



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

December 21st, 2021 - Regular Meeting Agenda Freeport City Hall - 7:00 pm

Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda
 - a. November 30th, 2021 Council Meeting Minutes (1-5)
 - b. December 7th, 2021 Special Council Meeting Minutes (6)
 - c. Claims 4754-4782 (7-13)
 - d. Sheriff's Report (14)
 - e. Immaculate Conception Gambling Permit (15)
- IV. Reports
 - a. Clerk-Treasurer Report (16)
 - b. Fire Department Report (N/A)
 - c. Public Works Report (17)
 - d. Engineer Report (18-24)
 - e. Attorney Report (25)
- V. Old Business
 - a. Resolution 2021-17 2022 Budget and Tax Levy (26-28 and separate packet)
 - b. Hire Maintenance Assistant (29)
 - c. Refuse Collection Request for Proposal (30-77)
 - d. Salt Shed Insurance Claim (78)
- VI. New Business
 - a. Cleaning Services (79)
 - b. Expert Billing contract renewal (80-87)
 - c. Unauthorized Shed at 500 1st Avenue N (88-93)
- VII. Adjourn

Next Regular Meeting: January 25th, 2021



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November 30th, 2021 – Meeting Minutes

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

Staff in attendance: Interim Clerk-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)

Mike & Jean Renneker (525 1st Ave N)

Ken & Cherylle Duerr (336 8th St SE)

Branden Roering (Freeport Fire Dept)

Gerry Meyer (330 8th St SE)

Gary & Linda Pierskalla (324 8th St SE)

Jason Saulsbury (316 8th St SE)

Dan Austing (320 8th St SE)

Bud Heidgerken (316 2nd Ave NE)

Fritz Hoeschen (324 7th St SE)

Approve Agenda

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

Public Forum

No comments.

Public Hearing on 7th Street SE & 8th Street SE Improvements

Mike Eveslage opened the hearing & turned it over to Dave Blommel. Blommel gave an overview of the proposed improvements for 7th Street SE & 8th Street SE. Both streets were last improved 40 years ago. 8th Street has aged, and the 7th Street roadway has failed, including underneath the road. 7th Street is worse probably because of the traffic difference vs 8th Street.

The proposal includes a full reclamation and overlay for 7th Street, which will add four additional inches of roadway height. It will have an improved subgrade and will bring the existing 5-ton road up to a 9-ton road. Drain tile will be installed to control water.

The proposal includes a mill and overlay for 8th Street. This will get water to the curb & gutter faster, and the road will be even with curb. This improvement has a 10-15 year expected life.

The estimated total cost of the improvements is \$286,000. The City's policy calls for assessing two-thirds of the cost of improvements to affected property owners based on front footage. Blommel believes property owners should see an increase in their property value. The amount would be assessed over 10 years at the City's borrowing interest rate + 1% beginning in 2023.

Blommel opened the floor for questions:

- Jason Saulsbury asked if 7th Street would be widened. Blommel replied, a little, but not a lot. Saulsbury mentioned that he couldn't get to his house one night because of parking for a concert.
- Gary Pierskalla asked when the project would go out for bids. Blommel said February or March of 2022, with the hope of having the project done by July 4.
- Gerry Meyer asked if we were doing anything with storm sewers on 8th Street. Blommel explained that we would definitely be looking at the area near the community center from 7th Street toward 8th Street and we will also look at the rest. Meyer explained the water backs up during a heavy rain up to a foot high coming from the community center. Blommel said we do have plans to address that.
- Eveslage noted that 7th Street deteriorated way worse than expected during the last year.

Public Hearing on 6th Street NW Vacation

Scott Dymoke explained that notices went out to affected property owners and notice was also posted and published. This road has never been improved or used. At the last meeting it was explained that at the west end of the road the land conditions are such that the road wouldn't ever be useful and there are no utilities under the road. Council thought it had already been vacated in the past. Eveslage asked Blommel if there was any reason for the City to use it for an access point for a future development? Given the wetlands, Blommel doesn't see a scenario where we would be allowed to put a road back there.

Public Hearing on Nuisance Properties

Dymoke explained the nuisance is located at 313 2nd Ave NW and proper notice was given about the hearing. He referred us to pages 32-36 of the agenda packet and showed that the City contacted the property owners and took pictures during the summer. Tonight, Council was given fresh pictures taken today showing no significant improvement. Council can decide to take further action, including court action. If the City ends up cleaning the property, it would be assessed to property taxes.

Eveslage remarked that it's unfortunate that it's come down to this. We have heard from neighbors that this needs to be remedied. Arnzen noted that road work has been done long enough that this could have been remedied by now.

Consent Agenda

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

Reports

Clerk-Treasurer Report

Eveslage moved to accept Wyatt Kemper's resignation effective 12/6/21, seconded by Arnzen. Motion carried 5-0. Eveslage thanked Wall for taking on the responsibility of the Clerk-Treasurer duties again. He recommended that Wall's pay should go up to at least what she was making as Clerk-Treasurer and proposed increasing it more because she took a pay freeze due to COVID in April 2020.

Council is good with being closed on Fridays and being flexible for when Joan needs to be out of the office. An increase in pay would be effective until after training a new Clerk-Treasurer and would then be reevaluated. Eveslage proposed increasing Wall's prior Clerk-Treasurer rate of \$24.60 by 2.5%, which would be \$25.22. Hennen moved to increase Wall's pay rate to \$25.22 until a new Clerk-Treasurer is trained, seconded by Renneker. Motion carried 5-0.

Eveslage suggested having special meetings and interviewing in front of the whole council for new a Clerk-Treasurer and the rest of the council agreed. Wall was directed to repost the same ads as earlier this year and leave the position open until filled. Ads will be posted in the Hometown News, Star Post, the City's website and Facebook page, and the League of MN Cities website.

During the discussion of a request for proposal (RFP) for a new garbage contract, it was mentioned that people really appreciated taking the recent storm damage to the lot near Carr's Tree Service. Dymoke explained that the RFP could be given to local companies and that we could post it on the City's website and Facebook. Hennen asked about not including commercial service in the contract so they can get their own garbage hauler. Dymoke said that is how Melrose is. The down side of not including commercial is having several garbage haulers will be harder on the streets.

Wall reported that Santa Day is Friday and they will use City Hall again as usual.

Fire Department Report

Grieve said the fire department is still looking for new members. There were 14 calls in the last month, all medical, 1 mutual aid fire, and some calls for gas leaks. There have been 107 calls during the last year and that is the most we've ever had. The fire department will burn the brush pile when they have time. We are applying for a FEMA grant for battery powered extrication equipment and don't expect to hear back until July.

Public Works Report

Goebel explained that we have a gas monitor that he uses when he goes down manholes and the fire department uses it too. We need a new one because ours has reached the end of its life. Most cost around \$2,000 with a 5-year warranty and are calibrated every 6 months. After five years they cost \$300 per year with a 6-month calibration. It's a forced 6-month calibration because the machine will shut off otherwise. Hennen asked if it would be a cost share between the city & the fire department. Goebel said yes, half and half. Council agreed to the purchase.

Mike Elfering took another position, so we need to hire a part-time maintenance assistant. Branden Roering and Andy Grieve will help this winter if he doesn't have anybody else to help. Mike Renneker may be interested in the position. The question was asked if we need to post the job. Dymoke said we don't have to but it would be a good practice. Dymoke suggested we could post it on the front door of city hall, on the website, and rely on word of mouth. We should put a deadline on it so we can discuss it at the next meeting. Council agreed the applicant will need to have a CDL and will earn the same pay Elfering did: \$12 per hour for mowing, and \$20 per hour for anything else.

Engineer Report

Blommel reported that project work is done for the year and work will be finished in the spring. Everything is paved except what was never paved. It is good for previously unpaved streets to sit unpaved over the winter and then pave in the spring. Blommel considers that the contractors worked very hard in order to try to meet the deadline, so he is good with their fall "finish" date. Hennen moved to approve payment of application #3, seconded by Renneker. Motion carried 5-0.

Blommel explained a few residents said we should finish the roadway from mid-block on 4th Avenue, around the corner, until the mid-point of 3rd Street SE as detailed in his agenda packet memo. Hennen said it would be good to take a look at it in the spring. Blommel said we need to look into what needs to happen about raising the assessments for the three affected parcels. Dymoke said we don't have a final approved

assessment yet, so it could be fair game to add it. Blommel recommends digging it out, not just mill and overlay. We could also add drain tile, which would be beneficial. We could use the City's street fund to help pay for it. Conversations will need to happen with the homeowners so they understand what would happen to their assessments.

