



## **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 27, 2026 - Regular Meeting Agenda** Freeport City Hall - 7:00 pm

#### Call to Order

- I. Approve Agenda
- II. Public Forum
- III. Consent Agenda
  - a. December 16, 2025 Council Meeting Minutes (1-2)
  - b. Claims Report (3-4)
  - c. Sheriff's Report (5)
- IV. Reports
  - a. Clerk-Treasurer Report (6)
  - b. Fire Department Report (N/A)
  - c. Public Works Report (7)
  - d. Engineer Report (8)
  - e. Attorney Report (N/A)
- V. Old Business
  - a. Council Meeting Change to Last Wednesday of the Month (9)
  - b. Welle IV: Change Order No. 1 & Final Pay Application No. 7 (10-14)
- VI. New Business
  - a. Ordinance 2026-01 – Fee Schedule (15-19)
  - b. Resolution 2026-01 – Official Depository Freeport State Bank (20)
  - c. Resolution 2026-02 – Official Depository Magnifi Financial (21-22)
  - d. Resolution 2026-03 – 2025 Donations (23)
  - e. Resolution 2026-04 – Disbursement and Payment of Claims Policy (24-27)
  - f. Resolution 2026-05 – Stearns County Cannabis Agreement (28-32)
  - g. 2026 Appointments (33-34)
  - h. 2026 Project Feasibility Report (35-52)
  - i. School Park Slide Replacement (53)
  - j. Council & EDA City Priorities Responses (54-55)
- VII. Adjourn

Next Scheduled Meeting: February 24, 2026



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### **December 16, 2025 – Council Meeting Minutes**

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

Staff in attendance: Clerk-Treasurer Jon Nelson, Administrative Assistant Rachel Tschida, Public Works Director Loren Goebel, Fire Chief Andy Grieve, City Attorney Joe Krueger

Others in attendance: Carol Moorman – Star Post, Dave Welle, Branden Roering

#### **Approval of Agenda**

Nelson added snow removal equipment to old business to discuss quotes that Arnzen received prior to the meeting. Hennen motioned to approve the agenda with this change, seconded by Blake. Motion carried 5-0.

#### **Public Forum**

Mayor Eveslage opened and closed the public forum after hearing no comment.

#### **Consent Agenda**

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

#### **Reports**

##### **Clerk-Treasurer Report** – Jon Nelson

Applied for LRIP grant for improvements on Industrial Dr and 7<sup>th</sup> St SW.

Budget paper work has been submitted to the state and county.

Businesses enjoyed bringing Santa Day back downtown and feel it was a success.

##### **Fire Department Report** – Chief Andy Grieve

Calls this month: 6 medical, 1 car accident.

New tanker truck is still on schedule for after Christmas.

Fire department election results: Chief Andy Grieve; 1<sup>st</sup> Assistant Chief Branden Roering; 2<sup>nd</sup> Assistant Chief Loren Goebel; Secretary Kyle Rademacher. Arnzen motioned to approve elections results, seconded by Blake. Motion carried 5-0.

##### **Public Works Report** – Public Works Director Loren Goebel

Exploring options to turn old fire department truck chassis into a ladder truck.

Eveslage expressed that he has received a lot of positive comments on the snow removal this year. Grieve is also thankful that the fire department area has been clear and safe when going out on calls.

Engineer Report – City Engineer Dave Blommel

Should have feasibility study ready in January for the 2026 construction project for roads by Sacred Heart and the alley by the fire hall.

Requested approval for pay application #2 to Ferche for CSAH 11 sidewalk project. Arnzen motioned to approve the payment in the amount of \$29,141.44, seconded by Blake. Motion carried 5-0. We still have retainage for spring touch-ups.

Welle IV infrastructure final payment application should be ready by January's meeting.

Attorney Report – Attorney Joe Krueger

Attorney Krueger had nothing to report on at this time.

**Old Business**

Council Meeting Change to the Last Wednesday of the Month

Council discussed changing the meeting to the last Wednesday of the month. No action was taken.

Snow Removal Equipment

Arnzen received a quote for a Kubota machine for snow removal and mowing in the amount of \$48,522 and a similarly equipped John Deere in the amount of \$67,750. No action was taken.

**New Business.**

Resolution 2025-16 – Approving Funds Transfer

Arnzen motioned to approve funds transfer, seconded by Hennen. Motion carried 5-0.

Xcel Franchise Ordinance

Nelson met with Michelle Schmitz of Xcel Energy to discuss renewing our franchise ordinance. Typically, the renewal has taken place every 20 years but Freeport's ordinance has been expired since 2019. Council decided to take no action on renewing a franchise ordinance.

**Adjourn**

Arnzen motioned to adjourn, seconded by Blake. Motion carried 5-0.

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Mayor, Mike Eveslage

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City Clerk-Treasurer, Jon Nelson

01/22/26  
15:10:53

CITY OF FREEPORT  
Claim Details  
For the Accounting Period: 1/26

Page: 1 of 2  
Report ID: AP100

For doc #s from 6703 to 6720  
\* ... Over spent expenditure

Claim Line #	Check Invoice #	Vendor #/Name/ Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6703	829 ABDO		595.00					
1	516871	12/31/25 Payroll Prep Dec. 2025	595.00			101 41000	300	10100
6704	179 DSC COMMUNICATIONS		1,675.00					
1	2512873	12/23/25 Pagars	1,675.00			225 42200	245	10100
6705	155 FREEPORT FARM CENTER, INC		573.64					
1	110604	01/09/26 Tractor Repairs	573.64			101 43100	210	10100
6706	922 GENERAL RENTAL CENTER OF ALBANY		210.00					
1	200308	01/07/26 Scissor Lift & Trailer Rental	210.00			101 43100	430	10100
6707	174 GOPHER STATE ONE CALL, INC		8.10					
1	5120411	12/31/25 Email Tickets December	8.10			601 43225	300	10100
6708	891 GRANITE CITY JOBBING		126.21					
1	500427	12/24/25 Garbage Bags 38x58	92.26			101 43100	210	10100
2	500557	12/31/25 Garbage Bags 43x47	33.95			101 43100	210	10100
6709	187 HAWKINS, INC		20.00					
1	7307402	01/15/26 Chlorine Cylinders	20.00			601 43225	440	10100
6710	194 HENNEN LUMBER CO, INC		101.55					
1	1029028	12/19/25 Softner Salt	94.40			101 43100	210	10100
2	1028306	12/15/25 2x6x8 const spf	7.15			225 42200	210	10100
6711	889 LAMAR COMPANIES		515.00					
1	117775363	12/22/25 Bulletins	515.00*			101 41000	340	10100
6712	258 LEAGUE OF MN CITIES		1,082.00					
1	441804	01/01/26 2026 Membership Dues	1,082.00			101 41000	434	10100
6713	269 MARCO		155.86					
1	41025213	01/12/26 Copier Agreement	155.86			101 41000	410	10100
6714	328 MN RURAL WATER ASSOCIATION		350.00					
1	01/15/26	2026 Conference	175.00			601 43225	330	10100
2	01/15/26	2026 Conference	175.00			602 43250	330	10100

01/22/26  
15:10:53

CITY OF FREEPORT  
Claim Details  
For the Accounting Period: 1/26

Page: 2 of 2  
Report ID: AP100

For doc #s from 6703 to 6720  
\* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
6715	334 M-R SIGN CO, INC		738.72					
1	230340 01/08/26 Signs		738.72			101 43100	210	10100
6716	809 VALLI INFORMATION SYSTEMS, INC		75.00					
1	104000 12/31/25 Online Monthly Maintenance		75.00			101 41000	300	10100
6717	777 ANDY GRIEVE		30.00					
1	01/13/26 Cheif Meeting Meals		30.00			225 42200	335	10100
6718	418 SEH, INC		8,156.50					
1	501865 01/16/26 CSAH 11 Sidewalk		266.50*			401 41000	300	10100
2	501882 01/16/26 2026 Street Improvements		7,890.00*			417 43100	300	10100
6719	915 QUINLIVAN & HUGHES PA		357.50					
1	20840 01/15/26 Council Meetings		357.50			101 41000	302	10100
6720	162 FREEPORT STATE BANK		106,265.00					
1	01/22/26 2024A GO Bond - Prin		83,000.00*			332 47000	600	10100
2	01/22/26 2024A GO Bond - Int		23,265.00*			332 47000	610	10100
# of Claims		18	Total:	121,035.08				



# Freeport Monthly Report

## Results



Agency: SCSO Agency #:  
MN0730000

Print Date/Time: 01/08/2026 14:30  
Total Records : 18

Location City	Agency	Call Date/Time		Incident Number	Incident Type
FREEPORT	SCSO	12/01/2025 08:27		2025-25028162	Stolen Vehicle
FREEPORT	SCSO	12/03/2025 14:42		2025-25028419	Traffic Stop
FREEPORT	SCSO	12/04/2025 19:39		2025-25028547	Welfare Check
FREEPORT	SCSO	12/05/2025 09:25		2025-25028575	Medical Emergency
FREEPORT	SCSO	12/06/2025 07:57		2025-25028645	Paper Service
FREEPORT	SCSO	12/11/2025 21:07		2025-25029041	Suspicious Incident
FREEPORT	SCSO	12/12/2025 02:05		2025-25029049	Alarm
FREEPORT	ALPD	12/12/2025 02:05		2025-25001605	Alarm
FREEPORT	SCSO	12/12/2025 03:26		2025-25029050	Alarm
FREEPORT	SCSO	12/13/2025 00:27		2025-25029123	Driving Intoxicated
FREEPORT	MRPD	12/13/2025 00:27		2025-25003441	Agency Assist
FREEPORT	SCSO	12/13/2025 12:42		2025-25029143	Crash w/ Injuries
FREEPORT	MRPD	12/16/2025 14:03		2025-25003479	Agency Assist
FREEPORT	SCSO	12/16/2025 14:03		2025-25029355	Property Found
FREEPORT	SCSO	12/18/2025 08:32		2025-25029492	Parking Complaint
FREEPORT	SCSO	12/18/2025 17:26		2025-25029548	Alarm
FREEPORT	SCSO	12/21/2025 16:51		2025-25029732	Paper Service
FREEPORT	SCSO	12/23/2025 0517		2025-25029844	Alarm

# Memo

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From: Jon Nelson - Clerk-Treasurer

To: Freeport City Council

Date: 01/23/26

Re: Clerk-Treasurer Report

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1. We will be getting a check from Xcel for connection reimbursements in the Welle development in the amount of \$35,388. There is a total eligible reimbursement of \$85,913.94 that can be received if 22 lots are sold and connected to power within the first 5 years of our agreement. We are at the end of the first year.
2. We received Polling Place Accessibility Grant funds in the amount of \$4,867.12. Our total invoice is in the amount of \$10,106.50, leaving a balance of \$5,239.38. Consider paying the balance for the project.
3. Did not receive funding from ReLeaf Grant.
4. EDA voted in favor of hiring realtor Neal Leagjeld to sell remaining lots in Welle IV.

