



## CITY OF FREEPORT

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

**January 25, 2022** - Regular Meeting Agenda  
Freeport City Hall - 7:00 pm

### Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda
  - a. December 21, 2021 Council Meeting Minutes (1-3)
  - b. Claims 4784-4822 (4-10)
  - c. Sheriff's Report (11)
  - d. Freeport Family Fishing Gambling Permit (12)
  - e. Sacred Heart Church Gambling Permit (13)
  - f. Sacred Heart Church Temporary Liquor License (14)
- IV. Reports
  - a. Clerk-Treasurer Report (15)
  - b. Fire Department Report (N/A)
  - c. Public Works Report (16-20)
  - d. Engineer Report (21-29)
  - e. Attorney Report (30)
- V. Old Business
  - a. Building Inspector (31-32)
  - b. Refuse Collection Request for Proposal (33)
- VI. New Business
  - a. Johnson Jet-Line Contract (34-36)
  - b. Ordinance 2022-01 – Fee Schedule (37-41)
  - c. Resolution 2022-01 - Official Depository FSB (42-43)
  - d. Resolution 2022-02 - Official Depository CMCU (44-45)
  - e. Resolution 2022-03 - 2021 Donations (46-47)
  - f. Resolution 2022-04 - Disbursement and Payment of Claims Policy (48-51)
  - g. 2022 Appointments (52-53)
- VII. Adjourn

Next Regular Meeting: February 22, 2022



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### **December 21, 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, City Attorney Scott Dymoke, and City Engineer Dave Blommel.

Absent: Fire Chief Andy Grieve

Others in attendance:  
Branden Roering (Freeport Fire Dept)

#### **Approve Agenda**

Wall asked to add claim #4783 for Engelmeyer Land Services. Arnzen moved to approve the agenda with the addition, seconded by Hennen. Motion carried 5-0.

#### **Public Forum**

Hennen explained that a resident talked to him about the difference in proposed property taxes between Freeport and Sauk Centre. For the same home value, the city tax is hundreds of dollars less in Sauk Centre.

#### **Consent Agenda**

There was a discussion on why the city pays for DOT physicals. Will an employee reimburse the city if they leave employment? Dymoke said he thinks the city might be obligated to pay for the physical. Renneker moved to approve the consent agenda, seconded by Blake. Motion carried 5-0.

#### **Reports**

##### Clerk-Treasurer Report

Council asked Wall to send list of candidates along with resumes after the first of the year.

Renneker asked if the city can bid out for building inspectors. Hennen said he has been working on some other options for council to look at.

##### Fire Department Report

No report.

##### Public Works Report

Goebel expressed his thanks to Branden Roering for helping to plow snow. Eveslage and Renneker asked Goebel to look for a new lawn mower that has a sidewalk broom attachment since we are thinking it needs

to be placed. It would be good to look for one now instead of waiting until next spring when we might get put on a waiting list. Goebel said we do have a blower for the tractor, but it's not very maneuverable because of its size. Goebel asked, if we got a smaller one, does council want to get rid of the bigger one? Renneker said maybe we keep the bigger one for now and replace it in a couple years when we need to.

#### Engineer Report

Blommel reported MnDOT contacted the city regarding replacing the bridge over I-94 in 2026. Stearns County is well aware of the city's feedback about keeping the sidewalk and pedestrian concerns. We do have some say about what happens with the bridge even though it's owned by the state. Right now, they are considering replacing the decking, but full replacement is not off the table. Re-decking would take about 2 months and replacement about 6 to 8 months. No council action is needed at this time and Blommel will continue the discussions with MnDOT.

The comments we received about our safe route to school plan weren't great and their recommendation is not to proceed at this point. We need a support letter from the school and need to get a plan written down. We're better off not proceeding with it, unless council really wants to proceed. Blommel recommends waiting a year so it can be in line with the bridge project. Even if we got the funding, we still wouldn't get the funds until 2026, so it makes sense to do it with the bridge.

Renneker moved to approve payment of application #4, seconded by Blake. Motion carried 5-0.

#### Attorney Report

Dymoke reported that the sheriff has the abatement order for the Hansen's. He is waiting for the affidavit confirming that it has been served. They have 30 days after being served to clean up their property. If it's not done in 30 days, then Dymoke would file it and get on the court's calendar. Eveslage asked if attorney's fees could be applied to it too. Dymoke will look into that.

#### **Old Business**

##### Resolution 2021-17 2022 Budget and Tax Levy

Hennen moved to approve Resolution 2021-17, seconded by Arnzen. Motion carried 5-0.

##### Hire Maintenance Assistant

Wall has given council and Goebel the four applications the city received. After a brief discussion, Hennen moves to hire Mike Renneker, seconded by Eveslage. Arnzen asked what happens when Goebel is out of town. Goebel said the part time person can fill in. Motion carried 4-0 with Jake Renneker abstaining.

##### Refuse Collection Request for Proposal (RFP)

Discussion was had while reviewing Eveslage's version of the RFP and consensus for changes was as follows:

- Include both residential and commercial so there is only one garbage hauler on city streets (Blommel suggested we try to keep trucks as small as possible to preserve streets).
- Include garbage, recycling, and yard waste. Strike organics recycling.
- Add a 95-gallon cart option for commercial.

Arnzen received feedback from some business owners that as long as it's not Waste Management, they are fine with having commercial included in the contract. Dymoke reviewed the RFP and said Eveslage's

version isn't missing anything. We just need to make sure we update it for the changes discussed. Blommel reported that he has heard one of these presentations already and one of the haulers wanted to base future years on whatever the consumer price index (CPI) will be. This might be beneficial for the city. Dymoke added that Melrose just went through this process and agreed to CPI adjustments, but wanted a cap also. Blake asked if rates normally go up every year and Blommel said yes. Blommel noted that the RFP prohibits fuel surcharges, which is very good. Dymoke said it would be a good idea to give notice to Waste Management that we won't be automatically renewing with them. Dymoke explained that the city doesn't have to choose the lowest price hauler, but if we don't choose the lowest price, we will want to be able to explain why to the residents. Renneker suggested we also send the RFP to Opatz.

Hennen moved to approve the RFP with the discussed changes, seconded by Blake. Motion carried 5-0.

#### Salt Shed Insurance Claim

Goebel reported that the shed is getting built back to the way it was. It should be fixed within the next two weeks.

#### **New Business**

##### Cleaning Services

Arnzen moved to increase Joann Timp's pay to \$20 per hour. Motion died for lack of second. Hennen moved to increase Joann Timp's pay to \$50 per cleaning, seconded by Arnzen. Motion carried 5-0.