Arnzen asked why hydroseeding was done now. Blommel explained it's temporary fix with no seed in it and it will be reworked in the spring. MPCA requires us to do it.

Attorney Report

No additional items.

New Business

Resolution 2021-14 7th Street SE and 8th Street SE Improvements

Eveslage remarked that not much was said at the hearing. It seems like everyone knows it needs to be done. Blommel assumed we would use option 2 for the assessments because it seems fairer. Arnzen moved to approve Resolution 2021-14, seconded by Renneker. Motion carried 5-0.

Resolution 2021-15 Vacating 6th Street NW Formerly Known as Norman Road

Hennen moved to approve Resolution 2021-15, seconded by Blake. Motion carried 4-0, with Renneker abstaining.

Resolution 2021-16 Ordering Abatement of Nuisance Conditions at 313 2nd Avenue NW

Eveslage moved to approve Resolution 2021-16, seconded by Hennen. Motion carried 5-0. Dymoke will get signed copies of the resolution with pictures. He will call the sheriff's office and have them serve it, and make arrangements to serve their lender as well. They will have 30 days from service to clean it up. We will check again before the paperwork is filed with the court. If the property is not cleaned up by then, they will receive notice of the court hearing.

Loren Goebel Performance Review

Eveslage remarked that the streets look awesome and he has received many positive comments from residents. Goebel also didn't get a pay raise because of COVID last year. Renneker hasn't heard any problems, even with the construction going on this year. Hennen said no news is good news. Renneker moved to give Goebel a 2.5% pay raise, seconded by Eveslage. Goebel said he was hoping to go to \$25.50, which is a raise of 8.5%. Council discussion: Blake agrees that it could be higher, like 3%. Arnzen suggested 3.5% and said he thought the project went very well due to Goebel's work. Arnzen amends the motion to raise Goebel's wage by 3%. There was no second, so the amendment dies. Arnzen amends the motion to raise Goebel's wage by 3.5%, seconded by Hennen. Roll call: Arnzen – yes, Hennen – yes, Eveslage – no, Renneker – yes, Blake – yes. Motion carried 4-1.

Miscellaneous

Blommel said he just realized the pay application amount in his memo is different than the attachment. Council approved the pay report in the attachment, so there's no issue – just wanted Council to know.

Eveslage asked if Joann Timp still makes the same amount for her cleaning services. Wall reported that Timp is paid \$18 per hour for 2 hours per week and that hourly rate has been in place since 2015. Eveslage requested to add this item to the next meeting's agenda.

Eveslage asked if anybody would object to changing meetings from Tuesday to Wednesday nights. That doesn't work for Blommel and Blake.

Adjourn

At 8:54 pm Arnzen moved to adjourn, seconded by Blake. Motion carried 5-0.

Mayor, Mike Eveslage

Acting Clerk-Treasurer, Joan Wall



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December 7th, 2021 – Meeting Minutes

A special meeting of the Freeport City Council was convened at 7:00 pm by Mayor Mike Eveslage, and council members Nick Arnzen, Sarah Blake, Tim Hennen, and Jake Renneker.

Staff in attendance: Interim Clerk-Treasurer Joan Wall, Public Works Director Loren Goebel

Others in attendance: None

Approve Agenda

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

2022 Budget

Wall reported that the General Fund ended with a surplus of \$37,000 for 2020, as requested by Hennen. Also, the 2022 preliminary budget amount for 101.31000 General Property Taxes on page 2 should have been updated to \$325,000 to match the approved preliminary levy. After reviewing the budget, Council directed Wall to update the wages to match the recent raises. Hennen moved to set the final General Fund levy at \$295,000, seconded by Blake. Motion carried 5-0.

Adjourn

At 7:53 pm Arnzen moved to adjourn, seconded by Renneker. Motion carried 5-0.

Mayor, Mike Eveslage

Acting Clerk-Treasurer, Joan Wall

12/13/21
14:17:54

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 12/21

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* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4754		694 ALBANY FLEET SUPPLY	247.12					
	10448638	12/01/21 836-2411	39.82			225 42200	320	10100
	10448638	12/01/21 836-2413	37.25			225 42200	320	10100
	10449609	12/01/21 836-7158	39.99*			101 41000	320	10100
	10447284	12/01/21 836-2685	19.48*			601 43225	320	10100
	10447284	12/01/21 836-2685	19.49*			602 43250	320	10100
	10448848	12/01/21 836-2112	91.09*			101 41000	320	10100
		Total for Vendor:	247.12					
4755		70 CENTERPOINT ENERGY	360.00					
	6027191-3	11/22/21 City hall	73.60			101 43100	382	10100
	11550500-0	11/22/21 Maint bldg	189.81			101 43100	382	10100
	6023406-9	11/22/21 Fire hall	96.59			225 42200	382	10100
		Total for Vendor:	360.00					
4756		76 CENTRAL MINNESOTA CREDIT UNION	632.76					
	11/30/21	General postage	232.00*			101 41000	200	10100
	11/30/21	Utility billing postage	60.00			601 43225	200	10100
	11/30/21	Utility billing postage	60.00			602 43250	200	10100
	11/30/21	Stearns Co Beacon fee	1.00			101 41000	433	10100
	11/30/21	Small brass axe plaque	194.82*			225 42200	210	10100
	11/30/21	Water sample postage	5.10			601 43225	200	10100
	11/30/21	Battery backup, SCADA computer	16.67			101 43100	210	10100
	11/30/21	Battery backup, SCADA computer	16.66			601 43225	210	10100
	11/30/21	Battery backup, SCADA computer	16.66			602 43250	210	10100
	11/30/21	Toilet seat, men's bathroom	29.85			101 41000	220	10100
		Total for Vendor:	632.76					
4757		145 FINKEN WATER SOLUTIONS	23.00					
	1288610	12/01/21 Water softener rental	15.00			101 41000	410	10100
	1288611	12/01/21 Maint water cooler	8.00*			101 43100	410	10100
		Total for Vendor:	23.00					

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4758		387 RAHNS OIL & PROPANE, INC	445.63					
	60760 11/30/21	Fire Dept fuel	189.81*			225 42200	215	10100
	60760 11/30/21	Public Works fuel	253.73			101 43100	215	10100
	60760 11/30/21	Public Works supplies	2.09			101 43100	210	10100
		Total for Vendor:	445.63					
4759		437 STAR PUBLICATIONS LLC	122.40					
	199405 11/30/21	Notice of hearing on improveme	28.56*			417 43100	350	10100
	199405 11/30/21	Notice of hearing on vacation	32.64*			101 41000	350	10100
	199405 11/30/21	Notice of hearing on improveme	28.56*			417 43100	350	10100
	199405 11/30/21	Notice of hearing on vacation	32.64*			101 41000	350	10100
		Total for Vendor:	122.40					
4760		510 VERIZON WIRELESS	41.25					
	9894108692 12/01/21	Cell phone - Dec	41.25			101 43100	320	10100
		Total for Vendor:	41.25					
4761		750 WASTE MANAGEMENT, INC	159.18					
	7043279176 12/01/21	City hall & maint shop	144.42			101 43100	383	10100
	7042827176 12/01/21	Fire hall	14.76			225 42200	383	10100
		Total for Vendor:	159.18					
4762		525 XCEL ENERGY, INC	2,606.72					
	758557614 12/03/21	Street lights	750.78			101 43160	381	10100
	758354023 12/02/21	302188142	181.75			601 43225	381	10100
	758354023 12/02/21	302252262	92.33			101 43160	381	10100
	758354023 12/02/21	302290398	173.27*			101 41000	381	10100
	758354023 12/02/21	302679657	99.77			101 43100	381	10100
	758354023 12/02/21	302700297	25.39			602 43250	381	10100
	758354023 12/02/21	302947044	142.98			601 43225	381	10100
	758354023 12/02/21	303193187	31.80			602 43250	381	10100
	758354023 12/02/21	303616049	172.49			225 42200	381	10100
	758354023 12/02/21	303936749	50.66			101 43160	381	10100
	758354023 12/02/21	303956738	492.40			101 43160	381	10100
	758354023 12/02/21	303963984	317.46			101 43160	381	10100
	758354023 12/02/21	303985901	42.06			101 43160	381	10100

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14:17:54

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
	758354023	12/02/21 304083816	12.95			101 43160	381	10100
	758354023	12/02/21 304098414	20.63			602 43250	381	10100
		Total for Vendor:	2,606.72					
		# of Claims	9	Total:		4,638.06		