Job Duty	Date	Initials
Well, tower, pond checks, garbages, clean sidewalks + snow piles	FRI 12/12/25	RL
Well, tower, pond checks	SAT 12/13/25	RL
Well, tower, pond checks	SUN 12/14/25	RL
Well, tower, 1.1 ft station, pond checks, water samples, cleaned snow piles, snow equipment, <sup>garbages</sup> <sup>looked at</sup>	MON 12/15/25	RL
Well, tower, pond checks, blow snow INDUSTRIAL by 1.1 ft station council	TUE 12/16/25	RL
Well, tower, pond checks, moved snow, sanded	WED 12/17/25	RL
Well, tower, 1.1 ft station, pond checks, water samples, sanded streets, scraped roads	THUR 12/18/25	RL
Well, tower, pond checks, ponds covers clean, sanded, garbages	FRI 12/19/25	RL
Well, tower, pond checks sanded streets	SAT 12/20/25	RL
Well, tower, pond checks	SUN 12/21/25	RL
Well, tower, 1.1 ft station, pond checks, water samples, garbages paperwork, scraped alleys <sup>got out</sup>	MON 12/22/25	RL
Well, tower, pond checks, safety meeting, gopher calls	TUE 12/23/25	RL
Well, tower, pond checks	WED 12/24/25	RL
Well, tower, 1.1 ft station, pond checks, water samples	THUR 12/25/25	RL
Well, tower, pond checks, garbages sanded streets	FRI 12/26/25	RL
Well, tower, pond checks	SAT 12/27/25	RL
Well, tower, pond checks, snow	SUN 12/28/25	RL/BR
Well, tower, 1.1 ft station, pond checks, water samples, garbages, snow	MON 12/29/25	RL
Well, tower, pond checks, snow	TUE 12/30/25	RL
Well, tower, ponds, snow	WED 12/31/25	RL
Well, tower, 1.1 ft station, pond checks, water samples, snow	THUR 1/1/26	RL
Well, tower, pond checks, garbages, snow, meter readings	FRI 1/2/26	RL/BR
Well, tower, pond checks	SAT 1/3/26	RL
Well, tower, pond checks	SUN 1/4/26	RL
Well, tower, 1.1 ft station, pond checks, water sampling, BACT, Fluoride	MON 1/5/26	RL
MDH + MPCA reports, garbages, <del>blow snow banks</del> <sup>got</sup> <sup>correction belt for tractor</sup>	TUE 1/6/26	RL
Well, tower, pond checks, blew snow banks, got 1.1 ft	WED 1/7/26	RL
Well, tower, pond checks, took decorations down, flushed hydrants	THUR 1/8/26	RL
Well, tower, 1.1 ft station, pond checks, water samples, put some x mas decorations away, gopher calls preferred control here working on grade communication	FRI 1/9/26	RL
Well, tower, pond checks, garbages, snow clean up	SAT 1/10/26	RL
Well, tower, pond checks	SUN 1/11/26	RL
Well, tower, 1.1 ft station, pond checks, water samples, garbages, filed reports, paperwork	MON 1/12/26	RL
Well, tower, pond checks, blower chain cutting edge, gopher calls	TUE 1/13/26	RL
Well, tower, pond checks, gopher calls, shop maintenance	WED 1/14/26	RL
Well, tower, 1.1 ft station, pond checks, gopher calls, water samples, sanded streets, shop maint.	THUR 1/15/26	RL
Well, tower, pond checks, got parts + tools for shop, garbages	FRI 1/16/26	RL
Well, tower, pond checks, pushed snow	SAT 1/17/26	RL/BR
Well, tower, pond checks, push snow + clean up	SUN 1/18/26	RL/BR





Building a Better World  
for All of Us®

## MEMORANDUM

TO: Freeport City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: January 22, 2026

RE: Council Update  
SEH No. FREEP GEN 14.00

### Welle Country Acres

We have all of the paperwork in hand except for lien waivers from a couple of subcontractors. With all of the IC-134 withholding information provided, the lien waivers are not likely to be problematic.

The total project cost came in at \$1,168,401.65 which results in a final payment of \$67,304.82 most of which was retainage held throughout the contract duration.

At the end of projects we utilize a final compensating change order to match the contract price to the final payment. Since these projects are bid with unit prices, the original bid is based on estimates. In the case of the Welle Contract the original contract price was \$1,168,401.65 which is within 0.5% of the final. The final compensating change order is for \$6,921.09. This cost is included in the final pay voucher above.

Also enclosed is the certificate of substantial completion. This document notes that the work was substantially complete as of July 3, 2025. This date was after the second time the site was graded and seeded following a small utility visit.

Requested action – Approve Final Payment, Final compensating change order, and certificate of substantial completion.

### 2026 Street project

The feasibility study is on the agenda for approval at the February City Council meeting as listed in the schedule. The council needs to review and approve the document with a formal resolution. Following approval, the date for a public hearing will be set (likely at your February meeting) where the impacted residents will be invited to hear about the project and provide input to the city council on the need for the project.

Requested Action – Approve resolution ordering public improvement hearing

dwb  
Enclosures

x:\fj\freep\common\\_council meeting\2026.01.22 m council update.docx

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

# Memo

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From: Jon Nelson, Clerk-Treasurer

To: Freeport City Council

Date: 01/23/26

Re: Last Wednesday of the Month Council Meetings

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At our last meeting, no action was taken while discussing changing our meeting to Wednesdays. I had the request to put this item back on the agenda to discuss once more.

Requested Action: Take a vote for or against Wednesday meetings.

Date of Issuance: January 16, 2026  
Owner: City of Freeport  
Contractor: Kuechle Underground, Inc.  
Engineer: Short Elliott Hendrickson Inc.  
Project: Welle's Country Acres Phase 4

Effective Date: January 16, 2026  
Owner's Contract No.: N/A  
Contractor's Project No.:  
Engineer's Project No.: FREEP 153897


The Contract is modified as follows upon execution of this Change Order:

Description: Compensating change order.

Attachments: None.

<b>CHANGE IN CONTRACT PRICE</b>	<b>CHANGE IN CONTRACT TIMES</b> <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>1,161,480.56</u>	Original Contract Times: Substantial Completion: <u>07/31/2024</u> Ready for Final Payment: <u>06/30/2025</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. __: \$ <u>0</u>	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. __: Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>1,161,480.56</u>	Contract Times prior to this Change Order: Substantial Completion: <u>07/31/2024</u> Ready for Final Payment: <u>06/30/2025</u> days or dates
[Increase] [ <del>Decrease</del> ] of this Change Order: \$ <u>6,921.09</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>No Change</u> Ready for Final Payment: <u>No Change</u> days or dates
Contract Price incorporating this Change Order: \$ <u>1,168,401.65</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>07/31/2024</u> Ready for Final Payment: <u>06/30/2025</u> days or dates

RECOMMENDED:

By:   
Engineer (if required)

Title: Project Manager

Date: 01/16/2026

ACCEPTED:

\_\_\_\_\_  
er (Authorized Signature)

ACCEPTED:

By:   
Contractor (Authorized Signature)

Title Vice President

Date 1-20-2026

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

Contract Number: FREEP 153897  
Pay Request Number: 7 (FINAL)

Project Number	Project Description
FREEP 153897	Welle's Country Acres Phase 4

Contractor: Kuechle Underground Inc. 10998 State Highway 55 Kimball, MN 55353	Vendor Number: n/a Up To Date: 01/16/2026
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**Contract Amount**

Original Contract	\$1,161,480.56
Contract Changes	\$6,921.09
Revised Contract	\$1,168,401.65

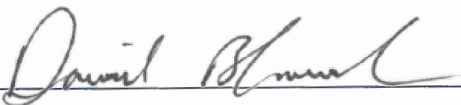
**Work Certified To Date**

Base Bid Items	\$1,168,401.65
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$1,168,401.65

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$9,352.36	\$1,168,401.65	\$0.00	\$1,101,096.83	\$67,304.82	\$1,168,401.65
Percent: Retained: 0%			Percent Complete: 100%		

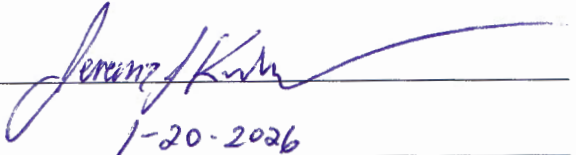
This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By Short Elliott Hendrickson Inc.



Date 01/21/2026

Approved By Kuechle Underground Inc.

  
Date 1-20-2026

Approved By City of Freeport

\_\_\_\_\_

Date \_\_\_\_\_

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2024-07-12	\$486,826.66	\$24,341.33	\$462,485.33
2	2024-08-16	\$184,663.95	\$9,233.20	\$175,430.75
3	2024-09-19	\$156,733.23	\$7,836.66	\$148,896.57
4	2025-01-10	\$212,758.74	\$10,637.94	\$202,120.80
5	2025-06-17	\$58,676.07	\$2,933.80	\$55,742.27
6	2025-08-19	\$59,390.64	\$2,969.53	\$56,421.11
7	2026-01-16	\$9,352.36	(\$57,952.46)	\$67,304.82

Funding Category Name	Funding Category No.	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
FREEP 153897		\$1,168,401.65	\$0.00	\$1,101,096.83	\$67,304.82	\$1,168,401.65

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
FREEP 153897	Local	\$67,304.82	\$1,168,401.65	\$1,161,480.56	\$1,168,401.65

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	1	MOBILIZATION	LUMP SUM	\$16,606.30	1	0	\$0.00	1	\$16,606.30
Base Bid	2	2	TRAFFIC CONTROL	LUMP SUM	\$200.00	1	0	\$0.00	1	\$200.00
Base Bid	3	3	CLEAR AND GRUB	LUMP SUM	\$2,025.00	1	0	\$0.00	1	\$2,025.00
Base Bid	4	4	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$26.20	10	0	\$0.00	10	\$262.00
Base Bid	5	5	REMOVE ROCKCHECK	EACH	\$167.31	13	0	\$0.00	13	\$2,175.03
Base Bid	6	6	SALVAGE TYPE 3 BARRICADES	EACH	\$20.00	6	0	\$0.00	0	\$0.00
Base Bid	7	7	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$3.50	120	0	\$0.00	120	\$420.00
Base Bid	8	8	COMMON EXCAVATION (P) (P)	CU YD	\$10.86	2483	0	\$0.00	2603	\$28,268.58
Base Bid	9	9	COMMON BORROW	CU YD	\$12.98	1224	682	\$8,852.36	682	\$8,852.36
Base Bid	10	10	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$130.00	20	0	\$0.00	14	\$1,820.00
Base Bid	11	11	SELECT GRANULAR BORROW (CV)	CU YD	\$14.00	3551	0	\$0.00	3702	\$51,828.00
Base Bid	12	12	SUBGRADE PREPARATION	ROAD STA	\$341.00	17	0	\$0.00	17	\$5,797.00
Base Bid	13	13	GEOTEXTILE FABRIC TYPE 5	SQ YD	\$1.43	7102	0	\$0.00	7241	\$10,354.63
Base Bid	14	14	AGGREGATE BASE (CV) CLASS 5 (P) (P)	CU YD	\$23.30	1184	0	\$0.00	1184	\$27,587.20
Base Bid	15	15	TYPE SPWEA240C WEARING COURSE MIXTURE	TON	\$79.00	602	0	\$0.00	609.97	\$48,187.63
Base Bid	16	16	TYPE SPWE230B NON WEARING COURSE MIXTURE	TON	\$74.00	1003	0	\$0.00	994	\$73,556.00
Base Bid	17	17	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$5.00	355	0	\$0.00	355	\$1,775.00
Base Bid	18	18	CONCRETE CURB & GUTTER DESIGN D418	LIN FT	\$17.50	3115	0	\$0.00	3165	\$55,387.50
Base Bid	19	19	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$62.00	24	0	\$0.00	35.5	\$2,201.00
Base Bid	20	20	ADJUST FRAME & RING CASTING	EACH	\$0.01	11	0	\$0.00	13	\$0.13