##### Expert Billing Contract Renewal

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

##### Unauthorized Shed at 500 1<sup>st</sup> Avenue N

Hennen said property owner Carl Botz came in and talked to him and Hennen told him to talk to the city. Goebel explained Botz talked to Wyatt Kemper who said he needed to remove the shed. Botz then said he would live in it, but he still didn't get a permit. Dymoke suggested the city send a letter telling Botz to remove the shed by March 1, 2022, and council agreed.

#### **Adjourn**

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

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Mayor, Mike Eveslage

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Interim Clerk-Treasurer, Joan Wall

01/03/22  
11:09:55

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 1/22

Page: 1 of 1  
Report ID: AP100V

\* ... Over spent expenditure

| Claim/ | Check     | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--------|-----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4784   |           | 245 KUECHLE UNDERGROUND, INC                     | 618,092.74              |         |      |               |             |                 |
|        | 2021.18-2 | 10/12/21 Pmt 2 2021 Improvements                 | 618,092.74*             |         |      | 420 43100     | 310         | 10100           |
|        |           | Total for Vendor:                                | 618,092.74              |         |      |               |             |                 |
|        |           | # of Claims                                      | 1                       | Total:  |      |               |             | 618,092.74      |

01/03/22  
11:54:21

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 1/22

Page: 1 of 1  
Report ID: AP100V

\* ... Over spent expenditure

| Claim/ | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--------|----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4785   |          | 772 MN BUREAU OF CRIMINAL                        | 15.00                   |         |      |               |             |                 |
|        | 01/03/22 | M Renneker background check                      | 15.00                   |         |      | 101 41000     | 300         | 10100           |
|        |          | Total for Vendor:                                | 15.00                   |         |      |               |             |                 |
|        |          | # of Claims                                      | 1                       | Total:  |      |               |             | 15.00           |

01/06/22  
13:46:31

CITY OF FREEPORT  
Claim Approval List  
For the Accounting Period: 1/22

Page: 1 of 1  
Report ID: AP100V

\* ... Over spent expenditure

| Claim/ | Check     | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--------|-----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4786   |           | 245 KUECHLE UNDERGROUND, INC                     | 694,561.77              |         |      |               |             |                 |
|        | 2021.18-3 | 11/12/21 Pmt 3 2021 Improvements                 | 639,473.30*             |         |      | 420 43100     | 310         | 10100           |
|        | 2021.18-4 | 12/10/21 Pmt 4 2021 Improvements                 | 55,088.47*              |         |      | 420 43100     | 310         | 10100           |
|        |           | Total for Vendor:                                | 694,561.77              |         |      |               |             |                 |
|        |           | # of Claims                                      | 1                       | Total:  |      |               |             | 694,561.77      |

\* ... Over spent expenditure

| Claim/ | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--------|----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4788   |          | 15 ALBANY MUTUAL TELEPHONE                       | 266.08                  |         |      |               |             |                 |
|        | 10451617 | 01/01/22 836-2411                                | 43.33                   |         |      | 225 42200     | 320         | 10100           |
|        | 10451617 | 01/01/22 836-2413                                | 40.75                   |         |      | 225 42200     | 320         | 10100           |
|        | 10451522 | 01/01/22 836-7158                                | 46.82                   |         |      | 101 41000     | 320         | 10100           |
|        | 10452264 | 01/01/22 836-2685                                | 22.24                   |         |      | 601 43225     | 320         | 10100           |
|        | 10452264 | 01/01/22 836-2685                                | 22.24                   |         |      | 602 43250     | 320         | 10100           |
|        | 10450613 | 01/01/22 836-2112                                | 90.70                   |         |      | 101 41000     | 320         | 10100           |
|        |          | Total for Vendor:                                | 266.08                  |         |      |               |             |                 |
|        |          | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4789   |          | 70 CENTERPOINT ENERGY                            | 606.75                  |         |      |               |             |                 |
|        | 12/21/21 | City hall  | 74.35                   |         |      | 101 43100     | 382         | 10100           |
|        | 12/21/21 | Maintenance bldg                                 | 293.03                  |         |      | 101 43100     | 382         | 10100           |
|        | 12/21/21 | Fire hall  | 239.37                  |         |      | 225 42200     | 382         | 10100           |
|        |          | Total for Vendor:                                | 606.75                  |         |      |               |             |                 |
|        |          | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4790   |          | 76 CENTRAL MINNESOTA CREDIT UNION                | 72.69                   |         |      |               |             |                 |
|        | 12/31/21 | Stearns Co Beacon fee                            | 1.00                    |         |      | 101 41000     | 433         | 10100           |
|        | 12/31/21 | Postage - 2021 proj loan docs                    | 8.70                    |         |      | 420 43100     | 200         | 10100           |
|        | 12/31/21 | General postage                                  | 58.00                   |         |      | 101 41000     | 200         | 10100           |
|        | 12/31/21 | Bottled water                                    | 4.99                    |         |      | 300 46500     | 210         | 10100           |
|        |          | Total for Vendor:                                | 72.69                   |         |      |               |             |                 |
| 4791   |          | 145 FINKEN WATER SOLUTIONS                       | 23.00                   |         |      |               |             |                 |
|        | 1293237  | 01/01/22 Water softener rental                   | 15.00                   |         |      | 101 41000     | 410         | 10100           |
|        | 1293238  | 01/01/22 Maint water cooler                      | 8.00                    |         |      | 101 43100     | 410         | 10100           |
|        |          | Total for Vendor:                                | 23.00                   |         |      |               |             |                 |
| 4792   |          | 637 NORTHLAND TRUST SERVICES INC                 | 226,115.00              |         |      |               |             |                 |
|        | FREEP12A | 12/16/21 Bond series 2012A principal             | 180,000.00              |         |      | 331 47000     | 600         | 10100           |
|        | FREEP12A | 12/16/21 Bond series 2012A interest              | 2,025.00                |         |      | 331 47000     | 610         | 10100           |
|        | FREEP13A | 12/16/21 Bond series 2013A principal             | 25,000.00               |         |      | 602 43250     | 600         | 10100           |
|        | FREEP13A | 12/16/21 Bond series 2013A principal             | 15,000.00               |         |      | 601 43225     | 600         | 10100           |
|        | FREEP13A | 12/16/21 Bond series 2013A interest              | 600.00                  |         |      | 602 43250     | 610         | 10100           |
|        | FREEP13A | 12/16/21 Bond series 2013A interest              | 2,995.00                |         |      | 601 43225     | 610         | 10100           |
|        | FREEP13A | 12/16/21 Bond series 2013A agent fee             | 495.00*                 |         |      | 326 47000     | 620         | 10100           |
|        |          | Total for Vendor:                                | 226,115.00              |         |      |               |             |                 |