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11:50:48

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
4763		581 ALEX AIR APPARATUS, INC	3,728.00					
	INV-44864	12/01/21 Truck #406 valve	1,750.00*			225 42200	401	10100
	INV-44864	12/01/21 Shipping & handling	85.00*			225 42200	401	10100
	INV-44877	12/02/21 CO2 monitor	946.50			101 43100	210	10100
	INV-44877	12/02/21 CO2 monitor	946.50*			225 42200	210	10100
		Total for Vendor:	3,728.00					
4764		52 BLACK MOUNTAIN SOFTWARE, INC.	5,388.00					
	Annual Service & Support							
	27471	12/01/21 UB Annual Maintenance	574.50			601 43225	433	10100
	27471	12/01/21 UB Annual Maintenance	574.50			602 43250	433	10100
	27471	12/01/21 UB Email Bills Annual Maint	43.50			601 43225	433	10100
	27471	12/01/21 UB Email Bills Annual Maint	43.50			602 43250	433	10100
	27471	12/01/21 UB ACH Annual Maint	116.50			601 43225	433	10100
	27471	12/01/21 UB ACH Annual Maint	116.50			602 43250	433	10100
	27471	12/01/21 UB AMR Interface	116.50			601 43225	433	10100
	27471	12/01/21 UB AMR Interface	116.50			602 43250	433	10100
	27471	12/01/21 UB BDS Interface	69.50			601 43225	433	10100
	27471	12/01/21 UB BDS Interface	69.50			602 43250	433	10100
	27471	12/01/21 UB Rate Analysis Annual Maint	14.50			601 43225	433	10100
	27471	12/01/21 UB Rate Analysis Annual Maint	14.50			602 43250	433	10100
	27471	12/01/21 Accounting Annual Maintenance	1,627.00*			101 41000	433	10100
	27471	12/01/21 Budget Prep Annual Maintenance	652.00*			101 41000	433	10100
	27471	12/01/21 Payroll Annual Maintenance	1,139.00*			101 41000	433	10100
	27471	12/01/21 ACH Direct Dep. Annual Maint	100.00*			101 41000	433	10100
		Total for Vendor:	5,388.00					
4765		824 CAPITAL ONE TRADE CREDIT	19.17					
	C39298/F	12/03/21 Mechanical timer	19.17			101 41000	220	10100
		Total for Vendor:	19.17					
4766		123 DYMOKE LAW OFFICE, P.A.	537.50					
	12/01/21	Hanson nuisance	350.00			101 41000	302	10100
	12/01/21	City council meeting	125.00			101 41000	302	10100
	12/01/21	6th Street NW vacation	62.50			101 41000	302	10100
		Total for Vendor:	537.50					

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4767		752 EXPERT BILLING LLC	270.00					
	9348	11/17/21 5 runs billed - Oct	135.00			225 42200	300	10100
	9377	12/10/21 5 runs billed - Nov	135.00			225 42200	300	10100
		Total for Vendor:	270.00					
4768		641 FREEPORT ELECTRIC, INC	481.63					
	4591	11/23/21 Street lights & fuses	169.65			101 43160	311	10100
	4621	12/13/21 Fire hall heat relay & labor	311.98*			225 42200	311	10100
		Total for Vendor:	481.63					
4769		669 FREEPORT SCREEN PRINTING, INC	28.69					
	41270	12/13/21 UPS shipping for camera	28.69*			101 41000	200	10100
		Total for Vendor:	28.69					
4770		169 GALLS, LLC	277.45					
	019737422	11/10/21 Uniform pieces - Pung	92.89			225 42200	240	10100
	019737423	11/10/21 Uniform pieces - Pung	81.09			225 42200	240	10100
	019737424	11/10/21 Uniform pieces - Pung	93.48			225 42200	240	10100
	019747122	11/11/21 Uniform pieces - Pung	9.99			225 42200	240	10100
		Total for Vendor:	277.45					
4771		174 GOPHER STATE ONE CALL, INC	6.75					
	1110403	11/30/21 5 email tickets	3.37			601 43225	300	10100
	1110403	11/30/21 5 email tickets	3.38			602 43250	300	10100
		Total for Vendor:	6.75					
4772		820 INDEPENDENT TESTING	380.00					
	40319	11/30/21 Density tests & trip charges	380.00*			420 43100	300	10100
		Total for Vendor:	380.00					
4773		219 JOANN TIMP	126.00					
	12/10/21	3 cleanings 11/25/21-12/10/21	126.00			101 41000	300	10100
		Total for Vendor:	126.00					

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11: 50: 48

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4774		529 LOREN GOEBEL	406.25					
	12/13/21	Work boots	109.99			101 43000	240	10100
	12/13/21	DOT physical	100.00*			101 43000	333	10100
	12/13/21	2 couplers	196.26			101 43100	220	10100
		Total for Vendor:	406.25					
4775		769 METRO SALES, INC	89.87					
	INV1944813 12/09/21	Copier rental 11/15-12/14/	89.87			101 41000	410	10100
		Total for Vendor:	89.87					
4776		562 MINNESOTA DEPARTMENT OF HEALTH	729.00					
	11/17/21	Qtrly H2O service connect fee	729.00			601 43225	431	10100
		Total for Vendor:	729.00					
4777		309 MINNESOTA LIFE INSURANCE CO	3.40					
	12/16/21	Goebel	1.70			101 43000	131	10100
	12/16/21	Kemper	1.70			101 41400	131	10100
		Total for Vendor:	3.40					
4778		385 QUILL CORPORATION	174.88					
	21248265 11/29/21	Toilet paper	63.98			101 41000	210	10100
	21363401 12/02/21	Folgers	11.47			101 41000	210	10100
	21363401 12/02/21	Toilet cleaner	17.16			101 41000	210	10100
	21363401 12/02/21	File folders	19.13			101 41000	210	10100
	21363401 12/02/21	Label tape	31.57			101 41000	210	10100
	21363401 12/02/21	Post-it notes	31.57			101 41000	210	10100
		Total for Vendor:	174.88					
4779		782 RMB ENVIRONMENTAL LABORATORIES	88.00					
	D024474c 11/30/21	City hall water sample picku	15.00*			601 43225	460	10100
	D025124 12/13/21	Quarterly influent	73.00			602 43250	460	10100
		Total for Vendor:	88.00					

12/16/21
11: 50: 48

CITY OF FREEPORT
Claim Approval List
For the Accounting Period: 12/21

Page: 4 of 4
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
4780		802 SCHERPING TREE & STUMP REMOVAL	5,000.00					
	223237	09/24/21 Remove uprooted tree	5,000.00			101 43100	311	10100
		Total for Vendor:	5,000.00					
4781		418 SEH, INC	53,724.44					
	416514	12/14/21 2020 Freeport facility plan	25,650.00*			420 43100	300	10100
	416514	12/14/21 Field staff hours	22,571.00*			420 43100	300	10100
	416514	12/14/21 Travel /lodging	384.00*			420 43100	300	10100
	416514	12/14/21 Mileage	506.24*			420 43100	300	10100
	416514	12/14/21 Staff hours	3,841.00*			420 43100	300	10100
	416514	12/14/21 Mileage	193.20*			420 43100	300	10100
	416514	12/14/21 Survey vehicle	99.00*			420 43100	300	10100
	416514	12/14/21 Survey & GPS robot	480.00*			420 43100	300	10100
		Total for Vendor:	53,724.44					
4782		809 VALLI INFORMATION SYSTEMS, INC	75.00					
	79414	11/30/21 BDS Online monthly maint	75.00			101 41000	300	10100
		Total for Vendor:	75.00					
		# of Claims	20	Total :	71,534.03			