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	21	21	INSTALL PERMANENT BARRICADES	EACH	\$400.00	2	0	\$0.00	0	\$0.00
Base Bid	22	22	SIGN PANELS TYPE C	SQ FT	\$45.00	30	0	\$0.00	12.5	\$562.50
Base Bid	23	23	SIGN PANELS STREET NAME BLADES (PER SIGN)	EACH	\$400.00	3	0	\$0.00	3	\$1,200.00
Base Bid	24	24	DEWATERING	LUMP SUM	\$22,747.81	1	0	\$0.00	1	\$22,747.81
Base Bid	25	25	4" FORCEMAIN	LIN FT	\$41.08	348	0	\$0.00	348	\$14,295.84
Base Bid	26	26	4" PIPE SEWER SERVICE	LIN FT	\$15.16	778	0	\$0.00	847	\$12,840.52
Base Bid	27	27	8" PIPE SEWER	LIN FT	\$68.83	1151	0	\$0.00	1150	\$79,154.50
Base Bid	28	28	CONNECT TO EXISTING SANITARY SEWER PIPE (SERVICE)	EACH	\$636.35	2	0	\$0.00	2	\$1,272.70
Base Bid	29	29	CONNECT TO EXISTING FORCEMAIN	EACH	\$1,835.08	1	0	\$0.00	1	\$1,835.08
Base Bid	30	30	SANITARY SEWER LIFT STATION W/ VALVE MANHOLE	LUMP SUM	\$200,962.84	1	0	\$0.00	1	\$200,962.84
Base Bid	31	31	8" X 4" WYE	EACH	\$505.88	27	0	\$0.00	26	\$13,152.88
Base Bid	32	32	8" PIPE PLUG	EACH	\$150.55	1	0	\$0.00	1	\$150.55
Base Bid	33	33	SANITARY SEWER CLEANOUT	EACH	\$250.97	27	0	\$0.00	26	\$6,525.22
Base Bid	34	34	EXTERIOR CHIMNEY SEAL	EACH	\$173.40	8	0	\$0.00	8	\$1,387.20
Base Bid	35	35	CASTING ASSEMBLY	EACH	\$710.94	8	0	\$0.00	8	\$5,687.52
Base Bid	36	36	CONSTRUCT SANITARY MANHOLES	EACH	\$5,637.74	8	0	\$0.00	8	\$45,101.92
Base Bid	37	37	FORCE MAIN FITTINGS	POUND	\$0.01	200	0	\$0.00	86	\$0.86
Base Bid	38	38	EXTRA DEPTH MANHOLE	LIN FT	\$194.38	29	0	\$0.00	39.06	\$7,592.48
Base Bid	39	39	8" OUTSIDE DROP	VERT FT	\$1,051.55	6.5	0	\$0.00	6.5	\$6,835.08
Base Bid	40	40	AGGREGATE BEDDING (CV) (P) (P)	CU YD	\$33.60	200	0	\$0.00	200	\$6,720.00
Base Bid	41	41	CONNECT TO EXISTING WATER MAIN	EACH	\$3,898.14	3	0	\$0.00	3	\$11,694.42
Base Bid	42	42	HYDRANT	EACH	\$6,926.41	3	0	\$0.00	3	\$20,779.23
Base Bid	43	43	ADJUST VALVE BOX	EACH	\$655.81	2	0	\$0.00	0	\$0.00
Base Bid	44	44	ADJUST CURB STOP	EACH	\$130.07	2	0	\$0.00	0	\$0.00
Base Bid	45	45	1" CORPORATION STOP & SADDLE	EACH	\$451.20	27	0	\$0.00	26	\$11,731.20
Base Bid	46	46	6" GATE VALVE AND BOX	EACH	\$2,506.99	3	0	\$0.00	3	\$7,520.97
Base Bid	47	47	8" GATE VALVE AND BOX	EACH	\$3,305.44	8	0	\$0.00	8	\$26,443.52
Base Bid	48	48	1" CURB STOP AND BOX	EACH	\$617.86	27	0	\$0.00	26	\$16,064.36
Base Bid	49	49	1" WATER SERVICE PIPE	LIN FT	\$11.98	1000	0	\$0.00	898	\$10,758.04
Base Bid	50	50	6" WATERMAIN	LIN FT	\$51.26	60	0	\$0.00	47	\$2,409.22
Base Bid	51	51	8" WATERMAIN	LIN FT	\$53.10	1522	0	\$0.00	1540	\$81,774.00
Base Bid	52	52	4" INSULATION	SQ YD	\$30.41	20	0	\$0.00	21	\$638.61
Base Bid	53	53	DUCTILE IRON FITTINGS	POUND	\$0.01	1900	0	\$0.00	1425	\$14.25
Base Bid	54	54	6" DRAINTILE WITH SOCK	LIN FT	\$9.50	2770	0	\$0.00	2770	\$26,315.00

Contract Item Status											
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
Base Bid	55	55	4" DRAIN TILE SERVICE CONNECTION	EACH	\$200.00	27	0	\$0.00	28	\$5,600.00	
Base Bid	56	56	15" STORM SEWER	LIN FT	\$42.05	808	0	\$0.00	788	\$33,135.40	
Base Bid	57	57	18" STORM SEWER	LIN FT	\$48.80	117	0	\$0.00	120	\$5,856.00	
Base Bid	58	58	21" STORM SEWER	LIN FT	\$62.23	35	0	\$0.00	35	\$2,178.05	
Base Bid	59	59	24" STORM SEWER	LIN FT	\$58.70	55	0	\$0.00	55	\$3,228.50	
Base Bid	60	60	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	\$2,056.97	4	0	\$0.00	4	\$8,227.88	
Base Bid	61	61	CONSTRUCT DRAINAGE STRUCTURE 4020 -48"	EACH	\$3,595.26	7	0	\$0.00	7	\$25,166.82	
Base Bid	62	62	CONSTRUCT DRAINAGE STRUCTURE 4020 -60"	EACH	\$5,200.53	1	0	\$0.00	1	\$5,200.53	
Base Bid	63	63	CASTING ASSEMBLY	EACH	\$2,731.29	12	0	\$0.00	12	\$32,775.48	
Base Bid	64	64	CLEAN EXISTING PIPE SEWER (STORM)	LIN FT	\$1.70	330	0	\$0.00	330	\$561.00	
Base Bid	65	65	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	\$1,741.77	3	0	\$0.00	3	\$5,225.31	
Base Bid	66	66	STABILIZED CONSTRUCTION EXIT	EACH	\$500.00	3	0	\$0.00	3	\$1,500.00	
Base Bid	67	67	STORM DRAIN INLET PROTECTION	EACH	\$125.00	12	4	\$500.00	15	\$1,875.00	
Base Bid	68	68	SILT FENCE, TYPE MS	LIN FT	\$2.25	1575	0	\$0.00	1500	\$3,375.00	
Base Bid	69	69	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	\$3.25	750	0	\$0.00	80	\$260.00	
Base Bid	70	70	COMMON TOPSOIL BORROW (LV)	CU YD	\$26.25	200	0	\$0.00	200	\$5,250.00	
Base Bid	71	71	COMMERCIAL FERTILIZER	POUND	\$1.00	1600	0	\$0.00	1625	\$1,625.00	
Base Bid	72	72	SEEDING	ACRE	\$1,500.00	4	0	\$0.00	5.65	\$8,475.00	
Base Bid	73	73	SEED MIXTURE 25-151	POUND	\$7.00	200	0	\$0.00	675	\$4,725.00	
Base Bid	74	74	HYDRAULIC MULCH MATRIX	POUND	\$2.00	11200	0	\$0.00	16045	\$32,090.00	
Base Bid	75	75	SEEDING (TEMPORARY)	ACRE	\$250.00	4	0	\$0.00	2.4	\$600.00	
<b>Totals:</b>								<b>\$9,352.36</b>		<b>\$1,168,401.65</b>	

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
FREEP 153897	CO1	76	COMPENSATING CHANGE ORDER (LUMP SUM)	\$6,921.09	1	\$6,921.09	ITM	\$0.00	\$0.00	0	\$0.00
<b>Contract Change Totals:</b>									<b>\$0.00</b>		<b>\$0.00</b>

Contract Change Totals			
Number	Description	Effective Date	Amount
1	Compensating change order.	01/16/2026	\$6,921.09

<b>Contract Total</b>	<b>\$1,168,401.65</b>
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# Memo

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From: Jon Nelson, Clerk-Treasurer

To: Freeport City Council

Date: 01/23/26

Re: Ordinance 2026-01 Fee Schedule

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The fee schedule remains the same as 2025 with the exception of a proposed 3-4% increase on water and sewer fees is being considered per the recommendation of Jason Murray from David Drown & Associates.



## ORDINANCE 2026-01

### AN ORDINANCE FIXING THE LICENSE, CONSUMPTION AND PERMIT FEES UNDER THE FREEPORT CITY CODE OF 1995 (APPENDIX I)

BE IT ORDAINED BY THE CITY COUNCIL OF FREEPORT, MINNESOTA:

Section 1. The Freeport City Code of 1995 authorizes the City Council to fix the fees and charges imposed by the Code for various city services. The fees and charges imposed may be amended from time to time by the council and is to be entitled Appendix I.

Section 2. The license, consumption and permit fees, as well as other related charges, are hereby amended, as follows:

<u>City Code</u>	<u>Description</u>	<u>Fee (\$)</u>
<b>500 - Zoning</b>		
	Building Permit per Building Inspector's fee schedules	
	Conditional Use or Variance Requests	150.00
	Rezoning Request	250.00
	Zoning Permit	25.00
	Curb/Gutter/Driveway Permit	25.00
<b>510 – Rental Housing</b>		
	Rental Registration License Fee (bi-annual)	200.00
	Delinquency Penalty	5% each day late
	Reinspection Fee	50.00
<b>605 - Noxious Weeds</b>		
	Minimum Charge for Removal	150.00
	Equipment Use Fees:	
	Tractor, Mower, and Labor (hourly)	150.00
<b>705 - Private Drains</b>		
	Disposal into Sanitary Sewer Violation (monthly)	75.00

	2025	3%	4%
<b>710 - Wastewater Service Charges</b>			
Usage Charge with Meter (per 1,000 gallons)	2.23	2.30	2.32
<i>Flat Charges (monthly)</i>			
Commercial, Without Meter	35.18	36.24	36.59
Commercial, Convenience Store/Car Wash	38.49	39.64	40.03
Commercial, Large Business (e.g. service station, church)	32.92	33.91	34.24
Commercial, Liquor Stores, On/Off Sale	37.75	38.89	39.26
Commercial, Restaurants	73.16	75.35	76.09
Commercial, Small Business	30.89	31.82	32.13
Residential, Without Meter	38.33	39.48	39.86
Residential, Manor Apartments	155.56	160.22	161.78
Residential, Multiple Family	54.32	55.95	56.50
Residential, Single Family	26.86	27.67	27.93
School	52.60	54.18	54.70
<i>Other</i>			
Wastewater Bulk Dumping Fee	25.00		
Wastewater Hook-up Charge (per parcel)	1,200.00		
Wastewater Main Stub-out Charge (per parcel)	3,800.00		
<b>715 - Water Service Charges</b>			
<i>Usage-based Charges (per 1,000 gallons)</i>			
Usage Charge with Meter	2.43	2.50	2.53
Usage Charge Irrigation Meter	3.59	3.70	3.73
Water Tower Debt Service Fee	2.70	2.78	2.81
Water Tower Maintenance Fee	1.93	1.99	2.01
Hydrant Water Sales	10.00	15.00 (flat change)	
<i>Flat Charges (monthly)</i>			
Service Charge	8.51	8.77	8.85
Water Security Fee	.90	.93	.94
Water Testing Fee	.55	.57	.57
Water Tower Debt Service Fee	3.53	3.64	3.67
<i>Other</i>			
Disconnect	50.00		
Reconnect	50.00		
Late Payment Fee (monthly)	15.00		
Utility Labels (full or partial set)	35.00		
Water/Sewer Account Update	15.00		
Water Account/Meter Investigation	20.00		
Water Hook-up Charge (per parcel)	1,200.00		
Water Main Stub-out Charge (per parcel)	3,800.00		
Water Meters	actual cost of meter		

**910 – Animals and Pets**

Animal License Fee	5.00
Boarding (per day)	8.00
Animal Impound Fee, 1 <sup>st</sup> Offense	50.00
Animal Impound Fee, 2 <sup>nd</sup> Offense	75.00
Animal Impound Fee, 3 <sup>rd</sup> Offense	100.00
Animal Disposal Fee	75.00

**925 - Fire and Rescue Department**

Defibrillator	200.00
Air Bags	300.00
Jaws (extrication)	500.00
LUCAS	250.00
Cold Compress	10.00
Gloves	10.00
Bandages	10.00
Splints	50.00
Blankets	10.00
Responders, Resident (hourly per responder)	25.00
Responders, Non-Resident (hourly per responder)	40.00
Oxygen	25.00
Suction	50.00
Foam (per 5 gallons)	125.00
Administrative Fee	30.00
Vehicles: Pumpers #1 & #2 (per hour, per vehicle)	425.00
Vehicles: Water Truck, Rescue Van (per hour, per vehicle)	325.00
Vehicles: Brush Truck (per hour, per vehicle)	300.00
Minimum Charge per Call	250.00

**1005 - Peddlers and Solicitors**

10-day permit within a 12-month period	50.00
30-day permit within a 12-month period	100.00
90-day permit within a 12-month period	150.00
Violation (daily)	200.00

**1100 - Public Parks**

Park Rental (daily, includes shelter/gazebo)	35.00
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**1200 - Liquor and Beer**

Off-Sale Liquor (annual)	100.00
On-Sale 3.2% (annual)	200.00
On-Sale Liquor (annual)	2,345.00
Special Sunday Sales (annual)	200.00
Temporary On-Sale 3.2%	15.00
Temporary On-Sale Liquor	25.00

**2010 - Public Nuisance**

Nuisance Response (minimum)	150.00
Equipment Use Fees:	
Tractor, Mower, and Labor (hourly)	150.00

**Other**

Administrative Staff Time (hourly)	85.00
Annexation Request Security Deposit	1,000.00
Blanket Easement Vacation	Actual cost
Business Subsidy/Industrial Park Purch Security Deposit	5,000.00
Charitable Gambling Transaction Fee	25.00
City Hall Room Rental	35.00
Copying Charge (per page)	0.25
Driveway Aprons, Curb and Gutter	Actual cost
Lawn Tractor, Lawn Mower & Labor (hourly)	150.00
Map Creation	50.00
Map Request	10.00
Mileage Reimbursement	Current IRS rate
Special Assessment Search	10.00
Street Reconstruction (per the Manual of Assessment Standards and Policies)	

Adopted by the Freeport City Council this 27<sup>th</sup> day of January, 2025.

