be milled and overlaid. A more thorough pavement repair strategy is required such as full depth reclamation or total reconstruction. Streets listed as poor are in need of repair as soon as possible. Maintenance on these streets should be limited to filling potholes and removing debris that could create a safety concern once a plan is in place to make improvements.

dwb

Enclosures

p:\fj\freeport\common\\_ council mtg\2020\2020.06.17 council update.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 25th Avenue South, P.O. Box 1717, St. Cloud, MN 56302-1717  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 320.229.4300 | 800.572.0617 | 888.908.8166 fax

## SPECIAL ASSESSMENT AND TRUNK AREA POLICIES AND PROCEDURES FOR PUBLIC IMPROVEMENTS AND MAINTENANCE COSTS

SECTION 1.	General Policy Statement
SECTION 2.	Improvements and Maintenance Costs Eligible for Special Assessment
SECTION 3.	Initiation of Public Improvement Projects
SECTION 4.	Public Improvement Procedures
SECTION 5.	Financing of Public Improvements
SECTION 6.	General Assessment Policies
SECTION 7.	Methods of Assessment
SECTION 8.	Standards for Public Improvement Projects
SECTION 9.	Assessment Computations
SECTION 10.	Deferment of Assessments

### SECTION 1. GENERAL POLICY STATEMENT

The purpose of this policy is to establish a fair and equitable manner of assessing the increase in market value (special benefit) associated with public improvements. The procedures used by the City of Freeport ("City") for levying special assessment are those specified by Minnesota Statutes, Chapter 429 which provides that all or part of the cost of improvements may be assessed against benefiting properties.

Three basic criteria must be satisfied before a particular parcel can be assessed. The criteria are as follows:

1. The land must have received special benefit from the improvement.
2. The amount of the assessment must not exceed the special benefit.
3. The assessment must be uniform in relation to the same class of property within the assessment area.

It is important to recognize that the actual cost of extending an improvement past a particular parcel is not the controlling factor in determining the amount to be assessed. However, in most cases the method for assigning the value of the benefit received by the improvement, and therefore the amount to be assessed, shall be the cost of providing the improvement. This shall be true provided the cost does not demonstrably exceed the increase in the market value of the property being assessed. The entire project shall be considered as a whole for the purpose of calculating and computing an assessment rate. In the event City staff has doubt as to whether or not the costs of the project may exceed the special benefits to the property, the City Council may obtain such appraisals as may be necessary to support the proposed assessment.

The assessment policy is intended to serve as a guide for a systematic assessment process in the City. There may be exceptions to the policy or unique circumstances or situations which may require special consideration and discretion by City staff and the City Council.

### SECTION 2. IMPROVEMENTS AND MAINTENANCE COSTS ELGIBLE FOR SPECIAL ASSESSMENT

Subd. 1. The following public improvements, related acquisitions, construction, extension, and maintenance of such improvements, authorized by Minnesota Statutes, Section 429.021 and 459.14, subd. 7, are eligible for special assessment within the City:

1. Streets, sidewalks, pavement, curbs and gutters, including the beautification thereof.
2. Parking lots.
3. Water works systems and appurtenances, within and without the corporate limits.
4. Sanitary sewer and storm sewer systems including appurtenances, within and without the corporate limits.
5. Street boulevard trees.
6. Street lights, street lighting systems, and special lighting systems.
7. Parks, playgrounds, and recreational facilities, including the purchase of equipment, within or without the corporate limits.
8. Abatement of nuisances; including but not limited to, draining and filling swamps, marshes, and ponds on public and private property.
9. Dikes and other flood control works.
10. Retaining walls and area walls.
11. Public malls, plazas, or courtyards.
12. Fire protection systems in existing building upon a petition pursuant to section 429.031, subd. 3.
13. Highway sound barriers.
14. Signs, posts, and other markers for enhanced 911 telephone service.

Subd. 2. The City is also authorized by ordinance adopted pursuant to Minnesota Statutes Section 429.021 to recover, through special assessment, the following maintenance costs:

1. Snow, ice, or rubbish removal from sidewalks.
2. Weed elimination from streets or private property.
3. Removal or elimination of public health or safety hazards from private property excluding any structure included under the provisions of Minnesota Statutes, sections 463.15 to 463.26.
4. Installation or repair of water service lines, street sprinkling, sweeping, or other dust treatment of streets.
5. The trimming and care of trees and the removal of unsound trees from any street.
6. The treatment and removal of insect infested or diseased trees on private property.
7. The repair of sidewalks and alleys.
8. The operation of a street lighting system.
9. The operation and maintenance of a fire protection or a pedestrian skyway system.

### SECTION 3. INITIATION OF PUBLIC IMPROVEMENT PROJECTS.

Public improvement projects can be initiated in the following ways:

1. Public improvement project may be initiated by petition of owners of at least 35% in frontage of the property abutting the proposed improvement.
2. Public improvements also may be initiated by the City Council when, in its judgment, such action is required.
3. A resolution ordering any improvements initiated by the Council or by owners of less than 35% of abutting property owners requires a four-fifth's majority vote of all members of the Council. A resolution ordering any improvements initiated by owners of not less than 35% of abutting property owners requires a majority vote of all members of the Council. A resolution ordering any improvements initiated by all owners of abutting property, and assessing the entire cost against their property, may be adopted without a public hearing. The Council may consider the request of a Developer to construct the improvements and assess them.

## SECTION 4. PUBLIC IMPROVEMENT PROCEDURE

The following is the general procedure that may be followed by the City Council for public improvement projects from initiation of such a project through certification of the assessment roll to the County Auditor.

1. Staff reviews petition or Developer's request for submission to Council.
2. Council accepts or rejects petition or request. If the petition or request is accepted, the Council orders preparation of feasibility report.
3. Staff/City Engineer prepares feasibility report. The report shall evaluate whether the proposed improvement is necessary, cost-effective, and feasible and whether it should be made as proposed or in conjunction with another project. The report shall include an estimate of the cost of the improvement as proposed.
4. Either before or after considering the feasibility report, Council orders public hearing on the improvements. Staff posts and publishes hearing notice and mails notices to affected property owners as provided in Minn. Stat. 429.031, subd. 1 (a). Council conducts public hearing.
5. Within six months of the hearing date, Council adopts or rejects resolution ordering improvement to be constructed and advertisement of bids. If adopted, Staff/City Engineer prepares final plans, advertises for and opens bids as provided in Minn. Stat. 429.041, prepares bid tabulation, makes recommendation to City Council for award, and prepares proposed assessment roll. Bonds to finance project costs may be issued at any time after the improvements are ordered.
6. Council awards contract based on the bids received.
7. At any time after award of the contract, Staff supervises construction and prepares payments.
8. Council reviews proposed assessment roll and orders assessment hearing. Staff publishes hearing notice, mails notice of hearing date and proposed assessments to the affected property owners as provided in Minn. Stat. 429.061. Council conducts assessment hearing and adopts, revises, or rejects resolution determining the amount of the total expense the City will pay, if any, and establishing the assessment roll. If adopted, Council authorizes certification of the assessment to the County Auditor. Note: The assessment hearing can be held prior to contract award, if so desired.
9. Staff certifies the assessment roll to the County Auditor.