\* ... Over spent expenditure

| Claim/                                     | Check      | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account   |
|--|------------|--|-------------------------|---------|------|---------------|-------------|-------------------|
| *** Claim from another period (12/21) **** |            |  |                         |         |      |               |             |                   |
| 4793                                       |            | 387 RAHNS OIL & PROPANE, INC                     | 939.03                  |         |      |               |             |                   |
|  | 60893      | 12/31/21 Fire dept fuel                          | 47.00                   |         |      | 225 42200     | 215         | 10100             |
|  | 60893      | 12/31/21 Public Works fuel                       | 892.03                  |         |      | 101 43100     | 215         | 10100             |
|  |            | Total for Vendor:                                | 939.03                  |         |      |               |             |                   |
| *** Claim from another period (12/21) **** |            |  |                         |         |      |               |             |                   |
| 4794                                       |            | 437 STAR PUBLICATIONS LLC                        | 240.00                  |         |      |               |             |                   |
|  | 200505     | 12/22/21 Clerk-Treasurer hiring ad               | 120.00                  |         |      | 101 41000     | 350         | 10100             |
|  | 200505     | 12/29/21 Clerk-Treasurer hiring ad               | 120.00                  |         |      | 101 41000     | 350         | 10100             |
|  |            | Total for Vendor:                                | 240.00                  |         |      |               |             |                   |
| 4795                                       |            | 510 VERIZON WIRELESS                             | 41.22                   |         |      |               |             |                   |
|  | 9896349540 | 01/01/22 Cell phone - Jan                        | 41.22                   |         |      | 101 43100     | 320         | 10100             |
|  |            | Total for Vendor:                                | 41.22                   |         |      |               |             |                   |
| *** Claim from another period (12/21) **** |            |  |                         |         |      |               |             |                   |
| 4796                                       |            | 525 XCEL ENERGY, INC                             | 769.23                  |         |      |               |             |                   |
|  | 760449689  | 12/17/21 Water tower                             | 11.53                   |         |      | 601 43225     | 381         | 10100             |
|  | 761984919  | 01/03/22 Street lights                           | 757.70                  |         |      | 101 43160     | 381         | 10100             |
|  |            | Total for Vendor:                                | 769.23                  |         |      |               |             |                   |
|  |            | # of Claims                                      | 9                       |         |      |               |             | Total: 229,073.00 |

\* ... Over spent expenditure

| Claim/ | Check              | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--------|--------------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4797   |                    | 777 ANDY GRIEVE                                  | 67.31                   |         |      |               |             |                 |
|        | 01/11/22           | Fire chiefs meeting meals                        | 67.31                   |         |      | 225 42200     | 335         | 10100           |
|        |                    | Total for Vendor:                                | 67.31                   |         |      |               |             |                 |
|        |                    | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4798   |                    | 751 CITY OF FREEPORT                             | 135.31                  |         |      |               |             |                 |
|        | 01/05/22           | Fire hall water usage Oct-Dec                    | 135.31                  |         |      | 225 42200     | 384         | 10100           |
|        |                    | Total for Vendor:                                | 135.31                  |         |      |               |             |                 |
|        |                    | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4799   |                    | 123 DYMOKE LAW OFFICE, P.A.                      | 463.50                  |         |      |               |             |                 |
|        | 01/03/22           | Street vacation 6th St NW                        | 37.50                   |         |      | 101 41000     | 302         | 10100           |
|        | 01/03/22           | Hansen nuisance                                  | 75.00                   |         |      | 101 41000     | 302         | 10100           |
|        | 01/03/22           | City council meeting                             | 125.00                  |         |      | 101 41000     | 302         | 10100           |
|        | 01/03/22           | Vacation recording fee                           | 46.00                   |         |      | 101 41800     | 429         | 10100           |
|        | 01/03/22           | Nuisance process serving fee                     | 60.00                   |         |      | 101 41000     | 430         | 10100           |
|        | 01/03/22           | Nuisance personal service fee                    | 120.00                  |         |      | 101 41000     | 430         | 10100           |
|        |                    | Total for Vendor:                                | 463.50                  |         |      |               |             |                 |
|        |                    | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4800   |                    | 752 EXPERT BILLING LLC                           | 135.00                  |         |      |               |             |                 |
|        | 9538 01/19/22      | 5 runs billed - Dec                              | 135.00                  |         |      | 225 42200     | 300         | 10100           |
|        |                    | Total for Vendor:                                | 135.00                  |         |      |               |             |                 |
|        |                    | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4801   |                    | 155 FREEPORT FARM CENTER, INC                    | 23.34                   |         |      |               |             |                 |
|        | 105927 12/22/21    | Snowblower repairs                               | 23.34                   |         |      | 101 43100     | 220         | 10100           |
|        |                    | Total for Vendor:                                | 23.34                   |         |      |               |             |                 |
|        |                    | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4802   |                    | 169 GALLS, LLC                                   | 83.14                   |         |      |               |             |                 |
|        | 020032541 12/17/21 | Uniform pieces - Beste                           | 83.14                   |         |      | 225 42200     | 240         | 10100           |
|        |                    | Total for Vendor:                                | 83.14                   |         |      |               |             |                 |
| 4803   |                    | 174 GOPHER STATE ONE CALL, INC                   | 50.00                   |         |      |               |             |                 |
|        | 2000402 01/31/22   | 2022 annual operator fee                         | 25.00                   |         |      | 601 43225     | 300         | 10100           |
|        | 2000402 01/31/22   | 2022 annual operator fee                         | 25.00                   |         |      | 602 43250     | 300         | 10100           |
|        |                    | Total for Vendor:                                | 50.00                   |         |      |               |             |                 |



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\* ... Over spent expenditure

