



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

September 28th, 2021 - Regular Meeting Agenda
Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Open Public Forum
- III. Consent Agenda
 - a. August 31st, 2021 Council Meeting Minutes (1-3)
 - b. Claims 4657-4684 (4-8)
 - c. Sheriff's Report (9)
 - d. Prime and Wine Gambling License (N/A)
 - e. Knights of Columbus Gambling Permit (10)
- IV. Reports
 - a. Clerk Report (11)
 - b. Deputy Treasurer Report (N/A)
 - c. Fire Department Report (N/A)
 - d. Public Works Report (12-13)
 - e. Engineer Report (14-74)
 - f. Attorney Report (75)
- V. Old Business
 - a. Nuisance Properties (76)
 - b. Massmann Variance (N/A)
 - c. 2022 Budget + Resolution 2021-13; (77-79; Separate Packet)
- VI. New Business
 - a. Kuechle Underground Pay Request #1 (Pgs 15-20, in Engineer Report)
 - b. Pioneer Inn Alley Closure October 9th (80)
 - c. Advance October Meeting Date (81)
 - d. New Computers (82)
 - e. EDA Recommendation- Welle 3 Addition (83-84)
 - f. Resolution 2021-14; Receiving Feasibility Report, Calling Hearing on Improvement (85)
 - g. Hearing for Nuisance Properties- October Meeting Date (N/A)
 - h. Waste Management Contract (86)
 - i. Wyatt Kemper 6-Month Review (Closed) (N/A)
- VII. Adjourn

Next Regular Meeting: October (TBD), 2021



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

August 31st, 2021 – Meeting Minutes

A regular meeting of the Freeport City Council was convened at 7:04 pm by Mayor Mike Eveslage, and council members Sarah Blake, Nick Arnzen, Tim Hennen, and Jake Renneker.

Staff in attendance: Clerk-Treasurer Wyatt Kemper, Deputy Treasurer Joan Wall, Public Works Director Loren Goebel, Fire Chief Andy Grieve, City Attorney Scott Dymoke, and City Engineer Dave Blommel.

Others in attendance:

Carol Moorman (Star Post)

Branden Roering (Freeport Fire Dept.)

Approve Agenda

Renneker moved to approve the agenda, seconded by Arnzen. Motion carried 5-0.

Public Forum

Consent Agenda

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

Reports

Clerk-Treasurer Report

With Kemper absent, Wall read through the Clerk's Report. The EDA recommends approving the Carr's quote for finishing cleanup of the Welle 3 addition. With construction beginning, temporary bypass was set up on August 16th. A quote for the new Trimble handheld and software has been received, and City Hall will be closed on September 6th in observation of Labor Day.

Deputy Treasurer Report

Fire Department Report

Grieve reported that there were fourteen calls in August. Five medicals, one mutual aid fire with Albany, seven weather – related calls, and one that was cancelled. On a side note, Grieve said he had been receiving calls about burning permits. He spoke with the County who confirmed that, as of the meeting date, burning permits are still not being issued.

Public Works Report

Goebel reported that the hydraulic tank for the plow truck would take approximately \$1,000.00 to repair, and a brand-new tank would be \$2,000.00.

Hennen moved to approve the purchase of a new hydraulic tank, seconded by Arnzen. Motion carried 5-0.

Engineer Report

Blommel reported that the feasibility study for 7th Street has been submitted. The infrastructure repair work has begun, but there have been setbacks due to rain. Residents have had several questions about the temporary

bypass, but aside from that and the rain delay, the construction is going as planned. Even with the setbacks from the rain, Blommel said that Kuechle still intends to finish by the proposed date.

Attorney Report

Dymoke reported that he had been assisting with paperwork required by the USDA for the current infrastructure repair project. As of the meeting, all required paperwork has been submitted. Also reported was that any overhang of trees obstructing the view of bus drivers was the responsibility of the owner to take care of. If the city needs to become involved, we are able to contract to have the work done, and then send the bill to the owner.

Hennen moved to have Carr's contracted to clean the bus route of overhanging foliage, as it constitutes a public safety issue. Seconded by Blake. Motion carried 5-0.

Old Business

Nuisance Properties

Dymoke said that Kemper has been reaching out to nuisance property owners, sending letters and following up with a phone call if they do not abide by the initial request. Eveslage said that there are two properties in particular that absolutely need to be pressed because of the amount of clutter in the yard. Dymoke said that the next step would be to hold a public hearing regarding the removal of any rubbish from a property, after which items can be removed and the cost of removal can be assessed to their property taxes. Discussion was held over other nuisance properties in the area, and which have substantial work to do yet.

New Business

Trimble Handheld Quote

Wall stated that the Trimble quote has been received, and Blommel said that the quote looks appropriate for the tech that is being purchased. The new handheld will be able to read all of the existing meters and any new ones that are installed. The old handheld could only read the existing meters, which would cause an issue for any new homes or secondary meters. Blommel said that the expense of the new handheld and software can be taken out of the USDA water reserve.

Hennen moved to approve the purchase of a new handheld and software with the USDA water reserve, seconded by Renneker. Motion carried 5-0.

Resolution 2021-11; bond Resolution for 2021 Sewer/Water Project

Blommel explained the resolution is to approve interim financing through MN Rural Water Association. MRWA loans the money to the city, and we pay back interest on the portion of available funding that is used. USDA then pays back the owed amount once the loans are closed.

Arnzen moved to approve Resolution 2021-11, seconded by Hennen. Motion carried 5-0.

Resolution 2021-12; Resolution Ordering Preparation of report on Improvement

Renneker moved to approve Resolution 2021-12, seconded by Hennen. Motion carried 5-0.

LMCIT Waiver

Hennen moved to approve to waive the monetary limits on municipal tort liability, seconded by Blake. Motion carried 5-0.

Oak Station Alleyway Acknowledgement

Discussion was held over the use of the alleyway (public right-of-way) behind Oak Station. A resident would like the alleyway established for public use so they can make use of it in the future for easier access to their property. Conclusion was that the right-of-way is owned, but not maintained by, the city.

Landscaping – 309 2nd Ave NW

Wall reported that Kemper left a note on the subject stating that there was a discussion held with the owner of the property, with the conclusion being that the City was not responsible for restoring the land that was disturbed. A private contractor was hired to repair the water main, which was underneath the street. In the end, it is the contractor's responsibility to restore the property.

2022 Budget and Levy

Wall explained that the preliminary levy is due September 30th, and a hearing needs to be scheduled between November 25th and December 27th. *Wall asked if the council would like to move up the December meeting date to December 21st. Wall led the council through the budget and levy, and asked the council what they would like to see done with the tax rate. Consensus was to keep it as close to last year as possible. Discussion was held over the percentage increase for wages between staff members. Consensus was to raise the rate to 10% since there was a pay freeze the previous year, as well as additional requirements that staff had to follow during the COVID pandemic. Further discussion was held over the availability of grants for community improvement projects. Blommel said that as far as grants go, Freeport will likely not score well because of the criteria.

*Renneker moved to approve the alternate December meeting date, seconded by Arnzen. Motion carried 5-0.

Dakota Steel and Trim Sign Permit

Eveslage stated that the EDA does not need to approve the sign, contrary to the memo that was provided. Hennen moved to approve the sign placement for Dakota Steel and Trim, seconded by Blake. Motion carried 5-0.

Adjourn

At 8:46 pm Renneker moved to adjourn, seconded by Hennen. Motion carried 5-0.