FREEPORT ALL CALLS

City	Date Received	Call #	Description	Actual_Incid_Location
FREEPORT	11/20/2021 08:44:39	21103869	911 ABANDONED CALL	
FREEPORT	11/09/2021 23:51:21	21100905	AGENCY ASSIST	
FREEPORT	11/13/2021 14:28:57	21101983	AGENCY ASSIST	
FREEPORT	11/14/2021 05:44:18	21102192	AGENCY ASSIST	
FREEPORT	11/19/2021 13:54:41	21103626	AGENCY ASSIST	
FREEPORT	11/26/2021 22:07:08	21105825	ALCOHOL MINOR CONSUMPT	
FREEPORT	11/09/2021 15:24:38	21100761	CITIZEN CONTACT	
FREEPORT	11/27/2021 02:26:50	21105916	CITIZEN CONTACT	
FREEPORT	11/04/2021 12:53:08	21099293	CIVIL MATTER	
FREEPORT	11/20/2021 11:13:09	21103898	FOUND PROPERTY	
FREEPORT	11/03/2021 23:58:17	21099158	INTOXICATED PERSON	
FREEPORT	11/01/2021 19:16:36	21098538	MEDICAL EMERGENCY	
FREEPORT	11/11/2021 02:18:33	21101208	MEDICAL EMERGENCY	
FREEPORT	11/30/2021 12:55:39	21106731	MEDICAL EMERGENCY	
FREEPORT	11/08/2021 22:57:44	21100553	PARKING VIOLATION	
FREEPORT	11/16/2021 13:35:32	21102776	REPORT WRITING	
FREEPORT	11/26/2021 20:50:03	21105797	SPECIAL DETAIL	
FREEPORT	11/26/2021 20:50:45	21105798	SPECIAL DETAIL	
FREEPORT	11/07/2021 14:02:45	21100192	SUSPICIOUS ACTIVITY	
FREEPORT	11/14/2021 05:28:26	21102189	SUSPICIOUS ACTIVITY	
FREEPORT	11/24/2021 20:47:21	21105318	SUSPICIOUS ACTIVITY	
FREEPORT	11/30/2021 19:24:58	21106865	SUSPICIOUS ACTIVITY	
FREEPORT	11/09/2021 00:57:40	21100571	SUSPICIOUS VEHICLE	
FREEPORT	11/10/2021 06:51:31	21100966	SUSPICIOUS VEHICLE	
FREEPORT	11/01/2021 11:38:36	21098449	THEFT	
FREEPORT	11/09/2021 23:49:42	21100904	TRAFFIC STOP	
FREEPORT	11/12/2021 16:42:05	21101653	TRAFFIC STOP	
FREEPORT	11/14/2021 00:11:32	21102123	TRAFFIC STOP	
FREEPORT	11/19/2021 16:13:08	21103658	TRAFFIC STOP	
FREEPORT	11/20/2021 15:28:18	21103944	TRAFFIC STOP	
FREEPORT	11/22/2021 20:51:32	21104590	TRAFFIC STOP	
FREEPORT	11/26/2021 22:29:22	21105840	TRAFFIC STOP	
FREEPORT	11/27/2021 00:41:41	21105892	TRAFFIC STOP	
FREEPORT	11/06/2021 14:17:49	21099928	TRESPASSING/TRESPASSER	
FREEPORT	11/19/2021 13:51:12	21103624	UNWANTED PERSON	

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: Immaculate Conception

Previous Gambling Permit Number: X-04935

Minnesota Tax ID Number, if any: 9223789

Federal Employer ID Number (FEIN), if any: 41-0711500

Mailing Address: PO Box 155

City: Freeport State: MN Zip: 56331 County: Stearns

Name of Chief Executive Officer (CEO): Fr. Daniel Walz

CEO Daytime Phone: 320-836-2143 CEO Email: frwalz@catholic-centered.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): ahoeschen@catholic-centered.org

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): Freeport Community Center

Physical Address (do not use P.O. box): _____

Check one:

☒ City: Freeport Zip: 56331 County: Stearns

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 19, 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: Joan Wall, Interim Clerk-Treasurer

To: Freeport City Council

Date: 12/16/2021

Re: Clerk-Treasurer Report

1. City hall holiday closures:
 - a. December 23 and 24 in observance of Christmas Eve and Christmas Day
 - b. December 31 in observance of New Year's Day
 - c. January 17 Martin Luther King Jr. Day
2. Mark Harren informed us that he is selling Mid MN Code Enforcement effective January 1, 2022. Inspectron will be taking over after that. According to Inspectron's website, they are based in Rosemount, MN and currently provide inspection services for Kimball, Richmond, Rockville, and St. Joseph in Stearns County.
3. Clerk-Treasurer ads have been placed on our website and Facebook page, the Star Post, Hometown News, on the League of Minnesota Cities website, and on Indeed.

Job Duty	Date	Initial
Well, tower, pond checks, swept streets, clean sweeper, ^{Fixed +} put xmas light back up that was hit + Fixed + put back up carland, talked w/ John Baste about curb by elevator on 2nd st SE	Wed 11/24/21	JL
Well, tower, 1st station, pond checks, water samples, garbages (Holiday)	Thur 11/25/21	JL
Well, tower, pond checks (Holiday)	FRI 11/26/21	JL
Well, tower, pond checks	SAT 11/27/21	JL
Well, tower, pond checks, plugged in xmas lights	SUN 11/28/21	JL
Well, tower, 1st station, pond checks, water samples, garbages, washed vehicles, greased + put sweeper panels back on, pond paperwork.	MON 11/29/21	JL
Well, tower, pond checks, blade on ready for ton truck (o.i.), water meter reading, gopher locates, council meeting	TUE 11/30/21	JL
Well, tower, pond checks, meter readings that didn't read cleaned (Picked up) cones, pipe that was on streets from project	Wed 12/1/21	JL
Well, tower, 1st station pond checks, water samples vac	Thur 12/2/21	JL
Well, tower, pond checks, cones out for santa day, got paperwork for MPCA + MDH, did water reports , open door for santa day + then did water reports + pond sheets, garbages	FRI 12/3/21	JL
Well, tower, pond checks	"	JL
Well, tower, pond checks, plowed snow	SAT 12/4/21	JL
Well, tower, 1st station, pond checks, water samples, influent samples brought to DHA, garbages, plowed snow north of town (drifts)	SUN 12/5/21	JL/BR
Well, tower, pond checks, water reports ^{Fixed + Filed} / clean + took sign off old street poles.	MON 12/6/21	JL
Well, tower, pond checks, flushed hydrants, Fixed x-mas lights that have been hit, replaced street light.	TUE 12/7/21	JL
Well, tower, 1st station, pond checks, water samples, paperwork for MPCA met w/ Gerald to look at sand shed will start next week, garbages ammonia samples	Wed 12/8/21	JL
Well, tower, pond checks, met w/ Team Lab, raised flags,	Thur 12/9/21	JL
Well, tower, pond checks, plowed snow	"	JL
Well, tower, pond checks	"	JL
Well, tower, 1st station, pond checks, water samples, met w/ Sam about insurance on sand shed, garbages, worked on curb stop that we removed to cease, Filed calibration reports	FRI 12/10/21	JL
Well, tower, pond checks, Fixed an serviced sander light on plow truck, Filed influent reports for the quarter,	SAT 12/11/21	JL/BR
case + main sep stop went thru inventory of hydrant repair parts.	SUN 12/12/21	JL
	MON 12/13/21	JL
	"	JL
	TUE 12/14/21	JL
	"	JL
	"	JL
Council		

MEMORANDUM

TO: Freeport Mayor and City Council

FROM: Dave Blommel, PE (Lic. MN)
Freeport City Engineer

DATE: December 14, 2021

RE: Council Update
SEH No. FREEP GEN 14.00

MnDOT has approached the City regarding an upcoming project on the bridge crossing Interstate 94. The County Road 11 bridge scheduled to have the deck replaced in 2026. The MnDOT project manager asked if there were any city concerns as related to the bridge. I provided a general sense of the city's concerns regarding the grade approaching from the north, the poor site distance, and the need to better accommodate pedestrian crossings both on the bridge and near the ramps. The State will be reaching out to in early 2022 to start the planning process. They did note that full reconstruction of the bridge is not off the table, but that it was not the preferred course of action.

Prior to his departure, Wyatt got comments back regarding our safe routes to school application. The reviewer encouraged the city to wait a year to apply further for a couple of reasons. Items they would like to see completed prior to receiving an application:

- Documented Public Input
- Planning study completed
- Coordination with MnDOT regarding bridge (see above)
- School Board Resolution of Support

The final pay application for the 2021 construction year is attached. I ask the council to authorize payment of \$55,088.47. This payment is primarily for the paving on 2nd Street SE as well as the temporary seeding and all the topsoil placed to date.

dwb
Enclosure

x:\fj\freep\common_council meeting\2021.12.15 m council update.docx

Contractor's Application for Payment No.