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|--------|---------|--|-------------------------|---------|------|---------------|-------------|-----------------|
|        |         | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4804   |         | 199 HILTNER COMPANY, INC                         | 150.00                  |         |      |               |             |                 |
|        | 93553   | 12/05/21 Pull snow plow from ditch               | 150.00                  |         |      | 101 43100     | 401         | 10100           |
|        |         | Total for Vendor:                                | 150.00                  |         |      |               |             |                 |
|        |         | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4805   |         | 602 HOMETOWN NEWS                                | 118.80                  |         |      |               |             |                 |
|        | 25447   | 12/30/21 Clerk-Treasurer hiring ads              | 118.80                  |         |      | 101 41000     | 350         | 10100           |
|        |         | Total for Vendor:                                | 118.80                  |         |      |               |             |                 |
|        |         | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4806   |         | 820 INDEPENDENT TESTING                          | 2,540.00                |         |      |               |             |                 |
|        | 40420   | 12/15/21 Density tests & trip charges            | 2,540.00                |         |      | 420 43100     | 300         | 10100           |
|        |         | Total for Vendor:                                | 2,540.00                |         |      |               |             |                 |
| 4807   |         | 603 INITIATIVE FOUNDATION                        | 500.00                  |         |      |               |             |                 |
|        | 12344   | 12/01/21 2022 Donation                           | 500.00                  |         |      | 101 41000     | 430         | 10100           |
|        |         | Total for Vendor:                                | 500.00                  |         |      |               |             |                 |
|        |         | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4808   |         | 219 JOANN TIMP                                   | 150.00                  |         |      |               |             |                 |
|        |         | 12/31/21 3 cleanings (12/17-12/31/21)            | 150.00                  |         |      | 101 41000     | 300         | 10100           |
| 4809   |         | 219 JOANN TIMP                                   | 100.00                  |         |      |               |             |                 |
|        |         | 01/14/22 2 cleanings (1/7-1/14/22)               | 100.00                  |         |      | 101 41000     | 300         | 10100           |
|        |         | Total for Vendor:                                | 250.00                  |         |      |               |             |                 |
| 4810   |         | 248 LAKE REGION FIREFIGHTERS ASSN                | 40.00                   |         |      |               |             |                 |
|        | 1108    | 12/22/21 2022 dues                               | 40.00                   |         |      | 225 42200     | 433         | 10100           |
|        |         | Total for Vendor:                                | 40.00                   |         |      |               |             |                 |
|        |         | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4811   |         | 769 METRO SALES, INC                             | 89.87                   |         |      |               |             |                 |
|        |         | INV1966539 01/14/22 Copier rental 12/15/21-1/1   | 89.87                   |         |      | 101 41000     | 410         | 10100           |
|        |         | Total for Vendor:                                | 89.87                   |         |      |               |             |                 |
| 4812   |         | 309 MINNESOTA LIFE INSURANCE CO                  | 3.40                    |         |      |               |             |                 |
|        | 0023198 | 01/20/22 Goebel                                  | 1.70                    |         |      | 101 43000     | 131         | 10100           |
|        | 0023198 | 01/20/22 Kemper                                  | 1.70                    |         |      | 101 41400     | 131         | 10100           |
|        |         | Total for Vendor:                                | 3.40                    |         |      |               |             |                 |

\* ... Over spent expenditure

| Claim/ | Check    | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--------|----------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| 4813   |          | 316 MINNESOTA STATE FIRE CHIEFS                  | 220.00                  |         |      |               |             |                 |
|        | 3370     | 12/16/21 2022 membership dues                    | 220.00                  |         |      | 225 42200     | 433         | 10100           |
|        |          | Total for Vendor:                                | 220.00                  |         |      |               |             |                 |
| 4814   |          | 654 MINNESOTA STATE FIRE DEPT                    | 175.00                  |         |      |               |             |                 |
|        | 01/01/22 | 2022 Membership dues                             | 175.00                  |         |      | 225 42200     | 433         | 10100           |
|        |          | Total for Vendor:                                | 175.00                  |         |      |               |             |                 |
| 4815   |          | 328 MN RURAL WATER ASSOCIATION                   | 250.00                  |         |      |               |             |                 |
|        | 01/20/22 | 2022 MRWA Technical Conference                   | 125.00                  |         |      | 601 43225     | 330         | 10100           |
|        | 01/20/22 | 2022 MRWA Technical Conference                   | 125.00                  |         |      | 602 43250     | 330         | 10100           |
| 4816   |          | 328 MN RURAL WATER ASSOCIATION                   | 320.00                  |         |      |               |             |                 |
|        | 11/30/21 | 2022-2023 Membership                             | 320.00                  |         |      | 601 43225     | 433         | 10100           |
|        |          | Total for Vendor:                                | 570.00                  |         |      |               |             |                 |
| 4817   |          | 710 SAUK CENTRE FLEET SUPPLY                     | 12.90                   |         |      |               |             |                 |
|        | 266120   | 01/12/22 Water sample postage                    | 12.90                   |         |      | 601 43225     | 200         | 10100           |
|        |          | Total for Vendor:                                | 12.90                   |         |      |               |             |                 |
|        |          | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4818   |          | 418 SEH, INC                                     | 6,654.90                |         |      |               |             |                 |
|        | 419246   | 01/15/22 Field staff hours                       | 6,646.50                |         |      | 420 43100     | 300         | 10100           |
|        | 419246   | 01/15/22 Mileage                                 | 8.40                    |         |      | 420 43100     | 300         | 10100           |
|        |          | Total for Vendor:                                | 6,654.90                |         |      |               |             |                 |
|        |          | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4819   |          | 554 SWANY WHITE FLOUR MILLS, LTD                 | 1,459.65                |         |      |               |             |                 |
|        | 12/31/21 | TIF payment                                      | 1,462.59                |         |      | 265 46508     | 640         | 10100           |
|        | 12/31/21 | County TIF Admin Fee                             | -2.94                   |         |      | 265 46508     | 640         | 10100           |
|        |          | Total for Vendor:                                | 1,459.65                |         |      |               |             |                 |
|        |          | *** Claim from another period (12/21) ****       |                         |         |      |               |             |                 |
| 4820   |          | 809 VALLI INFORMATION SYSTEMS, INC               | 75.00                   |         |      |               |             |                 |
|        | 79852    | 12/31/21 BDS Online monthly maint                | 75.00                   |         |      | 101 41000     | 300         | 10100           |
|        |          | Total for Vendor:                                | 75.00                   |         |      |               |             |                 |