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Michael Eveslage, Mayor

ATTEST:

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Jon Nelson, Clerk-Treasurer

## RESOLUTION 2026-01

### A RESOLUTION APPOINTING FREEPORT STATE BANK AS OFFICIAL DEPOSITORY

**RESOLVED**, That Freeport State Bank, is hereby designated as a depository for the funds of this corporation, and any officer or other person hereinafter named is hereby authorized for and on behalf of this corporation to open or to continue an account or accounts with said Bank and to execute and deliver to said Bank signature card or cards supplied by said Bank containing specimen signatures of the officers or other persons hereinafter named and agree to said Bank's Rules and Regulations Governing Bank Accounts, and that any officer of this corporation or any other person hereinafter named is hereby authorized, for and on behalf of this corporation, to endorse or cause to be endorsed, to negotiate or cause to be negotiated, and to deposit or cause to be deposited in such account or accounts from time to time checks, drafts and other instruments and funds payable to or held by this corporation.

**RESOLVED**, That checks, drafts or other withdrawal orders and any and all other directions and instructions of an charter with respect to funds of this corporation now or hereafter with said Bank may be signed by any two of the following:

Michael Eveslage (Mayor) Jon Nelson (Clerk-Treasurer) and said Bank is hereby fully authorized to pay and charge to such account or accounts any checks, drafts or other withdrawal orders so signed, and to honor any directions or instructions so signed, whether or not payable the to the individual order of or deposited to the individual account of or inuring to the benefit of any of the foregoing officers or persons.

**RESOLVED**, That any Two of the following: Michael Eveslage, (Mayor) Jon Nelson, (Clerk-Treasurer) hereby is or are authorized , for and on behalf of this corporation, at any time or from time to time to borrow money from The Freeport State Bank in such amounts, for such times, at such rate or rates of interest and upon such terms as he or they may see fit; to execute and deliver notes or other evidences of indebtedness of this corporation therefore, and renewals and extensions thereof; to sell, assign, transfer, pledge, mortgagee or otherwise hypothecate to said Bank any bills receivable, accounts , contracts, warehouse, receipts, bills of lading, stocks, bonds, chattels, real estate or other property of this corporation as security; to give guaranties and other undertakings to said Bank; to discontinue with said Bank bills receivable of this corporation and to authorize modifications and extensions with respect thereto and to waive demand, presentment, protest and notice of dishonor; and to do, authorize and agree to any and all other things at any time or from time to time in connection with any of the foregoing as or they may deem appropriate.

**RESOLVED**, That said Bank shall be entitled to rely upon a certified copy of these resolutions until written notice of modification or rescission has been furnished to and received by said Bank.

DATED THIS 27<sup>th</sup> DAY OF JANUARY, 2026.

\_\_\_\_\_  
Michael Eveslage, Mayor

Attest: \_\_\_\_\_

Jon Nelson, Clerk-Treasurer



## **CITY OF FREEPORT**

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

### **RESOLUTION 2026-02**

#### **A RESOLUTION APPOINTING MAGNIFI FINANCIAL AS AN OFFICIAL DEPOSITORY**

The undersigned, Michael Eveslage (Mayor) Jon Nelson (Clerk-Treasurer), each being first duly sworn, certifies, states and alleges the following so as to induce MAGNIFI FINANCIAL (hereinafter “Credit Union”, which shall include Lender in any banking capacity, as the context may require) to enter into loans, security agreements, mortgages and other agreements related to lending and banking with CITY OF FREEPORT (hereinafter “the Corporation”).

1. That CITY OF FREEPORT, is a duly organized existing Corporation under the law of the state of Minnesota or if not incorporated under the law of the state of Minnesota, authorized to do business in the state of Minnesota; and
2. That there are no proceedings pending or threatened for dissolution or forfeiture of the Corporation’s charter or authority to act in the state of Minnesota, whether voluntarily or involuntarily; and
3. That the Corporation is in good standing with the state of Minnesota and is presently in compliance with all applicable statutes, laws and regulations relative to the Corporation’s charter to own, operate and do business of the nature it is presently transacting and will hereafter transact in the state of Minnesota; and
4. That there is no provision in the Corporation’s charter, or bylaws or articles of the Corporation limiting the power of the board of directors as which thereafter executes this certification and authorization.

**RESOLVED**, that Credit Union is hereby designated as a depository for the funds of this corporation and any officer this corporation is hereby authorized to open or cause to be opened an account or accounts with Credit Union on such terms, conditions and agreements as shall be required by or to deposit or cause to be deposited in such account or accounts any money, checks, drafts, orders, notes and other instruments for the payment of money and to make any other agreements deemed advisable in regard thereto.

**RESOLVED**, that any one of the following officers or successors are hereby authorized in the name of this Corporation to:

Michael Eveslage, as Mayor  
Jon Nelson, as Clerk-Treasurer

and Credit Union is hereby authorized to charge to the account of the Corporation any checks, drafts or other withdrawal orders, so signed, in closing those payable to the individual order of the person signing the same and including also checks or other withdrawal orders payable to Credit Union or to any other person or entity, which are applied in payment of any other indebtedness owing to Credit Union from the person or persons who signed such checks or other withdrawal orders.

**RESOLVED**, that any two of the following:

Michael Eveslage, as Mayor  
Jon Nelson, as Clerk-Treasurer

Be and hereby are authorized to borrow money or make application for and obtain for and obtain Letter of Credit for an behalf of the Corporation; to make any agreements in respect thereto; and to sign, execute and deliver promissory notes, acceptance or other evidences of indebtedness therefor, or in renewal thereof, in such amounts and for such time, at such rate of interest and upon such terms as they see fit; and are hereby authorized to endorse, assign, transfer, mortgage , or pledge to Credit Union the bills receivable, warehouse receipts, bills lading, stocks, bonds, real estate, or other property now or hereafter owned by the Corporation, and to discount the same, to unconditionally guarantee payment of any or all bills receivable so negotiated or discounted, and to waive demand, protest and notice of non-payment.

**RESOLVED**, all resolutions herein contained shall continue in force until express written notice of its recession or modification has been furnished to and received by Credit Union.

**RESOLVED**, that all transaction, if any, in respect to any deposits, withdrawals, rediscounts and borrowing by or in behalf of the Corporation with Credit Union prior to adoption of the resolutions herein contained be and the same hereby are in all things ratified, approved and confirmed.

**RESOLVED**, that any of the persons named above be and they are hereby authorized and empowered to make any and all other contracts, agreements, stipulations and order which they may deem advisable, from time to time, with Credit Union in respect to transactions between the Corporation and Credit Union in regard to funds deposited with Credit Union, money borrowed from Credit Union or any other business transacted by and between the Corporation and Credit Union.

**RESOLVED**, that any and all resolutions heretofore adopted by the City Council of the Corporation and certified to Credit Union as governing the operation of the corporation's account(s) with Credit Union, be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing.

DATED THIS 27<sup>th</sup> DAY OF JANUARY, 2026.

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Michael Eveslage, Mayor

ATTEST:

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Jon Nelson, Clerk-Treasurer

**RESOLUTION 2026-03**

**A RESOLUTION APPROVING DONATIONS RECEIVED IN 2025**

**WHEREAS**, Minnesota State Statute 465.03 requires that governing bodies must formally accept donations and contributions and that every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full; and

**WHEREAS**, The City seeks to properly accept and record donations and contributions in accordance with all state statute and state auditor requirements;

**NOW, THEREFORE BE IT RESOLVED**, that the Freeport City Council formally accepts the following donations and any stipulations:

<b>Donor Name</b>	<b>Amount</b>	<b>Stipulation</b>
Freeport Lions	\$1,000	Water Fountain at Park

ADOPTED THIS 27<sup>th</sup> DAY OF JANUARY, 2026.

\_\_\_\_\_  
Mike Eveslage, Mayor

ATTEST:

\_\_\_\_\_  
Jon Nelson, Clerk-Treasurer



## **RESOLUTION 2026-04**

### **A RESOLUTION APPROVING THE DISBURSEMENT AND PAYMENT OF CLAIMS POLICY**

#### **Disbursement and Payment of Claims Policy**

##### **Expenditures**

In order for an expenditure of public funds to be lawful, it should meet both of the following standards:

##### **Public purpose**

There must be a public purpose for the expenditure. The Minnesota Supreme Court has generally concluded that “public purpose” means an activity that meets all of the following standards:

- The activity will benefit the community as a body.
- The activity is directly related to functions of government.
- The activity does not have as its primary objective the benefit of a private interest.

The Minnesota Supreme Court has also held that the general objective of a public purpose is to promote the following for all of a city’s residents:

- Public health
- Safety
- General welfare
- Security
- Prosperity
- Contentment

##### **Authority**

There must be specific or implied authority for the expenditure in statute. Specific authority is usually fairly clear. In contrast, whether authority is implied by a particular statute is subject to interpretation. The city should consult with its city attorney as to whether authority for a specific expenditure is implied.

##### **Payment of Claims**

Pursuant to Minnesota Statute § 412.271, subd.1, no disbursement of city funds shall be made except by an order drawn by the mayor and clerk-treasurer. Except when issued for the payment of judgments, salaries and wages previously fixed by the City Council or by statute, principal and interest on obligations, rent and other fixed charges, the exact amount of which has been previously determined by contract authorized by the City Council, no order shall be issued until the claim to which it relates has been audited and allowed by the City Council.

##### **Prompt Payment of Claims**

Minnesota Statute § 471.425 requires that cities pay each vendor obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period unless the city in good faith disputes the obligation.

The following requirements must be met:

- For cities who have regularly scheduled council meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

- A city shall calculate and pay interest to a vendor if the city has not paid the obligation according to the terms of the contract or, if no contract terms apply, within the standard payment period.
- The rate of interest calculated and paid by the city on the outstanding balance of the obligation not paid according to the terms of the contract or during the standard payment period shall be 1.5 percent per month or part of a month.
- No interest penalties may accrue against a purchaser who delays payment of a vendor obligation due to a good faith dispute with the vendor regarding the fitness of the product or service, contract compliance, or any defect, error or omission related thereto. If such delay undertaken by the city is not in good faith, the vendor may recover costs and attorney's fees.
- The minimum monthly interest penalty payment that a city shall calculate and pay a vendor for the unpaid balance for any one overdue bill of \$100 or more is \$10. For unpaid balances of less than \$100, the city shall calculate and pay the actual interest penalty due the vendor.