## SECTION 5. FINANCING OF PUBLIC IMPROVEMENTS

The City encourages public improvement projects as may be needed or as the area(s) benefiting and needing such improvements develop. Examples of this policy can be seen through the subdivision regulations, zoning ordinance, and building codes. Developers are required to provide the needed improvements and services before development occurs, thereby avoiding unexpected hardships on the property owners purchasing such property and the general public. However, it is recognized that certain areas of the City have developed without all needed public improvements (e.g. parks, water, sewer, and street improvements) and that methods must be found to provide these improvements without causing undue hardships on the general public or the individual property owner.

Special assessments are generally accepted as a means by which areas can obtain improvements or services; however, the method of financing these is a critical factor to both the City and the property owner. Full project costs spread over a very short term can cause an undue hardship on the property owner and, likewise, city costs and systems costs spread over a long period of time can produce an undue hardship on the general public of the City.

It is the policy of the City to not defer assessments except in cases where hardship to senior citizens 65 years of age or older or persons retired by virtue of a permanent and total disability would result. Also, the City Council may elect to defer assessments on undeveloped land for a specified length of time or

until the lands are developed. Terms and conditions of any such deferral will be established in the resolution adopting the assessments.

## SECTION 6. GENERAL ASSESSMENT POLICIES APPLIABLE TO ALL TYPES OF IMPROVEMENTS

The cost of any improvement shall be assessed upon property by the improvements based upon benefits received. The following general principles shall be used as a basis of the City's assessment policy:

1. Project Cost: The "project cost" of an improvement includes the cost of all necessary construction work required to accomplish the improvement, plus engineering, legal, administrative, financing, and other contingent costs, including acquisition of right-of-way and other property. The finance charges include all costs of financing the project. These costs include but are not limited to financial consultant's fees, bond rating agency fee, bond attorney's fees, and capitalized interest. The interest charged to the project shall be included as financing charges.
2. City Cost: The "city cost" of an improvement is the amount of the total improvement expense the City will pay as determined by Council resolution. Where the project cost of an improvement is not entirely attributed to the need for service to the area served by said improvement, or where unusual conditions beyond the control of the owners of the property in the area served by the improvement would result in an inequitable distribution of special assessments, or for any other reason determined by City, the City, through the use of other funds, may pay such "city cost."
3. Assessment Cost: The "assessment cost" of an improvement is equal to the "project cost" minus the "city cost."
4. Interest: The City will charge interest on special assessments at a rate specified in the resolution approving the assessment roll. If outside financing is used to fund the improvement project, the interest rate shall be one percent (1%) more than the average interest rate of the bonds or loans, rounded up to the nearest quarter of a percent.
5. Prepayment: Property owners may pay their assessments in full interest free for a period of 30 days after the assessment hearing. After such period interest shall be computed from the date specified in the assessment resolution. The City will transmit a certified duplicate of the assessment roll with each installment, including interest, to the County Auditor, or lieu of such certification, annually certify to the County Auditor by November 30 in each year, the total amount of installments of and interest on assessment on each parcel which are to become due in the following year. Prior to certification of principal and interest or the first installment thereof, to the County Auditor, a property owner may make a partial prepayment of the principal to the City. Such partial prepayment must be at least \$100.00. If the partial prepayment is made after the 30-day "interest free" period allowed by state law, interest will be charged on the amount of the partial prepayment from the date specified in the resolution and paid along with the partial prepayment. After the City has made the first certification of principal and interest to the County Auditor, prepayment will be accepted only for the total amount still owing including interest and must be made prior to November 15 of any year. If a parcel has two or more separate special assessments, prepayment of the remaining principal balance may be made on one or more assessment totals. Tax-exempt parcels such as churches and school properties may make only one partial prepayment to the first certification to the County Auditor. The remaining principal after the partial prepayment will be paid in equal installments over the remaining term of the special assessments.
6. Extensions: Where an improvement is designed for service of an area beyond that receiving the initial benefit, the City may pay for increased project costs due to such provisions for future service extensions. The City will levy assessments to cover this cost when a new improvement is installed as an extension of the existing improvement upon identification of such additional amount in the notice of hearing for the extension or new improvements. As an alternative, the City may assess these costs to the area of future benefit immediately.

7. Frontage Roads: Because frontage roads along highways or other arterial streets are deemed to be of benefit to commercial or industrial properties, the entire costs of any improvement on such frontage roads shall be assessable to the benefited properties, even if only those properties on one side of such frontage roads are benefited.
8. Project Assistance: If the City receives financial assistance from the Federal Government, the State of Minnesota, the County, or from any other source to defray a portion of the costs of a given improvement, the City may levy assessments against benefiting properties, in a fair and equitable manner, to remain consistent with assessment policies in areas where such financial assistance may not be available.
9. Assessable Property: Property owned by the City and other political subdivisions including municipal building sites, parks and playgrounds, but not including public streets, alleys, and right-of-way, shall be regarded as being assessable on the same basis as if such property was privately owned. Private right-of-way shall be assessable.
10. Individual Benefits: The costs for improvements designed for or shown to be of benefit solely to one or more properties will be assessed directly to such properties, and not included in the assessments for the remainder of the project. An example of this would be utility service lines running from the main lines to the property.
11. Benefit Appraisals: In the event that City staff has doubt as to whether or not the proposed assessments exceed the special benefits to the property in question, the City Council may order benefit appraisals as deemed necessary to support the proposed assessments.
12. Condemnation Awards: A property owner may elect to offset special assessments against condemnation awards. In such case, the property owner must execute an agreement (Net Assessment Agreement) with the City Council.

## SECTION 7. METHODS OF ASSESSMENT

Subd. 1. General Statement: There are different methods of assessment: per lot, adjusted front foot, and area. The feasibility report will recommend one or a combination of these methods for each project, based upon which method would best reflect the benefit received for the area to be assessed. The City Council will select the preferred method of calculation for the assessments at the time the project is ordered.

Subd. 2. Policy Statement: The following methods of assessment, as described and defined below, are hereby established as methods of assessment in the City.

### 1. “Adjusted Front Footage” Method of Assessment

The “cost per adjusted front foot” method of assessment shall be based on the quotient of the “assessable cost” divided by the total assessable frontage benefiting from the improvement. For the purpose of determining the “assessable frontage,” all properties, including government agencies, shall have their frontage included in such calculation.