\* ... Over spent expenditure

| Claim/                                     | Check      | Vendor #/Name/<br>Invoice #/Inv Date/Description | Document \$/<br>Line \$ | Disc \$ | PO # | Fund Org Acct | Object Proj | Cash<br>Account |
|--|------------|--|-------------------------|---------|------|---------------|-------------|-----------------|
| *** Claim from another period (12/21) **** |            |  |                         |         |      |               |             |                 |
| 4821                                       |            | 750 WASTE MANAGEMENT, INC                        | 159.18                  |         |      |               |             |                 |
|  | 7048967176 | 01/04/22 City hall & maint shop                  | 144.42                  |         |      | 101 43100     | 383         | 10100           |
|  | 7048527176 | 01/04/22 Fire hall                               | 14.76                   |         |      | 225 42200     | 383         | 10100           |
|  |            | Total for Vendor:                                | 159.18                  |         |      |               |             |                 |
| *** Claim from another period (12/21) **** |            |  |                         |         |      |               |             |                 |
| 4822                                       |            | 525 XCEL ENERGY, INC                             | 2,544.38                |         |      |               |             |                 |
|  | 762167443  | 01/04/22 302188142                               | 221.77                  |         |      | 601 43225     | 381         | 10100           |
|  | 762167443  | 01/04/22 302252262                               | 102.99                  |         |      | 101 43160     | 381         | 10100           |
|  | 762167443  | 01/04/22 302290398                               | 408.20                  |         |      | 101 41000     | 381         | 10100           |
|  | 762167443  | 01/04/22 302679657                               | 134.36                  |         |      | 101 43100     | 381         | 10100           |
|  | 762167443  | 01/04/22 302700297                               | 24.99                   |         |      | 602 43250     | 381         | 10100           |
|  | 762167443  | 01/04/22 302947044                               | 277.72                  |         |      | 601 43225     | 381         | 10100           |
|  | 762167443  | 01/04/22 303193187                               | 37.86                   |         |      | 602 43250     | 381         | 10100           |
|  | 762167443  | 01/04/22 303616049                               | 226.92                  |         |      | 225 42200     | 381         | 10100           |
|  | 762167443  | 01/04/22 303936749                               | 59.01                   |         |      | 101 43160     | 381         | 10100           |
|  | 762167443  | 01/04/22 303956738                               | 599.82                  |         |      | 101 43160     | 381         | 10100           |
|  | 762167443  | 01/04/22 303963984                               | 364.24                  |         |      | 101 43160     | 381         | 10100           |
|  | 762167443  | 01/04/22 303985901                               | 45.68                   |         |      | 101 43160     | 381         | 10100           |
|  | 762167443  | 01/04/22 304083816                               | 13.29                   |         |      | 101 43160     | 381         | 10100           |
|  | 762167443  | 01/04/22 304098414                               | 27.53                   |         |      | 602 43250     | 381         | 10100           |
|  |            | Total for Vendor:                                | 2,544.38                |         |      |               |             |                 |
|  |            | # of Claims                                      | 26                      | Total:  |      |               |             | 16,520.68       |

# ***FREEPORT ALL CALLS***

| <u>City</u> | <u>Date Received</u> | <u>Call #</u> | <u>Description</u>      | <u>Actual Incid Location</u> |
|-------------|----------------------|---------------|-------------------------|------------------------------|
| FREEPORT    | 12/03/2021 10:28:50  | 21107668      | ACCIDENT                |                              |
| FREEPORT    | 12/31/2021 12:42:51  | 21115777      | ACCIDENT                |                              |
| FREEPORT    | 12/23/2021 19:42:37  | 21113849      | AGENCY ASSIST           |                              |
| FREEPORT    | 12/05/2021 03:08:20  | 21108248      | AGENCY ASSIST           |                              |
| FREEPORT    | 12/17/2021 18:43:21  | 21112130      | ALCOHOL COMPLIANCE CHEI |                              |
| FREEPORT    | 12/17/2021 18:45:18  | 21112132      | ALCOHOL COMPLIANCE CHEI |                              |
| FREEPORT    | 12/11/2021 20:24:06  | 21110282      | CALL CREATED IN ERROR   |                              |
| FREEPORT    | 12/08/2021 01:06:26  | 21109005      | CITIZEN CONTACT         |                              |
| FREEPORT    | 12/08/2021 09:39:50  | 21109082      | COUNTERFEITING          |                              |
| FREEPORT    | 12/07/2021 02:09:55  | 21108698      | DOOR CHECK(S)           |                              |
| FREEPORT    | 12/17/2021 17:16:26  | 21112096      | DRIVING COMPLAINT       |                              |
| FREEPORT    | 12/19/2021 01:38:06  | 21112551      | DRIVING COMPLAINT       |                              |
| FREEPORT    | 12/23/2021 19:39:24  | 21113848      | FALSE ALARM             |                              |
| FREEPORT    | 12/26/2021 09:30:06  | 21114369      | JUVENILE/PROBLEM WITH   |                              |
| FREEPORT    | 12/14/2021 21:48:58  | 21111207      | LIGHTS ON PROGRAM       |                              |
| FREEPORT    | 12/11/2021 20:25:53  | 21110283      | MATTER OF INFORMATION   |                              |
| FREEPORT    | 12/17/2021 10:58:13  | 21111974      | MEDICAL EMERGENCY       |                              |
| FREEPORT    | 12/06/2021 09:12:50  | 21108484      | PAPER SERVICE           |                              |
| FREEPORT    | 12/20/2021 18:03:46  | 21112950      | PAPER SERVICE           |                              |
| FREEPORT    | 12/31/2021 15:26:07  | 21115808      | PERSONAL ASSIST         |                              |
| FREEPORT    | 12/22/2021 05:22:22  | 21113390      | STALLED VEHICLE         |                              |
| FREEPORT    | 12/01/2021 04:41:33  | 21106963      | SUSPICIOUS VEHICLE      |                              |
| FREEPORT    | 12/08/2021 17:08:25  | 21109243      | SUSPICIOUS VEHICLE      |                              |
| FREEPORT    | 12/02/2021 21:25:31  | 21107540      | TRAFFIC STOP            |                              |
| FREEPORT    | 12/11/2021 15:39:00  | 21110229      | TRAINING ONLINE         |                              |
| FREEPORT    | 12/12/2021 12:20:08  | 21110451      | TRAINING ONLINE         |                              |
| FREEPORT    | 12/19/2021 12:02:11  | 21112605      | TRAINING ONLINE         |                              |
| FREEPORT    | 12/22/2021 13:13:40  | 21113480      | TRAINING ONLINE         |                              |
| FREEPORT    | 12/23/2021 09:13:08  | 21113698      | TRAINING ONLINE         |                              |

# 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: Freeport Family Fishing Previous Gambling Permit Number: X-9318-21-009  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
 Mailing Address: 32001 Co Rd 17  
 City: Melrose State: MN Zip: 56352 County: Stearns  
 Name of Chief Executive Officer (CEO): Rick Hoeschen  
 CEO Daytime Phone: 320-248-0789 CEO Email: rdtg13@melte.net  
(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](http://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): The Pioneer Inn Inc  
 Physical Address (do not use P.O. box): 123 Main St  
 Check one:  
 City: Freeport Zip: 56331 County: Stearns  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
 Date(s) of activity (for raffles, indicate the date of the drawing): 6/4/2022