Mayor, Mike Eveslage

City Clerk-Treasurer, Wyatt Kemper

09/13/21
14:17:24

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 9/21

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
4657		15 ALBANY MUTUAL TELEPHONE	255.38					
	10437629	09/01/21 836-2411	40.30			225 42200	320	10100
	10437629	09/01/21 836-2413	37.73			225 42200	320	10100
	10437454	09/01/21 836-7158	40.32			101 41000	320	10100
	10437611	09/01/21 836-2685	21.31			601 43225	320	10100
	10437611	09/01/21 836-2685	21.31			602 43250	320	10100
	10438002	09/01/21 836-2112	94.41			101 41000	320	10100
		Total for Vendor:	255.38					
4658		70 CENTERPOINT ENERGY	47.39					
	6027191-3	08/24/21 Maintenance bldg	26.39			101 43100	382	10100
	6023406-9	08/24/21 Fire hall	21.00			225 42200	382	10100
		Total for Vendor:	47.39					
4659		76 CENTRAL MINNESOTA CREDIT UNION	397.32					
	08/31/21	Weed killer	175.00			101 45200	260	10100
	08/31/21	Water sample postage	4.80			601 43225	200	10100
	08/31/21	Utility billing postage	82.50			601 43225	200	10100
	08/31/21	Utility billing postage	82.50			602 43250	200	10100
	08/31/21	FD stork lapel pins	16.33*			225 42200	210	10100
	08/31/21	Stearns Co Beacon Fee	1.00			101 41000	433	10100
	08/31/21	FD chief pins	35.19*			225 42200	210	10100
		Total for Vendor:	397.32					
4660		145 FINKEN WATER SOLUTIONS	23.00					
	1274938	09/01/21 Water softener rental	15.00			101 41000	410	10100
	1274939	09/01/21 Maint water cooler	8.00			101 43100	410	10100
		Total for Vendor:	23.00					
4661		387 RAHNS OIL & PROPANE, INC	470.35					
	60391	08/31/21 Fire dept fuel	245.97			225 42200	215	10100
	60391	08/31/21 Public Works fuel	198.67			101 43100	215	10100
	60391	08/31/21 EDA meal	25.71*			300 46500	210	10100
		Total for Vendor:	470.35					

09/13/21
14:17:24

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Page: 2 of 2
Report ID: AP100V

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4662		437 STAR PUBLICATIONS LLC	65.28					
	197015	08/31/21 Annual TIF disclosure stmt	65.28			101 41000	350	10100
		Total for Vendor:	65.28					
4663		510 VERIZON WIRELESS	41.44					
	9887504949	09/01/21 Cell phone - Sep	41.44			101 43100	320	10100
		Total for Vendor:	41.44					
4664		750 WASTE MANAGEMENT, INC	159.18					
	7024991176	09/01/21 City hall & maint shop	144.42			101 43100	383	10100
	7024520176	09/01/21 Fire hall	14.76			225 42200	383	10100
		Total for Vendor:	159.18					
4665		525 XCEL ENERGY, INC	2,535.91					
	746563925	09/02/21 302188142	171.90			601 43225	381	10100
	746563925	09/02/21 302252262	70.77			101 43160	381	10100
	746563925	09/02/21 302290398	256.61			101 41000	381	10100
	746563925	09/02/21 302679657	71.06			101 43100	381	10100
	746563925	09/02/21 302700297	22.91			602 43250	381	10100
	746563925	09/02/21 302947044	181.64			601 43225	381	10100
	746563925	09/02/21 303193187	21.35			602 43250	381	10100
	746563925	09/02/21 303616049	223.49			225 42200	381	10100
	746563925	09/02/21 303936749	41.20			101 43160	381	10100
	746563925	09/02/21 303956738	433.14			101 43160	381	10100
	746563925	09/02/21 303963984	233.87			101 43160	381	10100
	746563925	09/02/21 303985901	34.32			101 43160	381	10100
	746563925	09/02/21 304083816	13.07			101 43160	381	10100
	746563925	09/02/21 304098414	18.79			602 43250	381	10100
	746790843	09/03/21 Street lights	741.79			101 43160	381	10100
		Total for Vendor:	2,535.91					
		# of Claims	9	Total:		3,995.25		

09/23/21
09:32:16

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Page: 1 of 3
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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4666		777 ANDY GRIEVE	256.00					
	09/23/21	Chiefs conf per diem	256.00			225 42200	335	10100
		Total for Vendor:	256.00					
4667		758 BRANDEN ROERING	256.00					
	09/23/21	Chiefs conf per diem	256.00			225 42200	335	10100
		Total for Vendor:	256.00					
4668		123 DYMOKE LAW OFFICE, P.A.	262.50					
	09/01/21	City council meeting	125.00			101 41000	302	10100
	09/01/21	2021 improvements	137.50*			420 43100	302	10100
		Total for Vendor:	262.50					
4669		129 EHLERS & ASSOCIATES, INC	750.00					
	87562 07/14/21	Continuing Disclosure Fee	750.00			101 41000	300	10100
		Total for Vendor:	750.00					
4670		641 FREEPORT ELECTRIC, INC	84.37					
	4407 08/24/21	Street light repair - 10th St	84.37			101 43160	311	10100
		Total for Vendor:	84.37					
4671		194 HENNEN LUMBER CO, INC	39.76					
	59417 06/28/21	Nuts & bolts	1.36			101 43100	220	10100
	60211 08/13/21	Overhead door lock - park	38.40			101 45200	220	10100
		Total for Vendor:	39.76					
4672		820 INDEPENDENT TESTING	1,050.00					
	39844 09/15/21	Density tests & trip charges	1,050.00*			420 43100	300	10100
		Total for Vendor:	1,050.00					
4673		681 JAMIE ENGELMEYER	256.00					
	09/23/21	Chiefs conf per diem	256.00			225 42200	335	10100
		Total for Vendor:	256.00					

09/23/21
09:32:16

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Page: 2 of 3
Report ID: AP100V

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4674		743 JIM'S WHOLESALE, INC	119.90					
	201552	09/07/21 Enmotion towels city hall	59.95			101 43100	210	10100
	201553	09/07/21 Enmotion towels fire hall	59.95*			225 42200	210	10100
		Total for Vendor:	119.90					
4675		219 JOANN TIMP	144.00					
	09/17/21	4 cleanings (8/27/21-9/17/21)	144.00			101 41000	300	10100
		Total for Vendor:	144.00					
4676		769 METRO SALES, INC	89.87					
	INV1886614	09/09/21 Copier rental 8/15/21-9/14	89.87			101 41000	410	10100
		Total for Vendor:	89.87					
4677		309 MINNESOTA LIFE INSURANCE CO	3.40					
	07/15/21	Goebel	1.70			101 43000	131	10100
	07/15/21	Kemper	1.70			101 41400	131	10100
	07/15/21	Wall adj	-6.80			101 41400	131	10100
	08/16/21	Goebel	1.70			101 43000	131	10100
	08/16/21	Kemper	1.70			101 41400	131	10100
	09/15/21	Goebel	1.70			101 43000	131	10100
	09/15/21	Kemper	1.70			101 41400	131	10100
		Total for Vendor:	3.40					
4678		385 QUILL CORPORATION	133.97					
	18973870	08/23/21 Kraft paper towels	40.99			101 45200	210	10100
	18973870	08/23/21 Trash bags	59.99			101 45200	210	10100
	18973870	08/23/21 Nitrile gloves	32.99			101 41000	210	10100
		Total for Vendor:	133.97					
4679		389 RAMLER TRUCK & TRAILER REPAIR,	445.52					
	RI056570	09/22/21 Truck #408 replace batteries	445.52*			225 42200	401	10100
		Total for Vendor:	445.52					