### **Immediate Payment of Claims**

Pursuant to Minnesota Statute § 412.271, subd. 4, when payment of a claim based on contract cannot be deferred until the next City Council meeting without loss to the city through forfeiture of discount privileges or otherwise, it may be made immediately if the itemized claim is endorsed for payment by at least a majority of all the members of the City Council. The claim shall be acted upon formally at the next City Council meeting in the same manner as if it had not been paid, and the earlier payment shall not affect the right of the city or any taxpayer to challenge the validity of the claim.

### **Cash Disbursement Guidelines**

The Clerk-Treasurer will be responsible for implementing and providing internal control for all disbursements.

#### **1. General Guidelines**

- a. All general disbursements will be approved in advance by the City Council. The following exceptions may be made upon approval of the Mayor and Clerk-Treasurer:
  - i. Debt service payments, including principal, interest, and fiscal agent fees
  - ii. Payroll and related liability payments
  - iii. Investment purchases
  - iv. Sales tax payments
  - v. Postage replenishment
  - vi. Contract or other payments that have specific City Council pre-approved payment instructions
  - vii. Payments to the following vendors:
    1. Albany Mutual Telephone/Albany Fiber Communications
    2. CenterPoint Energy
    3. Finken Water Centers
    4. League of Minnesota Cities Insurance Trust (LMCIT)
    5. Magnifi Financial
    6. Minnesota Life Insurance Company
    7. Northland Trust Services, Inc.
    8. Rahn's Oil & Propane, Inc.
    9. Star Publications LLC
    10. Verizon Wireless
    11. Xcel Energy
- b. All general disbursements, other than from payroll, petty cash, or made electronically, will be made by pre-numbered checks.
- c. In accordance with Minnesota Statutes § 471.38 and § 471.391, checks by which claims are paid may have printed on their reverse side, above the space for endorsement thereof, the following statement: "The undersigned payee, in endorsing this check declares that the same is received in payment of a just and correct claim against the city, and that no part of it has heretofore been paid." When endorsed by the payee named in the check, such statement shall operate and shall be deemed sufficient as the required declaration of the claim.
- d. Under no circumstances will blank checks be signed in advance.

- e. Paying off of vendor statements (rather than invoices) will be prohibited.
- f. Electronic claims will be utilized for all general disbursements.
- g. Unpaid invoices will be maintained in a file by the Administrative Assistant.

## **2. General Disbursement Process**

- a. All invoices received by the city will be generally opened and date stamped by the Administrative Assistant, who will:
  - i. Verify that the goods and/or services were received
  - ii. Verify that the amount of the invoice is correct
  - iii. Attach packing slips or bills of lading
  - iv. Complete an electronic claim, including:
    - 1. Vendor name and address
    - 2. Invoice number
    - 3. Account coding
    - 4. Description of invoice
    - 5. Amounts
  - v. Present a Claim Approval List and attached invoices to the Clerk-Treasurer
- b. The Clerk/Treasurer processes all authorized payments by:
  - i. Verifying that all amounts due and account codes are accurate
  - ii. Reviewing application of sales tax on each invoice for propriety
  - iii. Initialing the Claim Approval List to indicate approval
  - iv. Copying any specific invoices for the City Council's review
  - v. Providing a copy of the Claims Listing report to the City Council for approval during the regularly scheduled City Council meetings
  - vi. Providing explanation to the City Council for all disbursements within the accounts payable report
- c. Checks will be signed and mailed on the day following City Council approval of the Claims Listing and accounts payable reports:
  - i. Two authorized signers (Mayor and Clerk-Treasurer) will sign all approved checks, while verifying that all checks are accurate by comparing the check and amount to the approved Claim Approval List and invoices
  - ii. After authorized signatures are obtained, the Administrative Assistant will mail the approved disbursements:
    - 1. A check including stub will be mailed to the vendor
    - 2. A check stub will be attached to the invoice, which will then be filed

## **Electronic Disbursement Process**

- d. Electronic or wire transfers will generally be for:
  - i. Debt service payments, including principal, interest, and fiscal agent fees
  - ii. Payroll and related liability payments
  - iii. Investment purchases
  - iv. Sales tax payments

The Clerk-Treasurer will be responsible for implementing and providing internal control for all electronic or wire transfer disbursements by documenting the process and anticipating the funds to be wired to the designated depository on a particular date and time as well as preparing appropriate general ledger transactions, including payments and adjusting journal entries.

## **Credit Cards**

In accordance with Minnesota Statute § 471.382, the City Council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city. If a city officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or city policy applicable to city purchases.

DATED THIS 27<sup>TH</sup> DAY OF JANUARY, 2026.

---

Michael Eveslage, Mayor

ATTEST:

---

Jon Nelson, Clerk-Treasurer

# Memo

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From: Jon Nelson, Clerk-Treasurer

To: Freeport City Council

Date: 01/23/26

Re: Stearns County Cannabis Agreement

---

Stearns County has drafted the following agreement for cannabis regulation and enforcement with the City of Freeport.

Requested Action: Approve agreement.

**RESOLUTION 2026-05**  
**AGREEMENT BETWEEN THE**  
**COUNTY OF STEARNS AND CITY OF FREEPORT**  
**FOR THE REGISTRATION, COMPLIANCE, AND ENFORCEMENT OF CANNIBIS RETAIL BUSINESSES**

This agreement is made between the County of Stearns and the City of Freeport for local administration and regulation of cannabis pursuant to Minnesota Statutes Chapter 342 and the rules and regulations promulgated thereunder.

WHEREAS, Pursuant to Minn. Stat. §342.13(h), “a local government unit that issues a cannabis retailer registration under section 342.22 may, by ordinance, limit the number of licensed cannabis retailers, cannabis mezzobusinesses with retail operations endorsement, and cannabis microbusinesses with retail operations endorsement to no fewer than one registration for every 12,500 residents.”

WHEREAS, Pursuant to Minn. Stat. §342.13(i), “If a county has one active registration for every 12,500 residents, a city or town within the county is not obligated to register a cannabis business.”

WHEREAS, Pursuant to Minn. Stat. §342.22, subd. 1, “Before making retail sales to customers or patients, a cannabis microbusiness, cannabis mezzobusiness, cannabis retailer, medical cannabis combination business, or lower-potency hemp edible retailer [also referred to as cannabis retail businesses] must register with the city, town, or county in which the retail establishment is located. A county may issue a registration in cases where a city or town has provided consent for the county to issue the registration for the jurisdiction.”

WHEREAS, Pursuant to Minn. Stat. § 342.22, subd. 4, a local unit of government that registers a cannabis retail business “shall conduct compliance checks of every cannabis business and hemp business with a retail registration issued by the local unit of government. During a compliance check, a local unit of government shall assess a business’s compliance with age verification requirements and compliance with any applicable local ordinance established pursuant to section 342.13.” Age verification compliance checks shall be done yearly.

WHEREAS, The legislation also allows the local unit of government to impose registration fees and civil penalties for businesses that are not registered and sell regulated product.

WHEREAS, Pursuant to Minn. Stat. § 342.22, subd. 5, “If a local unit of government determines that a cannabis business or hemp business with a retail registration issued by the local unit of government is not operating in compliance with the requirements of a local ordinance authorized under section 342.13, or that the operation of the business poses an immediate threat to the health or safety of the public, the local unit of government may suspend the retail registration of the cannabis business or hemp business” and must immediately notify the Office of Cannabis Management of the suspension and the reasons.

WHEREAS, Pursuant to Minn. Stat. § 342.22, a city, town or township may consent to and authorize a County to register and enforce all registration and compliance requirements under Minnesota Statute §342.22, or successor statute, and any rules or regulations adopted under Minnesota Chapter 342 by the State of Minnesota or the Office of Cannabis Management.

WHEREAS, the City of Freeport desires the County of Stearns to administer its obligations under Minnesota Statutes Chapter 342 to enforce all registration requirements and conduct all compliance checks under Minnesota Statute §342.22, or successor statute, and enforce any rules or regulations adopted under Minnesota Chapter 342 by the State of Minnesota or the Office of Cannabis Management.

The County of Stearns and the City of Freeport agree that:

1. This agreement is authorized by Minn. Stat. § 342.22, subdivision 1, Minn. Stat. § 342.13 and Minn. Stat. § 471.59, as a joint powers collaborative.
2. The County of Stearns will act in place of the City of Freeport and the County of Stearns will have the authority to exercise all duties and rights associated with registration and compliance pursuant to Minn. Stat. chapter 342, or successor statutes.
3. The County of Stearns is authorized and has the consent of the City of Freeport to register and enforce all registration and compliance requirements under Minn. Stat. § 342.22.
4. Any fees or penalties collected for registration and enforcement will remain entirely with the County of Stearns. The Parties will each retain any Local Government Cannabis Aid allocated to them by the State of Minnesota.
5. The County of Stearns will annually provide sufficient funding for the administration, enforcement and registration of the possession, sale and use of cannabis within the jurisdictional limits of the City of Freeport. Source of funds shall be through State grant funds, County cannabis aid funds, general revenue funds and the collection of fees and penalties as established by the County of Stearns. The County of Stearns retains the right to amend this agreement to include payment by the City of Freeport of its pro rata share of the expenses incurred by the County in furtherance of this Agreement which are not otherwise covered by the source of funds described herein.
6. The City of Freeport shall retain all authority granted to it under Minnesota Chapter 462 (Municipal Planning and Zoning).
7. Any ordinance adopted pursuant to Minn. Stat. § 342.13 and § 342.22 by the County of Stearns regarding registration and compliance of Cannabis Retail Businesses, shall be construed to supersede any local municipal regulation or ordinance which conflicts with said Ordinance(s) adopted by the County of Stearns. This provision will not apply to the

City's ordinances adopted pursuant to Minn. Stat. Ch. 462 which do not conflict with the County's ordinances adopted pursuant to Minn. Stat. § 342.13 and 342.22.

8. The parties to this agreement will be subject to and follow the terms of the Minnesota Government Data Practice Act as provided under Minnesota Statutes Chapter 13 for all requests for access to data. The County of Stearns shall maintain all records, accounts and reports for the regulation and registration and compliance of cannabis retail businesses.
9. The County of Stearns shall account for any funds and shall provide a report of all receipts and disbursements upon request. If any surplus property or funds are obtained through this agreement, they shall be distributed to the County of Stearns in the event this agreement is terminated.
10. The County of Stearns shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. The City of Freeport shall be solely responsible for the compensation of its employees and elected members, including specifically but not exclusively worker's compensation insurance and all taxes, while performing their duties under this agreement. No employee of the County of Stearns shall become an employee of the City of Freeport, and no employee of the City of Freeport shall become an employee of the County of Stearns, by virtue of this agreement.
11. All responsibilities not specifically set out to be jointly exercised by the Parties under this Agreement are hereby reserved to the Parties individually. Nothing in this Agreement shall act as a waiver by a participating Party of its individual power and legal authority to provide services.
12. Indemnification and Hold Harmless:

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.

The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

13. This agreement may be amended by mutual agreement of the County of Stearns and the City of Freeport by resolutions of their respective boards.



14. This agreement shall become effective upon signature of all duly authorized signatures and shall remain in effect until terminated by agreement of the parties or thirty days after written notice of termination by either party.

CITY OF FREEPORT

\_\_\_\_\_  
Mike Eveslage  
Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Jon Nelson  
Clerk-Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
County of Stearns  
Michael Williams, County Administrator

\_\_\_\_\_  
Date

## 2026 Appointments

	2025	2026 Changes
Official Depositories	Freeport State Bank Magnifi Financial League of MN Cities	
Finance Committee	City Council	
Street Commissioners	City Council	
Legal Advisor	Revermann Law Office	Quinlivan & Hughes, P.A.
Legal Prosecutor	Stearns Co Attorney's Office	
Park & Recreation Commissioner(s)	Jake Renneker	
Acting Mayor	Tim Hennen	
2 <sup>nd</sup> Acting Mayor	Jake Renneker	
EDA Council Rep.	Sarah Blake	
Weed Inspector	Loren Goebel, Public Works Director	
Health Officer	CentraCare Health-Melrose	
Assessor	Stearns County	
Newspaper	Star Post & Sauk Centre Herald	
Public Examiner	Schlenner Wenner & Co.	
Engineer	SEH, Inc.	
Building Inspector	Code Consulting Professionals	
Emergency Management Director	Fire Department Chief	
Acting Emergency Management Director	Fire Department First Assistant Chief	

Zoning Administrator	Clerk-Treasurer
Zoning Officers	City Council
Data Practices Compliance Officer	Clerk-Treasurer
Liaison to Chamber of Commerce	Clerk-Treasurer/Admin Assistant

Feasibility Report

# 2026 Street Improvements

Freeport, Minnesota

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FREEP 188909 | January 27, 2026



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for All of Us®

January 27, 2026

RE: 2026 Street Improvements  
Feasibility Report  
Freeport, Minnesota  
SEH No. FREEP 188909 4.00

Mr. Jon Nelson, Administrator  
City of Freeport  
125 East Main Street  
Freeport, MN 56331

Dear Mr. Nelson:

Enclosed is the Feasibility Report for the 2026 Street Improvements. It includes recommendations, probable costs, and proposed assessments.