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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# 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: Sacred Heart Church Freeport Previous Gambling Permit Number: X-73011

Minnesota Tax ID Number, if any: 8570263 Federal Employer ID Number (FEIN), if any: 410790156

Mailing Address: 106 3<sup>rd</sup> Ave NE PO Box 155

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

Name of Chief Executive Officer (CEO): Father Daniel Walz

CEO Daytime Phone: 320-836-2143 CEO Email: Trip parish@Albangtel.org  
(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      Secretary of State website, phone numbers:  
60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
St. Paul, MN 55103      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 3<sup>rd</sup> Ave NE

Check one:  
 City: Freeport Zip: 56331 County: Stearns  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): July 10, 2022

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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
 651-201-7507 Fax 651-297-5259 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Sacred Heart Church Date organized \_\_\_\_\_ Tax exempt number ES21269

Address 106 3<sup>rd</sup> Ave NE City Freeport State MN Zip Code 56331

Name of person making application Deana Middendorf Business phone 320-333-5312 Home phone 320-836-7068

Date(s) of event July 10, 2022 Type of organization  Microdistillery  Small Brewer  
 Club  Charitable  Religious  Other non-profit

Organization officer's name Fr. Daniel Walz City Freeport State MN Zip Code 56331

Organization officer's name \_\_\_\_\_ City \_\_\_\_\_ State MN Zip Code \_\_\_\_\_

Organization officer's name \_\_\_\_\_ City \_\_\_\_\_ State MN Zip Code \_\_\_\_\_

Location where permit will be used. If an outdoor area, describe.  
Sacred Heart Church Grounds, behind the church.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
C+L Distributing

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Freeport  
 City or County approving the license

1-20-22  
 Date Approved

25.00  
 Fee Amount

7-10-22  
 Permit Date

\_\_\_\_\_  
 Date Fee Paid

cityfrpt@albanytel.com  
 City or County E-mail Address

(320) 836-2112  
 City or County Phone Number

[Signature]  
 Signature City Clerk or County Official

Joan Wall  
 Please Print Name of City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

# Memo

---

From: Joan Wall, Interim Clerk-Treasurer

To: Freeport City Council

Date: 1/20/2022

Re: Clerk-Treasurer Report

---

1. The City's annual audit with Schlenner Wenner is scheduled for the week of March 28. The auditors and I will communicate remotely instead of them being here in person, as that has worked well the last couple of years.
2. City hall will be closed Monday, February 21, 2022 in observance of Presidents' Day.
3. We have received several applications for Clerk-Treasurer. I will be sending information to council members to begin reviewing. We should discuss scheduling a special meeting for council to begin making decisions.



| Job Duty   | Date             | Initial |
|--|------------------|---------|
| Well, tower, pond checks, scada at inflow station, Filed inflow reports, paperwork, calibrated Flow station. | Wed<br>12/15/21  | JY      |
|  | "                | JY      |
| Well, tower, lift station, pond checks, water samples, pushed snow garbages                                  | THUR<br>12/16/21 | JY      |
| Well, tower, pond checks, scada dialer read, delivered packets, Filled vehicles with Fuel                    | FRI<br>12/17/21  | JY      |
|  | "                | JY      |
| Well, tower, pond checks, pushed snow, (Flags half staff)  | SAT<br>12/18/21  | JY/BR   |
| Well, tower, pond checks   | SUN<br>12/19/21  | JY      |
| Well, tower, lift station, pond checks, water samples, ammonia samples cover overflow on New tower.          | MON<br>12/20/21  | JY      |
|  | "                | JY      |
| Well, tower, pond checks, equipment maint., push snow. council meeting.                                      | TUE<br>12/21/21  | JY      |
|  | "                | JY      |
| Well, tower, pond checks, pushed snow.   | Wed<br>12/22/21  | JY      |
| Well, tower, lift station, pond checks, water samples, garbages  | THUR<br>12/23/21 | JY      |
| Well, tower, pond checks,  | FRI<br>12/24/21  | JY      |
| Well, tower, pond checks, pushed snow.   | SAT<br>12/25/21  | JY      |
| Well, tower, pond checks   | SUN<br>12/26/21  | JY      |
| Well, tower, lift station, pond checks, water samples, pushed snow   | MON<br>12/27/21  | JY/BR   |
| Well, tower, pond checks, pushed snow, greased, shop maint.  | TUE<br>12/28/21  | JY      |
| Well, tower, pond checks, garbages, pushed snow.   | WED<br>12/29/21  | JY/ML   |
| Well, tower, lift station, pond checks, water samples, meter readings,                                       | THUR<br>12/30/21 | JY      |
| Well, tower, pond checks, well house #1 Fixed floxide pump.  | FRI<br>12/31/21  | JY      |
| Well, tower, pond checks,  | SAT<br>1/1/22    | JY      |
| Well, tower, pond checks,  | SUN<br>1/2/22    | JY      |
| Well, tower, lift station, pond checks, water samples, MCH reports   | MON<br>1/3/22    | JY      |
| MPCA reports, garbages, started going thru lift station #2   | "                | JY      |
| manholes to find excessive water (sewer) flow, flows   | "                | JY      |
| are at 50,000-60,000 gpd compare to 20,000-30,000 gpd  | "                | JY      |
| found flow coming from _____, House reported an MPCA   | "                | JY      |
| Well, tower, pond checks, ran eqipt.   | TUE<br>1/4/22    | JY      |
| Well, tower, pond checks, plowed snow, pushed drift, around town, plowed after wind stopped.                 | Wed<br>1/5/22    | JY      |
|  | "                | JY      |
| Well, tower, pond, lift station checks, water samples, plowed snow   | THUR<br>1/6/22   | JY/ML   |
| moved rock off road by Industrial drive stop sign, garbages  | "                | JY      |
| Well, tower, pond checks, Filed reports, went thru MPCA reports  | FRI<br>1/7/22    | JY      |
| For end of year.   | "                | JY      |
| Well, tower, pond checks   | SAT<br>1/8/22    | JY      |
| Well, tower, pond checks   | SUN<br>1/9/22    | JY      |
| Pushed drifts, Well, tower, lift station, pond checks, water samples.  | MON<br>1/10/22   | JY      |
|  | "                | JY      |