4

Application Period: 11/13/2021 - 12/10/2021		Application Date: 12/10/2021
To (Owner): CITY OF FREEPORT	From (Contractor): KUECHLE UNDERGROUND, INC.	Via (Engineer): SHORT ELLIOTT HENDRICKSON INC.
Project: 2021 IMPROVEMENTS	Contract: 2021 IMPROVEMENTS	
Owner's Contract No.:	Contractor's Project No.: 2021.18	Engineer's Project No.: FREEP 153897

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
TOTALS		
NET CHANGE BY		
CHANGE ORDERS		

1. ORIGINAL CONTRACT PRICE..... \$ 1,846,052.78
2. Net change by Change Orders..... \$
3. Current Contract Price (Line 1 ± 2)..... \$ 1,846,052.78
4. TOTAL COMPLETED AND STORED TO DATE
(Column F total on Progress Estimates)..... \$ 1,566,266.35
5. RETAINAGE:
 a. 5% X 1,566,266.35 Work Completed..... \$ 78,313.32
 b. 5% X Stored Material..... \$
 c. Total Retainage (Line 5.a + Line 5.b)..... \$ 78,313.32
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 1,487,953.03
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 1,432,864.56
8. AMOUNT DUE THIS APPLICATION..... \$ 55,088.47
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G total on Progress Estimates + Line 5.c above)..... \$ 358,099.75

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 16 DEC 2021

Payment of: \$ 55,088.47
 (Line 8 or other - attach explanation of the other amount)

is recommended by:  12/15/2021
 (Engineer) (Date)

Payment of: \$
 (Line 8 or other - attach explanation of the other amount)

is approved by: _____
 (Owner) (Date)

Approved by: _____
 Funding or Financing Entity (if applicable) (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 2021 IMPROVEMENTS								Application Number: 4			
Application Period: 11/13/2021 - 12/10/2021								Application Date: 12/10/2021			
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	0.95	\$57,000.00		\$57,000.00	95.0%	\$3,000.00
2	TRAFFIC CONTROL	1.00	LUMP SUM	\$4,000.00	\$4,000.00	0.95	\$3,800.00		\$3,800.00	95.0%	\$200.00
3	CLEARING	3.00	TREE	\$500.00	\$1,500.00	4.00	\$2,000.00		\$2,000.00	133.3%	-\$500.00
4	GRUBBING	3.00	TREE	\$300.00	\$900.00	4.00	\$1,200.00		\$1,200.00	133.3%	-\$300.00
5	REMOVE WATER MAIN PIPE	2,300.00	LIN FT	\$0.01	\$23.00	2,300.00	\$23.00		\$23.00	100.0%	
6	REMOVE CONCRETE PAVEMENT	816.00	SQ YD	\$4.50	\$3,672.00	1,005.08	\$4,522.86		\$4,522.86	123.2%	-\$850.86
7	REMOVE BITUMINOUS PAVEMENT	12,500.00	SQ YD	\$2.50	\$31,250.00	11,835.48	\$29,588.70		\$29,588.70	94.7%	\$1,661.30
8	SALVAGE STOP / YIELD SIGN	5.00	EACH	\$40.00	\$200.00	1.00	\$40.00		\$40.00	20.0%	\$160.00
9	REMOVE SANITARY MANHOLE	14.00	EACH	\$235.00	\$3,290.00	15.00	\$3,525.00		\$3,525.00	107.1%	-\$235.00
10	REMOVE STORM SEWER MANHOLE / CB	2.00	EACH	\$235.00	\$470.00	3.00	\$705.00		\$705.00	150.0%	-\$235.00
11	REMOVE EXISTING GATE VALVE AND BOX	6.00	EACH	\$55.00	\$330.00	7.00	\$385.00		\$385.00	116.7%	-\$55.00
12	REMOVE HYDRANT	1.00	EACH	\$350.00	\$350.00	3.00	\$1,050.00		\$1,050.00	300.0%	-\$700.00
13	SAWING CONCRETE PAVEMENT (FULL DEPTH)	720.00	LIN FT	\$5.00	\$3,600.00	834.80	\$4,174.00		\$4,174.00	115.9%	-\$574.00
14	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	1,300.00	LIN FT	\$4.00	\$5,200.00	992.40	\$3,969.60		\$3,969.60	76.3%	\$1,230.40
15	SALVAGE STREET SIGN	4.00	EACH	\$40.00	\$160.00	2.00	\$80.00		\$80.00	50.0%	\$80.00
16	SALVAGE AND STOCKPILE 6" EXISTING AGGREGATE MA	280.00	CU YD	\$8.00	\$2,240.00	280.00	\$2,240.00		\$2,240.00	100.0%	
STREET											
17	COMMON EXCAVATION (P)	10,270.00	CU YD	\$9.00	\$92,430.00	10,270.00	\$92,430.00		\$92,430.00	100.0%	
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	0.85	\$0.01		\$0.01	85.0%	\$0.00
20	STREET SWEEPER (WITH PICKUP BROOM)	30.00	HOURL	\$110.00	\$3,300.00	2.00	\$220.00		\$220.00	6.7%	\$3,080.00
21	GEOTEXTILE FABRIC TYPE 5	13,500.00	SQ YD	\$1.60	\$21,600.00	13,500.00	\$21,600.00		\$21,600.00	100.0%	
22	SELECT GRANULAR BORROW (CV) (P)	6,372.00	CU YD	\$12.00	\$76,464.00	6,372.00	\$76,464.00		\$76,464.00	100.0%	

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 2021 IMPROVEMENTS						Application Number: 4					
Application Period: 11/13/2021 - 12/10/2021						Application Date: 12/10/2021					
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 (\$)						
23	SUBGRADE PREPARATION	41.00	ROAD STA	\$100.00	\$4,100.00	41.00	\$4,100.00		\$4,100.00	100.0%	
24	AGGREGATE BASE (CV) CLASS 5 (P)	2,387.00	CU YD	\$22.30	\$53,230.10	2,387.00	\$53,230.10		\$53,230.10	100.0%	
25	TYPE SPWEA240C WEARING COURSE MIXTURE	1,175.00	TON	\$79.00	\$92,825.00	136.20	\$10,759.80		\$10,759.80	11.6%	\$82,065.20
26	TYPE SPWE230B NON WEARING COURSE MIXTURE	1,850.00	TON	\$64.00	\$118,400.00	1,452.33	\$92,949.12		\$92,949.12	78.5%	\$25,450.88
27	BITUMINOUS MATERIAL FOR TACK COAT	875.00	GAL	\$2.50	\$2,187.50	184.00	\$460.00		\$460.00	21.0%	\$1,727.50
28	GRAVEL ENTRANCE RESTORATION	7.00	EACH	\$150.00	\$1,050.00	7.00	\$1,050.00		\$1,050.00	100.0%	
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	84.00	\$588.00		\$588.00	105.0%	-\$28.00
31	6" CONCRETE WALK	480.00	SQ FT	\$8.00	\$3,840.00	306.31	\$2,450.48		\$2,450.48	63.8%	\$1,389.52
32	CONCRETE CURB & GUTTER DESIGN B618	6,900.00	LIN FT	\$13.50	\$93,150.00	5,300.00	\$71,550.00		\$71,550.00	76.8%	\$21,600.00
33	6" CONCRETE DRIVEWAY PAVEMENT	1,050.00	SQ YD	\$45.00	\$47,250.00	912.80	\$41,076.00		\$41,076.00	86.9%	\$6,174.00
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	1,553.00	\$43,639.30		\$43,639.30	100.0%	
40	8" DIP SCALE REMOVAL (P)	188.00	LIN FT	\$15.80	\$2,970.40	188.00	\$2,970.40		\$2,970.40	100.0%	
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

Contractor's Application

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Application Period: 11/13/2021 - 12/10/2021						Application Date: 12/10/2021					
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 (\$)						
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	3,335.00	\$186,760.00		\$186,760.00	109.9%	-\$16,856.00
48	CONNECT TO EXISTING SANITARY SEWER MAIN	7.00	EACH	\$2,000.00	\$14,000.00	12.00	\$24,000.00		\$24,000.00	171.4%	-\$10,000.00
49	4" PVC PIPE SEWER SERVICE	1,000.00	LIN FT	\$25.00	\$25,000.00	746.00	\$18,650.00		\$18,650.00	74.6%	\$6,350.00
50	6" PVC PIPE SEWER SERVICE	200.00	LIN FT	\$29.00	\$5,800.00	494.50	\$14,340.50		\$14,340.50	247.3%	-\$8,540.50
51	CONNECT TO EXISTING SANITARY SEWER SERVICE	44.00	EACH	\$230.00	\$10,120.00	39.00	\$8,970.00		\$8,970.00	88.6%	\$1,150.00
52	8" X 4" PVC WYE	40.00	EACH	\$420.00	\$16,800.00	35.00	\$14,700.00		\$14,700.00	87.5%	\$2,100.00
53	8" X 6" PVC WYE	4.00	EACH	\$445.00	\$1,780.00	16.00	\$7,120.00		\$7,120.00	400.0%	-\$5,340.00
54	SANITARY SEWER CLEANOUT	44.00	EACH	\$540.00	\$23,760.00	37.00	\$19,980.00		\$19,980.00	84.1%	\$3,780.00
55	CONSTRUCT SANITARY MANHOLES	18.00	EACH	\$4,900.00	\$88,200.00	17.00	\$83,300.00		\$83,300.00	94.4%	\$4,900.00
56	EXTRA DEPTH MANHOLE	32.40	LIN FT	\$142.00	\$4,600.80	36.94	\$5,245.48		\$5,245.48	114.0%	-\$644.68
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	1.00	\$1,340.00		\$1,340.00	100.0%	
60	PIPE BEDDING (CV)	150.00	CU YD	\$13.00	\$1,950.00	150.00	\$1,950.00		\$1,950.00	100.0%	
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	9.00	\$25,200.00		\$25,200.00	100.0%	
64	CONNECT TO EXISTING WATER SERVICE	35.00	EACH	\$250.00	\$8,750.00	30.00	\$7,500.00		\$7,500.00	85.7%	\$1,250.00
65	HYDRANT	6.00	EACH	\$5,100.00	\$30,600.00	6.00	\$30,600.00		\$30,600.00	100.0%	
66	1" CORPORATION STOP & SADDLE	35.00	EACH	\$385.00	\$13,475.00	32.00	\$12,320.00		\$12,320.00	91.4%	\$1,155.00