Sincerely,

Dave Blommel, PE  
City Engineer  
(Lic. MN)

dwb/mrb

x:\fj\freep\188909\4-prelim-dsgn-rpts\feasibility report\feasibility report - 2026.01.27.docx

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

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# Feasibility Report

2026 Street Improvements  
Freeport, Minnesota

SEH No. FREEP 188909

January 27, 2026

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



Dave Blommel, PE

Date: January 27, 2026

License No.: 46725

Short Elliott Hendrickson Inc.  
2351 Connecticut Avenue, Suite 300  
Sartell, MN 56377-2485  
320.229.4300



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# Contents

Letter of Transmittal  
Certification Page  
Contents

1	Project Scope .....	1
2	Feasibility .....	1
3	Existing Conditions .....	1
4	Proposed Project .....	3
5	Project Cost .....	4
6	Assessments .....	4

## List of Tables

Table 1 – Cost Summary .....	4
Table 2 – Assessment Summary .....	5
Table 3 – City Cost Summary .....	5

## List of Figures

Figure 1 – Preliminary Layout

## List of Appendices

Appendix A	Opinion of Probably Cost
Appendix B	Preliminary Assessment Worksheet

# Feasibility Report

## 2026 Street Improvements

Prepared for City of Freeport, Minnesota

### 1 Project Scope

This report has been prepared for the City of Freeport to provide information regarding street and utility improvements on the following roadways:

- 2<sup>nd</sup> Street North between 2<sup>nd</sup> Avenue and 3<sup>rd</sup> Avenue
- 3<sup>rd</sup> Avenue North Between Main Street and 2<sup>nd</sup> Street North
- Alley between Main Street and 2<sup>nd</sup> Street (Freeport Square apartments alley)
- Alley between 2<sup>nd</sup> Avenue NW and CSAH 11 from

### 2 Feasibility

The project, as presented in this report, is both cost effective and feasible from an engineering perspective. The opinions of probable project cost are presented to assist the City in determining the feasibility of the project from a fiscal perspective. The projects are necessary to replace failed bituminous street pavements and to provide sanitary sewer and water system access to the area.

### 3 Existing Conditions

The existing roadways on 2<sup>nd</sup> Street and 3<sup>rd</sup> Avenue have concrete curb and gutter, bituminous pavement and City utilities. The roadway serves several significant community buildings in addition to providing more standard residential access:

- Sacred Heart Catholic Church and Rectory
- St Mary's School
- Freeport Square Apartments
- 3 residential homes
- Chiropractic office

2<sup>nd</sup> Street has a 36-foot width from face of curb to face of curb creating a configuration with 6' parking lanes on both sides of the road. Parking is not restricted, or striped, and residents currently do utilize the roadway for parking on both sides. 3<sup>rd</sup> Avenue is 44' in width and is utilized for angled parking along the east side of the roadway for the church. Parallel parking is common along the west curb line for both the chiropractic office and church parking.

Pavement condition on both streets is poor. Block and alligator cracking are apparent and signs of likely subgrade failure. Curb settlement and drainage problems are more common on 3<sup>rd</sup> Avenue than second street, but full replacement is necessary on both roadways.



Sidewalk is present on both sides of 2<sup>nd</sup> Street and 3<sup>rd</sup> Avenue, with the exception of the south half block on the east side of 3<sup>rd</sup> Avenue. Sidewalk on 2<sup>nd</sup> Street has a 5' grass boulevard as does the west side of 3<sup>rd</sup> Street. The sidewalk on the east side of 3<sup>rd</sup> Street is immediately adjacent to the curb and is wider than a standard sidewalk.

Pedestrian ramps at the intersection of 2<sup>nd</sup> Street and 2<sup>nd</sup> Avenue are non-compliant with ADA standards:

- The SW quadrant of the intersection has been replaced more recently than the others and has concrete in good condition, but the walk is still not compliant. A retaining wall and power pole at the intersection will make full compliance difficult.
- The NW quadrant lacks truncated domes, is not compliant from a slope standpoint, concrete is in poor condition, and there is a fire hydrant in the ramp.
- The NE quadrant lacks truncated domes, lacks a ramp to the south entirely, is non-compliant from a slope standpoint, and is in poor condition.
- The SE quadrant lacks truncated domes, adequate slopes and is generally in poor condition. Also present in the ramp is a manhole cover, a utility vault and a utility pedestal.

The alley between Main Street and 2<sup>nd</sup> Street is in very poor condition. The pavement on the alley has deteriorated beyond being passable. To remedy the poor condition the City added aggregate surfacing until the project could be completed. The alley is plagued by drainage concerns. City storm sewer and private lines in the alley are prone to freezing and need to be replaced. Garages along the alley (to the south) are lower than the driving surface and have a history of stormwater related problems.

The alley between 2<sup>nd</sup> Avenue NW and CSAH 11 is also in poor condition. This alley is less prone to drainage concerns and is primarily in need of resurfacing. The alley is believed to have a 2" pavement section making it inadequate for garbage truck traffic that accelerates the deterioration of the alley.

Water main is located in both 2<sup>nd</sup> Street and 3<sup>rd</sup> Avenue. The watermain is 4" cast iron and is not in compliance with the 10 states standards for water and wastewater facilities, which is the guiding document for municipal water supply. Should any of the adjacent facilities require fire protection, the narrow diameter pipe would not be ideal to supply the required flows.

The sanitary sewer main on 3<sup>rd</sup> Avenue and in the alley were both improved with cured in place plastic liner in 2021. The main line is not in need of improvements. Manholes in the project area are in poor condition however and are in need of replacement.

Storm sewer is minimal in the project area. There are 2 general drainage areas that impact the project. Piped storm sewer drains to the west and eventually to the north. Overland flow from the Alley and 3<sup>rd</sup> Avenue are collected in the Main Street drainage system. There is not adequate depth to connect additional storm sewer to the Main Street system. Drainage in the alley is poor and requires improvement.

## 4 Proposed Project

The proposed project will replace the existing roadways for the entire project area with a similar geometric layout with a more appropriate roadways section for the underlying soils. The proposed section for roadways includes geotextile fabric, 18" of select granular borrow, 8" of aggregate base, and 4" of bituminous pavement. Alley section will include 3.5" of bituminous pavement over 12" of aggregate base.

Improvements to 2<sup>nd</sup> Street Northeast will include:

- 36' wide roadway
- New concrete curb and gutter
- New sidewalk and pedestrian ramps
- Replaced water main and services
- Sanitary sewer manhole replacement
- New storm sewer

Improvements to 3<sup>rd</sup> Avenue SE include

- 44' wide roadway
- New concrete curb and gutter
- New sidewalk and pedestrian ramps
- Replaced water main and services
- Sanitary sewer manhole replacement
- New storm sewer

Improvements to Alley between Main Street and 2<sup>nd</sup> Street (Freeport Square Apartments Alley)

- 12' wide bituminous alley with new aggregate base
- Concrete curb and gutter to control stormwater
- New storm sewer

Improvements to Alley between CSAH 11 and 2<sup>nd</sup> Avenue NW.

- New bituminous pavement (reclaim and overlay)

## 5 Project Cost

The total cost of the project is shown in the table below. A copy of the complete opinion of probable cost is in the appendix.

Table 1 – Cost Summary

Item	Cost
General Costs	\$105,105.00
Street	\$398,601.00
Storm Sewer	\$148,230.00
Water Main	\$112,600.00
Sanitary Sewer	\$40,450.00
Turf / Erosion Control	\$16,400.00
Engineering / Financing / Legal	\$297,439.00
<b>Total Cost</b>	<b>\$1,118,825.00</b>

## 6 Assessments

The City of Freeport has a very consistent history of assessing benefitting properties for street and utility work adjacent to their homes and businesses. The City's policy is to assess 2/3 of the project cost for replacement up to the improvement value determined by the assessor. For linear projects similar to the proposed work, a combination of linear foot assessments and per each assessments creates the most equitable distribution of costs.

Recent past assessment projects were completed in 2012, 2021, and 2023. Some of the 2021 assessments overlap with those on the proposed project. The assessments however were only for sanitary sewer in SE Freeport without any assessment for the other assessment categories; street and storm sewer and watermain. Since sanitary sewer costs are not a major component of the work, they have been included as a City cost.

The NW Freeport alley is not directly addressed in the assessment policy. The residents on the alley were all assessed for street improvements with the 2021 project. With the alley being the second requiring improvement. Assessment rates for the second side are 50% of the length of the property. The preliminary assessment worksheet in the appendix reflects the assessment as a continuation of the previous project and shows the assessments at a 50% rate. This can be found in the adjusted linear feet column on the worksheet.

Special circumstances do exist for Freeport Square Apartments with the work bordering on three sides of the property. The assessment policy calls for 100% assessment on the short side (3<sup>rd</sup> Avenue) and 50% assessment on the long side (2<sup>nd</sup> Street) with no assessment on the third side (alley). The assessment worksheet reflects these restrictions.

The table below summarizes the assessment rates.

**Table 2 – Assessment Summary**

	Total Cost	Assessable Footage	100% Rate	66% Rate
Street and Storm Sewer	\$579,427.10	1204.14	\$481.20	\$317.59
Water Main	\$112,600.00	1205.14	\$93.43	\$61.67
Alley (North of Main)	\$98,813.92	600	\$164.69	\$108.70
Alley (West of CSAH 11)	\$24,188.32	600	\$40.31	\$26.61

One item not addressed in the assessment worksheet is a potential assessment cap. In 2021 the City had an assessment cap of \$12,000 to coincide with the appraisal letter received. The commercial square footage assessment presented in the 2021 letter did not apply as the commercial parcels were small enough to have the \$12,000 limit apply. The appraisal letter is anticipated to be received in advance of the public hearing and will likely reduce the assessment proceeds.

As a result of the special assessment revenue, the total project cost is shown in the table below.