The actual physical dimensions of a parcel abutting an improvement (i.e. street, sewer, water, etc.) shall not be construed as the frontage utilized to calculate the assessment for a particular parcel. Rather, an “adjusted front footage” will be determined. The purpose of this method is to equalize assessment calculations for lots of similar size. Individual parcels by their very nature differ considerably in shape and area. The following procedures will apply when calculating adjusted front footage. The selection of the appropriate procedure will be determined by the specified configuration of the parcel. All measurements will be scaled from available plat and section maps and will be rounded down to the nearest foot dimension with any excess fraction deleted. Typical use will be for surface improvements.

- a) Rectangular Interior Lots: The rectangular lot is defined as having no more than 5.0 feet difference between the front and rear lot lines. The adjusted front footage is the actual

front footage of the lot. For rectangular lots whose frontage is greater than its depth, the “irregular shaped lot” method shall be used.

- b) Corner Lot Adjustment: For street and trail assessments, the short side will be assessed the actual front footage. The long side will be assessed one-half the actual side footage. (See Exhibit A).
  - c) Irregular Shaped Lots: For irregular shaped lots, such as exist on cul-de-sacs and curved streets where there is more than 5.0 feet of difference between the front and rear lot lines, and where the lots frontage is greater than its depth, the “irregular shaped lot: method of determining the adjusted front footage shall be used (See Exhibit B).
2. “Area” Method of Assessment

The “area” method of assessment shall be based on the number of square feet or acres within the boundaries of the appropriate property lines of the areas benefiting from the project. The assessment rate (i.e. cost per square foot) shall be calculated by dividing the total assessable cost by the total assessable area. On large lots the City Engineer may determine that only a portion of the lots receives the benefit and may select a lot depth for the calculations equal to the benefit received. Typical use will be for industrial or commercial parks.

All properties included in the benefited area, including other government area, churches, etc., shall be assessable. The following items may not be included in area calculations: public right-of-way, and natural waterways, swamps, lakes, and other wetlands designated by the Minnesota Department of Natural Resources (DNR) or City. The City Engineer will make a recommendation on the boundaries or parameters of the benefited area in the feasibility report.

3. “Per Lot” Method of Assessment

The “per lot” method of assessment shall be based on equal assessment of all lots within the benefited area. The “assessment per lot” shall be the quotient of the “assessable cost” divided by the total assessable lots or parcels benefiting from the improvement. For the purpose of determining the “lots” or “parcels” all parcels, including government agencies, shall be included in such calculations. Typical use will be for utility improvements or Developer petitioned improvements.

## SECTION 8. STANDARDS FOR PUBLIC IMPROVEMENT PROJECTS

The following standards are hereby established by the City to provide a uniform guide for improvements within the City.

1. Surface Improvements: Surface improvements shall normally include all improvements visible on or above the ground within the right-of-way, and includes, but is not limited to trees, lighting, sidewalks, signing, street and accessory improvements such as storm sewer lines, drainage ponds and facilities, parking lots, parks, and playgrounds.

Policy Statement: Prior to construction or completion of surface improvements, all utilities and utility service lines (including sanitary sewer, storm sewers, water lines, gas, and electric service) shall be installed to all planned service locations such as residences or buildings.

When practical, no surface improvements to less than both sides of a full block of street shall be approved except as necessary to complete partially completed improvements initiated previously. Concrete curbing or curb and gutter shall be installed at the same time as street surfacing.

2. Sub-Surface Improvements: Subsurface improvements shall normally include such items as water distribution, sanitary sewer, possibly storm sewer lines, and electric and gas utilities.

Main lines are the publicly owned and maintained lines or facilities such as trunk lines, interceptors, mains, and laterals. Service lines are those facilities extending from the main line to the property line. Service lines are publicly owned from the main to the right of way and privately owned and from the right of way to the structure.

Policy Statement: Sub-surface improvements shall be made to serve current and projected land use. All installations shall conform to applicable standards established by local, state, and/or federal agencies of competent jurisdiction. All installations shall also comply, to the maximum extent feasible, with nationally recognized standards such as those of the American Insurance Association.

Service lines from the lateral or trunk to the property line of all planned service locations such as residences or buildings shall be installed in conjunction with the construction of the mains. As a general policy, all parcels should have at least one service. The City may require additional services for larger parcels which have the potential for a lot split.

## SECTION 9. ASSESSMENT COMPUTATIONS

The following is the typical City assessment for various specified improvements.

1. Street and Curb and Gutter Improvements
  - a) New Construction: New streets are assessed 100% to the benefited areas or properties. Street and curb and gutter improvements will normally be assessed by the adjusted front foot method, however, other methods may be utilized if conditions warrant. Cost of construction of streets shall be assessed based on the minimum design of 7-ton axle load in residential areas and 9-ton axle load in commercial and industrial areas. Oversizing costs which are incurred in excess of the above may be paid by: (1) State funds, (2) larger assessment rates to other benefited properties, (3) general obligation funds, or (4) any other method or combination of methods authorized by the City Council.
  - b) Reconstruction and Overlays: Street reconstructions and overlays are assessed 2/3 to the benefited area or properties. New curb and gutter is 100% assessed.
  - c) Gravel Streets: Upgrading of existing gravel streets by adding pavement and curb and gutter is considered new construction and all costs are assessed 100%.
  - d) Seal Coats: Seal coats are not being assessed.
  - e) Alleys: Upgrading existing gravel alleys by adding pavement is assessed 100% to all lots abutting on the alley in the block being improved. Reconstructing existing paved alleys are 100% assessed also.
  - f) Country Roads: Street reconstruction and overlays are assessed 1/3 to the benefited area or properties.
2. Sidewalks and Trails
  - a) New Construction: New sidewalks are assessed 100% to the benefited area or property.
  - b) Reconstruction: Replacement sidewalks are assessed 2/3 to the abutting property owner and 1/3 City funded.
  - c) Trails: Bituminous walkways and/or bicycle trails are a City cost.
3. Storm Sewer Improvements

Storm sewers are assessed on a project-by-project basis. Storm sewers in new subdivisions are considered an assessable improvement on an area basis.

Oversizing costs due to larger mains and larger appurtenances are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area storm sewer charges are levied to all unplatted property at the time of platting, to re-plats that have not been charged trunk area charges when the land was originally platted, and to re-plats that have been charged trunk area charges when the land was originally platted but where the use is increasing (only the cost difference based on current and prior use is charged). The charges will be set in the annual fee schedule during the first City Council meeting in January of each year.

Storm sewers, not part of a street project, are assessed on an area wide basis (square foot or acres), but in certain situations the per lot method or adjusted front method may be utilized at the City Council's discretion.

The replacement of existing storm sewers is assessed similar to street improvements.

#### 4. Sanitary Sewer Assessments

Assessments for sanitary sewer in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for sanitary sewers in commercial and industrial areas are based upon a standard size of 12-inch mains.

Oversizing costs due to larger or deeper mains and larger appurtenances will be paid for by a combination of availability charges, user charges, and/or trunk area assessment charges. Trunk area sanitary sewer charges shall be levied to all un-platted property at the time of platting and to re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule during the first City Council meeting in January of each year. Services installed to individual properties are fully assessed to the benefiting property.