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 2021 IMPROVEMENTS								Application Number: 4			
Application Period: 11/13/2021 - 12/10/2021								Application Date: 12/10/2021			
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 (\$)						
67	6" GATE VALVE AND BOX	7.00	EACH	\$1,660.00	\$11,620.00	6.00	\$9,960.00		\$9,960.00	85.7%	\$1,660.00
68	8" GATE VALVE AND BOX	7.00	EACH	\$2,230.00	\$15,610.00	10.00	\$22,300.00		\$22,300.00	142.9%	-\$6,690.00
69	1" CURB STOP AND BOX	35.00	EACH	\$512.00	\$17,920.00	32.00	\$16,384.00		\$16,384.00	91.4%	\$1,536.00
70	1" WATER SERVICE PIPE	935.00	LIN FT	\$22.00	\$20,570.00	1,095.00	\$24,090.00		\$24,090.00	117.1%	-\$3,520.00
71	6" WATERMAIN	120.00	LIN FT	\$55.00	\$6,600.00	72.50	\$3,987.50		\$3,987.50	60.4%	\$2,612.50
72	8" WATERMAIN	2,600.00	LIN FT	\$56.00	\$145,600.00	2,659.00	\$148,904.00		\$148,904.00	102.3%	-\$3,304.00
73	4" INSULATION	30.00	SQ YD	\$18.00	\$540.00	3.50	\$63.00		\$63.00	11.7%	\$477.00
74	DUCTILE IRON FITTINGS	1,750.00	POUND	\$5.00	\$8,750.00	1,298.00	\$6,490.00		\$6,490.00	74.2%	\$2,260.00
75	WATER DISTRIBUTION TRACER WIRE SYSTEM	1.00	LUMP SUM	\$1,200.00	\$1,200.00	1.00	\$1,200.00		\$1,200.00	100.0%	
76	TEMPORARY WATER SUPPLY SYSTEM	1.00	LUMP SUM	\$12,000.00	\$12,000.00	1.00	\$12,000.00		\$12,000.00	100.0%	
STORM SEWER											
77	15" RC APRON	1.00	EACH	\$720.00	\$720.00	1.00	\$720.00		\$720.00	100.0%	
78	24" RC APRON	3.00	EACH	\$885.00	\$2,655.00	3.00	\$2,655.00		\$2,655.00	100.0%	
79	8" CONCRETE HEADWALL OR APRON	1.00	EACH	\$525.00	\$525.00	1.00	\$525.00		\$525.00	100.0%	
80	8" PVC C900 STORM SEWER	20.00	LIN FT	\$50.00	\$1,000.00	20.00	\$1,000.00		\$1,000.00	100.0%	
81	12" STORM SEWER	362.00	LIN FT	\$51.00	\$18,462.00	363.00	\$18,513.00		\$18,513.00	100.3%	-\$51.00
82	15" STORM SEWER	352.00	LIN FT	\$58.00	\$20,416.00	353.50	\$20,503.00		\$20,503.00	100.4%	-\$87.00
83	18" STORM SEWER	337.00	LIN FT	\$62.00	\$20,894.00	722.00	\$44,764.00		\$44,764.00	214.2%	-\$23,870.00
84	24" STORM SEWER	151.00	LIN FT	\$73.00	\$11,023.00	136.00	\$9,928.00		\$9,928.00	90.1%	\$1,095.00
85	4" DRAINTILE W/ FABRIC SOCK	5,100.00	LIN FT	\$5.00	\$25,500.00	4,332.00	\$21,660.00		\$21,660.00	84.9%	\$3,840.00
86	6" DRAINTILE W/ FABRIC SOCK	700.00	LIN FT	\$7.00	\$4,900.00	1,535.00	\$10,745.00		\$10,745.00	219.3%	-\$5,845.00
87	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-48	9.00	EACH	\$3,275.00	\$29,475.00	8.00	\$26,200.00		\$26,200.00	88.9%	\$3,275.00
88	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-60	2.00	EACH	\$4,660.00	\$9,320.00	2.00	\$9,320.00		\$9,320.00	100.0%	

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract): 2021 IMPROVEMENTS								Application Number: 4			
Application Period: 11/13/2021 - 12/10/2021								Application Date: 12/10/2021			
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 (\$)						
89	CONNECT TO EXISTING RCP STORM SEWER PIPE	1.00	EACH	\$1,900.00	\$1,900.00	1.00	\$1,900.00		\$1,900.00	100.0%	
90	CONSTRUCT DRAINAGE STRUCTURE TYPE II	5.00	EACH	\$2,370.00	\$11,850.00	4.00	\$9,480.00		\$9,480.00	80.0%	\$2,370.00
91	CONNECT TO EXISTING DRAINAGE STRUCTURE	1.00	EACH	\$1,900.00	\$1,900.00	1.00	\$1,900.00		\$1,900.00	100.0%	
92	POND EXCAVATION (CV)(P)	1,305.00	CU YD	\$10.00	\$13,050.00	1,305.00	\$13,050.00		\$13,050.00	100.0%	
93	RANDOM RIPRAP CLASS 3	36.00	CU YD	\$100.00	\$3,600.00	36.00	\$3,600.00		\$3,600.00	100.0%	
TURF RESTORATION											
94	STABILIZED CONSTRUCTION EXIT	7.00	EACH	\$600.00	\$4,200.00	7.00	\$4,200.00		\$4,200.00	100.0%	
95	STORM DRAIN INLET PROTECTION	13.00	EACH	\$235.00	\$3,055.00	13.00	\$3,055.00		\$3,055.00	100.0%	
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	400.00	\$8,800.00		\$8,800.00	66.7%	\$4,400.00
99	STOCKPILE AND RESPREAD SALVAGED TOPSOIL	200.00	CU YD	\$16.00	\$3,200.00	200.00	\$3,200.00		\$3,200.00	100.0%	
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	8.00	\$16.00		\$16.00	0.2%	\$7,744.00
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	1.00	\$450.00		\$450.00	100.0%	
	TOTAL UNIT PRICE WORK				\$1,846,052.78		\$1,566,266.35		\$1,566,266.35	84.8%	\$279,786.43

Dymoke Law Office, P.A.

408 Main Street East, Unit 5

PO Box 127

Melrose, Minnesota 56352

Telephone (320) 256-4205

Fax (320) 256-7201

December 15, 2021

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 November 23, 2021 through December 15, 2021, we have given significant attention to the following projects on behalf of the City of Freeport.

- **Hansen Nuisance.** Forwarded Nuisance abatement order to Stearns County Sheriff for service on Hansens.

Respectfully submitted,
Dymoke Law Office, P.A.

Scott E. Dymoke
by Scott E. Dymoke

Memo

From: Joan Wall, Interim Clerk-Treasurer

To: Freeport City Council

Date: 12/16/21

Re: 2022 Final Budget

The next two pages show a levy comparison for years 2018-2022 and a proposed resolution to adopt the final budget & levy. In a separate packet are updated budget reports. Updated salary amounts are included in this version of the budget, along with Council's decision to bring the General Fund levy down to \$295,000, which is the same as last year.