09/23/21
09:32:16

CITY OF FREEPORT
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Page: 3 of 3
Report ID: AP100V

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4680		782 RMB ENVIRONMENTAL LABORATORIES	73.00					
	D021712	09/21/21 Quarterly influent	73.00			602 43250	460	10100
		Total for Vendor:	73.00					
4681		413 SCHLENNER WENNER & CO	4,150.00					
	275392	06/30/21 Fire Relief Assoc audit	4,150.00			225 42200	301	10100
		Total for Vendor:	4,150.00					
4682		418 SEH, INC	35,197.28					
	411841	09/17/21 2020 Freeport facility plan	25,650.00*			420 43100	300	10100
	411841	09/17/21 Field staff hours	9,060.00*			420 43100	300	10100
	411841	09/17/21 Mileage	343.28*			420 43100	300	10100
	411841	09/17/21 Travel/lodging	144.00*			420 43100	300	10100
		Total for Vendor:	35,197.28					
4683		809 VALLI INFORMATION SYSTEMS, INC	75.00					
	77889	08/31/21 BDS Online monthly maint	75.00			101 41000	300	10100
		Total for Vendor:	75.00					
4684		525 XCEL ENERGY, INC	127.32					
	748470983	09/17/21 Water tower	127.32			601 43225	381	10100
		Total for Vendor:	127.32					
		# of Claims	19	Total:	43,513.89			

FREEPORT CALLS

City	Date Received	Call #	Description	Actual_Incid_Location
FREEPORT	08/31/2021 14:48:37	21079051	ACCIDENT	
FREEPORT	08/07/2021 04:10:29	21071450	AGENCY ASSIST	
FREEPORT	08/07/2021 04:35:21	21071451	CITIZEN CONTACT	
FREEPORT	08/27/2021 12:46:49	21077747	CITY BUSINESS	
FREEPORT	08/22/2021 13:53:53	21076294	COMMUNITY ENGAGEMENT	
FREEPORT	08/22/2021 19:24:45	21076355	DOMESTIC	
FREEPORT	08/28/2021 11:48:47	21078100	ELECTRICAL WIRES ARCING	
FREEPORT	08/13/2021 21:06:45	21073619	FIREWORKS COMPLAINT	
FREEPORT	08/17/2021 08:02:31	21074579	JUVENILE/LOST OR FOUND	
FREEPORT	08/07/2021 04:03:35	21071449	MATTER OF INFORMATION	
FREEPORT	08/05/2021 11:21:16	21070831	MATTER OF INFORMATION	
FREEPORT	08/17/2021 18:37:19	21074762	MEDICAL EMERGENCY	
FREEPORT	08/25/2021 04:18:58	21077006	NOISE COMPLAINT	
FREEPORT	08/11/2021 19:47:51	21072927	PERSONAL ASSIST	
FREEPORT	08/10/2021 21:00:44	21072587	PERSONAL ASSIST	
FREEPORT	08/17/2021 15:54:35	21074715	REPORT WRITING	
FREEPORT	08/09/2021 15:06:20	21072121	STOLEN VEHICLE	
FREEPORT	08/01/2021 00:35:18	21069482	SUSPICIOUS ACTIVITY	
FREEPORT	08/26/2021 23:53:03	21077626	SUSPICIOUS VEHICLE	
FREEPORT	08/20/2021 22:40:19	21075834	SUSPICIOUS VEHICLE	
FREEPORT	08/01/2021 01:38:03	21069505	TRAFFIC STOP	
FREEPORT	08/05/2021 01:40:50	21070737	TRAFFIC STOP	
FREEPORT	08/05/2021 23:09:12	21071011	TRAFFIC STOP	
FREEPORT	08/11/2021 06:49:34	21072693	TRAFFIC STOP	

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Knights of Columbus

Previous Gambling Permit Number: X-94409-20-004

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 81-3543316

Mailing Address: P.O. Box 335

City: New Munich State: MN Zip: 56356 County: Stearns

Name of Chief Executive Officer (CEO): Richard E. Sand

CEO Daytime Phone: 320-250-2357 CEO Email: rcsand@albanytel.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place):

Sacred Heart Church

Physical Address (do not use P.O. box): 106 3rd Ave. N.E.

Check one:

☒ City: Freeport Zip: 56331 County: Stearns

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): December 01 - 2021

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

Memo

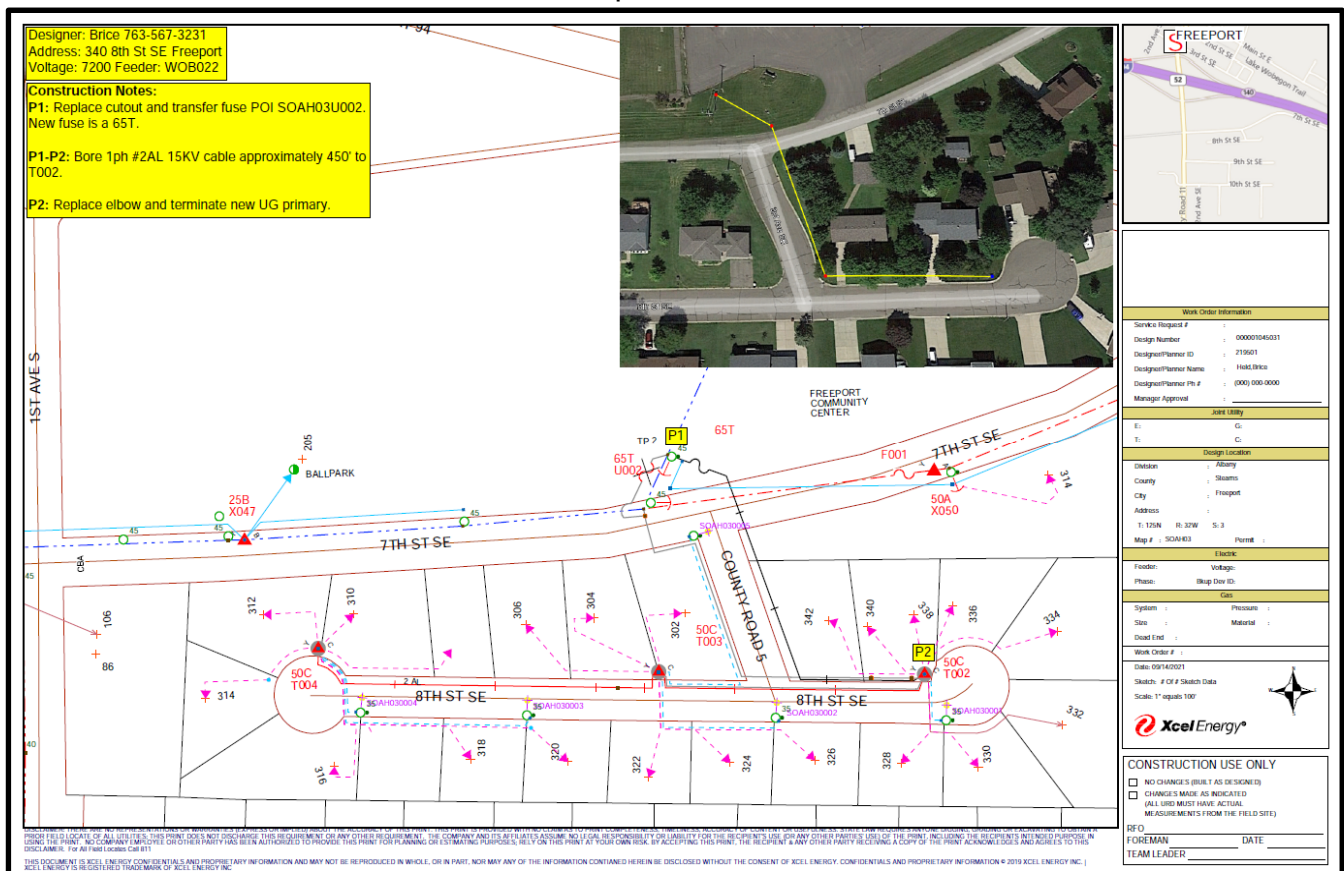
From: Wyatt Kemper, Clerk-Treasurer

To: Freeport City Council

Date: 09/28/2021

Re: Clerk's Report

- Xcel replacing faulty lines on 7th Street on November 8th, 2021. (Map below) The replacement line will hopefully mitigate power outages that residents specifically on 8th Street have been dealing with for about three years.
- October 21-22 MAOSC Board of Directors Retreat in Walker, MN to take place from Noon Thursday to Noon Friday.
- Insurance claim for Sand Shed has been started, not sure if it will meet deductible. We will end up paying for the removal of the tree since the incident was declared an "Act of God."
- Construction is continuing roughly on-schedule, despite weather-related delays.
- Fall Leaf Pickup scheduled for Friday, October 22nd, 2021.
- With Waste Management contract set to expire, discussion has been held with Jeff Bertram about possible contract with West Central.
- Joan will be out of the office from September 30th until October 4th.



Job Duty	Date	Initial
Well, tower, pond checks.	Sun 9/5/21	RJ
Well, tower, pond, lift station checks, Holiday ^{water samples} -garbage	Mon 9/6/21	RJ
Well, tower, pond checks, Flushed hydrants, took flags down	Tue 9/7/21	RJ
gopher calls, met w/ Aaron from Kueckle + Shawn SEH.	"	RJ
Well, tower, pond checks, gopher calls, mowed lawn, met w/ Aaron w/ Kueckle on sewer location.	Wed 9/8/21	RJ
Well, tower, lift station, pond checks, water samples, mowed lawn, bugs, paperwork, met w/ Aaron + Shawn SEH, garbage	Thurs 9/9/21	RJ, N
Well, tower, pond checks, cut branches up behind Senior Center, garbage, Kueckle trees + sewer, met w/ Jessica SEH	FRI 9/10/21	RJ
Well, tower, pond checks flags half staff	"	RJ
Well, tower, pond checks raised flags	SAT 9/11/21	RJ
Well, tower, lift station pond checks, water samples, water meter reading for last 2 months, met w/ Aaron Kueckle stop water to North on 4th st NW, garbage, start temp water by st 2nd + 3rd street, mowed lawn	Sun 9/12/21	RJ
Well, tower, pond checks, paperwork, shop, went over records on phos limits for new MPCA permit.	Mon 9/13/21	RJ
Well, tower, pond checks, meeting on project, met w/ Dave by Fanno on 2nd st SE, swept streets.	"	RJ, MS
Well, tower, lift station, pond checks, water samples, garbage, swept streets, power outages - got wells back up and running, water samples, gopher call, bugs at ponds	Tue 9/14/21	RJ
Well, tower, pond checks, curb stops on 3rd + 4th street SE. Filed paperwork, Freeport Electric checked Tower well power surge on scale.	"	RJ
Well, tower, pond checks	Wed 9/15/21	RJ
Well, tower, pond checks, leak at tower well for temp water. ^(Power surge)	Thurs 9/16/21	RJ
Well, tower, lift station, pond checks, garbage, water samples, breakers tripped at shop, Fixed water pump, Laing started taking tar up on 2nd st SE.	FRI 9/17/21	RJ
Well, tower, pond checks, adjuster for sand shed, clean bathrooms + cut branches at ballpark park. Kueckle water shut off Laing took car of SE area, Kueckle started services	"	RJ
	SAT 9/18/21	RJ
	Sun 9/19/21	RJ
	Mon 9/20/21	RJ
	"	RJ
	"	RJ
	Tue 9/21/21	RJ
	"	RJ
	"	RJ

Job Duty	Date	Initial
Well, tower, pond checks, curb stop locates, gas install, weed wack	Wed 8/11/21	RJ
* spray ballfield fence, garbages	"	RJ
Well, tower, pond, lift station checks, water samples, bugs at ponds, locates, mowed lawn, temp door handle at ballpark,	Thur 8/12/21	RJ
Well, tower, pond checks, gopher call, locates, reports, KS locate for city shop	"	RJ
Well, tower, pond checks	FRI 8/13/21	RJ
Well, tower, pond checks	"	RJ
Well, tower, pond checks	SAT 8/14/21	RJ
Well, tower, pond checks	SUN 8/15/21	RJ
Well, tower, lift station, pond checks, water samples locates, meeting w/ gopher call at 9:00 AM - 10:00 AM, mowed lawn	MON 8/16/21	RJ
Well, tower, pond checks, clean ballpark, bathrooms, gazebo, shop.	"	RJ
Well checks	Tue 8/17/21	RJ
"	Wed 8/18/21	ME
"	Thur 8/19/21	ME
"	FRI 8/20/21	ME
"	SAT 8/21/21	ME
"	SUN 8/22/21	ME
Well, tower, lift station pond checks, water samples, Kueckle gate valve overview to start temp water lines,	MON 8/23/21	RJ
Well, tower, pond checks, conference St. Cloud.	"	RJ
Well, tower, pond checks, garbages, conference St. Cloud	Tue 8/24/21	RJ
Well, tower, pond, lift station checks, conference St. Cloud, Kueckle new valve on 3rd St NW, water samples, 8th St SE power outage	Wed 8/25/21	RJ
Well, tower, pond checks, gopher calls, garbages, paperwork, city hall	Thur 8/26/21	RJ
Well, tower, pond checks, water samples , shut gate valve off on 4th st , Well, tower, pond checks -	FRI 8/27/21	RJ
Well, tower, pond, lift station checks, water samples, gate valves on 4th St NW, swept streets, set up tree dump site south of cars tree service, water to resident on temp water	SAT 8/28/21	RJ
Well, tower, pond checks, bugs at ponds, garbages, clean ballpark + park bathrooms, Kueckle lines, council, water turn on	SUN 8/29/21	RJ
Well, tower, pond checks, Jessica + Kueckle lines, meter reading, mowed lawn, water turn on to temp line	MON 8/30/21	RJ
Well, tower, lift station, pond checks, water samples, garbages, flags up, set Kueckle on sewer line stub, bugs in ponds	"	RJ
Well, tower, pond checks, meter readings, reports, Kueckle 2nd Ave + 3rd + 4th street sewer + water lines.	Tue 8/31/21	RJ
Well, tower, pond checks	Wed 9/1/21	RJ
	Thur 9/2/21	RJ
	FRI 9/3/21	RJ
	SAT 9/4/21	RJ



Building a Better World
for All of Us®

MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: September 28, 2021

RE: Council Update
SEH No. FREEP GEN 14.00

2021 Improvements

The utility project has progressed to multiple crews with the first portions of the project beginning street work. Once the street work begins, the subcontractor will remove about 2 feet of the existing roadway, place a roadway fabric on top of the clay, and fill the roadway with about 18" of sand. Following the placement of fabric and sand, they will place aggregate base. Once in place, the contractor will install concrete curb and gutter. Asphalt pavement will be installed once entire project areas are ready on a neighborhood-by-neighborhood basis.

Special thank you to Loren for being available to both the SEH staff on site and the contractor! His insight and help have been very valuable.