Normally, sanitary sewers are assessed by the per lot method, but in certain situations the area wide basis (square foot or acres or adjusted front method) may be utilized at the City Council's discretion.

Lateral benefit from major trunk sewers or interceptors is assessed to the properties benefited by the sewer. Any oversizing cost is assessed as described above.

The replacement of existing sewers is assessed 2/3 of the project cost.

Individual service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing sanitary services, but do not have mainline sewers adjacent, across or up to their property lines pay 100% of the assessment rate for the new mainline sanitary sewer as well as 100% of the cost associated with replacing the service lines.

Any existing service lines found to be defective as part of a street reconstruction are replaced as part of the project and assessed directly to the property.

#### 5. Watermain Assessments

Assessments for watermains in residential areas are based upon the cost of construction of 8-inch mains, which is the smallest size installed in residential areas of the City. Assessments for watermains in commercial and industrial areas are based upon the standard size of 12-inch mains.

Oversizing costs due to larger mains and larger appurtenance are paid for by a combination of availability charges, user charges and/or trunk area assessment charges. Trunk area water charges shall be levied to all un-platted property at the time of platting and to re-plats that have not been charged trunk area charges when the land was originally platted. The charges will be set in the annual fee schedule during the first City Council meeting in January of each year. Services installed to individual properties shall be fully assessed to the benefiting property.

Normally, watermain assessments are assessed on a per lot basis, but in certain situations the area or adjusted front method may be utilized at the City Council's discretion.

The replacement of existing water mains is assessed 2/3 of the project cost.

Lateral benefit from major trunk watermain assessments is assessed to properties benefited by the water main. Lateral watermain assessments are based on the costs for an equivalent 8-inch diameter watermain for residential properties and for an equivalent 12-inch diameter watermain for commercial/industrial properties.

Individual service lines installed directly to specified properties are fully assessed directly to the benefited properties. Properties that have existing water services, but do not have mainline watermain adjacent, across or up to their property lines pay 100% of the assessment rate for the new watermain as well as 100% of the cost associated with replacing the service lines.

Any existing service lines found to be defective as part of the project, are assessed directly to the property.

#### 6. Street Boulevard Trees

All street boulevard trees installed as part of new street constructions or in reconstructing existing streets shall be included as part of the overall project costs included in the assessment calculations.

#### 7. Street Lights

All costs for new streetlights installed as part of constructing new streets or streetlights relocated as part of reconstructing streets are included in the overall project costs and included in the assessment calculations. In new subdivisions, the City may require the developer to finance street light improvement rather than assessing the cost.

#### 8. Other Improvements

Based on the City Council determination, any other improvements may be fully assessed or assessed in part.

## SECTION 10. DEFERMENT OF SPECIAL ASSESSMENTS

Subd. 1. The Council may defer the payment of any special assessment on homestead property owned by a person who is 65 years of age or older, or who is retired by virtue of permanent and total disability, and the City Clerk is hereby authorized to record the deferment of special assessments where the following conditions are met:

1. The applicant must apply for the deferment not later than 90 days after the assessment is adopted by the City Council.
2. The applicant must be 65 years of age or older or retired by virtue of permanent and total disability.
3. The applicant must be the owner of the property.
4. The applicant must occupy the property as his principal place of residence.
5. The average annual payment for assessments levied against the subject property exceed one percent of the adjusted gross income of the applicant as evidenced by the applicant's most recent federal income tax return. The average annual payment of an assessment shall be the total cost of the assessment divided by the number of years over which it is spread.

Subd. 2. The deferment shall be granted for as long a period of time as the hardship exists and the conditions aforementioned have been met. However, it shall be the duty of the applicant to notify the City Clerk of any change in his status that would affect eligibility for deferment.

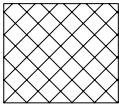
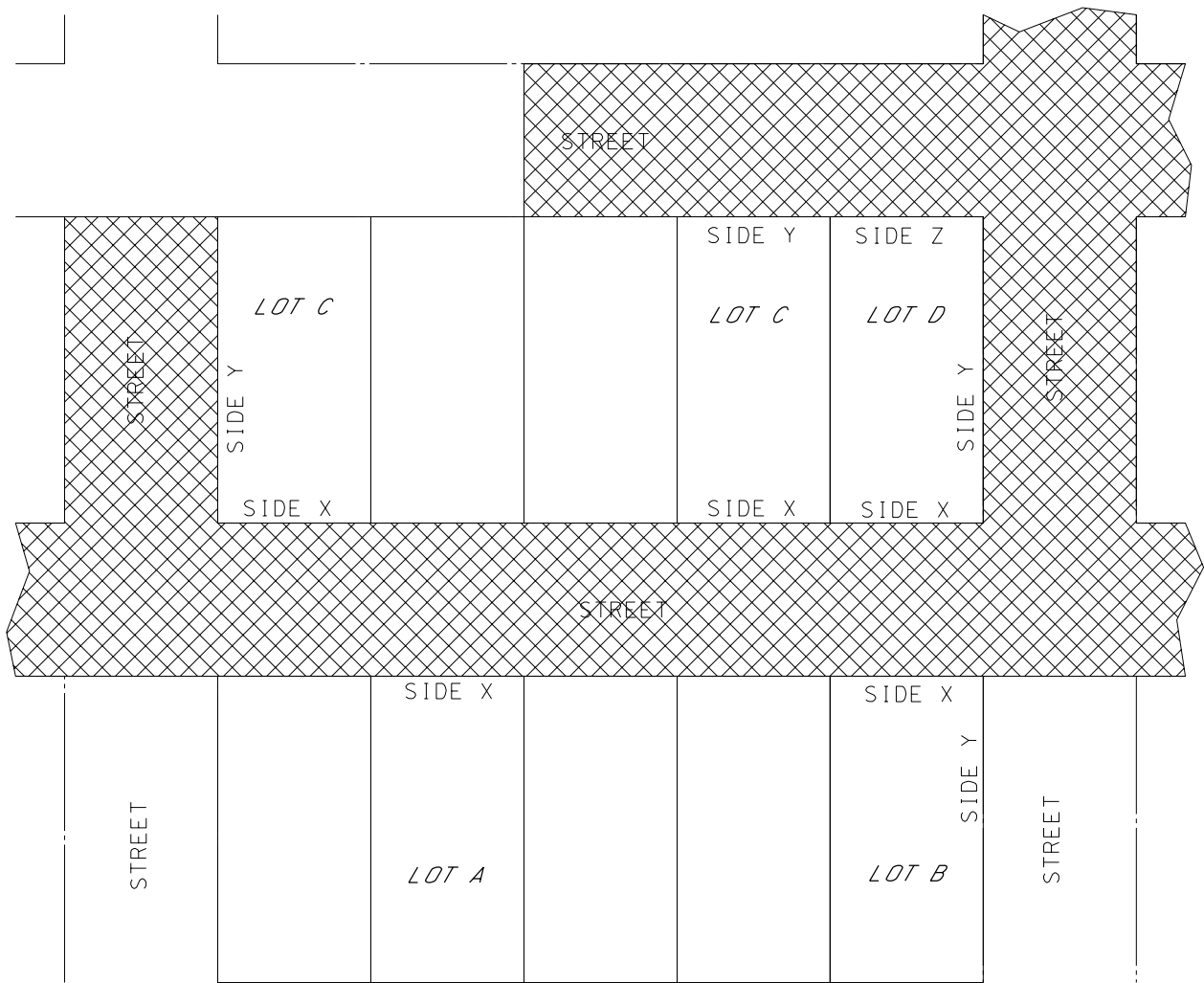
Subd. 3. The entire amount of deferred special assessments shall be due within sixty days after loss of eligibility by the applicant. If the special assessment is not paid within the sixty days, the City Clerk shall add thereto interest at a per annum interest rate of two percent above the bond interest rate and the total amount of principal and interest shall be certified to the County Auditor for collection with taxes the following year. Should the applicant demonstrate to the satisfaction of the Council, that full repayment of the deferred special assessment would cause the applicant particular undue financial hardship, the Council may order that the applicant pay within sixty days a sum equal to the number of installments of deferred special assessments outstanding and unpaid to date, including principal and interest, with the balance thereafter paid according to the terms and conditions of the original special assessments.