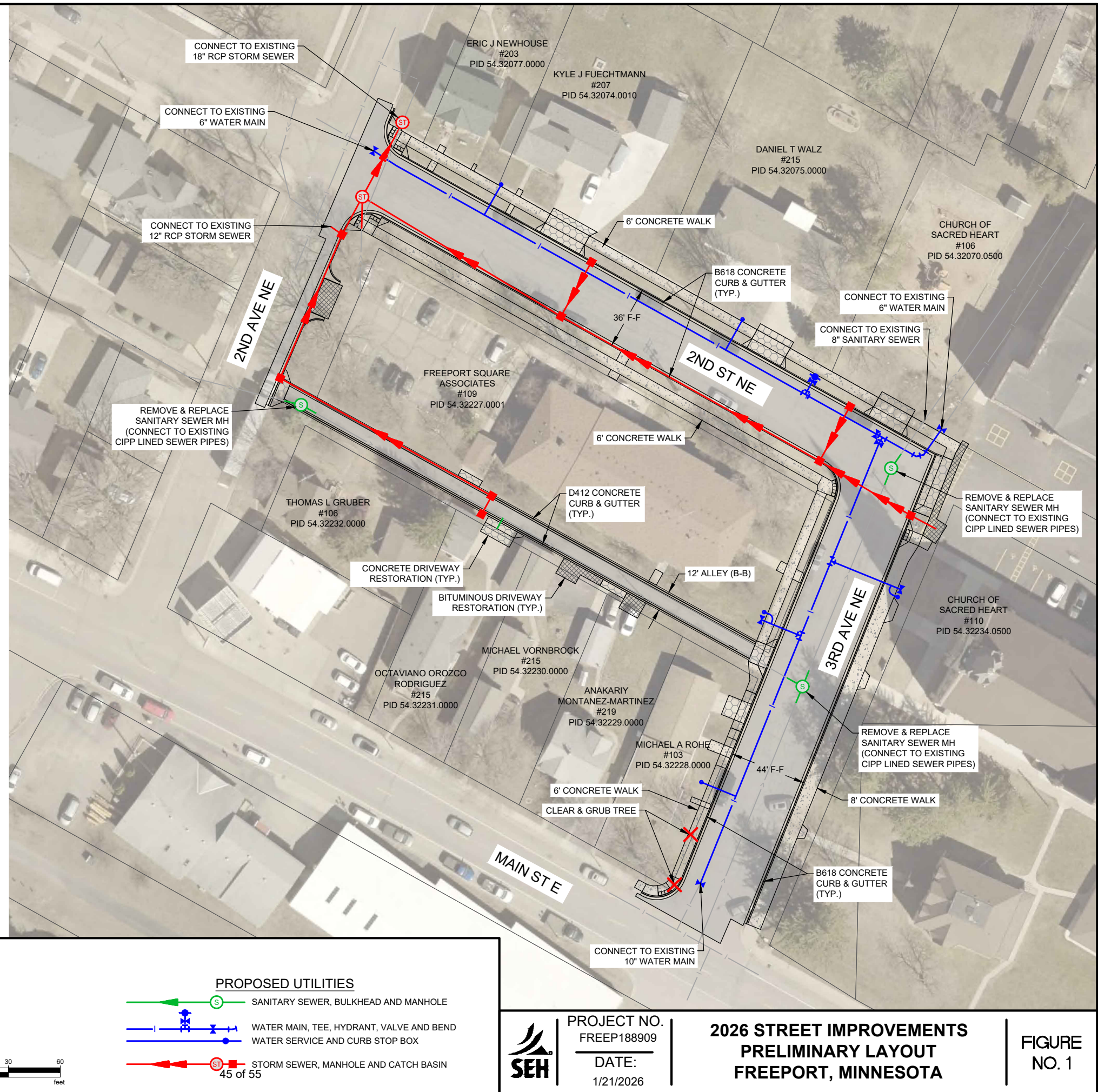
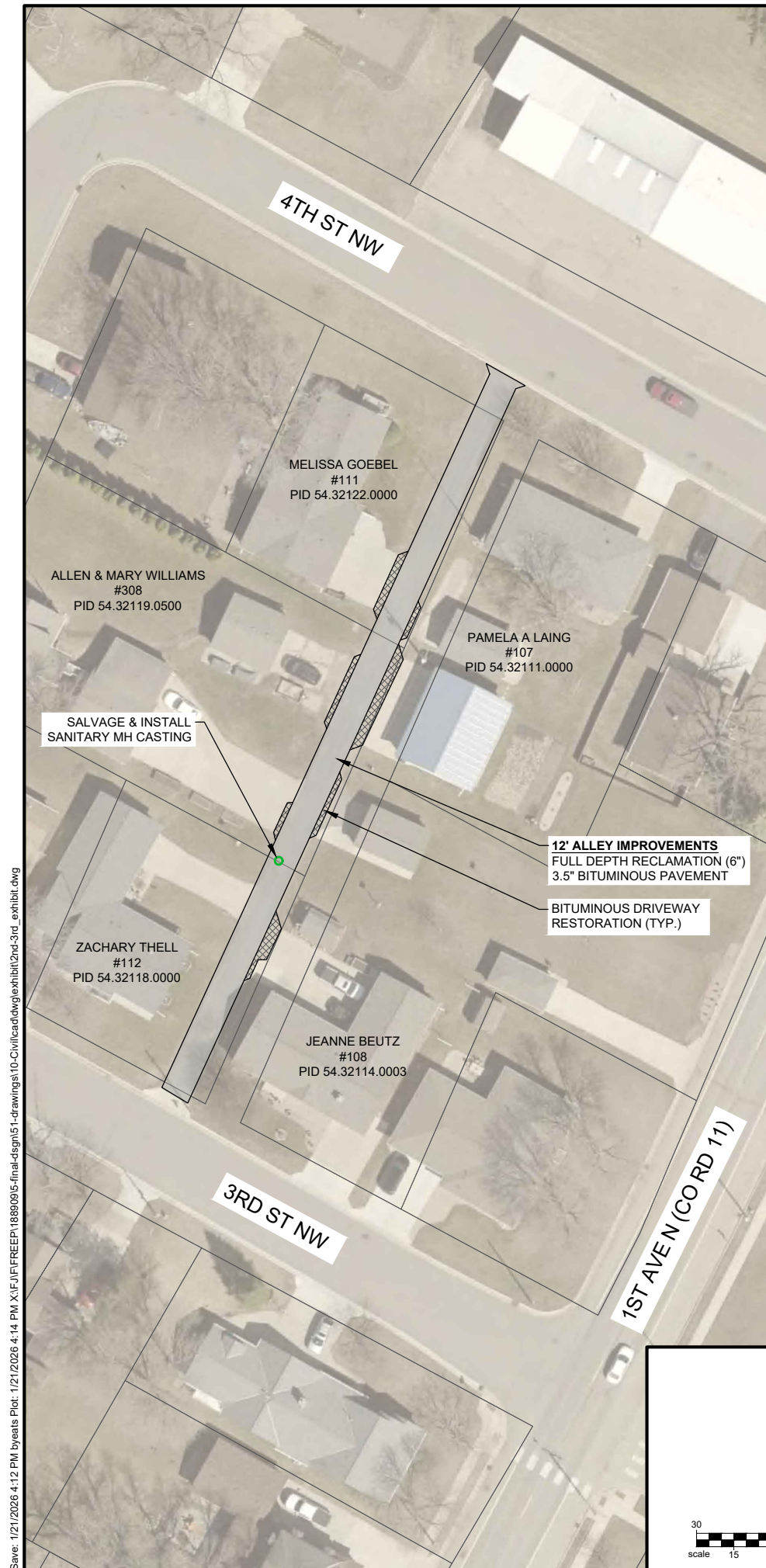
**Table 3 – City Cost Summary**

Item	City	Assessments
Street and Storm Sewer	\$590,401.50	\$375,373.50
Watermain	\$47,595.55	\$65,004.45
Sanitary Sewer	\$40,450.00	\$0.00

# Figures

Figure 1 – Preliminary Layout







# Appendix A

Opinion of Probably Cost



2026 STREET IMPROVEMENTS  
 FREEPORT, MN  
 SEH NO. FREEP 188909

1/27/2026

OPINION OF PROBABLE COST

ITEM NO.	ITEM DESCRIPTION	UNIT	APPROXIMATE QUANTITY	UNIT PRICE	COST	TOTAL
<b>GENERAL</b>						
1	MOBILIZATION	LUMP SUM	1.00	\$45,000.00	\$45,000.00	
2	TRAFFIC CONTROL	LUMP SUM	1.00	\$5,000.00	\$5,000.00	
3	CLEARING & GRUBBING	TREE	2.00	\$900.00	\$1,800.00	
4	REMOVE DRAINAGE STRUCTURE (STORM)	EACH	7.00	\$400.00	\$2,800.00	
5	REMOVE DRAINAGE STRUCTURE (SANITARY)	EACH	3.00	\$500.00	\$1,500.00	
6	REMOVE HYDRANT	EACH	1.00	\$500.00	\$500.00	
7	REMOVE GATE VALVE & BOX	EACH	4.00	\$200.00	\$800.00	
8	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	500.00	\$3.00	\$1,500.00	
9	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	185.00	\$10.00	\$1,850.00	
10	REMOVE SEWER PIPE (SANITARY)	LIN FT	70.00	\$5.00	\$350.00	
11	REMOVE SEWER PIPE (STORM)	LIN FT	470.00	\$13.00	\$6,110.00	
12	REMOVE WATER MAIN	LIN FT	750.00	\$5.00	\$3,750.00	
13	REMOVE CONCRETE CURB & GUTTER	LIN FT	1,390.00	\$8.00	\$11,120.00	
14	REMOVE BITUMINOUS PAVEMENT	SQ YD	3,160.00	\$5.00	\$15,800.00	
15	REMOVE CONCRETE PAVEMENT	SQ YD	1,045.00	\$5.00	\$5,225.00	
16	SALVAGE & INSTALL SIGN	EACH	8.00	\$250.00	\$2,000.00	\$105,105.00
<b>STREET</b>						
17	COMMON EXCAVATION	CU YD	1,100.00	\$16.00	\$17,600.00	
18	SUBGRADE EXCAVATION	CU YD	1,660.00	\$15.00	\$24,900.00	
19	FULL DEPTH RECLAMATION (6")	SQ YD	430.00	\$3.00	\$1,290.00	
20	HAUL EXCESS RECLAIMED MATERIAL	CU YD	25.00	\$15.00	\$375.00	
21	AGGREGATE BASE SURFACE PREPARATION	ROAD STA	4.00	\$300.00	\$1,200.00	
22	SELECT GRANULAR BORROW	TON	2,988.00	\$12.00	\$35,856.00	
23	AGGREGATE BASE, CLASS 5	TON	2,300.00	\$20.00	\$46,000.00	
24	GEOTEXTILE FABRIC TYPE 7	SQ YD	3,900.00	\$3.50	\$13,650.00	
25	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	10.00	\$150.00	\$1,500.00	
26	TYPE SP 9.5 WEARING COURSE MIXTURE <u>(3.C)</u>	TON	345.00	\$85.00	\$29,325.00	
27	TYPE SP 12.5 NON WEARING COURSE MIXTURE <u>(3.C)</u>	TON	445.00	\$82.00	\$36,490.00	
28	BITUMINOUS MATERIAL FOR TACK COAT	GAL	285.00	\$3.00	\$855.00	
29	COMMERCIAL BITUMINOUS DRIVEWAY RESTORATION	SQ YD	62.00	\$65.00	\$4,030.00	
30	RESIDENTIAL BITUMINOUS DRIVEWAY RESTORATION	SQ YD	94.00	\$55.00	\$5,170.00	
31	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	150.00	\$90.00	\$13,500.00	
32	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	120.00	\$100.00	\$12,000.00	





2026 STREET IMPROVEMENTS  
FREEPORT, MN  
SEH NO. FREEP 188909

1/27/2026

OPINION OF PROBABLE COST

ITEM NO.	ITEM DESCRIPTION	UNIT	APPROXIMATE QUANTITY	UNIT PRICE	COST	TOTAL
33	8" CONCRETE CROSS GUTTER	SQ YD	15.00	\$90.00	\$1,350.00	
34	CONCRETE CURB AND GUTTER DESIGN D412	LIN FT	620.00	\$24.00	\$14,880.00	
35	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	1,390.00	\$25.00	\$34,750.00	
36	6" CONCRETE WALK W/4" SAND BEDDING	SQ FT	8,040.00	\$10.00	\$80,400.00	
37	TRUNCATED DOMES	SQ FT	100.00	\$70.00	\$7,000.00	
38	4" SOLID LINE MULTI COMP	LIN FT	500.00	\$1.00	\$500.00	
39	24" SOLID LINE MULTI COMP	LIN FT	35.00	\$8.00	\$280.00	
40	CROSSWALK MULTI COMP	SQ FT	400.00	\$10.00	\$4,000.00	
41	TOPSOIL BORROW (LV)	CU YD	180.00	\$30.00	\$5,400.00	
42	TURF RESTORATION	SQ YD	2,100.00	\$3.00	\$6,300.00	\$398,601.00