The first payment request is ready for council review and is attached to this memorandum. The contractor is due \$175,298.52. This amount will be paid from the City's interim financing (through Rural Water).

Requested action: Approve Payment Application No. 1 in the amount of \$175,298.52

7th Street SE

I have attached the feasibility study for 7th Street SE. The revised cost estimate prepared with the report is has not changed much from the original costs discussed last fall. The next step in the process is to approve the feasibility study and order a public improvement hearing. This can be held at any of the next several council meetings. The group should be small enough that it can be held at City Hall.

Requested action: Approve Resolution accepting feasibility study and ordering hearing on improvements.

MPCA Water Quality Based Effluent Limits Letter

As we discussed at the June meeting, the City is being given a phosphorus limit on our discharge from the wastewater ponds. We can discharge 180 kg per year. I have attached a letter that I would like to send to the MPCA on behalf of the City. The City appears to be able to meet the limits with no physical or operational changes at the existing ponds.

Requested action: Approve MPCA response letter.

dwb/mrb

Enclosures

x:\fj\freep\common_council meeting\2021.09.28\2021.09.23 m council update.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 1200 25th Avenue South, P.O. Box 1717, St. Cloud, MN 56302-1717

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned. Affirmative Action-Equal Opportunity Employer

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 2021 IMPROVEMENTS								Application Number: 1			
Application Period: 08/10/2021 - 09/11/2021								Application Date: 9/11/2021			
A					B	C	D	E	F		G
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
GENERAL											
1	MOBILIZATION	1.00	LUMP SUM	\$60,000.00	\$60,000.00	0.50	\$30,000.00		\$30,000.00	50.0%	\$30,000.00
2	TRAFFIC CONTROL	1.00	LUMP SUM	\$4,000.00	\$4,000.00	0.50	\$2,000.00		\$2,000.00	50.0%	\$2,000.00
3	CLEARING	3.00	TREE	\$500.00	\$1,500.00						\$1,500.00
4	GRUBBING	3.00	TREE	\$300.00	\$900.00						\$900.00
5	REMOVE WATER MAIN PIPE	2,300.00	LIN FT	\$0.01	\$23.00	43.00	\$0.43		\$0.43	1.9%	\$22.57
6	REMOVE CONCRETE PAVEMENT	816.00	SQ YD	\$4.50	\$3,672.00	530.16	\$2,385.72		\$2,385.72	65.0%	\$1,286.28
7	REMOVE BITUMINOUS PAVEMENT	12,500.00	SQ YD	\$2.50	\$31,250.00	5,605.13	\$14,012.83		\$14,012.83	44.8%	\$17,237.18
8	SALVAGE STOP / YIELD SIGN	5.00	EACH	\$40.00	\$200.00						\$200.00
9	REMOVE SANITARY MANHOLE	14.00	EACH	\$235.00	\$3,290.00	3.00	\$705.00		\$705.00	21.4%	\$2,585.00
10	REMOVE STORM SEWER MANHOLE / CB	2.00	EACH	\$235.00	\$470.00						\$470.00
11	REMOVE EXISTING GATE VALVE AND BOX	6.00	EACH	\$55.00	\$330.00						\$330.00
12	REMOVE HYDRANT	1.00	EACH	\$350.00	\$350.00						\$350.00
13	SAWING CONCRETE PAVEMENT (FULL DEPTH)	720.00	LIN FT	\$5.00	\$3,600.00	288.80	\$1,444.00		\$1,444.00	40.1%	\$2,156.00
14	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	1,300.00	LIN FT	\$4.00	\$5,200.00	290.40	\$1,161.60		\$1,161.60	22.3%	\$4,038.40
15	SALVAGE STREET SIGN	4.00	EACH	\$40.00	\$160.00						\$160.00
16	SALVAGE AND STOCKPILE 6" EXISTING AGGREGATE MAT	280.00	CU YD	\$8.00	\$2,240.00						\$2,240.00
STREET											
17	COMMON EXCAVATION (P)	10,270.00	CU YD	\$9.00	\$92,430.00						\$92,430.00
18	SUBGRADE EXCAVATION	300.00	CU YD	\$9.00	\$2,700.00						\$2,700.00
19	DEWATERING	1.00	LUMP SUM	\$0.01	\$0.01	0.10	\$0.00		\$0.00	10.0%	\$0.01
20	STREET SWEEPER (WITH PICKUP BROOM)	30.00	HOURL	\$110.00	\$3,300.00						\$3,300.00
21	GEOTEXTILE FABRIC TYPE 5	13,500.00	SQ YD	\$1.60	\$21,600.00						\$21,600.00
22	SELECT GRANULAR BORROW (CV) (P)	6,372.00	CU YD	\$12.00	\$76,464.00						\$76,464.00

Progress Estimate - Unit Price Work

Contractor's Application

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A					B	C	D	E	F		G
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
23	SUBGRADE PREPARATION	41.00	ROAD STA	\$100.00	\$4,100.00						\$4,100.00
24	AGGREGATE BASE (CV) CLASS 5 (P)	2,387.00	CU YD	\$22.30	\$53,230.10						\$53,230.10
25	TYPE SPWEA240C WEARING COURSE MIXTURE	1,175.00	TON	\$79.00	\$92,825.00						\$92,825.00
26	TYPE SPWE230B NON WEARING COURSE MIXTURE	1,850.00	TON	\$64.00	\$118,400.00						\$118,400.00
27	BITUMINOUS MATERIAL FOR TACK COAT	875.00	GAL	\$2.50	\$2,187.50						\$2,187.50
28	GRAVEL ENTRANCE RESTORATION	7.00	EACH	\$150.00	\$1,050.00						\$1,050.00
29	6" CLASS 5 SURFACING	500.00	SQ YD	\$6.00	\$3,000.00						\$3,000.00
30	6" GRANITE SURFACING	80.00	SQ YD	\$7.00	\$560.00						\$560.00
31	6" CONCRETE WALK	480.00	SQ FT	\$8.00	\$3,840.00						\$3,840.00
32	CONCRETE CURB & GUTTER DESIGN B618	6,900.00	LIN FT	\$13.50	\$93,150.00						\$93,150.00
33	6" CONCRETE DRIVEWAY PAVEMENT	1,050.00	SQ YD	\$45.00	\$47,250.00						\$47,250.00
34	TRUNCATED DOMES	-	SQ FT	\$50.00							
35	12" SOLID LINE, EPOXY	46.00	LIN FT	\$6.00	\$276.00						\$276.00
36	SALVAGE AND REINSTALL CHAIN LINK FENCE	100.00	LIN FT	\$55.00	\$5,500.00						\$5,500.00
37	INSTALL SIGN PANEL STREET BLADES	6.00	PER SIGN	\$400.00	\$2,400.00						\$2,400.00
38	SIGN PANELS TYPE C	40.00	SQ FT	\$50.00	\$2,000.00						\$2,000.00
SANITARY SEWER CIPP LINING											
39	8" CIPP LINING	1,553.00	LIN FT	\$28.10	\$43,639.30						\$43,639.30
40	8" DIP SCALE REMOVAL (P)	188.00	LIN FT	\$15.80	\$2,970.40						\$2,970.40
41	4" LATERAL SERVICE CIPP LINING (8' MIN.)	24.00	EACH	\$3,350.00	\$80,400.00						\$80,400.00
42	6" LATERAL SERVICE CIPP LINING (8' MIN.)	3.00	EACH	\$3,350.00	\$10,050.00						\$10,050.00
43	SANITARY SEWER CLEANOUT	27.00	EACH	\$1,000.00	\$27,000.00						\$27,000.00
44	LATERAL LINING, ADDITIONAL FOOTAGE	285.00	LIN FT	\$25.00	\$7,125.00						\$7,125.00