Subd. 4. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any one of the following:

1. The death of the owner when there is no spouse who is eligible for deferment.
2. The sale, transfer or subdivision of all or any part of the property.
3. Loss of homestead status on the property.
4. Determination by the Council for any reason that immediate or partial payment would impose no hardship.

State Law Reference(s): Minn. Stat. 435.193, Senior Citizens or retired and disabled persons hardship special assessment deferral.

p:\fj\freep\common\d04 2009 assessment policy\special assessment and trunk area policies and procedures for public improvements and maintenance costs.doc



PROJECT IMPROVEMENT AREA

#### ASSESSABLE FOOTAGE

##### RECTANGULAR INTERIOR LOTS - (LOT A)

SIDE X - 100% OF FOOTAGE

##### CORNER LOTS ADBUTTING IMPROVEMENTS ON ONE SIDE - (LOT B)

SIDE X - 100% OF FOOTAGE

SIDE Y - 0% OF FOOTAGE

##### LOTS ADBUTTING IMPROVEMENTS ON TWO SIDES - (LOT C)

SIDE X - 100% OF FOOTAGE

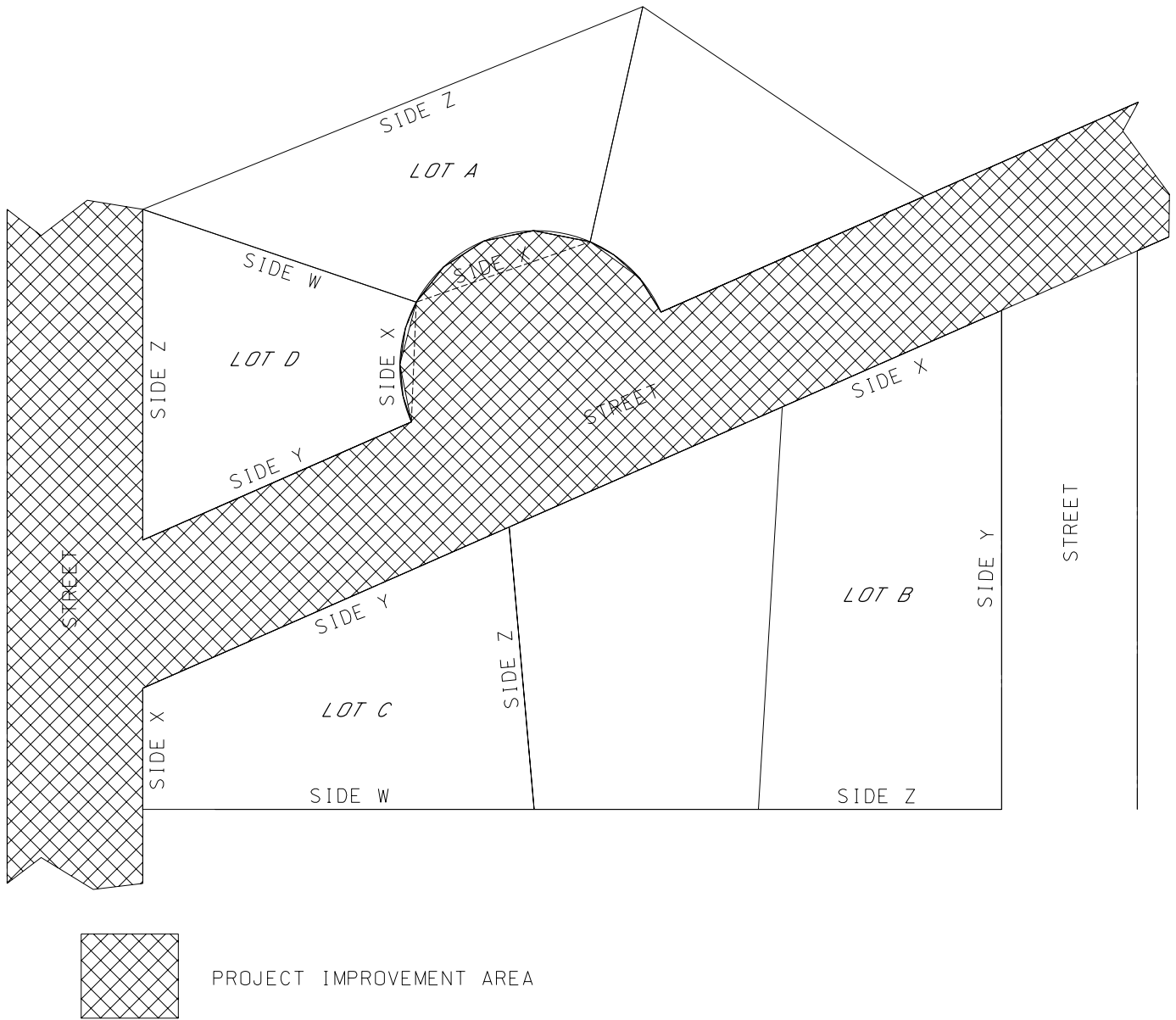
SIDE Y - 50% OF FOOTAGE

##### LOTS ADBUTTING IMPROVEMENTS ON THREE OR MORE SIDES - (LOT D)

SIDE X (SHORT SIDE) - 100% OF FOOTAGE

SIDE Y (LONGEST SIDE) - 50% OF FOOTAGE

SIDE Z & SUBSEQUENT SIDES - 0% OF FOOTAGE



#### ASSESSABLE FOOTAGE

##### IRREGULAR SHAPED INTERIOR LOTS - (LOT A)

100% OF THE AVERAGE WIDTH =  $(\text{SIDE Z} + \text{SIDE X}) / 2$

##### IRREGULAR SHAPED CORNER LOTS ADBUTTING IMPROVEMENTS ON ONE SIDE - (LOT B)

100% OF THE AVERAGE WIDTH =  $(\text{SIDE Z} + \text{SIDE X}) / 2$

##### IRREGULAR SHAPED LOTS ADBUTTING IMPROVEMENTS ON TWO SIDES - (LOT C)

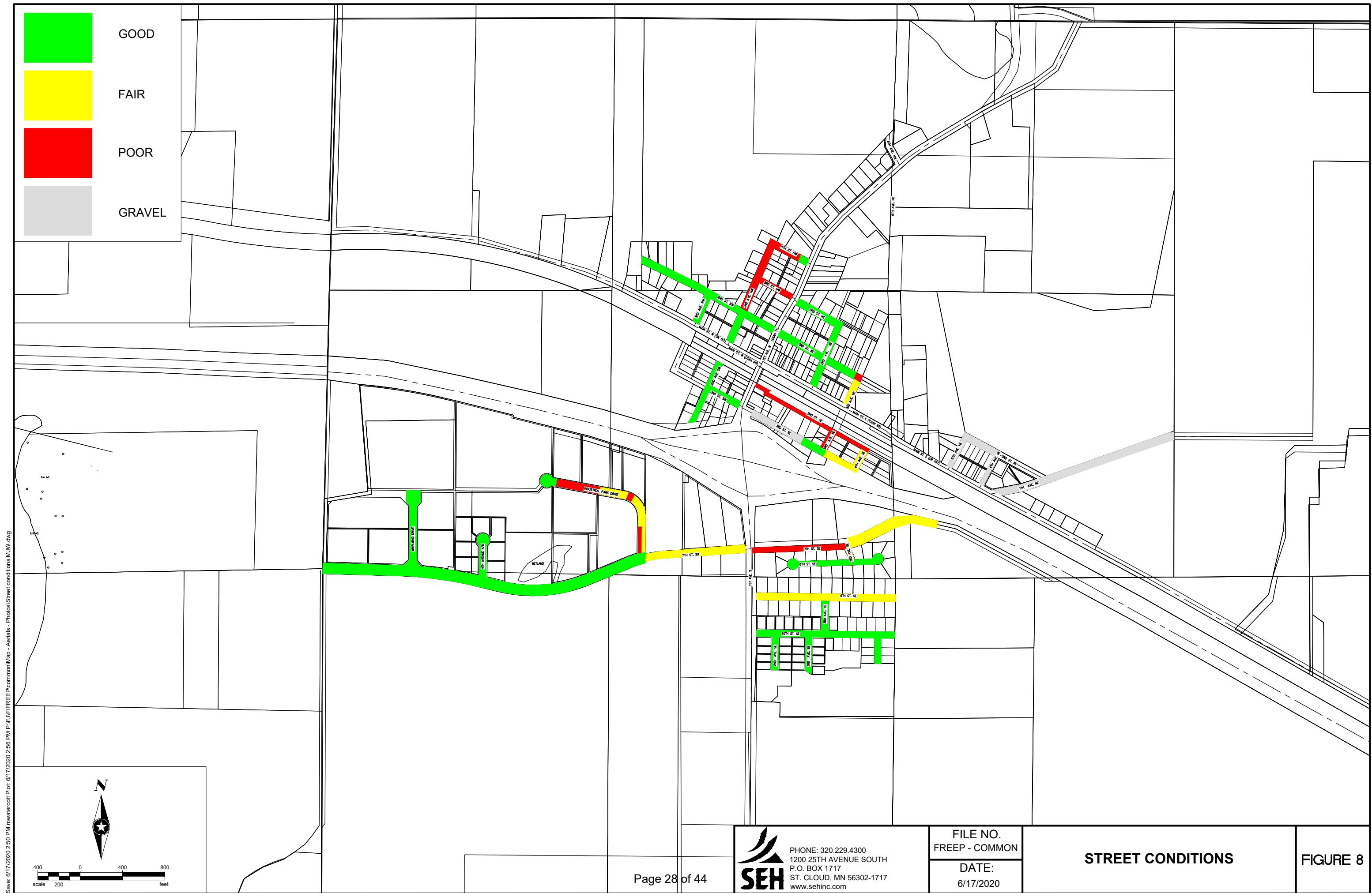