Freeport City	Payable 2018	Payable 2019	Payable 2020	Payable 2021	TNT Payable 2022	Increase (Decrease)	Percentage Change
Estimated Market Value	\$60,825,100	\$63,697,700	\$66,057,700	\$69,508,600	\$71,989,900	\$2,481,300	3.90%
JobZone Market Value	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Taxable Market Value	\$47,494,100	\$50,215,000	\$51,858,800	\$55,563,200	\$58,074,000	\$2,510,800	5.00%
JobZone Taxable Market Value	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Tax Capacity	\$593,282	\$623,213	\$643,219	\$682,746	\$705,817	\$23,071	3.70%
Power Line	(\$17)	(\$16)	(\$16)	(\$15)	(\$13)	\$2	-12.50%
TIF Captured	(\$2,060)	(\$2,064)	(\$2,114)	(\$2,146)	(\$2,146)	\$0	0.00%
Adjusted Tax Capacity	\$591,205	\$621,133	\$641,089	\$680,585	\$703,658	\$23,073	3.71%
JobZone Tax Capacity	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
Rural Service District	(\$4,409)	(\$4,453)	(\$4,436)	(\$4,472)	(\$5,874)	(\$1,402)	31.48%
2012 Bonds	\$100,000	\$105,000	\$110,000	\$115,000	\$175,000	\$60,000	57.14%
2013 Bonds	\$94,500	\$95,500	\$95,000	\$86,000	\$0	(\$86,000)	-90.05%
2022 Bonds					\$31,000	\$31,000	#DIV/0!
EDA	\$10,000	\$12,000	\$12,000	\$12,000	\$12,000	\$0	0.00%
Revenue	\$260,000	\$223,365	\$261,100	\$295,000	\$325,000	\$30,000	13.43%
Total Property Tax Levy	\$464,500	\$435,865	\$478,100	\$508,000	\$543,000	\$35,000	8.03%
Tax Capacity Rate							
2012 Bonds	16.91461%	16.90459%	17.15830%	16.89723%	24.87004%	7.97281%	47.16%
2013 Bonds	15.98430%	15.37513%	14.81854%	12.63619%	0.00000%	-12.63619%	-82.19%
2022 Bonds					4.40555%	4.40555%	#DIV/0!
EDA	1.69146%	1.93195%	1.87181%	1.76319%	1.70537%	-0.05782%	-2.99%
Revenue	44.30841%	36.22057%	41.01135%	43.63176%	46.57602%	2.94426%	8.13%
Total Tax Capacity Rate	78.89878%	70.43224%	74.86001%	74.92836%	77.55698%	2.62861%	3.73%



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

RESOLUTION 2021-17

A RESOLUTION ADOPTING THE FINAL 2022 BUDGET AND TAX LEVY

It is hereby resolved by the City of Freeport, Minnesota that:

WHEREAS; Minnesota State Statutes require that all local units of government formally adopt a final tax for the proceeding fiscal year on or before December 28, 2021; and

WHEREAS; The Freeport City Council and City staff have done an analysis of the demands for goods, services and other debt obligations to be provided for the City in 2022 and has attached such budget in Appendix A; and

THEREFORE; The Freeport City Council has determined that the 2022 final tax levy shall be set at \$513,000 and directs the City Clerk to notify the Stearns County Auditor of this levy amount.

General Fund Levy	\$295,000
EDA Levy	\$12,000
2012 GO Bond Levy	\$175,000
<u>2022 GO Bond Levy</u>	<u>\$31,000</u>
Total Tax Levy	\$531,000

DATED THIS 21st DAY OF DECEMBER, 2021

Motion by:

Second by:

Council members in favor:

Opposed or abstained:

ATTEST:

Mike Eveslage, Mayor

Joan Wall, Interim Clerk-Treasurer

Memo

From: Joan Wall, Interim Clerk-Treasurer

To: Freeport City Council

Date: 12/16/2021

Re: Hire Maintenance Assistant

We have received one application so far and the application is being sent separately to the Council for their review. As a reminder, the pay rate for mowing lawn is \$12 per hour, and for any other duties is \$20 per hour.

Memo

From: Joan Wall, Interim Clerk-Treasurer

To: Freeport City Council

Date: 12/16/2021

Re: Refuse Collection Request for Proposal

Following this memo are three versions of a request for proposal (RFP) to review and compare. Mike came up with the first one by looking at versions from the cities of Excelsior and Avon, and combining them with our needs. I also received RFPs from St. Joseph and Waite Park.

Council will need to approve a final RFP at the December 21 meeting in order to send out the RFPs in early January with a deadline for receiving bids of January 31. That will give Council February and March to decide on a garbage contractor before our current contract ends on April 24, 2022.

The companies I have on a list to contact are:

- West Central Sanitation
- Waste Management
- Tom's Refuse
- Republic Services

Request for Proposals - Refuse and Recycling Services

1 - Introduction

The City of Freeport is requesting proposals from qualified refuse haulers to provide services for the collection and disposal/processing of residential garbage, recycling, organics recycling and yard waste.

1.1 Term of Contract

The term of the contract shall begin on [REDACTED] for a period of three (3) years from the date of issuance, unless terminated earlier. This agreement shall automatically renew for an additional two (2); one (1) year periods unless canceled by either party upon written notice, at least ninety (90) days prior to the anniversary date of the contract. The hauler shall procure, at its own expense, all licenses, permits or other rights, required for the provision of services contemplated by the agreement. The hauler shall inform the City of any changes in the above within five (5) days of occurrence.

1.2 Schedule

All dates and times in the following schedule are subject to change. Please monitor the City's website for schedule updates or instruction amendments.

- December 29, 2021 – RFP Released
- January 31, 2021 – RFP Due
- February 22, 2022 – Recommendation on Award of Contract Presented to City Council

1.3 Contact for RFP Communication

All communications about this RFP after its release and up through the due date should be in writing, via email, through the City's designated contact person: Joan Wall, City Clerk (joan@freeportmn.org).

1.4 Instructions for Submission

The deadline for submitting proposals is January 31, 2022 at 3 P.M. Late proposals will not be accepted. Proposals must be emailed to joan@freeportmn.org. PDF format is required. Hard copies are not required.

1.5 Proposals with Confidential Information

Immediately after the deadline for proposals to be submitted, only the company names of proposers submitting proposals will be made public consistent with the Minnesota Government Data Practices Act (M.S. 13.591, subd. 3(b)). All proposal documents shall be held as confidential until completion of the selection process.

1.6 City Routes

Collection routes shall be established by the Contractor and shall be subject to review by the City.

1.7 Amendment to the Scope of Services

The City may, at its own discretion, add services to or delete services from the scope of work described in this RFP packet. The City will notify prospective proposers of any such amendments by issuing an addendum to this RFP or through negotiation(s) with the selected proposer(s).

2 - Background Information

The city has a population of approximately 700. This contract will service approximately [REDACTED] residential and [REDACTED] commercial properties (not including city facilities).

2.1 Service Summary

The City of Freeport is seeking bids from qualified companies to provide a comprehensive set of residential garbage, recycling, organics recycling and yard waste services. The list of contract services include:

- City-wide, weekly refuse collection service and delivery to disposal facility
- City-wide, every other week recyclables collection service and delivery to materials recovery facility
- Subscription based, weekly seasonal (April-November) yard waste collection service and delivery to composting facility
- On-call based, bulk item collection service and delivery to disposal facility
- Refuse and recyclables services from designated city buildings, park facilities, Water Street trash receptacles, and designated special events at no charge to the City.
- Bulk item collection and disposal curbside service from city Spring Clean-Up day (one Saturday in either April or May).
- Leaves and yard waste curbside service from city Fall Clean-Up day (one Saturday in either October or November)
- Public education services from contractor

2.3 Holiday Schedule

The following shall be designated holidays in which service shall not be provided: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If a designated holiday falls on a regularly scheduled service day, the service will be performed on the next weekday.

3 - Scope of Services

3.1 Refuse Collection and Processing

Refuse collection operations under the new contract should be very similar to the current system. Refuse collection and disposal system requirements include (but are not limited to):

- Weekly (preferably Monday) collection from 30-36 gallon, 60-66 gallon, or 90-96 gallon wheeled refuse carts.
- Alternative pricing for additional wheeled refused carts.
- Residents may set out extra "overflow" bags of refuse at an additional cost.
- Proposers must clarify the criteria for "overage" charges (i.e., if the cover of the bin will not fully close).
- Monthly flat rates are required. Monthly residential rates must not be based on weight.

3.2 Recyclables Collection and Processing

Recyclables collection and processing system requirements include (but are not limited to):

- Every other week recyclables collection from 35-gallon, 65-gallon, or 95-gallon wheeled recycling carts.
- Alternative pricing for additional wheeled recycling carts.
- This RFP requires that residential recyclables collected from Freeport under this contract will be kept separate from other materials. Freeport loads of residential

recyclables shall be weighed on designated truck scales and weights reported to the city. The contractor shall retain truck scale weight tickets for the city upon request.

- Proposer agrees to provide resources and education for the preparation and setting out of recyclables.