Progress Estimate - Unit Price Work

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A					B	C	D	E	F		G
Item		Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
45	TRIM PROTRUDING LATERAL SERVICE	6.00	EACH	\$370.00	\$2,220.00						\$2,220.00
46	LATERAL INVESTIGATION (100' OR LESS)	40.00	EACH	\$35.00	\$1,400.00						\$1,400.00
SANITARY SEWER											
47	8" PVC PIPE SEWER	3,034.00	LIN FT	\$56.00	\$169,904.00	1,149.00	\$64,344.00		\$64,344.00	37.9%	\$105,560.00
48	CONNECT TO EXISTING SANITARY SEWER MAIN	7.00	EACH	\$2,000.00	\$14,000.00	1.00	\$2,000.00		\$2,000.00	14.3%	\$12,000.00
49	4" PVC PIPE SEWER SERVICE	1,000.00	LIN FT	\$25.00	\$25,000.00						\$25,000.00
50	6" PVC PIPE SEWER SERVICE	200.00	LIN FT	\$29.00	\$5,800.00						\$5,800.00
51	CONNECT TO EXISTING SANITARY SEWER SERVICE	44.00	EACH	\$230.00	\$10,120.00						\$10,120.00
52	8" X 4" PVC WYE	40.00	EACH	\$420.00	\$16,800.00	16.00	\$6,720.00		\$6,720.00	40.0%	\$10,080.00
53	8" X 6" PVC WYE	4.00	EACH	\$445.00	\$1,780.00	4.00	\$1,780.00		\$1,780.00	100.0%	
54	SANITARY SEWER CLEANOUT	44.00	EACH	\$540.00	\$23,760.00						\$23,760.00
55	CONSTRUCT SANITARY MANHOLES	18.00	EACH	\$4,900.00	\$88,200.00	4.00	\$19,600.00		\$19,600.00	22.2%	\$68,600.00
56	EXTRA DEPTH MANHOLE	32.40	LIN FT	\$142.00	\$4,600.80	32.54	\$4,620.68		\$4,620.68	100.4%	-\$19.88
57	8" OUTSIDE DROP SHAFT	10.50	VERT FT	\$1,000.00	\$10,500.00	10.10	\$10,100.00		\$10,100.00	96.2%	\$400.00
58	CONNECT TO EXISTING MANHOLE / PIPE	7.00	EACH	\$0.01	\$0.07						\$0.07
59	SANITARY SEWER TRACER WIRE SYSTEM	1.00	LUMP SUM	\$1,340.00	\$1,340.00	0.25	\$335.00		\$335.00	25.0%	\$1,005.00
60	PIPE BEDDING (CV)	150.00	CU YD	\$13.00	\$1,950.00						\$1,950.00
61	OPEN CUT SERVICE SEPARATION - ALLEY	1.00	LUMP SUM	\$8,000.00	\$8,000.00						\$8,000.00
62	CLEAN & VIDEO TAPE PIPE SEWER	2,894.00	LIN FT	\$1.40	\$4,051.60						\$4,051.60
WATER MAIN											
63	CONNECT TO EXISTING WATER MAIN	9.00	EACH	\$2,800.00	\$25,200.00	2.00	\$5,600.00		\$5,600.00	22.2%	\$19,600.00
64	CONNECT TO EXISTING WATER SERVICE	35.00	EACH	\$250.00	\$8,750.00						\$8,750.00
65	HYDRANT	6.00	EACH	\$5,100.00	\$30,600.00						\$30,600.00
66	1" CORPORATION STOP & SADDLE	35.00	EACH	\$385.00	\$13,475.00						\$13,475.00

Progress Estimate - Unit Price Work

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Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
67	6" GATE VALVE AND BOX	7.00	EACH	\$1,660.00	\$11,620.00						\$11,620.00
68	8" GATE VALVE AND BOX	7.00	EACH	\$2,230.00	\$15,610.00	1.00	\$2,230.00		\$2,230.00	14.3%	\$13,380.00
69	1" CURB STOP AND BOX	35.00	EACH	\$512.00	\$17,920.00						\$17,920.00
70	1" WATER SERVICE PIPE	935.00	LIN FT	\$22.00	\$20,570.00						\$20,570.00
71	6" WATERMAIN	120.00	LIN FT	\$55.00	\$6,600.00						\$6,600.00
72	8" WATERMAIN	2,600.00	LIN FT	\$56.00	\$145,600.00	43.00	\$2,408.00		\$2,408.00	1.7%	\$143,192.00
73	4" INSULATION	30.00	SQ YD	\$18.00	\$540.00						\$540.00
74	DUCTILE IRON FITTINGS	1,750.00	POUND	\$5.00	\$8,750.00	122.00	\$610.00		\$610.00	7.0%	\$8,140.00
75	WATER DISTRIBUTION TRACER WIRE SYSTEM	1.00	LUMP SUM	\$1,200.00	\$1,200.00						\$1,200.00
76	TEMPORARY WATER SUPPLY SYSTEM	1.00	LUMP SUM	\$12,000.00	\$12,000.00	0.50	\$6,000.00		\$6,000.00	50.0%	\$6,000.00
STORM SEWER											
77	15" RC APRON	1.00	EACH	\$720.00	\$720.00						\$720.00
78	24" RC APRON	3.00	EACH	\$885.00	\$2,655.00						\$2,655.00
79	8" CONCRETE HEADWALL OR APRON	1.00	EACH	\$525.00	\$525.00						\$525.00
80	8" PVC C900 STORM SEWER	20.00	LIN FT	\$50.00	\$1,000.00						\$1,000.00
81	12" STORM SEWER	362.00	LIN FT	\$51.00	\$18,462.00						\$18,462.00
82	15" STORM SEWER	352.00	LIN FT	\$58.00	\$20,416.00						\$20,416.00
83	18" STORM SEWER	337.00	LIN FT	\$62.00	\$20,894.00						\$20,894.00
84	24" STORM SEWER	151.00	LIN FT	\$73.00	\$11,023.00						\$11,023.00
85	4" DRAINTILE W/ FABRIC SOCK	5,100.00	LIN FT	\$5.00	\$25,500.00						\$25,500.00
86	6" DRAINTILE W/ FABRIC SOCK	700.00	LIN FT	\$7.00	\$4,900.00						\$4,900.00
87	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-48	9.00	EACH	\$3,275.00	\$29,475.00						\$29,475.00
88	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-60	2.00	EACH	\$4,660.00	\$9,320.00						\$9,320.00