100% OF AVERAGE WIDTH =  $(\text{SIDE Z} + \text{SIDE X}) / 2$

50% OF AVERAGE LENGTH =  $(\text{SIDE Y} + \text{SIDE W}) / 2$

##### IRREGULAR SHAPED LOTS ADBUTTING IMPROVEMENTS ON THREE OR MORE SIDES - (LOT D)

100% OF AVERAGE WIDTH =  $(\text{SIDE Z} + \text{SIDE X}) / 2$

50% OF AVERAGE LENGTH =  $(\text{SIDE Y} + \text{SIDE W}) / 2$



**Dymoke Law Office, P.A.**

300 Riverside Avenue NW

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

June 17, 2020

Joan Wall  
City of Freeport  
125 Main Street East  
Freeport, MN 56331

BY ELECTRONIC MAIL

Re: Monthly Legal Report

Dear Ms. Wall:

During the period from May 19, 2020 through June 17, 2020, we have not given significant attention to any projects on behalf of the City of Freeport.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

# Memo

---

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 6/17/2020

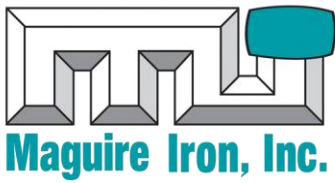
Re: Painting the Old Water Tower

---

We received quotes from:

- McGuire Iron - \$40,000
- Tri-State Coatings - \$30,000 (is an updated more detailed quote)
- KLM Engineering - \$49,623

Quotes are on the following pages.



# WATER TOWER EXPERTS

✉ info@maguireiron.com

📍 1610 N. Minnesota Ave  
Sioux Falls, SD 57104

☎ (605) 334-9749

## CONTRACT FOR SERVICES/LIMITED MAINTENANCE

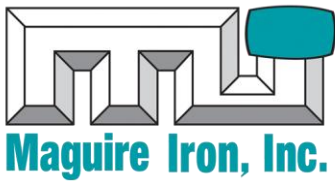
This contract made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between \_\_\_\_\_ hereinafter called the "Owner" or "Customer" and Maguire Iron, Inc., a South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" or "Company" for and in consideration of the mutual covenants and promises hereinafter contained.