CUSTOMER NAME

City of Freeport

DATE

1-19-2022

QUOTE VALID FOR \_\_\_\_\_ DAYS

ADDRESS

CUSTOMER PHONE NO

CITY STATE ZIP

Freeport, MN 56331

| DESCRIPTION                             | PRICE           |
|---|-----------------|
| Massey Ferguson 2C1725M Tractor         |                 |
| 4 Wheel DRIVE                           |                 |
| Air DR Transmission & Range 5           |                 |
| 3 Cyl Water cooled Engine               |                 |
| R-4 INDUSTRIAL TIRE                     |                 |
| 3 POINT Hitch                           |                 |
| Rear & MID PTO.                         |                 |
| 5 Year Warranty                         | 13,150 00.      |
| 2 Full YRS 3 YR Power TRAIN             |                 |
| Massey 2360 50" 2 Stage blower          |                 |
| Air DR SPURT ROTATION                   |                 |
| Electric Spurt Deflector                | 5225 00         |
| Massey 2330 47" Rotary BROOM            |                 |
| 8300 205M Air DR angling KIT.           | 3440 00.        |
| Massey 2326 60" Mower Deck (DRIVE OVER) |                 |
| (NOTE) Largest Deck available           | 2850 -          |
|   | 24665 00.       |
| TRADE-IN                                | TRADE ALLOWANCE |
| DISCOUNT                                |                 |
| BID                                     | 4440 00         |
|   | 20235 00        |
| Freight                                 | 1258 53         |
| Satuy                                   | 400 00.         |
| TOTAL                                   | 51883 00.       |





**FREEPORT OFFICE**  
**P.O. BOX 40**  
**FREEPORT, MN 56331**  
**Skip Virchow, General Foreman**  
**Phone (320) 836-2288**  
**Fax (320) 836-2266**  
**www.carrstreeservice.com**



Estimate Date: 1/20/22 Estimator: Jason Stueve Estimator Phone: (320) 980-3105

Customer Name: City of Freeport Attn: Loren Goebel

Customer Address: P.O. Box 301 Freeport MN 56331 Stearns  
 Street City State Zip County

Residence Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Mobile Phone Number: (320) 828-7166 EMAIL: \_\_\_\_\_

Estimate Notes: Brush mow around the pond by industrial drive

|                          |                           |   |                                     |                             |
|--------------------------|---------------------------|---|-------------------------------------|-----------------------------|
| <input type="checkbox"/> | Sprinkler System          | If yes, location has been marked                | <input type="checkbox"/> Yes        | <input type="checkbox"/> No |
| <input type="checkbox"/> | Septic System             | If yes, location has been marked                | <input type="checkbox"/> Yes        | <input type="checkbox"/> No |
| <input type="checkbox"/> | Well                      | If yes, location has been marked                | <input type="checkbox"/> Yes        | <input type="checkbox"/> No |
| <input type="checkbox"/> | Okay to drive on lawn     |   | <input type="checkbox"/> Yes        | <input type="checkbox"/> No |
| <input type="checkbox"/> | Okay to drive on driveway |   | <input type="checkbox"/> Yes        | <input type="checkbox"/> No |
| <input type="checkbox"/> | Yard Clean Up             |   | <input type="checkbox"/> Yes        | <input type="checkbox"/> No |
| <input type="checkbox"/> | Remove Logs               | <input type="checkbox"/> Leave Logs             | Length                              |                             |
| <input type="checkbox"/> | Remove Brush              | <input type="checkbox"/> Leave Brush            | <input checked="" type="checkbox"/> | Mow Brush                   |
| <input type="checkbox"/> | Remove Chips              | <input checked="" type="checkbox"/> Leave Chips | <input type="checkbox"/>            | Leave Stumpage              |
| <input type="checkbox"/> | Grind Stumps              | <input type="checkbox"/> Remove Stumpage        | Ready Date _____                    |                             |
| <input type="checkbox"/> | Locate                    | Locate # _____                                  |                                     |                             |

**Job Site Instructions:** The brush mowing needs to wait til the ground and water freeze. Just a FYI some of the cat tails will get mowed up let me know if this is a concern.

**REQUIRED EQUIPMENT:**

- |  |  |  |   |  |
|--|--|--|---|--|
| <input type="checkbox"/> Boom Truck    | <input type="checkbox"/> Claw Truck    | <input type="checkbox"/> Dump Trailer        | <input checked="" type="checkbox"/> Mower | <input type="checkbox"/> Portable Bucket     |
| <input type="checkbox"/> Chipper       | <input type="checkbox"/> Climbing Gear | <input type="checkbox"/> Large Chainsaw      | <input type="checkbox"/> Pads             | <input type="checkbox"/> Small Stump Grinder |
| <input type="checkbox"/> Chipper Truck | <input type="checkbox"/> Crane         | <input type="checkbox"/> Large Stump Grinder | <input type="checkbox"/> Pole Saw         | <input type="checkbox"/> Tool Cat            |

**EQUIPMENT USED**

**EMPLOYEE LIST**

**HOURS WORKED**

|       |       |                 |       |
|-------|-------|-----------------|-------|
| _____ | _____ | _____ (FOREMAN) | _____ |
| _____ | _____ | _____           | _____ |
| _____ | _____ | _____           | _____ |
| _____ | _____ | _____           | _____ |
| _____ | _____ | _____           | _____ |

**BILL CUSTOMER** COMPLETION DATE: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

ESTIMATE: \$2,000.00 TAX: \_\_\_\_\_ TOTAL: \$2,000.00

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

How did you hear about us?

Recommend us on Facebook

- Referral  Repeat Customer  Vehicle Signage  Mailer  Internet  Door Knocker

\*\*\* ESTIMATE IS GOOD FOR 30 DAYS \*\*\*





Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: January 18, 2022

RE: Council Update  
SEH No. FREEP GEN 14.00

### Project Update

We have been working on documentation for USDA regarding American Iron and Steel requirements. The process includes photo documentation of iron and steel components and associated tracking with the Contractor to confirm the supplier's products did indeed meet the American Iron and Steel requirements as listed in the specifications. We hope to have the virtual audit completed in the next few weeks.

### County Road 11 Bridge

MnDOT staff requested further information regarding the bridge improvements on County Road 11. The primary questions were related to the City's desire to have pedestrian facilities on the bridge.

#### Option 1

A smaller sidewalk (similar to the current width) to serve walkers. Bicycles would be given a slightly wider shoulder to use on each side of the roadway.

#### Option 2

A wider multi-use "trail" on the east side of the bridge to serve both pedestrians and bicyclists.