Progress Estimate - Unit Price Work

Contractor's Application

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Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
89	CONNECT TO EXISTING RCP STORM SEWER PIPE	1.00	EACH	\$1,900.00	\$1,900.00						\$1,900.00
90	CONSTRUCT DRAINAGE STRUCTURE TYPE II	5.00	EACH	\$2,370.00	\$11,850.00						\$11,850.00
91	CONNECT TO EXISTING DRAINAGE STRUCTURE	1.00	EACH	\$1,900.00	\$1,900.00						\$1,900.00
92	POND EXCAVATION (CV)(P)	1,305.00	CU YD	\$10.00	\$13,050.00						\$13,050.00
93	RANDOM RIPRAP CLASS 3	36.00	CU YD	\$100.00	\$3,600.00						\$3,600.00
TURF RESTORATION											
94	STABILIZED CONSTRUCTION EXIT	7.00	EACH	\$600.00	\$4,200.00	3.00	\$1,800.00		\$1,800.00	42.9%	\$2,400.00
95	STORM DRAIN INLET PROTECTION	13.00	EACH	\$235.00	\$3,055.00	8.00	\$1,880.00		\$1,880.00	61.5%	\$1,175.00
96	INSTALL AND MAINTAIN SILT FENCE, TYPE MS	1,200.00	LIN FT	\$2.50	\$3,000.00	1,115.00	\$2,787.50		\$2,787.50	92.9%	\$212.50
97	SEDIMENT CONTROL LOG TYPE WOOD FIBER	120.00	LIN FT	\$4.00	\$480.00						\$480.00
98	COMMON TOPSOIL BORROW (LV)	600.00	CU YD	\$22.00	\$13,200.00						\$13,200.00
99	STOCKPILE AND RESPREAD SALVAGED TOPSOIL	200.00	CU YD	\$16.00	\$3,200.00						\$3,200.00
100	COMMERCIAL FERTILIZER	202.00	POUND	\$2.00	\$404.00						\$404.00
101	EROSION CONTROL BLANKETS CATEGORY 3	3,880.00	SQ YD	\$2.00	\$7,760.00						\$7,760.00
102	HYDROSEEDING	4,800.00	SQ YD	\$2.00	\$9,600.00						\$9,600.00
103	SEED MIXTURE 25-151	200.00	POUND	\$3.50	\$700.00						\$700.00
104	SEED MIXTURE 33-262	20.00	POUND	\$16.00	\$320.00						\$320.00
105	SEEDING (TEMPORARY)	1.00	ACRE	\$450.00	\$450.00						\$450.00
TOTAL UNIT PRICE WORK					\$1,846,052.78		\$184,524.76		\$184,524.76	10.0%	\$1,661,528.02

Resolution Receiving Feasibility Report and Calling Hearing on Improvement

WHEREAS, pursuant to resolution of the council adopted August 31, 2021, a report has been prepared by Short Elliott Hendrickson, Inc with reference to proposed Improvement No.2022-01, the improvement of 7th Street SE between County Road 11 and 1880 Feet East of County Road 11 by reclaim and overlay, and this report was received by the council on September 28, 2021, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FREEPORT, MINNESOTA:

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$251,841.
2. A public hearing shall be held on such proposed improvement on the _____ day of (month), (year), in the council chambers of the city hall at _____ a.m. (p.m.) and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 28th day of September, 2021.

Mayor

City Clerk

Feasibility Report

7th Street SE Improvements

FREEP 153897

Freeport, Minnesota | September 28, 2021



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists

Feasibility Report

7th Street SE Improvements
Freeport, Minnesota

SEH No. FREEP 153897

September 28, 2021

I hereby certify that this report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Dave Blommel, PE

Date: September 28, 2021

License No.: 46725

Short Elliott Hendrickson Inc.
1200 25th Avenue South
P.O. Box 1717
St. Cloud, MN 56302-1717
320.229.4300

Contents

Certification Page Contents

1	Scope	1
2	Feasibility	1
3	Existing Conditions.....	1
4	Alternatives Considered	2
4.1	Bituminous Overlay	2
4.2	Reclaim and Pave	2
4.3	Reconstruction.....	2
5	Probable Costs.....	3
6	Project Funding and Special Assessments	3

List of Tables

Table 1 – Cost Summary.....	3
-----------------------------	---

List of Figures

Figure 1 – Parcels Assessed	
-----------------------------	--

List of Appendices

Appendix A	Opinion of Probable Costs
Appendix B	Preliminary Assessment Worksheet
Appendix C	Assessment Policy
Appendix D	Appraisal Letter

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Feasibility Report

7th Street SE Improvements

Prepared for City of Freeport, Minnesota

1 Scope

This report addresses the proposed bituminous surfacing improvements on 7th Street SE from County Road 11 to the end of the existing pavement. Full depth reclamation, total reconstruction, and mill and overlay are all discussed within the report.

2 Feasibility

The project, as presented in this report, is both cost effective and feasible from an engineering perspective. The opinion of probable project costs are presented to assist the City in determining the feasibility of the project from a fiscal perspective. The project is necessary in order to replace deteriorating pavement and to improve the surface conditions of the roadway.

3 Existing Conditions

The roadway is approximately 1,825 feet in length and is 24 feet in width for most of its length. The roadway width reduces to 16 feet on the east end as it transitions to a private driveway. The exact age of the pavement has been questioned, with most recent improvements believed to be completed in the early 1990's. The roadway consists of varying thicknesses of bituminous pavement ranging from 3" up to 5" with aggregate base. Existing pavement conditions are poor on the roadway. There is significant block cracking and alligator cracking throughout the entire roadway in the project area. Significant patching has taken place with spot repairs being more common over the past 10 years.

The roadway has a rural section with deep ditches on the west end as it approaches County Road 11. A single culvert crosses the roadway near 3rd Avenue SE.

Municipal watermain is located in the north ditch of the roadway for a portion of the project area, crossing about 200 feet east of County Road 11 and also at 3rd Avenue SE. Aside from the crossings, the water main does not lie within the roadway. Sanitary sewer is likewise located in the north ditch and crosses in two locations near the municipal lift station located on the east end of the project.

No formal pedestrian facilities are in place along the roadway section being considered for improvement. Low traffic volumes allow pedestrians to utilize the roadway to access park facilities and athletic fields located along 7th Street SE.

4 Alternatives Considered

4.1 Bituminous Overlay

A bituminous overlay is used for functional improvements including enhanced smoothness, friction, and profile of the roadway. Overlays are applied over stable pavements with a sound (gravel/subsurface) base where visible surface distresses may include moderate to extreme raveling, longitudinal and transverse cracks, and a moderate amount of existing patching in good condition. Depending on traffic levels, an overlay will help extend the service life of a bituminous street an additional 10- to 12-years when combined with other maintenance techniques. Overlays typically do not prevent reflective cracking from developing from the underlying pavement layers.

Cracking may develop within one year of overlaying. To accommodate the extra thickness of bituminous on top of the existing surface, the outside 6 feet of bituminous pavement will be milled down approximately 1-inch to allow the new pavement layer to be paved more closely to the existing elevation.

7th Street SE is not a good candidate for an overlay based on the likely subgrade failure that causes the cracking seen in the roadway.

4.2 Reclaim and Pave

The roadway is improved to its existing width by a reclaim and pave technique. The roadway will be reclaimed (pulverized) to a depth of approximately 8-inches, compacted and overlaid with 4-inches of new bituminous. The reclaimed material is left in place to provide additional support for the roadway in the form of a blended aggregate base. Reclaim and pave is a cost effective method of increasing the structural section of the roadway without the added expense of excavation and hauling in new material on rural section roadways. Roadways with concrete curb and gutter do not benefit from this type of improvement like a rural section does.

The elevation of the road surface does increase by approximately 4" due to the added material. Driveways are often required to be replaced further back than reconstruction or mill and overlay.

Reclaim and Pave is the recommended alternative for this roadway.

4.3 Reconstruction

In the reconstruction alternative, the entire pavement section is removed and replaced with a more robust section. In Freeport, we have commonly used geotextile fabric, 12" to 18" of select granular borrow (sand) followed by 6" to 8" of class 5 aggregate base (gravel) topped with 4" of bituminous pavement. This section is often used where deep utility excavations are required and the entire roadway section is already disturbed. Given the clay nature of the soils, excavation should be limited where possible to prevent future settlement of the roadway.

With the lack of utility work required in the project area, the total reconstruction alternative is more costly than necessary and should be reserved for known problem spots.

5 Probable Costs

The probable cost for the improvements is summarized in the table below. A detailed estimate is located in the appendix.