### WITNESSETH:

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

~~Owner is responsible for disposal or salvage of all remaining material to include spent blast media, paint containers, and other job site related material.~~

Owner will inspect the work as it progresses and upon completion and acceptance by Owner of the above work, the sum of \$ \_\_\_\_\_ plus applicable sales, excise, and/or use tax shall become due and payable in full.



# WATER TOWER EXPERTS

✉ info@maguireiron.com

📍 1610 N. Minnesota Ave  
Sioux Falls, SD 57104

☎ (605) 334-9749

**Terms:** Net 30 days from acceptance and invoicing, plus applicable sales, use, excise, transfer or similar taxes required by law. A service charge of 1½% per month (annual rate of 18%) will be charged on past due accounts. During any exterior painting, Owner shall assist in removing any vehicles in the area which might receive paint damage. If there is any sandblasting involved in the work, Owner will be responsible for collection and disposal of any and all blast media. Maguire Iron, Inc. will exercise reasonable care and caution to avoid, but will accept no liability for damage to antenna, communication, telemetry and/or electrical system(s) which may be attached to the structure. Removal, repair and/or replacement of the antenna, communication, telemetry and/or electrical system(s) shall be the responsibility of the Owner. The Parties further agree that Maguire Iron shall have the right to apply a fuel surcharge to reflect the increases in the prices of fuel in accordance with economic conditions.

The owner will be responsible to the Company for the cost (at current market rates) of any work that has been performed prior to termination.

**HAZARDOUS MATERIAL DISCLAIMER:** *In the event that hazardous materials are on the water tank and this information is not addressed in the specification or made known to Maguire Iron, Inc. prior to the price or bid being supplied by Maguire Iron, Inc., any additional means of hazardous material abatement or disposal costs will be born upon the Owner.* Owner and the authorized agents signing this contract as such agents do hereby expressly warrant that Owner has authority to make and enter into this contract and that it becomes a party hereto pursuant to a lawful resolution duly and regularly adopted by the governing board of said Owner pursuant to the applicable statutes of this State. Customer shall reimburse Company for all travel, meal and entertainment expenses incurred by Company and its employees in connection with Company's performance under the contract. To the extent that any meal or entertainment expenses incurred by Company or its employees are subject to the limitation on deductibility under IRC Section 274(n) (1) and the Regulations thereunder, Customer shall be subject to the limitation and shall reduce its deduction accordingly.

This constitutes the entire contract. No verbal agreements or additions will be honored. Any amendments or additions hereto must be in writing and executed by the duly authorized agents and officers of the parties hereto.

IN WITNESS WHEREOF, we have set our hands and seals the day and year above written.

Owner: \_\_\_\_\_

By: \_\_\_\_\_  
(Name) (Title)

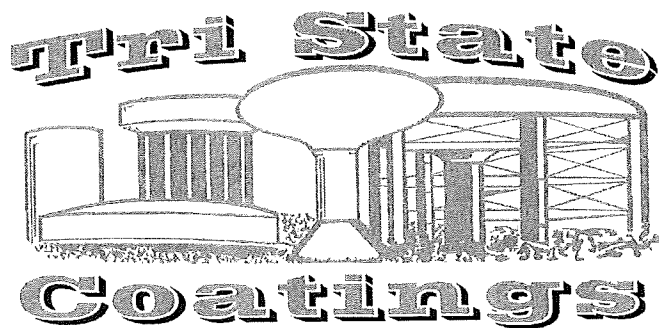
By: \_\_\_\_\_  
(Name) (Title)

**MAGUIRE IRON, INC.**

By: Kyle Fischer  
(Authorized Agent) (Date)

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

Upon acceptance, please provide two (2) signatures and date the agreement.



6/16/2020

Tri-State Coatings  
16258-150<sup>th</sup> St  
Wadena, MN 56482  
Phone: 218-631-2033/218-640-3034

City of Freeport  
125-Main St East  
Freeport, MN 56331-0301  
Phone: 320-836-2112

Re: Exterior Water Tower Rehabilitation

## AGREEMENT

THIS AGREEMENT, made this 15<sup>th</sup> day of June, 2020 by and between the CITY OF FREEPORT, hereinafter called "OWNER" and TRI-STATE COATINGS, doing business as an individual, hereinafter called "CONTRACTOR".

The CONTRACTOR will commence and complete the construction of the "OWNER'S" existing water tower as follows: COMPLETION 2020.

The CONTRACTOR agrees to provide OWNER with certificate of liability insurance.

The CONTRACTOR agrees to perform all the work described below for the sum of \$30,000.00 (thirty thousand dollars.)

### SCOPE OF WORK TO BE PERFORMED:

1. Pressure wash entire exterior to remove foreign matters.
2. Clean and dispose of paint chips during pressure washing and power tool cleaning process.
3. Spot prime with Tnemec Omni-Thane.
4. Apply a complete finish coat of aluminum paint (2-3 mils) to entire exterior.

5. Replace existing lettering/logo. If logo is to be re-located, there will be an additional charge of \$3,000.00 (three thousand dollars.)
6. CONTRACTOR will cover the sign attached to the leg of water tower.
7. CONTRACTOR will provide a 3 (three) year warranty on materials and workmanship.

Products to be utilized shall be manufactured by Tnemec Company or Sherwin Williams.

**METHODS OF PAYMENT:**

OWNER will pay the CONTRACTOR upon completion of project. Net 30 days.

This AGREEMENT shall be binding upon all parties.

City of Freeport, MN

Tri-State Coatings

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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



May 26, 2020

**By Email Only**

Mr. Loren Goebel  
Public Works Director  
City of Freeport  
125 Main St. E  
Freeport, Minnesota 56331

**RE: Proposal to Perform Exterior Spot Repairs and Overcoat on the 60,000-Gallon Elevated Smiley Face Water Tower located in the City of Freeport, Minnesota.**

Dear Mr. Goebel:

KLM is pleased to submit this proposal to perform the following scope of work on your 60,000-gallon Smiley Face water tower located in Freeport, Minnesota:

**Scope of Work**

**Work Details**

- Wash with low pressure on the tower exterior to remove all contaminants, introduce bleach additives if required and perform power tool cleaning of damaged existing coating and corrosion per SSPC-SP3.
- At the end of the project, provide a site free of construction debris and garbage. Turf restoration of any disturbed areas will be completed to a least pre-project conditions.
- KLM will have a NACE Coating Inspector on site to perform routine coating Inspections to ensure that the contractor's work is done to the following scope of work.

**Surface Preparation**

- Remove all surface contaminants in accordance with SSPC-SP-1 Solvent Cleaning.
- Under the direction of the Engineer, spot repair the exterior roof, shell, balcony, and bowl of the tower, in locations of coating failures, per SSPC-SP-3 Power Tool Cleaning methods. This shall include feathering the edges of existing coating for a smooth transition into tightly adhered coating.
- Provide a uniform and thorough power wash of the exterior roof, shell, balcony, and bowl of the tower to remove loose, chipped, chalking, and peeling paint, bird droppings, dirt, mold and mildew. Washing shall utilize 140-degree Fahrenheit, biodegradable detergent/water solution (1 to 2oz. Detergent per gallon of water) not to exceed 3,500psi with 0-degree nozzle delivery. If mildew is present KLM will apply a bleach solution to the areas with mildew for the mildew to be removed.
- Before any finish coating is applied, surfaces shall be completely dry and dust free.