3.3 Yard Waste Collection

The Hauler shall provide subscription Yard Waste collection services to Residential Units on a weekly basis beginning the week of April 1 and the last week of November (weather permitting) each year during the Term. Twigs and branches must be no greater than 4 inches in diameter or 48 inches in length and must be placed in a contractor supplied container. Residents must contact the Hauler to set up Yard Waste service. All acceptable Yard Waste Materials must be placed at the curb for collection no later than 6:00 A.M. on the scheduled day of collection.

3.4 Exception for Handicapped or Disabled

The Hauler must make reasonable exceptions as to the manner of pickup for handicapped or disabled residents.

3.5 Christmas Tree Collection and Composting

Christmas Tree collection and composting system requirements include annual Christmas Tree curbside collection for all residents within the service area at no cost. Trees must be unwrapped and bare of any ornaments.

3.6 Carts and Management

During the selection of the last contract, the contractor had provided recycling and refuse carts to residents.

- Please advise how you will provide and manage carts for residents.*

3.7 Cart Exchange/Delivery Fee

Customers may request service or replacement for damaged or worn-out carts at no charge, provided damage is not due to customer error.

3.8 Fuel Surcharge/Environmental Fees

No fuel surcharge or environmental fee shall be applied to services offered through this RFP. All costs shall be incorporated into the monthly rates.

3.9 Extended Leave/Suspended Collections

A resident that is absent from his/her residence for a period of thirty (30) consecutive days or more may qualify to temporarily stop city contracted refuse and recycling services, including payment obligations. Contractor shall include in their proposals the process for snowbirds to temporarily stop their services based on City billing or contractor billing.

3.10 Very Low Volume (medical, elderly, or disability)

Very low volume customers to be offered a lower cost option

3.11 Multi-Dwellings May “Opt In” to City Contracted Services

Multi-Dwelling properties consisting of more than 4 dwelling units may elect to “opt in” to the city-contracted services on a voluntary basis. Definitions and other specifications for collection services for residents that “opt in” will be treated the same as other properties within the service area.

3.12 Bulk Items and Other Special Collections

The contractor shall provide bulk item collection, processing, and marketing or disposal of services on an “on-call” basis. Residents shall call the contractor directly to arrange for the collection of the (item)s subject to a fee agreed between the contractor and resident and paid to the contractor by the resident.

3.13 Refuse and Recyclables Collection from City Buildings and Maintenance Facility

Collection operations from city buildings under the contract shall be at no charge. Acceptable Waste Materials service will be provided at Freeport Public Works Building (1 time per week), Freeport City Hall (1 time per week); Recycling (at both locations - every other week). The city reserves the right to add other similar future facilities. No “overage” charges or “contaminated load” charges may be added to these facilities. In the event there is a recurring issue with overages or contaminated loads, the contractor must inform the city so the issue may be resolved.

3.14 Collection from Special Events

The city sponsors and participates in occasional special events during the year. The city may work with the contractor from time to time to plan and schedule events if additional containers and collections are necessary.

3.15 Collections from Clean-Up Day

The City of Freeport sponsors an annual Clean Up Day. The contractor must provide sufficient labor and equipment to accept, remove and dispose of all collections during the specified time on clean-up day. The city will work with the contractor each year to plan and schedule clean-up day events. Residents can pay the Contractor at the cleanup site for disposal of rubbish, appliances, and bulky items.

3.16 City/Contractor Communications

The contractor shall maintain through the duration of the contract a designated single contact person who has sufficient authority to resolve contract related issues officially notified by city staff. The contractor must also maintain a local operations supervisor to contact in the event of day-to-day concerns.

•*This contact person would be:* _____

3.17 Customer Service

The contractor will be expected to communicate directly with Freeport customers; both individually and from a mass communications perspective. While the city will send out information briefs if requested by the contractor, the city’s communication channels should not be viewed as the primary means for customers to receive information from the contractor. The city should only be involved in customer service issues with rare exception.

3.18 Customer Communication

The contractor must provide a toll free or local phone number for customers to contact the contractor. The telephone number should have voicemail and calls should be returned by the next business day. The contractor must provide a customer service email for customers to use to contact the contractor. Emails should be returned no later than the next business day.

3.19 Annual Report Provided to City

The contractor shall furnish annual reports to the City *only upon request*. That request should provide the breakdown of annual totals for the previous year on the total number of refuse,

recycling, and yard waste, customers and tonnage, an annual summary of the recycling material collected and tonnage for each material, the monthly and annual total number of recycling customers, and any other information required by supervising county or state authorities.

4 - Payment Terms

4.1 Fee Increases

The contractor should provide alternative proposals for City Billing and contractor billing residents directly. The final contract shall govern the terms and conditions of unit pricing, billing procedures, and other customer service administration based on the successful proposal. All rates should be proposed to the City during the contract negotiation before they can become effective. Rates must be included in the pricing proposal. Any attempt by the contractor to increase any rate or fee, without City Council approval, shall be null and void, and may subject the contractor to the default remedies of the contract.

4.2 Fee Decreases

Fee decreases may be implemented by contractor without city approval but must be reported to the City Clerk at least two (2) weeks prior to the decrease.

4.3 Proposed Price Elements

All proposers shall submit a complete price worksheet. If the proposer is awarded the contract, this price worksheet will be the basis for final terms of the city-approved rate schedule. All proposed fees shall be exclusive of all other charges and taxes (e.g., State Solid Waste Management Tax). No fuel surcharge or environmental fees shall be applied to services offered through this RFP.

5 - Additional Contract Requirements

5.1 Accident Prevention

The contractor shall comply with the safety provisions of all applicable laws, regulations and building codes, including, without limitation, the installation and maintenance of safeguard on machinery and equipment. The contractor shall immediately notify the city of any release of vehicle fluids (e.g. fuel, coolant, hydraulic fluid, brake fluid, etc.) or load contents onto city streets or otherwise into the environment. The contractor shall be responsible for remediation of any and all release of fluid or spills of load contents to the city's satisfaction and standards.

5.2 Damage to Property

The contractor shall take necessary precautions to protect public and private property during the performance of this contract. The contractor shall repair or replace any private or public property damaged by the contractor. Such property damage shall be addressed within 48 hours. If the contractor fails to make repairs or arrangements to make repairs, the city may, but shall not be obligated to, repair or replace such damaged property and the contractor shall fully reimburse the city for any reasonable incurred expenses within 10 business days.

5.3 Vehicles

The contractor's vehicles shall be operated in accordance with applicable laws of the State of Minnesota and local ordinances. The contractor agrees to operate vehicles:

- that are appropriately rated for city street's weight ratings.
- that meet all DOT safety regulations.
- that are appropriately sized for the City of Freeport.

5.4 Service Day and Times

Service day will be on a single day each week designated in collaboration with the city. The City is requesting service day to be Thursday of each week. Collections shall occur during ordinary business hours but in no instance shall collection occur earlier than 6:00 A.M. or after 6:00 P.M. All acceptable waste must be placed at the curb for collection no later than 6:00 A.M. on the scheduled collection day.

6 - Insurance and Other Legal Requirements

6.1 Performance Bond

The city will require a performance bond to be kept in surety for an amount no less than \$50,000. The bond shall be kept in full force and effect at all times during the contract duration.

6.2 Insurance

The contractor agrees to provide and maintain public liability insurance, including general liability, automobile liability, and loading and unloading liability with the following minimum coverages:

- a) \$300,000 when the claim is one for death by wrongful act or omission and \$300,000 to any claimant in any other case;
- b) \$2,000,000 for any number of claims arising out of a single occurrence; or
- c) Twice the limits provided in clauses a and b when the claim arises out of the release of threatened release of a hazardous substance, whether the claim is brought under Minnesota Statutes, section 115B.01 to 115B.15 or under any other law.
- d) Worker's Compensation – Statutory

Such policies shall provide for a thirty (30) day notice by the insurance company to the city of any changes, cancellations or lapses of such policies. The city will require the contractor to acquire commercial automobile liability insurance in accordance with applicable laws. Prior to execution of any contract, the contractor shall provide sufficient evidence that all required insurances will be available and purchased.

6.3 Data Practices Act

The contract to be awarded will be subject to the Minnesota Government Data Practices Act and will include the following provision: Pursuant to Minnesota Statutes § 13.05, Subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by the contractor in performing this Contract is 7 subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the contractor must comply with those requirements as if it were a government entity. The remedies in Minnesota Statutes § 13.08 apply to the contractor. The contractor does not have a duty to provide access to public data to the public if the public data are available from the city, except as required by the terms of this contract.

6.4 General Indemnification

The city will require standard general contractor indemnification and hold harmless language in the contract.