Table 1 – Cost Summary

	Cost
Construction	\$185,177.50
Contingency	\$18,517.75
Engineering	\$37,035.50
Legal, Fiscal, Administrative	\$11,110.65
Total	\$251,841.40

6 Project Funding and Special Assessments

For surface improvements, the City's Special Assessment Policy prescribes the assessment methodology to be on the basis of "frontage" or "footage" unless the assessable costs would be more equitably distributed on a different basis. Since many of the lots abutting the project are regular shaped, the frontage methodology will be applicable. For frontage assessments, rectangular interior lots are assessed the frontage equal to the dimension of the side of the lot abutting the improvement. Rectangular corner lots are assessed 100% of the short side footage of the lot abutting the improvement and 50% of the long side footage of the lot abutting the improvement. Irregular shaped lots, the "frontage" shall be equal to the average width of the lot.

The City's assessment policy describes that it will specially assess properties for improvements up to 66.6% of the total project cost and to subsidize the remaining percentage with City funds. The assessment rate based on the estimate in this study is \$52.48 per foot of frontage.

Properties in this project area are unique in that many of these properties have an address side on 8th Street SE and not the roadway being improved. Per the policy, these parcels are still only improved on 1 side, so the full width of the lot is included in the assessment. Future assessments for work on 8th Street SE will need to be reviewed at the time of construction.

The assessment worksheet located in the appendix shows calculations for multiple percentages that might apply to this project. The policy states the 2/3 assessment is appropriate, but the discretion of the council will ultimately select the rate.

In conjunction with a previously assessed project, the City council commissioned an assessment letter identifying the range of rates at which parcels would benefit from the proposed improvements. The letter is included in the appendix. It recommends that the parcels be capped at \$8,000 for street only construction. Previous projects have utilized this cap and it should be considered for use on 7th Street SE as well.

Figures

Figure 1 – Parcels Assessed

Appendix A

Opinion of Probable Costs



7TH STREET SE IMPROVEMENTS
 FREEPORT, MN
 SEH No.: FREEP 153897

9/28/2021

OPINION OF PROBABLE COST

ITEM NO.	ITEM DESCRIPTION	UNIT	APPROXIMATE QUANTITY	UNIT PRICE	COST
1	RECLAIM BITUMINOUS PAVEMENT	SQ YD	5,425.00	\$2.50	\$13,562.50
2	REMOVE CONCRETE DRIVEWAY	SQ YD	150.00	\$5.00	\$750.00
3	REMOVE EXISTING MANHOLE	EA	1.00	\$1,000.00	\$1,000.00
4	REMOVE EXISTING STORM SEWER	LIN FT	60.00	\$5.00	\$300.00
5	4" CORREGATED DRAIN TILE	LIN FT	120.00	\$10.00	\$1,200.00
6	CONCRETE HEADWALL FOR 4" TILE	EA	6.00	\$500.00	\$3,000.00
7	FULL DEPTH EXCAVATION 18"	SQ YD	600.00	\$20.00	\$12,000.00
8	AGGREAGATE BASE (BACKFILL FULL DEPTH EX)	CU YD	300.00	\$25.00	\$7,500.00
9	PREPARE ROAD SUBGRADE	RD STN	20.00	\$100.00	\$2,000.00
10	COMMON EXCAVATION	CU YD	500.00	\$9.00	\$4,500.00
11	TOPSOIL BORROW	CU YD	370.00	\$22.00	\$8,140.00
12	SEEDING	SQ YD	2,250.00	\$2.00	\$4,500.00
13	SEED MICTURE 25-151	POUND	50.00	\$3.50	\$175.00
14	2.5" BASE COURSE	TON	820.00	\$65.00	\$53,300.00
15	1.5" WEARING COURSE	TON	525.00	\$80.00	\$42,000.00
16	48" STORM MANHOLE	EA	1.00	\$3,000.00	\$3,000.00
17	18" RCP STORM SEWER	LIN FT	50.00	\$75.00	\$3,750.00
18	18" RC APRON	EA	1.00	\$1,000.00	\$1,000.00
19	6" CONCRETE DRIVEWAY PAVEMENT	SQ FT	1,350.00	\$10.00	\$13,500.00
20	REMOVE AND REPLACE 2.5" BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	200.00	\$50.00	\$10,000.00
SUBTOTAL - CONSTRUCTION					\$185,177.50
CONTINGENCY					\$18,517.75
ENGINEERING					\$37,035.50
LEGAL, FISCAL, AND ADMINISTRATIVE					\$11,110.65
GRAND TOTAL					\$251,841.40

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Appendix B

Preliminary Assessment Worksheet

PRELIMINARY ASSESSMENT WORKSHEET

7TH STREET SE IMPROVEMENTS
FREEPORT, MN
SEH NO.: FREEP 153897

9/28/2021

ASSESSMENT RATES			
	100%	66.66%	33.33%
TOTAL COST	\$251,841	78.73	52.48
			26.24

Parcel ID	Address	City State Zip	Frontage 7th Street	100% Assessment	2/3 Assessment	1/3 Assessment	Capped Assessment
54.32127.0020	340 8TH ST SE PO BOX 113	FREEPORT MN 56331-0113	45	\$3,542.93	\$2,361.72	\$1,180.86	\$2,361.72
54.32079.0025	PO BOX 301 FOR TIF-TREAS	FREEPORT MN 56331	250	\$19,682.95	\$13,120.66	\$6,560.33	\$8,000.00
54.32079.0010	307 7TH ST SE PO BOX 224	FREEPORT MN 56331-0224	572	\$45,034.59	\$30,020.06	\$15,010.03	\$8,000.00
54.32127.0002	306 8TH ST SE	FREEPORT MN 56331	96	\$7,558.25	\$5,038.33	\$2,519.17	\$5,038.33
54.32127.0004	PO BOX 185	FREEPORT MN 56331-0185	200	\$15,746.36	\$10,496.52	\$5,248.26	\$8,000.00
54.32127.0021	342 8TH ST SE	FREEPORT MN 56331	113.45	\$8,932.12	\$5,954.15	\$2,977.08	\$5,954.15
54.32127.0006	PO BOX 122	FREEPORT MN 56331	198.01	\$15,589.68	\$10,392.08	\$5,196.04	\$8,000.00
54.32018.0000	1020 2ND AVE SE	FREEPORT MN 56331	345	\$27,162.47	\$18,106.50	\$9,053.25	\$8,000.00
54.32018.0002	PO BOX 324	FREEPORT MN 56331-9012	150	\$11,809.77	\$7,872.39	\$3,936.20	\$7,872.39
54.32127.0000	302 8TH ST SE	FREEPORT MN 56331	83.44	\$6,569.38	\$4,379.15	\$2,189.57	\$4,379.15
54.32127.0001	PO BOX 292	FREEPORT MN 56331	92	\$7,243.33	\$4,828.40	\$2,414.20	\$4,828.40
54.32127.0005	312 8TH ST SE	FREEPORT MN 56331-9016	181.82	\$14,315.02	\$9,542.39	\$4,771.20	\$8,000.00
54.32079.0000	314 7TH ST SE	FREEPORT MN 56331	326	\$25,666.57	\$17,109.33	\$8,554.67	\$8,000.00
54.32079.0020	PO BOX 301 FOR TIF-TREAS	FREEPORT MN 56331	546	\$42,987.57	\$28,655.51	\$14,327.76	\$8,000.00
Total			3,198.72	\$251,841.00	\$167,877.21	\$83,938.61	\$94,434.15

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Appendix C

Assessment Policy

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.