**Coating System**

- All surfaces shall be coated with products manufactured by Tnemec Company or approved equal.

- Finish Coat shall be uniform in color and sheen without streaks, laps, runs, sags or missed areas.
- Exterior Coating System:
  - Tie Coat # 1 (full exterior surfaces described above): Series 118 Uni-Bond Mastic Waterborne Acrylic at 6.0-8.0 mils DFT.
  - Toe Coat # 2 (full exterior surface described above): Series 118 Uni-Bond Mastic Waterborne Acrylic at 6.0-8.0 mils DFT.
  - Finish Coat (full exterior surfaces as described above): Series 1029 Enduratone at 2.0-4.0 mils DFT. The color will match the existing silver and will be applied by roller.
  - The minimum DFT of the coating system at any individual spot location shall be 14.0 mils.
- Logo/Lettering Coating
  - Two (2) locations-logo shall match existing style, size, and location. Lettering shall match existing style, size, and be centered over the logo.
  - Series 1029 at 2.0-4.0 mils DFT. Color will be Black.

### **Additional Information**

- A 14-day work schedule is anticipated.
- KLM is responsible for all damages resulting from over spray.
- For more information you can go to our website [www.klmengineering.com](http://www.klmengineering.com)
- Owner is responsible for making sure the site is secured in order for the project to be completed.

### **Fees**

#### **Exterior Spot Repair and Overcoat (including Engineering and NACE Coating Inspection)**

KLM will be able to perform this scope of work for a fee of:

**\$49,623.00**

# Memo

---

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 6/16/2020

Re: Painting Curbs by Oak Station Coffee and Cone

---

Mayor Eveslage would like to talk about painting more of the curb by the stop sign by Oak Station Coffee and Cone.

# Memo

---

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 6/17/2020

Re: Election Update & Resolution 2020-10 Election Judges

---

There have been a few changes to election preparation due to the Coronavirus pandemic, but we are still planning on holding the 2020 primary and general elections as usual.

- All election judge training will be held online instead of in a classroom setting. This will save the City money on reimbursing mileage.
- We have purchased additional hand sanitizer, disinfecting wipes, and pens for the elections.
- Stearns County is providing three plexiglass screens for each precinct to use on election day.
- A couple of our election judges have decided they don't want to work the elections, so I have prepared an updated resolution for Council to approve. It is on the next page.



## **CITY OF FREEPORT**

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112  
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service [www.freeportmn.org](http://www.freeportmn.org)

### **RESOLUTION 2020-10**

#### **RESOLUTION APPOINTING ELECTION JUDGES FOR PRIMARY ELECTION AND GENERAL ELECTION WITHIN THE CITY OF FREEPORT**

WHEREAS, Minnesota Statute 204B.21 requires each municipality to select qualified election judges for each primary and general election conducted within its jurisdiction, and;

WHEREAS, the City of Freeport has received from the Stearns County Auditor a list of persons named by party affiliation as individuals who may have an interest in serving in such a capacity and have added those names to the current poster of past election judges and city staff has assembled a comprehensive list for city council consideration;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FREEPORT THAT the below named individuals are hereby appointed to serve as election judges for the primary election to be held on August 11, 2020 and the general election to be held on November 3, 2020 with an hourly compensation rate to be established as \$14.00 for judge chairs and \$12.00 for judges:

Head Election Judge:  
Mary Prax Williams

Election Judges:  
Erma Bertram  
Elaine Beuning  
Irene Goebel  
Ann Heidgerken  
Joyce Hoeschen  
MaryAnn Laing  
Gail Osendorf  
Joan Wall, Clerk-Treasurer

DATED THIS 23rd DAY OF JUNE, 2020

Motion by:

Second by:

Council members in favor:

Council members opposed or abstained:

ATTEST:

---

Mike Eveslage, Mayor

---

Joan Wall, Clerk-Treasurer

# Memo

---

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 6/17/2020

Re: Rescind Resolution 2020-08 Declaring COVID-19 Emergency

---

On March 31, 2020, Council approved Resolution 2020-08 Declaring COVID-19 Emergency. This resolution declared a state of local emergency, which gave the City more flexibility in order to address issues related to the pandemic until rescinded. Would Council like to rescind this resolution?

# Memo

---

From: Joan Wall, Clerk-Treasurer

To: Freeport City Council

Date: 6/17/2020

Re: COVID-19 Preparedness Plan

---

Under Executive Order 20-74, released by Gov. Tim Walz on June 5, critical sector businesses – including government entities like cities – are now required to adopt a COVID-19 Preparedness Plan by June 29. The Minnesota Department of Employment and Economic Development (DEED) provided a template that we used to draft the Preparedness Plan shown on the next page. This plan needs Council approval.

# COVID-19 Preparedness Plan for the City of Freeport

The City of Freeport is committed providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All City of Freeport employees are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and that requires full cooperation among all employees. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

All City employees are responsible for implementing and complying with all aspects of this Preparedness Plan. The City of Freeport managers and supervisors have our full support in enforcing the provisions of this policy.

The City of Freeport recognizes that our employees are our most important assets. We are serious about safety, health and keeping our employees working at the City. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by seeking ideas, feedback and suggestions for how best practices can be implemented to maintain the health and safety of everyone. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to employees; and
- management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Employees will inform their supervisor if they have symptoms by phone, text, or email, and will be asked to stay home.

The City of Freeport has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. These policies provide for paid leave and leave under the Family and Medical Leave Act (FMLA). Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented, such as altered work duties or locations, and social distancing.

The City of Freeport has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Employees will be informed by their supervisor.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. Personnel records are stored in a secure area that is accessible only by authorized personnel.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and visitors.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between employees and visitors in the workplace through the following engineering and administrative controls: telecommuting when possible, encouraging the use of phone, email, and the outside drop box to conduct business, and signage about social distancing.

## **Cleaning and disinfection**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery and areas in the work environment, including restrooms, break rooms, lunch rooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, light switches and copy machines. A cleaning service comes in once a week. City employees will clean and disinfect surfaces more frequently as needed. Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use.

## Communications and training

This Preparedness Plan will be provided electronically or on paper to employees on June 24, 2020 and necessary training will be provided. Additional communication and training will be ongoing as conditions change and provided to all employees who did not receive the initial training. Supervisors are to monitor how effective the program has been implemented by daily observation. Employees are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by the City of Freeport City Council and will posted throughout the workplace on June 24, 2020. It will be updated as necessary.

Certified by:

---

Mayor, Mike Eveslage

---

City Clerk-Treasurer, Joan Wall