Given the recreational nature of the bicycle use (not commuter use) MnDOT recommended the shared wider trail on one side of the roadway.

### 7<sup>th</sup> Street SE

I have attached the engineering contract for the work on 7<sup>th</sup> Street SE. We have begun work under the existing contract, but will move the time to this agreement. Costs associated with this agreement were included in both the feasibility study and presented as part of the total project cost during the public improvement hearing.

dwb/mrb  
Attachment

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377-2485

320.229.4300 | 800.572.0617 | 888.908.8166 fax

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

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Freeport, Minnesota (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective January 1, 2016, this Supplemental Letter Agreement dated January 25, 2022 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **2022 7<sup>th</sup> Street SE Improvements.**

Client’s Authorized Representative: Joan Wall  
Address: 125 Main Street East  
Freeport, MN 56331  
Telephone: 320.836.2112 email: joan@freeportmn.org

Project Manager: Dave Blommel  
Address: 2351 Connecticut Avenue, Suite 300  
Sartell, MN 56377-2485  
Telephone: 320.229.4349 email: dblommel@sehinc.com

**Scope:** The Basic Services to be provided by Consultant:

### Task 1 – Design and Bidding

- Topographic Survey
- Final Design
  - Plan and profile sheets
  - Details
  - Typical sections
- Permitting
- Specifications
- Bidding services
  - Hosting Bid on SEH Quest CDN page
  - Answer bidder questions
  - Attend virtual bid opening
  - Prepare tabulation of bids
  - Provide recommendations regarding bids

### Task 2 – Construction Administration

- Coordinate Contract Coordination
- Coordinate project closeout paperwork with contractor (IC 134, Lien Waivers, Consent of surety to final payment)
- Manage day to day construction
- Facilitate contractor pay applications (2 assumed)
- Facilitate Final Assessment Hearing

### Task 3 – RPR and Construction Staking

- Provide full time construction observation for 2 weeks estimated construction (100 hours assumed)
- Provide staking for roadway including centerline offset stakes and driveway limits.

### Resident Project Representative Services:

RPR services will be provided in accordance with attached Exhibit B.

**Schedule:**

Council Authorize Contract ..... January 25, 2022  
Council Authorize advertisement for bids ..... February 22, 2022  
Council Consider award of contract ..... March 29, 2022

**Payment:**

Task 1 – Lump Sum Fee of \$12,800 including expenses  
Task 2 – Lump Sum Fee of \$7,800 including expenses  
Task 3 – Billed hourly, Fee estimated at \$16,000 including expenses

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-1 and A-2. Additional work, if required, shall be compensated in accordance with our standard rates.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.

City of Freeport, Minnesota

By:

  
\_\_\_\_\_

By:

\_\_\_\_\_

Title:

Client Service Manager  
\_\_\_\_\_

Title:

\_\_\_\_\_



Exhibit A-1  
to Supplemental Letter Agreement  
Between City of Freeport, Minnesota (Client)  
and  
Short Elliott Hendrickson Inc. (Consultant)  
Dated January 25, 2022

**Payments to Consultant for Services and Expenses  
Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

**B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services and shall be paid for as described in this Agreement but instead are reimbursable expenses required in addition to hourly charges for services:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

### **C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

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Exhibit A-2  
to Supplemental Letter Agreement  
Between City of Freeport, Minnesota (Client)  
and  
Short Elliott Hendrickson Inc. (Consultant)  
Dated January 25, 2022

**Payments to Consultant for Services and Expenses  
Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

**A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

**B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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**Exhibit B**  
**to Supplemental Letter Agreement**  
**Between City of Freeport, Minnesota (Client)**  
**and**  
**Short Elliott Hendrickson Inc. (Consultant)**  
**Dated January 25, 2022**

**A Listing of the Duties, Responsibilities and**  
**Limitations of Authority of the Resident Project Representative**

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

**A. General**

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

**B. Duties and Responsibilities of RPR**

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
  - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
  - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples\*:
  - (a) Record date of receipt of shop drawings and samples.
  - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
  - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
  - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
  - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
  - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
  7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
  8. Records:
    - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
    - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
    - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
  9. Reports:
    - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
    - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
    - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
    - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
  10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
  11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
  12. Completion:
    - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
    - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
    - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

**C. Limitations of Authority**

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

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**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

January 19, 2022

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 December 15, 2021 through January 19, 2022, we have not given significant attention to any projects on behalf of the City of Freeport.

Respectfully submitted,  
Dymoke Law Office, P.A.

*Scott E. Dymoke*  
by Scott E. Dymoke

# Memo

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From: Joan Wall, Interim Clerk-Treasurer

To: Freeport City Council

Date: 1/14/2022

Re: Building Inspector

---

The city received a letter of introduction from Jeff Howe with Code Consulting Professionals expressing interest in being Freeport's building inspector. The letter follows this memo.

Inspectron expressed their desire to keep Freeport's business and said Michael Friedrichs, who worked for Mark Harren, will continue to be our inspector.



Code Consulting Professionals, LLC  
10251 County Road 47  
St Cloud MN 56301  
320-333-9208

This letter is to introduce ourselves and offer our services to your community. Code Consulting Professionals, LLC is a local service provider in the areas of Building, Fire, and Housing plan review and inspections.

Code Consulting Professionals, LLC has been providing services since 2007 and the personnel have over 40 years of inspection experience. We believe in customer service and hard work to ensure that expectations are properly conveyed for timely project delivery. We provide open communication between owners, contractors, and inspectors to ensure everyone is on the same page. We allow for 24-hour inspection scheduling to keep project interference at a minimum. We provide monthly and annual activity reports for review.

Code Consulting Professionals, LLC. offer jurisdictions the option of contracting for just building or adding fire and/or housing inspection services. Fees can be negotiated depending on the length of contract and City's fee schedule.

We look forward to hearing from you and discussing the possibility of establishing a relationship with you and your residents.



Jeff Howe  
Certified Building Official  
#BO002124  
320-333-9208  
[codeconsultingproslc@gmail.com](mailto:codeconsultingproslc@gmail.com)

# Memo

---

From: Joan Wall, Interim Clerk-Treasurer

To: Freeport City Council

Date: 1/14/2022

Re: Refuse Collection Request for Proposal

---

The request for proposal (RFP) has been sent to West Central Sanitation, Republic Services, Jeremy Borgmann (in the process of purchasing Tom's Refuse), and Waste Management (WM). I also informed WM that we would not be automatically renewing our contract. I contacted Opatz, but they are not currently interested in adding weekly garbage pickup.