SANITARY SEWER

43	CONNECT TO EXISTING SANITARY SEWER	EACH	7.00	\$1,000.00	\$7,000.00	
44	SALVAGE & INSTALL MANHOLE CASTING	EACH	1.00	\$750.00	\$750.00	
45	4" PVC PIPE SEWER	LIN FT	40.00	\$60.00	\$2,400.00	
46	8" PVC PIPE SEWER	LIN FT	120.00	\$80.00	\$9,600.00	
47	8"X4" PVC WYE	EACH	0.00	\$650.00	\$0.00	
48	6" PVC SANITARY CLEANOUT	EACH	0.00	\$700.00	\$0.00	
49	CONSTRUCT SANITARY MANHOLE	EACH	3.00	\$6,500.00	\$19,500.00	
50	INFI-SHIELD EXTERNAL CHIMNEY SEAL	EACH	4.00	\$300.00	\$1,200.00	
51	CLEAN AND VIDEO TAPE PIPE SEWER	LIN FT	0.00	\$2.00	\$0.00	\$40,450.00

WATER MAIN

52	CONNECT TO EXISTING WATER MAIN	EACH	3.00	\$1,500.00	\$4,500.00	
53	HYDRANT	EACH	1.00	\$7,000.00	\$7,000.00	
54	1" CORPORATION STOP	EACH	5.00	\$600.00	\$3,000.00	
55	1" CURB STOP & BOX	EACH	5.00	\$700.00	\$3,500.00	
56	6" GATE VALVE & BOX	EACH	5.00	\$2,500.00	\$12,500.00	
57	8" GATE VALVE & BOX	EACH	1.00	\$3,000.00	\$3,000.00	
58	10" GATE VALVE & BOX	EACH	1.00	\$4,500.00	\$4,500.00	
59	1" COPPER TYPE K	LIN FT	120.00	\$60.00	\$7,200.00	
60	6" WATER MAIN DUCTILE IRON CL 52	LIN FT	130.00	\$60.00	\$7,800.00	
61	8" WATER MAIN DUCTILE IRON CL 52	LIN FT	620.00	\$70.00	\$43,400.00	
62	4" INSULATION	SQ YD	20.00	\$90.00	\$1,800.00	
63	DUCTILE IRON FITTINGS	POUND	800.00	\$18.00	\$14,400.00	\$112,600.00



OPINION OF PROBABLE COST

ITEM NO.	ITEM DESCRIPTION	UNIT	APPROXIMATE QUANTITY	UNIT PRICE	COST	TOTAL
STORM SEWER						
64	CONNECT TO EXISTING STORM SEWER	EACH	3.00	\$1,500.00	\$4,500.00	
65	4" PE PERFORATED PIPE DRAIN (WITH SOCK)	LIN FT	1,990.00	\$8.00	\$15,920.00	
66	8" PVC PIPE SEWER (STORM)	LIN FT	18.00	\$60.00	\$1,080.00	
67	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	730.00	\$75.00	\$54,750.00	
68	18" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	72.00	\$90.00	\$6,480.00	
69	CONSTRUCT DRAINAGE STRUCTURE 2X3	EACH	3.00	\$3,000.00	\$9,000.00	
70	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	7.00	\$6,000.00	\$42,000.00	
71	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	1.00	\$10,000.00	\$10,000.00	
72	INFI-SHIELD EXTERNAL CHIMNEY SEAL (STORM)	EACH	10.00	\$300.00	\$3,000.00	
73	JET CLEAN STORM SEWER	LIN FT	750.00	\$2.00	\$1,500.00	\$148,230.00
EROSION CONTROL						
74	STABILIZED CONSTRUCTION EXIT	EACH	3.00	\$1,000.00	\$3,000.00	
75	STORM DRAIN INLET PROTECTION	EACH	15.00	\$200.00	\$3,000.00	
76	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	2,600.00	\$4.00	\$10,400.00	\$16,400.00
SUMMARY						
TOTAL					\$821,386.00	\$821,386.00
SUBTOTAL - CONSTRUCTION					\$821,386.00	\$821,386.00
CONTINGENCY					\$82,139.00	
ENGINEERING					\$190,700.00	
LEGAL, FISCAL, AND ADMINISTRATIVE					\$24,600.00	
GRAND TOTAL					\$1,118,825.00	

# Appendix B

## Preliminary Assessment Worksheet



PRELIMINARY SPECIAL ASSESSMENT WORKSHEET

2026 STREET IMPROVEMENTS  
FREEPORT, MN  
SEH NO. FREEP 188909

1/27/2026

	UNIT	100% RATE	66% RATE
STREET AND STORM SEWR	FT	\$481.20	\$317.59
WATER MAIN	FT	\$93.43	\$61.67
ALLEY (WITH STORM SEWER)	FT	\$164.69	\$108.70
ALLEY (SURFACE ONLY)	FT	\$40.31	\$26.60

ITEM NO.	PARCEL ID NO.	PROPERTY OWNER	PROPERTY ADDRESS	MAILING ADDRESS	CITY STATE ZIP
0	54.32077.0000	ERIC J NEWHOUSE	203 2ND ST NE	203 2ND ST NE	FREEPORT, MN 56331
0	54.32232.0000	THOMAS L GRUBER	106 2ND AVE NE	PO BOX 161	FREEPORT, MN 56331
0	54.32229.0000	ANAKARI Y MONTANEZ-MARTINE	219 MAIN STREET EAST	219 MAIN STREET EAST	FREEPORT, MN 56331
0	54.32230.0000	MICHAEL VORNBROCK	215 MAIN STREET EAST	PO BOX 23	FREEPORT, MN 56331
0	54.32228.0000	MICHAEL A ROHE	103 2RD AVE NE	PO BOX 309	FREEPORT, MN 56331
0	54.32227.0001	FREEPORT SQUARE ASSOCIATE	109 3RD AVE NE	32 10TH AVE SOUTH #109	MINNETONKA, MN 55343
0	54.32231.0000	OCTAVIANO OROZCO RODRIGU	211 MAIN STREET EAST	PO BOX 308	FREEPORT, MN 56331
0	54.32234.0500 54.32070.0500	CHURCH OF SACRED HEART	106 3RD AVE NE	PO BOX 155	FREEPORT, MN 56331
0	54.32075.0000	DANIEL T WALZ	215 2ND ST NE	PO BOX 155	FREEPORT, MN 56331
0	54.32074.0010	KYLE J FUECHTMANN	207 2ND ST NE	PO BOX 234	FREEPORT, MN 56331

TOTALS:

ALLEY FRONTAGE	
GROSS LIN FT	ADJUSTED LIN FT
0	0
100	100
50	50
50	50
50	50
300	0
50	50
0	0
0	0
0	0

600.00

300.00

STREET / WATER FRONTAGE	
GROSS LIN FT	ADJUSTED LIN FT
50.00	50
0.00	0
0.00	0
0.00	0
132.00	132
394.79	244.79
0.00	0
406.35	406.35
117.00	117
104.00	104

1204.14

1054.14

WATER ASSESSMENT	STREET / ALLEY ASSESSMENT	TOTAL PRELIMINARY ASSESSMENT
\$3,083.29	\$15,879.46	\$18,962.75
\$0.00	\$10,869.54	\$10,869.54
\$0.00	\$5,434.77	\$5,434.77
\$0.00	\$5,434.77	\$5,434.77
\$8,139.89	\$47,356.55	\$55,496.44
\$15,095.19	\$77,742.67	\$92,837.85
\$0.00	\$5,434.77	\$5,434.77
\$25,057.92	\$129,052.38	\$154,110.30
\$7,214.91	\$37,157.94	\$44,372.85
\$6,413.25	\$33,029.28	\$39,442.53

\$65,004.45

\$367,392.12

\$432,396.58

	54.32119.0500	ALAN & MARY WILLIAMS	308 2ND AVE NW	PO BOX 152	FREEPORT, MN 56331
	54.32118.0000	ZACHARY THELL	112 3RD ST NW	PO BOX 203	FREEPORT, MN 56331
	54.32122.0000	MELISSA GOEBEL	111 4TH ST NW	111 4TH ST NW	FREEPORT, MN 56331
	54.32111.0000	PAMELA A LAING	107 4TH ST NW	PO BOX 223	FREEPORT, MN 56331
	54.32114.0003	JEANNE BEUTZ	108 3RD ST NW	PO BOX 145	FREEPORT, MN 56331

TOTALS:

100	50
100	50
100	50
150	75
150	75

600.00

300.00

0.00	0
0.00	0
0.00	0
0.00	0
0.00	0

\$0.00	\$1,330.23	\$1,330.23
\$0.00	\$1,330.23	\$1,330.23
\$0.00	\$1,330.23	\$1,330.23
\$0.00	\$1,995.35	\$1,995.35
\$0.00	\$1,995.35	\$1,995.35

\$0.00

\$7,981.38

\$7,981.38

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# Building a Better World for All of Us<sup>®</sup>

Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy, and a balanced environment. Building a Better World for All of Us communicates a company-wide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.

JOIN OUR SOCIAL COMMUNITIES



# Memo

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From: Jon Nelson, Clerk-Treasurer

To: Freeport City Council

Date: 01/23/26

Re: North Park Slide Replacement

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A slide at the school park is broken. I received a quote in the amount of \$2,430.34 for replacement. According to a lease agreement from 2007, the City is responsible for maintaining the equipment in the park.

Requested Action: Approve purchasing replacement slide.

**Rank Idea/Need**

- 1 A better location for a gas station to pull in more traffic
  - 2 Future expansion of the business park and how to be drawing in larger businesses to it to help increase tax base for our town.
  - 3 I think the EDA should have a community business owner meeting a few times a year just for the business owners to meet and help give their perspective on our community and what could help each other and the city as we grow.
- 
- 1 Grocery store
  - 2 Gas station for truck and trailer
  - 3 Nice place to eat
- 
- 1 I feel we need to spend more time on finding the next development. Without people hard to convince grocery stores daycare providers etc a reason to move to town if they don't see an opportunity.
  - 2 Same thing goes for trying to sell lots in the industrial park. Without workers people may not see the opportunity that Freeport has to offer. So need number two is selling lots in the industrial park.
  - 3 Issue three and this has to do with me as well is clean up the town and we have had conversations this week about doing so.
- 
- 1 we really need an enthusiastic business group and new downtown businesses. Also, creating events during the year. Moving the Santa Day back to the down town was a start.
  - 2 Continue to work with the city on housing growth and continue with Industrial Park development.
  - 3 Find youth activities within the community.
  - 4 We also need to disassociate the city from the chamber that has been formed as an area wide chamber.
- 
- 1 Look at increasing industrial park area
  - 2 Cleanup city lots
  - 3 Find something that will fit in the lots by Vinks
- 
- 1 Look into doing what Avon is doing with short term, no interest loans for commercial properties
  - 2 Clean up residential and commercial properties
  - 3 do something with the south park
- 
- 1 gas station with easily accessible pumps
  - 2 small grocery store
  - 3 car wash
  - 4 meat shop
- 
- 1 senior housing
  - 2 commercial business (old & new)
  - 3 following up on city ordinances

No  
order

I hear quite often how nice, clean, and orderly the town looks. If one takes a closer look, it's not that way everywhere. I feel we as a city should work on keeping all of our properties clean. Picking up litter on the streets and curb in front of our homes and businesses is important. We should figure out avenues to clean up the Hoeschen property by the Community Center, the Beutz buildings, Hartung's house and yard, the auto repair shop south of town, the gas barrels across from the carpet store, the creamery area, and others. Progress has been made and more is needed. These are not only city level issues, but goals for all of us.

The city needs to look at the future property needs. The Hoeschen property should be looked at not only to clean it up, but also for drainage issues. The Welle farm, Borgerding farm, some small properties on the north end of town, and maybe a small section of Pung's should be looked at for future needs.

Freeport has amenities that should be used more fully. We have three ballparks, a beautiful community center, a senior center, and the Wobegon trail that are not even close to being utilized as much as they should. The tennis courts need attention. We should consider this before we jump too quickly into the next idea. Freeport's businesses, churches, school and community organizations are all valuable assets. Often, it appears that these assets are taken for granted.

The city can only afford so much and their role isn't being a problem solver for everyone. Everyone should aid the city in promoting and improving Freeport. People like living here. They like knowing their neighbors, city staff, and businesses. We should strive for this.

\*Answers submitted by Council and EDA Members December, 2025.